



Oakland Communications Commission

Chairman: Ryan Schwertfeger

Vice Chairman: Fred Birks

Secretary: Anders Hasseler

Commissioners: Jim Barry, Elizabeth Llorente, Kerry Thurston

Alternates: -

Council Liaison: Eric Kulmala

Oakland Communications Commission Minutes: 11/5/18

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

ROLL CALL

COMMISSIONERS PRESENT: Liz, Kerry, Jim, Fred, Ryan, Anders, Alex, Patricia (1st alternate), Salma (2nd alternate), Erik (Liaison), Rich (BA).

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

- Introduce new commissioner Alex McVeigh
- Fred and Ryan to schedule meeting with Peter Havel about new computers in library

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.

Nominated to open to the public by Fred. Seconded by Jim. No discussion.

Nominated to close to the public by Liz. Seconded by Fred.

APPROVAL OF MINUTES

- tabled until next meeting

BOROUGH REPORT – BOROUGH ADMINISTRATOR & COUNCIL LIAISON

- Erik - traveled the county and sees Oakland as uniquely transparent in broadcasting meetings
- Rich - has new assistant from Riverdale - Michael Correali. Thanks for Fred for many years of heading and working on the committee. Rich will be reviewing the budget soon.

COMMITTEE REPORTS

• TV Committee: Vice Chairman Fred Birks, Jim

- Fred has served for 18 years on the committee. He reviewed the procedures for opening and closing the tv broadcasts of the meeting.
- Don will not be TV Committee head next year upon retiring. No liaison to the committee from OCC when Fred leaves. Who will do it?
- Cameras are over 5 years old
- New Leightronics coming next week - will bring transmission up to HD.
- Could we get a fixed wide-shot camera like the one that covers the dais, for the other side of the room to get the audience?
- We have a new 4k camera with extremely high resolution

- **Bulletin Board Committee: *Chairman Ryan Schwertfeger, Patricia***
 - Patricia has joined the Committee
- **Newsletter Committee: *Commissioner Elizabeth Llorente***
 - We have stories through February and March
 - Could we have stories featuring different town commissions, in addition to police and town employees?
 - Looking to combine informative and interesting with historical and fun
 - We are continuing to track the metrics of people clicking so that we know what stories are drawing the most interest. In a future article, disclose to the public that we are tracking for our purposes.
 - Possible future idea: use police station parking lot for Craigslist transactions to maintain safety
 - Distribute hard copy of the newsletter to library and Senior Center
 - Let people know that when a feature isn't posted that they are wait-listed or still being staged, so they know that they're not forgotten about
- **Website & Social Media Committee: *Commissioner Alex McVeigh, Ryan, Salma***
 - Very big turnout at the last committee meeting
 - Currently researching social media management to decide on access levels, control, posting frequency
 - Next meeting TBD in Dec or Jan
- **Review Committee: *Chairman Ryan Schwertfeger***
 - No report
- **Modernization Planning Ad-Hoc Committee: *Chairman Ryan Schwertfeger, Fred, Liz***
 - 5 Year Plan

OLD BUSINESS

NEW BUSINESS/DISCUSSION ITEMS

- 5 Year Plan Review & Vote - - budget broken out across years and committees. If the item benefits every committee, it's for the entire commission.
- Motion to approve - Jim, seconded - Alex.
- New logo display - outsourced to college students who will do the work free for school credit. We will ask them to slightly tweak what they've currently done. Rich and Erik will speak with the governing body about putting logo/color scheme in a resolution for memorial/reference purposes. Motion to adopt the finished product as the tv logo: Fred motions, Alex seconds.
- Reminder for those with expiring terms to re-up if you want to be on for another term - Jim will re-up, and take over the TV committee
- Budget and capital purchase proposals for 2019 - increase over 17 & 18, but decrease over 14, 15, and 16. Motion to recommend budget proposal - Alex, second - Jim. Alex & Selma will look into different softwares & prices.
- Motion to recommend capital proposal - Alex, second - Fred.

UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- With Fred leaving and then another spot open, 2 Commissioner spots open in 2019. Alternates want to move up? Any volunteers want to be a commissioner?
- Informal end of year celebratory meeting will be planned
- Schedule for 2019 - first meeting will be re-org, tentatively scheduled for Mondays

MEETING ADJOURNED - motioned by Fred, seconded by Jim

THE NEXT MEETING WILL BE HELD ON *TBD*, 2018 AT 7:30 P.M. AT COUNCIL CHAMBERS/TV CONTROL ROOM.

Commissioner Jim Barry	End of 2018
Commissioner Fred Birks	End of 2018
Commissioner Vacant	-
Commissioner Elizabeth Llorente	End of 2019
Commissioner Anders Hasseler	End of 2019
Commissioner Alex McVeigh	End of 2020
Commissioner Ryan Schwertfeger	End of 2020
Alternate Commissioner 1: Patricia Carrera	-
Alternate Commissioner 2: Salma Chiu	-