I. Call to Order | Introductions
The meeting was called to order by Chair Barb Fuller at 8:02 a.m.

In Attendance:
- Barb Fuller – Chair of Broadband Task Force (via tx)
- Melanie Bell – Michigan Broadband Cooperative
- Don Stein – Bridgewater Township (via tx)
- Ben Fineman – Vice Chair of Broadband Task Force (via tx)
- Commissioner Jason Maciejewski (via tx)
- Kyle Mazurek – Comcast
- Gary Munce – Lyndon Township
- Mike Compton – Dexter Township
- Scott Rakestraw – Chelsea District Library
- Jack Knowles – Scio Township
- Commissioner Shannon Beeman (via tx)
- John Kingsley – Webster Township
- Sue Waters – Webster Township
- Cal Messing – Bridgewater Township
- Lisa Moutinho – Staff Support/Manchester Township

Scott Rakestraw was introduced – Network Administrator for Chelsea District Library, he shared his background and history with the group.

II. Public Comment
Sue Waters asked for the minutes of October 17 to reflect she was not in attendance

III. Approval of Meeting Minutes
A. October 17, 2019
The minutes of October 17 were amended to reflect Sue Waters was not in attendance
Kingsley/Compton – Unanimous approval

IV. Approval of Agenda
The agenda was approved as presented
Knowles/Compton – Unanimous approval

V. Action Items
A. Authorize RFQ Vendor(s)
Subcommittee recommended Merit/KCI for survey, not to exceed $21,765.70
Bell/Knowles
The group discussed the pros/cons of each proposal
Approved by all but Fineman – who abstained as he has a consulting relationship w/Merit

B. Authorize Survey
The draft surveys were reviewed- with the group asking for the following modifications:
   - A telephone number for respondents to call with questions
     - Use Lisa’s desk number, she will triage calls
   - Make sure the word ‘Survey’ is prominent
   - Add ‘Thank You’ at the end
   - Use ‘Access to internet’ or ‘High speed internet access’ instead of the work ‘Broadband’
   - Reinforce that only one form of response is needed, online or paper
     - “This survey may be completed on line at www….. OR by returning this paper”
   - Speed test information should be closer to the top of the first page
   - Melanie to find out why the Moonshot link is there, either remove or put at bottom of second page
   - Questions 7 & 8 – Add the words ‘High Speed’ so people understand instead of mbps
   - Question 13 – Delete ‘if this is a residential address’ as surveys are only going to residential addresses
   - Add – ‘This link is unique to this address’ at top of survey
Motion/Fineman – Subcommittee given authority to make non-substantive changes to survey in order to finalize and keep process moving. Support/Munce with amendment (support/Kingsley) that any concerns shall be forwarded to the chair of the Task Force.
Unanimous approval

VI. Workgroup Updates
A. Data Project Subcommittee Report
In addition to their other work with the survey, Merit is preparing a marketing packet that will be forwarded to all targeted townships – it will include
   - A communications plan
     - Before/during/after survey
   - Digital message that townships can use
   - Draft press release
   - Talking points
   - Newsletter blurb
   - Flyer for print/distribution
Discussion on data being collected by Merit/Quello and how the survey will work –
- Ask that the contract specify only data necessary to complete survey be gathered/retained
- What if links are used twice, or if a survey is completed online and mailed in? It does corrupt the data, we will defer to the expertise of Quello for determination on best course of action
- Generic URL will be available

VII. Report of the Chair
   No report

VIII. Next Steps | Deliverables
   Melanie will meet w/Merit and distribute survey and marketing materials to group when completed

IX. Announcements
   Commissioner Jason Maciejewski thanked Chair Fuller and the group for their work, adding that WEMU did an interview with the two of them and some residents of Webster Township that outlined the digital divide in Washtenaw County and sharing the work the group is doing (specifically the survey). He also added that last evening the Board of Commissioners approved their 2020 budget and allocated $80,000 in funding to the group, so their work could continue.

X. Adjournment
   The meeting adjourned at 9:07 a.m. Bell/Knowles

NEXT MEETING:
    Thursday, December 5, 2019
    Chelsea District Library, 2nd Floor Large Study Room