

2021 Blandin Broadband Communities Schedule

Austin/Mower County | Big Stone County | Clearwater County | Lincoln County | Pine County | Warroad/Roseau County

Date	What	Who	Purpose
2021			
September 28	BBC Kick-off (2 hrs)	At least 4-6 Steering Team members from each of six communities	Zoom meeting where we lay out the program - we will explain the philosophy of the approach, the process, and the timelines. We will also provide opportunities for the members of each community to interact with team members from the five other communities, hopefully seeding relationships and inter-community collaboration.
October 11-22	Steering Team* Orientation (2 hrs)	Community Steering Team (10-15 partners that signed on to participate), Blandin Team, others	A separate Zoom meeting for each community where we provide information about the BBC program and the process. We will do some team building and develop a plan to successfully host the online Vision Meeting. We will also select community members to participate in the Intelligent Community benchmarking presentation that covers the Intelligent Community pillars – Broadband; Knowledge Workforce; Innovation; Digital Equity; Sustainability and Advocacy.
October 12-14	Virtual Broadband Conference	The more the merrier!	Knowledge building and networking
Oct/Nov	Vision Meeting Promotion	Steering Team	Actively promote Vision Meeting and get community members to register. Registration includes a community survey created and deployed by the Blandin team.
Nov 8-9, 15-18, 22-24, 29-30 Dec 1-3	Vision Meeting** (2 hrs)	Broad-based community representation. Aim for 40-50 participants. Blandin Team	A two-hour Zoom meeting where we outline community strengths and gaps across the Intelligent Community indicators, have break-out sessions for small group discussion and determination of desired outcomes.
NOTE: Communities could hold multiple Vision Meetings to encourage participation by targeted populations, such as students and/or New Americans.			
5-10 days post-Vision Meeting	Brainstorm Meeting*** (90 mns)	Vision Meeting attendees, other community members welcome	A 90-minute Zoom meeting where we will review the results of the Vision Meeting and brainstorm and discuss project ideas.

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2-3 Week period following Brainstorm Mtg	Project Ideation	Vision Meeting attendees, other community members welcome	Additional project ideas submitted online; projects categorized, clarified, and combined by community leadership assisted by Blandin team
	Project Voting and Commitment	Community members	Online voting on projects via SurveyMonkey. Community members can vote for their favorite projects, and volunteer to help implement projects. Mary delivers voting results to Steering Team after agreed upon voting deadline
	Vision Meeting Report	Blandin Team	Summary of Vision and Brainstorm Meetings
	Project Team Meetings	Project leaders, implementation team	Called by project leaders to create specific project goals, tasks, budgets (including determining local match). Create project plans.
December	Project Development Meeting	Steering team, project champions and stakeholders; Broad-based community representation, Blandin Team	Receives, discusses and considers project proposals. Allocate funds.
2022			
January 4	Grant Applications Due (up to \$75,000)	BBC Fiscal Host	Community submits formal grant application to Blandin Foundation for funding approval. Approximately \$50-65,000 of the grant funds should be allocated to projects at the time of application
NOTE: Project funding allocations can happen on an ongoing basis by submitting project plans and budgets to Blandin Foundation for approval – preferably in batches!			
Late January	Grant Approval	Blandin Broadband Strategy Board	BBC Projects implementation can begin after grant approval
February	Cohort convening (quarterly via Zoom)	Steering Team, project implementors, Blandin Team	Share learnings and best practices, ask questions. Learn and have fun.
April	“Strut Your Stuff” tour	Steering Team, project implementors, Blandin Team	Each BBC will host the Blandin Team and provide a status report on their efforts to date.
May	Review / Update Community Plans	Steering Team, project implementors, Blandin Team	Review Vision Report/Priorities. Communities should allocate the remainder of their grant funds to projects by submitting project plans and budgets to Blandin Foundation
June	Grant Applications Due (up to \$25,000)	BBC Fiscal Host	Additional BBC projects or Feasibility Studies

Date	What	Who	Purpose
June	Cohort convening	Steering Team, project implementors, Blandin Team	Share learnings and best practices, ask questions. Learn and have fun.
September	Cohort convening	Steering Team, project implementors Blandin Team	Share learnings and best practices, ask questions. Learn and have fun.
November	“Strut Your Stuff” tour	Steering Team, project implementors, Blandin Team	Each BBC will host the Blandin Team and provide a status report on their efforts to date.
December	Cohort convening	Steering Team, project implementors Blandin Team	Share learnings and best practices, ask questions. Learn and have fun.
2023			
Winter	Cohort convening	Steering Team, project implementors, Blandin Team	Share learnings and best practices, ask questions. Learn and have fun.
Spring	Final “Strut Your Stuff” tour	Community Steering Team; Blandin Foundation team; BBCs might consider inviting community members to final “Strut Your Stuff” gathering	Each BBC will host the Blandin Team and provide a status report on their efforts to date.
	Project close-out		
*Local steering teams should plan to meet monthly			

****Vision Meeting Details:**

A Zoom meeting where we present the BBC process, present the five elements of the Intelligent Community framework, hear local experts assess the current community strengths and gaps across the Intelligent Community indicators, have break-out sessions for small group discussion on the community’s Intelligent Community elements. The small groups will discuss and determine the community’s desired outcomes for each of the five elements.

Note: *Communities could hold multiple Vision Meetings to encourage participation by targeted populations, such as students and/or New Americans.*

Recommended attendees: review worksheet highlighting targeted attendee as presented at the Steering Team meeting.

We will need two local facilitators for each of six Intelligent Community pillars (total of twelve), one person to lead the conversation, one person to take notes. We will provide an easy facilitators’ guide.

Vision Meeting Agenda

- Welcome and logistics (5 minutes)
- ICF presentation – Coleman and community reps (55 minutes)
- Small groups by topic
 - Asset & Gap discussion (15 minutes)
 - Desired Outcome discussion (10 minutes)
- Report outs (15 minutes)
- Closing (5 minutes)

Offer an online opportunity to suggest project ideas.

*****Brainstorm Meeting Details:**

A Zoom meeting for brainstorming project ideas.

Need facilitator and recorder

Agenda

- Review work from Vision 1 meeting (15 minutes)
- Random breakout in rooms to develop project lists. Preliminary categorization by Intelligent Community elements. (30 minutes)
- Round robin listing of projects by room reporter. Discussion and clarification and enhancement of project ideas. Possible combination of project ideas (20 minutes)
- Discussion of voting process. (10 minutes)
- Wrap-up. (5 minutes)