

## **Oakland Communications Commission Meeting Minutes – November 17, 2010**

The OCC meeting was held in the Municipal Building's lower floor meeting room and was called to order at 6:30 p.m. by Chairman Foley with the roll call.

Present: Commissioners Atwood, Ostapczuk, Roth, Marcalus, Birks, Zeller, and Foley.  
Absent: Liaison DiPentima,

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

### **Approval of Minutes**

June 2010 Minutes: Motion by Com. Atwood, Seconded by Com. Ostapczuk, AIF

July 2010 Minutes: No Meeting

Aug 2010 Minutes: Motion by Com. Ostapczuk, Seconded by Com. Roth, AIF

September 2010 Minutes: Motion by Com. Marcalus, Seconded by Com. Zeller, AIF

October 2010: No Meeting; No Quorum

**Public Comment:** No Public Attending

### **Committee Reports:**

#### **Chairman's Report – Peter Foley**

- Announce Com. Ostapczuk will be leaving the OCC at the end of December 2010. The OCC needs to find an alternative Commissioner to fill the vacancy.  
**<ACTION REQUIRED: All were asked to provide suggested Commissioner Candidates>**
- For the 2010 budget, \$100 K would be set aside for building rewiring of internet and other communications lines; \$5K would be set aside to improve the town's internet site and hosting.
- The OCC has worked to protect the town's website and TV station from all for-profit advertising and questionable internet links to for-profit sites, the Mayor & Council needs to provide its position on the linking of town produced programming and hot links to YouTube and other social media sites.  
**<ACTION REQUIRED: Members of the OCC will draft suggested OCC bylaw language concerning linking to social media sites and submit to the M&C for review, approval and adoption into the bylaws.>**
- Requested Com. Marcalus review the 2010 meeting minutes and note the attendance of all OCC participants.

#### **Crossroads Newsletter/ General– Mark Ostapczuk**

- Although he is retiring from the OCC, Mark volunteered to assist with CrossRoads stories and editing.
- Councilwoman Marcalus volunteered to assist by acting as a liaison with the BOE and Mayors office to facilitate the timely submission of stories.
- The OCC will publish an e-CrossRoads this winter. This document will be available online. As needed, the Senior Center and other departments can print-out this document to offer limited copies to their constituencies. The deadline for stories is Jan 31, 2011.

#### **Television/ Audio/ Filming – Fred Birks & Hank Roth Reporting**

- PSAs continue to run,
- Additional Exit 58 Shows hosted by Larry Kasaznak have been running and have received favorable comments for a number of people. Upcoming shows will be about the Middle School Safety Program and about Ponds Church.
- New switcher/audio board has been installed in the studio and new microphones have been installed in front of all M&C dais positions.

#### **Web/ Internet Video/ Video Streaming – Peter Foley**

- Volunteers are needed to help with website graphics and on-going programming,
- More photos are rotated onto the website to continue to improve its appearance and appeal,

- In the 2011 budget, \$5K will be set aside to improve the town's software and hosting for the internet site.

**Bulletin Board** – Peter Foley

- Operations and updates continuing smoothly through the volunteer work of Ron Lotterman,

**M&C Liaison** – Frank DiPentima; absent

**New Business/ New Project Opportunities**

- Upcoming OCC meeting dates: 12/15,
- For the 2011 OCC Meeting schedule, it was suggested by the group that meetings continue to be the 3<sup>rd</sup> Wednesday of each month: Jan 19<sup>th</sup>, Feb 16<sup>th</sup>, March 16<sup>th</sup>, April 20<sup>th</sup>, May 18<sup>th</sup>, June 15<sup>th</sup>, July 20<sup>th</sup>, Aug 17<sup>th</sup>, Sept 21<sup>st</sup>, Oct 19<sup>th</sup>, Nov 16<sup>th</sup>, Dec 21<sup>st</sup>,
- Policy needed for Candidates Forum re-broadcasting on non-Oakland websites.

**<ACTION REQUIRED: Sample policy submitted by Marcalus in 2008 will be reviewed/edited by OCC and submitted to the M&C for review, approval and adoption into the bylaws. It was discussed by the OCC and decided the suggested bylaw addition be inserted into Section 4 Website Committee Guidelines.>**

Motion by to adjourn at 8:00 PM by Commissioner Atwood, seconded by Commissioner Zeller– All in favor.

Next meeting: December 15, 2010

Respectfully submitted by Peter Marcalus, 12/13/10