



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: 9/21/2023

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

- Recap of Third Meeting of Five Year Plan Ad-Hoc Committee
- Reminder that 2024 Budget Requests from Committee Chairs are due by September 18, 2023
- New Equipment Has Arrived
- Resignation of Kris Pawleko from the Commission & Bulletin Board 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

- July 2023 Meeting Minutes

THE BOROUGH REPORT

BOROUGH ADMINISTRATOR DESIGNEE, OCC SECRETARY & BOROUGH COUNCIL LIAISON

- Senior Center Camera Project Grant Opportunity Found by Mark Albala - Borough Clerk Carelli
- Phase III of VHS to Digital Conversions: Last Tapes and DVDs Picked Up for Conversion - Secretary Seelin
- Capital Items - Recap What Was Received - Secretary Seelin
- TV Sponsorship Program Update - Secretary Seelin
- Senior Center Camera Project Update → Letters to Select Individuals and Businesses? - Secretary Seelin
- Reminder About Upcoming Commissioner Term Expirations - Secretary Seelin
- Fiber Loop Completion Update - Council Liaison Slasinski
- Protocols for Setting Up Taping of Events - Council Liaison Slasinski

COMMITTEE REPORTS

- **Television Committee:** *Jim Barry*
 - TV Sponsorship Program
 - Candidates Forum
 - 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 Newsletter
 - New Volunteers on Committee
 - Review content rules and deadlines for newsletter
- **Bulletin Board Committee:** *Mark Albalba*
 - Kris Pawleko Resignation, Patricia as Vice Chair Became Chairwoman
 - Bulletin Board Committee Meeting held August 28, 2023
 - New Committee Leadership to Focus on Formulating Advertising Program
 - Additional Music Submissions Needed
 - Birthdays, Anniversaries, etc. on Oakland TV Bulletin Board – With new members joining, consider relaunching
- **Welcome, Website & Social Media Committee:** *Andrea Levy*
 - Borough Website Refresh Coming? - Borough Administrator Designee
 - 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*
 - Letter Sent Out to Select Individuals and Businesses Asking for Donations for Senior Center Camera Project
 - Will Request Money for Remainder of Senior Center Camera Project After Attempts for Looking and Applying for Grants Has Not Panned Out

OLD BUSINESS

- T-Shirt or Polo Shirts for Commission and Committee Members? Update - Commissioner Sisti
- 2024 Meeting Dates Vote
 - Proposed dates: 1/22/24, 3/4/24, 5/6/24, 7/11/24, 9/9/24, 11/6/24
 - Meeting Time to change to 7:00pm from 7:30pm
- Monitor on Stand Set Up - Wendi getting quotes

NEW BUSINESS/DISCUSSION ITEMS

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UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- 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
- 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, November 1, 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