



Oakland Communications

Chairman: Ryan Schwertfeger

Vice Chairman: Jim Barry

Secretary: Wendi Seelin

Commissioners: Amy Eilert, Andrea Levy, Kris Pawelko, Kerri Sirinides, William Sisti

Alternates: Patricia Carrera, Salma Chiu

Council Liaison: Kevin Slasinski

Junior Member: Benjamin Good

Oakland Communications Commission Agenda: 7/10/2023

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.

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

- Carnival Recap
 - About 30 bags were given out, 2 potential volunteers, possible TV sponsorship interest by the Elks
- JAG Conference
- JAG Award Winner
- Recap of Second Meeting of Five Year Plan Ad-Hoc Committee
- Committee Meetings - Please Inform Deputy Clerk and Chairman Going Forward

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

- May 2023 Meeting Minutes

THE BOROUGH REPORT

BOROUGH ADMINISTRATOR DESIGNEE, OCC SECRETARY & BOROUGH COUNCIL LIAISON

- VHS Tape Disposal - Done
- Capital Budget Approval
- Quotes for Senior Center Camera Project - Secretary Seelin
- Fiber Loop Completion Update - Council Liaison Slasinski
- Bulletin Board Advertising Regulations Update After Receiving Opinion from Borough Attorney - Council Liaison Slasinski

COMMITTEE REPORTS

- **Television Committee:** *Jim Barry*
 - TV Sponsorship Program (Ready to launch? Letter to nonprofits and businesses approved? Promotional plan? Example video of what sponsorship will look like?)
 - JAG Television Conference Recap and Thoughts - Bill Sisti
 - LocalBTV Statistics
 - Recreation Games on Oakland TV
 - *Exploring Oakland* Program Update – Benjamin Good
 - *Oakland Archives* Program, Featuring Converted VHS & DVD Programs - Benjamin Good
 - Bumpers for Oakland TV – Benjamin Good & David Eldelson
- **Newsletter Committee:** *Kerri Sirinides*
 - Viewer Statistics for Last Few Newsletters
 - See what people are reading and interested in and try and generate stories that will engage and interest the audience
- **Bulletin Board Committee:** *Kris Pawelko*
 - Meeting was held on May 31 to discuss the 5 Year Plan and Ideas to Enhance the Bulletin Board
 - Advertisements Update and Next Steps
 - Additional Music Submissions Needed- Did the submission get sent out what is the status?
 - Birthdays, Anniversaries, etc. on Oakland TV Bulletin Board –
- **Welcome, Website & Social Media Committee:** *Andrea Levy*
 - Welcome Bags
 - Collaboration with Chamber of Commerce Update
 - Design made? How many will be needed each year approximately? Cost that would be incurred and what do we want to charge to be on/in the bag?
 - Figure out a way to be notified periodically of new residents (monthly or quarterly?)
 - Content Creation for the Welcome Packet Update
 - Social Media
 - Status on gathering history photos for newsletter stories and social media posts.
- **Review & Grants Committee:** *Ryan Schwertfeger*
 - Potential Grant Opportunity Found via JAG Unsuccessful
 - Ryan to talk to Rich and David about other funding avenues

OLD BUSINESS

- Welcome Packet Bag Design - Bag Done and delivered
- Carnival Recap and Discussion

NEW BUSINESS/DISCUSSION ITEMS

- T-Shirt or Polo Shirts for Commission and Committee Members?
- 2024 Meeting Schedule Thoughts for Adoption at September OCC Meeting
 - 7pm start time? Preference for what day of the week is our backup date if Monday is a holiday?
- Carnival Discussion/ 2024 Ideas for OCC Booth
 - Camera Set Up w/ Monitor Screen
 - Headshots for Social Media Updates- Capture Email Addresses
 - Contest for Video Coverage of Carnival/Up-Link Video for Contest
 - Oakland TV Live feed Going/ Live Coverage of each night

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UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- 2023 Candidates Forum Participation Deadline → August 1, 2023
- Solicitation of Donations for 2024 Oakland TV Sponsorship Program → August 20 - October 20, 2023
- Choptoberfest → September 17, 2023
- 2023 Candidates Forum Dates → Saturday, September 9 & Sunday, September 17
 - *September 17 is last night of Rosh Hashanah, Jim will need to pick another date and communicate with interested candidates what other date will be*
- 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
- Halloween Parade Trunk or Treat October 28, 2023 at 10:00am
- 5 Year Plan and 2024 Budget and Capital Request Discussion and Vote → November 1, 2023
- Veterans Day Memorial →
- Tree and Menorah Lighting → Dec 3, 2023 at 5 PM

MEETING ADJOURNED:

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

Commissioner Jim Barry	End of 2024
Commissioner Kris Pawelko	End of 2025
Commissioner Andrea Levy	End of 2025
Commissioner Kerri Sirinides	End of 2025
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 2025
Alternate Commissioner 2: Salma Shamy	End of 2023
Junior Member: Benjamin Good	End of 2023