**Chairman:** Ryan Schwertfeger

**Vice Chairman:** Elizabeth Llorente

**Secretary:** Michael Carelli, Asst. to Admin.

**Commissioners:** Jim Barry, Alex McVeigh, Andrea Levy

**Alternates:** Patricia Carrera, Salma Shamy,

**Council Liaison:** To Be Determined

Oakland Communications Commission Agenda: *1/6/2020*

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

**ROLL CALL**

ALL COMMISSIONERS PRESENT UNLESS NAME LISTED BELOW. IF LATE, WHAT TIME ARRIVED.

**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.

**ELECTION OF OFFICERS**

* Chairman
* Vice Chair
* Secretary

**CHAIRMAN’S REPORT**

* Reminder to each Committee – must hold a meeting in January to select Chair and Vice Chair
* Recap of OCC Budget Meeting
* Volunteers Needed
* Assign Liaisons to each Committee
* Select Chairperson, Vice-Chairperson, and Secretary for OCC for 2020

**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.

**APPROVAL OF MINUTES**

* November 4, 2019 Minutes Approval

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

* Borough Calendar Update
* Corporation for Public Broadcasting Grant – OCC Control Room Upgrade
* Capital Expenditures Update
* OCC I.D. Cards
* Google Drive Extra Storage Update

**COMMITTEE REPORTS**

* **TV Committee:** *Jim Barry*
* **Bulletin Board Committee:** *Ryan Schwertfeger*
* **Newsletter Committee:** *Elizabeth Llorente*
* Newsletter Content Rules - People submitting content for newsletter aren't following the guidelines set. Should OCC pass guidelines or let Newsletter Committee more heavily enforce their rules?
* **Website/Social Media Committee:** *Alex McVeigh*
* **Review Committee:** *Ryan Schwertfeger*
* Review Committee to give their report, discussion, vote on what to do.

**OLD BUSINESS**

**NEW BUSINESS/DISCUSSION ITEMS**

**•** Remote Access Update - New Business - review letter drafted by Salma to express our desire to have this change made sooner than later for both BB and TV Committee.

**UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES**

**MEETING ADJOURNED:**

**THE NEXT MEETING WILL BE HELD ON *March 2, 2020* AT *Borough Council Chambers, 10 Lawlor Drive, Oakland, NJ 07436.***

|  |  |
| --- | --- |
| Commissioner Jim Barry | End of 2021 |
| Commissioner Liz Llorente | End of 2019 |
| Commissioner Alex McVeigh | End of 2020 |
| Commissioner Ryan Schwertfeger | End of 2020 |
| Commissioner Andrea Levy | End of 2019 |
| Commissioner -- | End of |
| Alternate Commissioner 1: Patricia Carrera | End of 2019 |
| Alternate Commissioner 2: Salma Chiu | End of 2020 |
| Junior Member | End of 2019 |