



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: 5/1/2023

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

- Phase II of VHS to Digital File Conversion Project Received and Uploaded to Google Drive
- TV Committee No Longer Live Broadcasting RIH Meetings - Will Get Recording and Upload Thereafter
- First Meeting of Five Year Plan Ad-Hoc Committee

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

- March 2023 Meeting Minutes

THE BOROUGH REPORT

BOROUGH ADMINISTRATOR DESIGNEE, OCC SECRETARY & BOROUGH COUNCIL LIAISON

- AARP and Other Grant Opportunities - Clerk Carelli
- VHS Tape Disposal
- Reminder on Protocol for Checking Committee Email Addresses - Secretary Seelin
- Quotes for Senior Center Camera Project - Secretary Seelin
- Fiber Loop Completion Update - Council Liaison Slasinski
- Bulletin Board Advertising Regulations Update - Opinion from Borough Attorney - Council Liaison Slasinski

COMMITTEE REPORTS

- **Television Committee:** *Jim Barry*
 - Draft of Sponsorship Letter for local businesses
 - Potentially shifting to iMovie: saving time and money on training
 - LocalBTV Statistics & Increasing Number of Viewers for YouTube Videos (Especially February 2023 Council Meetings)
 - Recreation Games on Oakland TV Update?
 - RIH BOE Meetings To No Longer Be Broadcast Live
 - Copy of FLOW Follies Program for Later Airing? - Andrea Levy?
 - *Exploring Oakland* Program Update – Benjamin Good

- *Oakland Archives* Program, Featuring Converted VHS & DVD Programs - Benjamin Good
- Bumpers for Oakland TV – Benjamin Good & David Eldelson
- JAG Television Award May Conference - Ryan attending
- Awaiting Council Approval of New Equipment Request Pending Inclusion in Capital Request - Currently Researching What We Can Purchase

- **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
 - More Volunteers Are Desperately Needed - New Volunteer Interest
 - 3 new Junior volunteers, 3 Adult Volunteers

- **Bulletin Board Committee:** *Kris Pawelko*
 - Training Held for Bulletin Board Program
 - Additional Music Submissions Needed
 - Birthdays, Anniversaries, etc. on Oakland TV Bulletin Board – To Be Announced and Launched Only Once An Additional Member Joins the Bulletin Board Committee

- **Welcome, Website & Social Media Committee:** *Andrea Levy*
 - Welcome Bags
 - Bag Design- For OCC- design ready to be reviewed and approved
 - Welcome bag- OCC with Chamber Design, cost?
 - We will need a way to be notified periodically of new residents (monthly or quarterly?)
 - We will personally deliver the bags to new residents.
 - Social Media - Amy Eilert is gathering history photos. For both Oakland History and New Photos and stories for social media posts. Also add a blurb into the Newsletter stating the same and where to send.
 - *New addition/idea - reach out to all Oakland committees via email (rec, mothers/fathers club, schools etc)
 - New Email Address: oaklandnjsocial@gmail.com

- **Review & Grants Committee:** *Ryan Schwertfeger*
 - Second Meeting Held of the Committee
 - Still no response from Altice & Verizon on Grant Request for Senior Center Camera Project
 - Ryan wrote a letter to our State House representatives asking for their help, Andrea wrote a letter to be sent to local businesses, industry, and nonprofits asking for a donation - Borough Administrator advises holding off until we hear back from AARP Grant
 - Ryan nor Michael has heard back from PSE&G Donation/Grant
 - Committee continued discussion of possible advertisements on the Bulletin Board. Ryan will talk to Councilman Slasinski to have him ask the Borough Attorney if it's legally possible for us to do so before proceeding. If so, then the Bulletin Board Committee would do research and see if it's plausible and how a system would be structured, like what the TV Committee did.
 - Jim advised that the Television Committee would soon be starting work on a letter to be mailed to the business community asking for TV Sponsorships.

OLD BUSINESS

- Welcome Packet Bag Design - Just for OCC Usage

NEW BUSINESS/DISCUSSION ITEMS

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UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- 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
- Halloween Parade Trunk or Treat October 28, 2023 10:00am
- 5 Year Plan and 2024 Budget and Capital Request Discussion and Vote → November 1, 2023
- Veterans Day Parade - NEW
- Tree and Menorah Lighting (Dec 3, 2023 5 PM)

MEETING ADJOURNED:

**THE NEXT COMMUNICATIONS COMMISSION MEETING WILL BE HELD ON
MONDAY, JULY 10, 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