



Oakland Communications

Chairman: Ryan Schwertfeger

Vice Chairwoman: Elizabeth Llorente

Secretary: Wendi Seelin

Commissioners: Jim Barry, Michael Gambatese,
Andrea Levy, Alex McVeigh, William Sisti

Alternates: Patricia Carrera, Salma Chiu

Council Liaison: John McCann

Junior Member: Benjamin Good

Oakland Communications Commission Agenda: 9/7/2022

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

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

- Welcome to new OCC Secretary, Wendi Seelin
- Mayor & Council Meeting Conversions (from DVD to digital file) is still ongoing
- Will Create an Email Address for Each Committee - Television and Newsletter Committee have one, create one for Bulletin Board and Welcome/Website/Social Media so personal email addresses do not have to be used and can be checked by Chair and Vice Chairs of Each 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

- *November 2021 - No minutes created yet*
- *January 2022 - No minutes created yet*
- *May 2022 - No minutes created yet*
- July 2022 Meeting Minutes

THE BOROUGH REPORT

BOROUGH ADMINISTRATOR DESIGNEE, OCC SECRETARY & BOROUGH COUNCIL LIAISON

- Potential Altice Donation Towards Senior Center Camera Project Update - Michael Carelli
- Senior Center Camera Project Grant Application Results – Michael Carelli
- VHS to Digital File Conversation Phase II Update - Michael Carelli & Wendi Seelin
- Television & Newsletter Committee Members ID Project - Wendi Seelin
- Fiber Loop Completion Update - Michael Carelli & Council Liaison McCann
- Oakland TV Sponsorship Program Update - Council Liaison McCann

COMMITTEE REPORTS

- **Television Committee:** *Jim Barry*
 - Learning from difficulties, more diligent attention to the procedures and refining the checklist
 - Budget request for new camera and wireless mics.

- Planning to Hold 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)
- Candidate's Forum
- Memorial Day Parade Editing Progress
- *Exploring Oakland* Program Update – Benjamin Good
- Bumpers for Oakland TV – Benjamin Good
- Work on Intro to *Oakland Archives* Program, Featuring Converted Programs - Benjamin Good
- **Newsletter Committee: Elizabeth Llorente**
 - Add Additional Subscribers to Borough Newsletter via Community Pass Mailing List - Michael Carelli Update?
 - Deputy Borough Clerk Now Assisting with Newsletter
 - More Volunteers Are Desperately Needed - New Volunteer Interest
 - Personal Announcement
- **Bulletin Board Committee: Salma Chiu**
 - 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: Mike Gambatese**
 - Borough History and Oakland Hometown Heroes - Who Can Help Do Research and Craft Some Posts?
 - Welcome Packet - Committee will meet shortly to designate a Chair and Vice Chair of a subcommittee to come up with a direction for the packet by September (if costs are involved, Chairman Schwertfeger needs to know in September so it can be budgeted), a proposal to the Committee by October, and a presentation to the Commission at the November meeting
 - Two new volunteers - one likely to help with Welcome Packet and another to likely help with Borough website
- **Review & Grants Committee: Ryan Schwertfeger**
 - Update: Borough Attorney is handling. Received legal threat on *Board Buzz* program, Borough is handling the matter on our behalf. No new news for about a month and a half.
 - Schedule a time for the committee members plus Commissioner Levy and Councilman McCann to meet in September as we discuss a plan to fund both Senior Center and Recreation camera projects and get them approved
 - Potential donation interest towards Senior Center Camera Project from resident

OLD BUSINESS

- Promotional/Identifier Items Discussion
 - Status Update? Narrowed down options at last meeting to explore buying OCC mugs (with handle), tote bag, and/or reusable water bottle. Review quotes?

NEW BUSINESS/DISCUSSION ITEMS

- Approve 2023 Meeting Schedule
 - Proposed meeting dates of January 23 (allows time for Borough Council to meet and approve returning Commission members), March 6, May 1, July 5, September 6, November 6

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UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- Choptoberfest - September 11, 2022
- Candidate's Forum Recording - September 18, 2022
- Committee Proposed Budgets due to Chairman Schwertfeger - September 19, 2022
- Trunk or Treat - October 29, 2022 10:00 AM
- Holiday Lighting Ceremony - December 4, 2022, 5 PM, Veterans Park

MEETING ADJOURNED:

**THE NEXT COMMUNICATIONS COMMISSION MEETING WILL BE HELD
ON MONDAY, NOVEMBER 7, 2022 AT 7:30 PM IN COUNCIL CHAMBERS.**

Commissioner Jim Barry	End of 2024
Commissioner Michael Gambatese	End of 2022
Commissioner Andrea Levy	End of 2022
Commissioner Liz Llorente	End of 2022
Commissioner Alex McVeigh	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