



Oakland Communications

Chairman: Ryan Schwertfeger

Vice Chairman: TBD

Secretary: Wendi Seelin

Commissioners: Jim Barry, Amy Eilert, Andrea Levy, Kerri Sirinides, William Sisti

Alternates: Patricia Carrera, Salma Chiu

Council Liaison: Kevin Slasinski

Junior Member: Benjamin Good

Oakland Communications Commission Agenda: 1/23/2023

MEETING CALLED TO ORDER:

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 COMMISSION CHAIR AND VICE CHAIR

AFFIRMATION OF OCC SECRETARY FOR 2023

ROLL CALL

ALL COMMISSIONERS PRESENT UNLESS NAME LISTED BELOW. IF LATE, WHAT TIME COMMISSIONER ARRIVED. IF LEFT EARLY, WHAT TIME COMMISSIONER LEFT THE MEETING.

CHAIRMAN'S REPORT

- General Remarks
- Commissioner Committee Appointments
 - "There shall be at least one, but not limited to one, Commissioner assigned to each Committee." Section 1.2, which applies to the Television Committee, Bulletin Board Committee, Newsletter Committee, and Welcome/Website/Social Media Committee
 - "The Review & Grants Committee must contain at minimum three (3) members or alternatively, five (5) total members. Four (4) members shall not be allowed in order to ensure an odd number of committee members for voting purposes. One of the three members shall be the OCC Chairperson and the other two (2) required minimum members shall be other OCC Commissioners. The two (2) additional members may be chosen by the Commission to serve on the committee, but the members chosen must be a Commissioner, Commission alternate, and/or a Committee Chairperson. Committee members shall be chosen and approved by a majority of the OCC at the reorganization meeting at the start of every year. A Commission member must serve as Chairperson of the Review & Grants Committee."
- Appointments to 5 Year Plan Ad-Hoc Committee
 - "The Ad-Hoc Committee shall be made up of the OCC Chairperson, serving as head of the committee, and the Communications Commission Liaisons to each standing committee serving as the Ad-Hoc Committee members." Section 1.18.1

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 2022 Meeting Minutes

THE BOROUGH REPORT

BOROUGH ADMINISTRATOR DESIGNEE, OCC SECRETARY & BOROUGH COUNCIL LIAISON

- Altice & Verizon Donation Request Letter Towards Senior Center Camera Project Update - Clerk Carelli
- Borough Website Refresh Coming? - Clerk Carelli
- 2023 Borough Calendars Mailed Out - Clerk Carelli
- ID Badges for Volunteers - OCC Secretary Seelin
- Fiber Loop Completion Update - Council Liaison Slasinski

COMMITTEE REPORTS

- **Television Committee:** Jim Barry
 - Jim Barry is the Chairman, Mark Albala is Vice Chairman for 2023
 - David Edelson was welcomed onto the TV Committee as a volunteer.
 - Update on a class or classes on Adobe Premiere and Final Cut Pro to increase knowledge amongst volunteers about video editing.
 - Anyone on Commission interested in attending and taking part? Debating if it will be a full day class (on a weekend) or a few classes over a period of time (i.e. every Thursday from 7-9pm for 5 weeks)
 - *Exploring Oakland* Program Update – Benjamin Good
 - Bumpers for Oakland TV – Benjamin Good
 - *Oakland Archives* Program, Featuring Converted VHS & DVD Programs - Benjamin Good
- **Newsletter Committee:** Kerri Sirinides
 - Kerri Sirinides is Chairperson for 2023, Melissa Kiel is the Vice Chairperson
 - Terri Casaleggio resigned from the committee and Kris Pawelko was voted onto the committee.
 - More Volunteers Are Desperately Needed - New Volunteer Interest
 - TV Schedule Can Be Added to the Newsletter Each Month - Wendi
- **Bulletin Board Committee:** *Salma Chiu*
 - Appointments Update
 - Additional Music Submissions Needed
 - Birthdays, Anniversaries, etc. on Oakland TV Bulletin Board – To Be Announced and Launched Only Once An Additional Member of the Bulletin Board Committee Gets Remote Access/Joins the Committee
- **Welcome, Website & Social Media Committee:** *TBD*
 - Appointments Update from Committee Meeting
 - Welcome Packet: the bag design status, bag ordering status, the actual creation of the packet, come up with proposal of how businesses can be added to the bag of goodies with inclusion fee helping to cover the cost of the bags and the packet itself
 - Welcome Packet Bag Approved
 - Website: Discuss tasks for new members to work on.
 - Social Media: Restart the effort to do history photos and posts gathered up by the committee, are there any social media platforms we could improve? Anything new we should be on?
 - Social Media: Discuss with Mike Carelli what the OCC can do to assist him (Wendi will update)
- **Review & Grants Committee:** *Ryan Schwertfeger*
 - Letter sent for donation request to Altice & Verizon and waiting on response: (Call and try to set up an appointment?)
 - Would like to schedule a meeting in January/February 2023 with Council Liaison and members of the Review & Grants Committee to discuss how to plan to receive OK from the Recreation Commission and receive donations towards the project.

OLD BUSINESS

- Welcome Packet Bag Design

NEW BUSINESS/DISCUSSION ITEMS

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MAJORITY VOTE OF THE COMMISSION.

UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- Easter Egg Hunt (4/1/23 at 10am)
- Memorial Day Parade (May 28, 2023 at 1pm)
- Carnival 2023 (June 21-24, 2023 6-10, 6-11)
- 2023 Candidates Forum Participation Deadline → August 1, 2023
- Solicitation of Donations for 2024 Oakland TV Sponsorship Program → August 20 - October 20, 2023
- 2023 Candidates Forum Dates → Saturday, September 9 & Sunday, September 17 (*September 17 is last night of Rosh Hashanah*)
- 2024 Budget Requests from Committee Chairs are Due to OCC Chair for Budget Planning → September 18, 2023
- 2024-2029 5 Year Plan Report To Be Completed By → October 25, 2023
- 5 Year Plan and 2024 Budget and Capital Request Discussion and Vote → November 1, 2023
- Tree and Menorah Lighting (Dec 3, 2023 5 PM)

MEETING ADJOURNED:

**THE NEXT COMMUNICATIONS COMMISSION MEETING WILL BE HELD ON
MONDAY, March 6, 2023 AT 7:30 PM IN COUNCIL CHAMBERS.**

Commissioner Jim Barry	End of 2024
Commissioner	End of 2022
Commissioner Andrea Levy	End of 2022
Commissioner Kerri Sirinides	End of 2022
Commissioner Amy Eilert	End of 2023
Commissioner Ryan Schwertfeger	End of 2023
Commissioner William Sisti	End of 2024
Alternate Commissioner 1: Patricia Carrera	End of 2022
Alternate Commissioner 2: Salma Shamy	End of 2023
Junior Member: Benjamin Good	End of 2022