



## Oakland Communications Commission

**Chairman:** Ryan Schwertfeger

**Vice Chairman:** Liz Llorente

**Secretary:** Anders Hasseler

**Commissioners:** Jim Barry, Alex McVeigh

**Alternates:** - Patricia Carrera, Salma Chiu

**Council Liaison:** Eric Kulmala

# Oakland Communications Commission Agenda: 03/04/19

**MEETING CALLED TO ORDER: 7:30 P.M.**

### **ROLL CALL**

ALL COMMISSIONERS PRESENT, except Patricia.

### **FLAG SALUTE & MOMENT OF SILENCE**

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, DULY ANNOUNCED AND POSTED IN THE OAKLAND MUNICIPAL BUILDING.

### **CHAIRMAN'S REPORT**

- New Scheduler/Bulletin Board equipment update
  - currently unable to connect remotely on the new system
- Need new volunteers - especially TV Committee
- New OCC members
  - possible new member on newsletter committee
  - reaching out on Facebook
- New logos were approved and now in use
  - using in newsletter and website
- Budget meeting recap - 2019 funds, renamed budget lines
  - small cut in funding, and not getting cameras this year
  - Erik will look at next year to possibly make up the difference
  - each committee head will have a specific amount in the budget
- Waiting to hear if request for Control Room revamp is included in Borough capital budget

### **OPEN TO PUBLIC DISCUSSION, ONLY IF PUBLIC PRESENT**

LIMIT OF 3 MINUTES PER PERSON WITH OPEN SESSION NOT TO EXCEED 15 MINUTES UNLESS EXTENDED BY MAJORITY VOTE OF THE COMMISSION.

Motion to open by Jim, seconded by Alex. Motion to close by Alex, seconded by Jim.

### **APPROVAL OF MINUTES**

- January 7, 2019
  - Motion to approve by Alex, seconded by Jim

### **BOROUGH REPORT – BOROUGH ADMINISTRATOR ASSISTANT & COUNCIL LIAISON**

- **Council Liaison Eric Kulmala**
  - OCC Bus Update
    - Rich wants a decision as far as auctioning the bus
    - Motion to approve by Alex, seconded by Jim. Michael will ask that any money raised goes to us.

- **Borough Administrator Assistant Michael Carelli**
  - Borough Calendar - meeting with Web and Social Committee
    - Michael reached out to CFO David Young who will speak with the school board about their use of Google
  - Adobe Creative Cloud update
    - the price is much more expensive than initially expected. The debate is \$500 now after splitting with the Borough, or waiting for a cheaper option.
      - decision to wait on Creative Cloud so that Michael can get Illustrator

## COMMITTEE REPORTS

- **TV Committee: *Jim Barry***
  - Chair and Vice Chair of the committee?
    - Jim is Acting Chair until there's a quorum to vote
  - Need to hold a reorg meeting - discuss potential revamp with Fred Birks
  - Looking for more volunteers, and to expand the programming
- **Bulletin Board Committee: *Chairman Ryan Schwertfeger***
  - Salma is Vice Chair, Ryan chairing the committee for 2019
  - Working with Borough's IT official to set up access to the new box remotely
  - Officially transition over to the new box by end of March, contract with TelVue will end
  - Tutorial and instructions are being sent out to all who will have access
- **Newsletter Committee: *Commissioner Elizabeth Llorente***
  - Liz is Chair, Terri is Vice Chair for 2019
  - Looking for another volunteer to interview & run stories
  - Working with Michael at Borough Hall to do print copies
  - 150 copies given away quickly, 500-600 people getting the online with 50%+ open %
  - One of the things to explore would be employee of the month for Borough employees
- **Website & Social Media Committee: *Commissioner Alex McVeigh***
  - Alex is Chair, Barbara is Vice Chair for 2019
  - Will be providing feedback with Michael on Borough website changes and upgrades
    - Michael can use Slack to communicate with the committee about the calendar and the website
- **Review Committee: *Chairman Ryan Schwertfeger***
  - No Report

## OLD BUSINESS

- New PC for Outer Room - Review quotes
  - old one would act as a backup. Vista isn't supporting newer programs
  - Microsoft Office 365 Business Premium is discounted, but it's a subscription. Home & Student isn't a subscription. Ryan will ask if they would sell us that at the same price. For now, we have Open Office. Rich vetoed replacement plan. He said the computer, monitor, and Office software would not be paid for by us. Motion to approve computer purchase by Salma, seconded by Alex, all in favor
- Google Drive - update from Michael via CFO
- VHS to DVD progress - Frank Leoni's retirement

## NEW BUSINESS/DISCUSSION ITEMS

- Bus Discussion
- Chair Replacement
- New Chairs - Year 2 of Phase In - Review quotes
  - We can now buy at Staples and have 4 quotes - motion to purchase Telford by Jim, seconded by Alex, all in favor
- OCC Membership - Should we change one regular commissioner slot to a junior commissioner slot for anyone under 18 years old and make it be a one year term? Motion by Alex, seconded by Jim, all in favor
- Volunteer Appreciation Efforts - will send out potential items for Control Room (mini fridge, microwave, Keurig) to review for next OCC meeting. Anything missing or different you'd want to see?

## UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- Memorial Day Parade - Michael can post asking for volunteers
- JAG sponsored Eastern Video Expo 2019 - software & equipment, no money available until budget is passed

**MEETING ADJOURNED** - motioned by Salma, seconded by Jim, all in favor

**THE NEXT MEETING WILL BE HELD ON May 6th, 2019 AT 7:30 P.M. AT COUNCIL CHAMBERS/TV CONTROL ROOM.**

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|---|-------------|
| Commissioner <b>Jim Barry</b>                     | End of 2020 |
| Commissioner <b>Vacant</b>                        | -           |
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| Commissioner <b>Elizabeth Llorente</b>            | End of 2020 |
| Commissioner <b>Anders Hasseler</b>               | End of 2020 |
| Commissioner <b>Alex McVeigh</b>                  | End of 2021 |
| Commissioner <b>Ryan Schwertfeger</b>             | End of 2021 |
| Alternate Commissioner 1: <b>Patricia Carrera</b> | End of 2020 |
| Alternate Commissioner 2: <b>Salma Chiu</b>       | End of 2022 |