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**Public Works Department**  
**City of Bellingham**

**Broadband Advisory Workgroup Agenda**  
**Tuesday, August 2, 2022**  
**6:00pm – 8:00pm\***  
**Zoom**

You should have received your Zoom Panelist invite

BAW Members and Ex-officio Members: Please join the meeting 5-10 minutes ahead of the start time so we can make sure you have everything you need to participate in for the meeting.

<b>Time</b>	<b>Topic</b>	<b>Lead</b>
<b>6:00 - 6:05</b> <b>(5 min)</b>	<b>Welcome, introductions, agenda review, approve notes from last meeting</b> (included in your packet)	David Roberts, Facilitator
<b>6:05 – 6:10</b> <b>(5 min)</b>	<b>Report from Eric</b>	Eric Johnston
<b>6:10 – 6:50</b> <b>(40 min)</b>	<b>Final Review of Recommendations and Agenda Bill Contents</b> Goal: Ensure content meets the members expectations	David Roberts and Eric Johnston
<b>6:50 – 7:45</b> <b>(55 min)</b>	<b>Dry Run of Presentation for City Council</b> Goal: Review presentation and provide comments to the presentation team	Milissa Miller and presentation team
<b>7:45 – 8:00</b> <b>(15 min)</b>	<b>Evaluate the Broadband Workgroup process and outcomes and provide feedback</b>	David Roberts
<b>8:00</b>	<b>Adjourn</b>	

\* Please note: This may be the last scheduled meeting of the Broadband Advisory Workgroup and as such we may need to continue past 8:00pm to be prepared for your August 29<sup>th</sup> presentation to City Council. Please keep this in mind as you plan your evening. Thank you.

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**Engineering**

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**The following words describe our Vision for our meetings as the Broadband Advisory Workgroup:**

Approved 2-2-2021

- ❖ See each person's face
- ❖ Thoughtful
- ❖ Engaged
- ❖ Prepared
- ❖ Concise and specific information
- ❖ Conversational discussions
- ❖ Positive
- ❖ Great ideas
- ❖ Intelligent
- ❖ Directed
- ❖ On task
- ❖ Short as possible
- ❖ Come out with deliverables
- ❖ Tangible results
- ❖ Planning forward

**Meeting Ground Rules**

Approved 2-2-2021

- Start and end on time.
- One speaker at a time.
- Stick to the topic at hand.
- Ask questions to increase understanding.
- Limit distractions.
- Do your homework.
- Acknowledge that all participants bring legitimate purposes, goals, concerns and interests, whether or not there is agreement.
- Let the facilitator manage the meeting.
- Have fun. 😊