

**Oakland Communications Commission
Meeting Minutes – November 18, 2009**

The OCC meeting in the Municipal Building and was called to order at 6:35 p.m. by Commissioner Marcalus with the roll call.

Roll Call:

Present were Commissioners Ostapczuk, Roth, Atwood, Birks and Foley

Absent: Liaison Councilman DiPentima

The Commission recited the flag salute and observed a moment of silence.

Approval of Minutes of October 21, 2009: Motion to accept by Birks; seconded by Ostapczuk.

Public Comment: No Public Attending

Committee Reports:

Chairman's Report – Peter Foley

- He expressed his views that OCC matters such as the TV Committee and Crossroads all seemed running smoothly. He questioned the Commissioners if they have suggestions on changes/improvements.
 1. ***[Action: Roth and Marcalus commented the website graphics and other web features needed to be updated. The group recognized the M&C are considering funding for a website redesign and new hosting that will enable needed web improvements.]***
 2. ***[Action: Birks and Foley made recommendations the Mayor and Council needs to provide: A) more communications to the OCC on Budgeting, B) Give more timely information on unique events such as Budget Freezes, C) Make announcements expressing to the public during M&C sessions the need for new OCC volunteers and new Commissioners.]***

Crossroads Newsletter/ General– Mark Ostapczuk

- Next Crossroads issue expected to be published in June 2010.
- The Library has offered to provide a new story for the next Crossroads issue.
- The publications mailing cost \$873.60 under the Town's postal permit which is incorrectly issued not as a "not-for-profit" ***[Action: Com. Foley indicated it was in the hands of Richard Kunze to correct the permit problem with the USPS.]***

Television/Audio/Filming – Fred Birks

- Department of Health has expressed they want to post advisories on Oakland TV; however, they need passwords and usernames because computer malfunctions and personnel changes created information voids.
[Action: Com Birks will create new password information for current users so they can post information at will.]
- Past Exit 58, the Green Forum and other special shows will be re-aired for FIOS subscribers the week of 11-23-09.
- Upcoming shoots:
 1. Holiday Tree Lighting
 2. Swearing-in of newly elected Council members
 3. Exit 58 taping on 1/11/10 concerning the history of Ponds Church

Web/ Internet Video/ Video Streaming – Peter Foley

- Chrm. Foley and Dmitri are challenged by the short notice the Health Department has insisted new information needs to be posted. All information must be provided to the Website Subcommittee with adequate time for volunteers to work on the task/requests.
- Chrm. Foley will be interviewing potential web designers to evaluate their abilities and to get price estimates for budgeting.

Bulletin Board – Fred Birks

- Ron Lottermann continues to do a good job making Bulletin Board postings/changes as a volunteer.
- User names and passwords will be reissued to Borough offices so each Department can post information on their own as needed.

M&C Liaison – Frank DiPentima Absent: No resume available on potential new OCC Commissioner Dawn Allen. Another potential Commissioner with I.T. experience may be forthcoming from Councilman DiPentima.

New Business –

- Suggested future 2010 OCC Meeting Dates to be voted on by the Commission – The third Wednesday of each month at 6:30 PM: 1/20, 2/17, 3/17, 4/21, 5/19, 6/16, 7/21, 8/18, 9/15, 10/20, 11/17, 12/15
- Com Marcalus said the Oakland Green Team needs a website presents as a public forum to promote information on a Spring 2010 Green Fair and to promote sustainable practices in accordance with Oakland's sustainable mission.

[Action: Com Foley will create new Green Team web pages within the Oakland site once Marcalus recommends what is desired regarding: content, design and positioning within the website. It may take a few weeks to create and install the pages. It was suggested information can be provided in either Word or Power Point. It was further suggested the Green Team might want to closely follow web designs and information formatting by other Sustainable NJ town websites.]

Motion to close the meeting at 7:35 PM by Com. Roth and seconded by Com. Birks. All in favor.

Next meeting, December 16th, 2009

Respectfully submitted by Peter Marcalus, 11/18/09