ACTION PACKAGE

GOAL: Have elected officials consider community broadband during an official meeting. Considering doing a presentation to them.

HOW TO ACHIEVE THIS GOAL?

- Find out when town/city meetings are.
- Find out how to get onto the agenda. Do you need to submit a short proposal, or just show up? Can you reach out to someone sitting on municipal council and ask them to put it on the agenda?
- At this meeting you will want to make a presentation about the state of the Internet in your community, and then make a case for why it's important that the status quo isn't good enough. Make clear why affordable, fast Internet is essential.
- Strongly considering reaching out to council people to discuss the issue ahead of time. Your local council's Economic Development team could be a great place to start.
- Does your community have a Chamber of Commerce or a Business Revitalization Zone? Strongly consider reaching out to them.
- What businesses in your community would benefit from community broadband? Consider reaching out to them and having them join the cause.
  - Any leaders within the IT sector?

RESOURCES YOU MAY WANT TO HAVE ON HAND

- What is the current state of Internet in your community?
- What are the Internet service providers in the community?
- What is the cheapest package that each offers, and for what speed?
- Is this price too expensive for some residents? Is it too slow? Are the data caps too low?

SOME QUESTIONS TO ASK:

- What do I pay? What speed do I normally use?
- What is my data cap limit? How much does it cost when I go over my cap?
- What do I use the Internet for?
- Why do we need community broadband in our community?
- Can you realistically assess the social and economic benefits that this will hold for your community?
- Can you make sure to share these in a quick, tangible, and relatable way with potential stakeholders — think about your elevator pitch.
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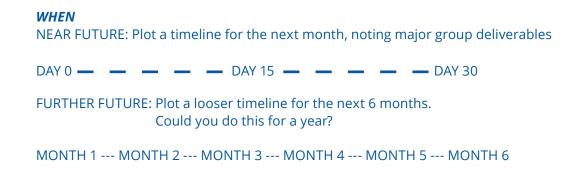
Thanks for stepping up as a leader for Internet accessibility and affordability in your community! It's time to get started with this meeting agenda.

First meeting date: _____
Meeting facilitator (may choose to rotate): _____
Meeting minute taker (may choose to rotate): _____

Who is present: (use a separate sheet)
Contacts/Preferred email addresses: _____
Capacity for involvement (hours/week): _____

OPENING GO-AROUND
Why does community broadband matter to you?

MAPPING YOUR RESOURCES
Start two brainstorms, using flipchart paper or a dry-erase board to field suggestions.

WHAT
Survey the room for skills: present vs. needed.
From this: delegate roles according to strengths
       * keep the skills still needed for a later part of this meeting

SKILL/ROLE: NAME:

_____   _____

_____   _____

_____   _____

_____   _____

WHO
Survey the room for connections with key contacts
From this: determine some action items for follow-up
       WHO will be contacting *WHO*, and with *WHAT* ask?
       By *WHEN*?
       HOW will you update the group?

KEY POINT PEOPLE   PERSON TO FOLLOW UP

1. _____   _____
2. _____   _____
3. _____   _____
4. _____   _____
5. _____   _____

SUSTAINING YOUR EFFORT

WHEN
NEAR FUTURE: Plot a timeline for the next month, noting major group deliverables

DAY 0 — — — — — DAY 15 — — — — — DAY 30

FURTHER FUTURE: Plot a looser timeline for the next 6 months.
                        Could you do this for a year?

MONTH 1 --- MONTH 2 --- MONTH 3 --- MONTH 4 --- MONTH 5 --- MONTH 6

LOOKING FORWARD

WHY does this matter to your community NOW?
HOW should your group consider shaping the story about your actions so that others
        can join in?
Consider recruitment at this point, based on the skills needed you identified under the
WHAT section above.

HELPFUL POINTS FOR MEETING ORGANIZATION

WHO

Would like to lead coordination of the following pieces in your organizing effort:

- Research:
    - keeping up to date with relevant developments, digging deeper into the hard facts needed
- Meetings:
    - booking, updating calendar, inviting appropriate members
- Admin & internal communications:
    - keeping minutes at meetings, synthesizing main points and reporting them back in timely emails
- Etc... (make sure to delegate roles sustainably and to suit everyone's interests)

Are the people that your group already knows
- Who you think would like to be more directly involved with your efforts?
- Who you think may be connected to those that can further inform you?
    - Consider: municipalities, non-profits, local businesses, indie ISPs, co-ops, community organizations?

WHEN

- Would you like to plan for continued meetings with your group?
- Would you like to request a first/second/third meeting with other stakeholders?
- Are there any upcoming developments touching on Internet connectivity coming up in your municipality? On the provincial or federal levels?