



## CV FIBER COMMUNICATION MEETING MINUTES

GoToMeeting (virtual meeting only)

February 4, 2021

### **Present:**

**Committee Members:** Allen Gilbert (Worcester), Chuck Burt (Moretown), David Healy (Calais), Ray Pelletier (Northfield), R. D. Eno (Cabot), Jeremy Matt (Plainfield), Gabriel Gilman (Moretown Volunteer)

### **Others:**

**Called to order:** 5:33PM by Chuck Burt via GoToWebinar

### **Additions to the agenda:**

- Chuck Burt noted that there are back minutes that need to be approved and said that he will be putting out a bundle to be approved in a consent agenda for the next meeting.

### **Public comment:**

- None

### **Gabriel Gilman:**

- Gabriel Gilman said that he does not have the time to be on the Communications Committee until ~April and will not be attending meetings for the next few months. He officially stepped down from the Committee so as to not impact quorum. However, he has a wide array of skills including legal and can assist offline.

### **Committee Charter:**

- Chuck Burt noted that he sent around a DRAFT committee charter and referenced suggestions Allen sent around. Chuck Burt suggested revising Allen Gilbert's edits to note that the Committee can suggest changes to the board. There followed additional wordsmithing on Allen Gilbert's edits. Ray Pelletier and R.D. Eno suggested that the addition was not necessary. Chuck Burt asked Allen Gilbert why the addition is necessary. Allen Gilbert said that he thinks that it should be crystal clear and up front that the Board has the ultimate power over committees.
- MOTION (Jeremy Matt second Ray Pelletier) to approve the DRAFT charter as emailed by Chuck Burt with the following edits: 1) the addition of the Paragraph D text Chuck Burt pasted into Chat, 2) Removal of Paragraph A3, 3) Revising the bullet referencing "vetted claims" as suggested in Chat by Allen Gilbert, and 4) Adding the requirement that the Communications Committee will prepare an annual budget as suggested in Chat. Pass unanimously (as amended). Discussion:

- Ray Pelletier noted that under the 3<sup>rd</sup> paragraph under background is repetitive. Chuck Burt noted that had had meant to strike that paragraph. Paragraph A3 removed by friendly amendment.
- Ray Pelletier asked what Chuck Burt’s intent was regarding the public dashboard bullet. Chuck Burt said that he thinks that the Communications Committee will be maintaining their own public dashboard of Communications Committee related contracts.
- Ray Pelletier asked what was meant by “vetted claims”. Chuck Burt said that it was a marketing standard language regarding things that have been confirmed to by the board be true. Allen Gilbert asked if the Communications Committee wants to get into this as he thinks that it could be a lot of work and get the Communications Committee into sticky situations. Allen Gilbert also raised concerns that this could be construed as restricting what Board members can say to their communities. Chuck Burt noted that this was in the original motion creating the Communications Committee but said that we can strike it. Allen Gilbert suggested changing the bullet. Accepted change as pasted in chat by Allen Gilbert as friendly amendment.
- Ray Pelletier asked what of the work of the Communications Committee requires Board Approval before the product is released. Chuck Burt said that we would develop a plan and for board approval, but execution of that plan would be the Communications Committee. Chuck Burt suggested language regarding annual preparation of a communications plan; accepted as friendly amendment.

**Community update:**

- Chuck Burt said that we are well past due for a community update.
- David Healy asked how many people are signed up for our newsletter. Chuck Burt said he was not sure.
- Ray Pelletier said that we should be releasing information at least once a month, perhaps twice per month.
- Discussion regarding the specific information to be included in our reports. Consensus was to prepare discussion of the project manager RFP, funding update, and a summary of the survey. David Healy volunteered to write a first DRAFT and Chuck Burt will provide initial edits.

**Ongoing website improvements:**

- Chuck Burt noted that Codewryter has been updating the website organization as it relates to RFPs, minutes & agendas, and committee pages. Chuck Burt noted that there are open questions:
  - Should we put committee chair photos on the website?
  - Should we have a single point of contact for Codewryter?
- MOTION (David Healy second Chuck Burt) to decide to forgo putting pictures of Committee chairs and officers on the website. Motion passed. Vote:

Member	Vote	Member	Vote	Member	Vote
Chuck Burt	Aye	Allen Gilbert	Aye	Ray Pelletier	Abstain
Jeremy Mat	Aye	David Healy	Aye		
Not present: R.D. Eno					

Discussion:

- Ray Pelletier said it adds a personal touch.

- Chuck Burt said he did not want his photo up.
- Allen Gilbert said it reflects poorly if the pictures become out of date and that making sure the page remains current adds an additional task.
- Jeremy Matt agreed that he did not want his photo on the website and wondered if it might be a disincentive for people to volunteer for committee chair positions.
- MOTION (Chuck Burt second Jeremy Matt) to have Chuck Burt be the primary contact for Codewryter and website updates except in instances where the website is updated directly by board members or CVFiber officials (such as adding minutes to the website). Passed unanimously (R.D. Eno not present).  
Discussion:
  - Chuck Burt noted that he will be putting tasks for Codewryter on Trello and will provide access to Communications Committee members.
  - Ray Pelletier said he was concerned that this would create a single point of failure. Chuck Burt suggested creating a point-of-contact emailing list for communicating with Codewryter and for board members to suggest additions and changes to the website. Chuck Burt tabled motion pending determination of who will be on the point emailing list.

**RFP publication:**

- MOTION (Chuck Burt second Jeremy Matt) to retroactively approve publishing the RFP section of the website and to approve Ray Pelletier and David Healy to publish RFPs to the webpage. Passed unanimously (R.D. Eno not present). No Discussion.

**Meeting Adjourned at 7:02PM**

Respectfully submitted,  
Jeremy Matt, Clerk