



## Public Works Department

City of Bellingham

### Broadband Advisory Workgroup Agenda

**Tuesday, March 2, 2021**  
**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.

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 – 7:05 (60 min)	<b>Process clarifications and roles discussion</b> <ul style="list-style-type: none"><li>• Meeting Frequency</li><li>• Recording Meetings</li><li>• Timeline clarification</li><li>• Roles of Workgroup &amp; Ex-Officio members</li><li>• Budget Clarification</li><li>• Using social media to express opinions about the Workgroup process</li><li>• Group email management</li><li>• File sharing with SharePoint</li><li>• Agenda development</li><li>• Agenda team (3 people)</li><li>• Note taking</li><li>• Ex-Officio presentation schedule and coordination</li></ul>	David Roberts, and staff <ul style="list-style-type: none"><li>• Eric Johnston</li><li>• Eric</li><li>• Eric</li><li>• Eric</li><li>• Eric</li><li>• Eric</li><li>• Eric/Iris</li><li>• Marty Mulholland</li><li>• David</li><li>• David</li><li>• David</li><li>• David</li></ul>
7:05 – 7:20 (15 min)	Review <b>Purpose, Mission &amp; Goals</b> document – Revised draft 2.16.21  Goal: Agree to revised document language with comments incorporated.	Michelle Kopcha
7:20 – 7:50 (30 min)	Discuss comments and questions shared by the Workgroup regarding the language and intent of the Resolution <b>2020-31</b>  Goal: Agree to a set of comments and questions for Eric to discuss with City Council Public Works and Natural Resources Chair.	Kris Keillor and Linda Fels
7:50 – 8:00 (10 min)	Plan Agenda for the next meeting. Evaluate this meeting.	David Roberts
8:00	Adjourn	

**Next meeting scheduled for Tuesday, March 16th 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. ☺