



## Public Works Department

### City of Bellingham

#### Broadband Advisory Workgroup Agenda

Tuesday, February 1, 2022  
6:00pm – 7:45pm  
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.

Time	Topic	Lead
6:00 - 6:05 (5 min)	Welcome, introductions, agenda review, approve notes from last meeting (included in your packet)	David Roberts, Facilitator
6:05 – 6:10 (5 min)	Administrative and Technology Items Update	Eric Johnston
6:10 – 6:30 (20 min)	Outline schedule for next 5-6 months <ul style="list-style-type: none"><li>Agree to schedule and consider alternatives</li></ul>	David Roberts
6:30 – 7:15 (45 min)	Magellan Advisors <ul style="list-style-type: none"><li>Presentation on the elements of a business plan</li><li>Anticipated content in Magellan report (due in April)</li><li>Survey status update</li></ul>	Jory Wolf & Greg Laudeman
7:15 - 7:25 (10 min)	Present contents of typical agenda bill for Council <ul style="list-style-type: none"><li>Clarify what the Workgroup needs to deliver</li></ul>	Eric Johnston
7:25 – 7:35 (10 min)	Discuss development of final definitions <ul style="list-style-type: none"><li>Identify a subgroup to draft final definitions for Workgroup</li><li>Contemplate review and approval process for March meeting and presentation to City Council in April</li></ul>	David Roberts
7:35 – 7:45 (10 min)	Evaluate meeting and discuss future meeting agendas	
7:45	Adjourn	

**Next meeting scheduled for Tuesday, March 1st at 6:00pm via Zoom**

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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. 😊