



Oakland Communications Commission

Chairman: Ryan Schwertfeger

Vice Chairman: Fred Birks

Secretary: Anders Hasseler

Commissioners: Jim Barry, Tim Contrini,
Elizabeth Llorente, Kerry Thurston

Alternates: -

Council Member Eric K. ...

FLAG SALUTE & MOMENT OF SILENCE

ROLL CALL - commissioners present: Ryan, Fred, Anders, Jim, Liz, councilman Eric, public

CHAIRMAN'S REPORT

- ☐ Budget Meeting with Eric and Rich recap
 - ☐ budget allocation in progress and changing
- ☐ TV Control room work with Fred
 - ☐ possibly acquiring new computer
- ☐ New PC, new chairs, new counters/rearranging of outer room and control room space in progress
- ☐ Push for new volunteers
- ☐ Committees: bulletin board, TV, newsletter (transitioning to online), website, ad hoc (future planning)
- ☐ Clarification on which OCC members are serving on (not heading) the different subcommittees
 - ☐ Fred motioned and Jim seconded to change website committee to website social media
 - ☐ Ryan would like to resign as the head of that committee and approve Kerri to head over that committee. Fred motioned and Jim seconded.
 - ☐ Website & Social Media committee – Kerri, Liz, Selma Chew volunteering
 - ☐ TV committee – Fred, Jim, Eric volunteering
 - ☐ Bulletin board committee – Ryan, Jim
 - ☐ Newsletter committee – Liz, Anders, Jason Arokiaraj volunteering
 - ☐ Review committee – Ryan & Fred
 - ☐ Modernization Ad Hoc Committee – Ryan, Liz, Fred, Kerri

OPEN TO PUBLIC... (keep section exactly the same)

Fred motions to open and Liz seconds, all approved

Fred motions to close and Jim seconds, all approved

Replace “**Conference Call...**” with header of “**Removal of Commissioner Tim Contrini**”

- ☐ Commissioner Contrini has not been present for more than four meetings and has not contributed to and has not responded to any communications about the Communications Commission. Was emailed on April 22, 2018 with Borough and State Policy regarding member meeting attendance and that a lack of a response from him shall indicate he wishes to be removed from the OCC.
 - ☐ Fred motions to remove based on lack of communication and attendance, Jim seconds

APPROVAL OF MINUTES

- ☐ February 7, 2018 - tabled at last meeting as Anders was needed to be present to vote on it
- ☐ March 13, 2018
 - ☐ Motion to approve March minutes – Jim motioned, Fred seconded – all approve
 - ☐ February minutes tabled pending quorum of that meeting

BOROUGH REPORT - BOROUGH ADMINISTRATOR AND COUNCIL LIAISON

- Eric will bring up at next Mayor & Council meeting that there is now an available slot on the Committee

COMMITTEE REPORTS

- **TV Committee** - Vice Chairman Birks
 - TelVue Hypercaster and InfoVue system update
 - It is still being debated whether to compliment or replace Laytronics. Eric is attempting to get it placed into the budget, which currently is not passed yet. This system will have functionality with all the bulletin boards, allow us to use HD and to go live, streamline acceptance of public videos, and enhance emergency services.
 - Fred will find out if we can get software updates without paying for maintenance.
 - Control Room Updates and Other New Tech/Improvements Coming
 - Fred is working on a quote from the state contract to avoid bidding to get a new computer to allow us to do YouTube Live.
 - We need an encoding card to convert videos to internet videos. We are still researching best prices for that.
 - A records retention policy to govern how many years back we will save dvds was created.
 - Jim motioned and Fred seconded to dispose of all VHS tapes that are not special programs. Those would be converted to DVD's.
 - Fred will speak with JAG to find out what other towns do in regard to VHS tapes & Youtube postings.
- **Bulletin Board Committee** - Chairman Ryan Schwertfeger
 - Email forwarding for requested announcements
 - Ryan set up forwarding any public email that comes in to the personal inboxes of each person on the bulletin board committee.
- **Newsletter Committee** - Commissioner Liz Llorente
 - Conference call with Web Vendor on Newsletter
 - Sal – Constant Contact recommended a 2 hour training. Constant Contact would also offer technical support. We would like an email to go out to every subscriber when a newsletter goes up.
 - Current plan & thinking for newsletter, request to approve funds
 - Prices vary from \$20 to \$95, depending on the number of emails, and possible prepayments. We could have an excel sheet of that emails exported to Constant Contact. We currently have \$1250 in the budget for printing and emailing. Liz motions to approve using Constant Contact for emails, Jim seconded, and all approved.
- **Website Committee** - Chairman Ryan Schwertfeger
 - Would like to rename "Website Committee" to "Website & Social Media Committee" and assign duties of assisting to keep up to date the Borough's social media accounts - this requires 2/3rds majority and a change to the bylaws
 - Would like to resign as Chair of Website Committee - bylaws state each commissioner should be on or chairing a committee - would like to recommend that Kerry Thurston be nominated to head the Website & Social Media committee and Liz Llorente to be a member of the committee
- **Review Committee** - Chairman Ryan Schwertfeger, Vice Chairman Fred Birks
 - Need a third commissioner to serve on the Review Committee - unless that was decided at previous meeting?
- **Modernization Planning Ad-Hoc Committee** - Chairman Ryan Schwertfeger
 - Ad-Hoc committee was okayed at last meeting, Ryan and Fred are presently on it - other committee heads are automatically on the ad-hoc committee. Need to choose a meeting schedule with the set goal to have a readied 5-year plan and recommended bylaws changes for proposed adoption by November for passage before end of 2018. Eric or Rich want to attend Ad-Hoc meetings?

- ☐ Meeting for this committee TBD

OLD BUSINESS

- ☐ Rebranding Competition —> On hold per Rich. Borough may assess logos and standards soon and we would tie into that
- ☐ YouTube update, YouTube Live update
- ☐ Twitter update

NEW BUSINESS

- ☐ Keep an eye out for deals - 32" or smaller TV for outer room
 - ☐ For editing
 - ☐ Seek out donors – BA Rich writes a letter of assessment of value to the donor
- ☐ Adobe software (Premiere, Photoshop, etc) for revamped PC control room computer to go into outer room?
 - ☐ To be tabled until the next meeting
- ☐ Brainstorm session - how and through what process can be created for residents to submit us their edited recordings and videos from computer or their phone to then be downloaded onto new TelVue box for broadcast? Create an OCC Dropbox type account? OCC submittal server?
 - ☐ Possible options are physical delivery of thumb drive and/or Dropbox account
- ☐ Looking into a Go Pro – we will borrow Eric's until we can get one
 - ☐

UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- ☐ No meeting scheduled for July (would have been July 4) - but with Control Room changes and newsletter, agree to a meeting first Wednesday of June and no July meeting?
 - ☐ All future meetings moved to Monday – motioned, seconded, and approved
- ☐ Deadline for 5-Year Plan & Proposed Bylaws Changes - November OCC Meeting

MEETING ADJOURNED

THE NEXT MEETING WILL BE HELD ON June 4th AT 7:30 P.M. AT COUNCIL CHAMBERS/TV CONTROL ROOM.