

Telecommunications Advisory Board
Meeting Notes: March 9th, 2015 at 6:30 p.m.

Board Members:

Present: Ed Ebenbach, Chairman, Kurt Krause, Member, and Keith Peters, Member

Absent: None

Quorum: Yes

Others Present:

Supervisor Liaison: Ryan Manion

Supervisor: Rick Colello

Special Project Coordinator: Sam Bryant

Guest: None

Proceedings:

- Meeting called to order at 6:35 p.m. By Mr. Ebenbach
- **Review and approve minutes** from 2/9/15 tab meeting – On motion by Mr. Peters, and seconded by Mr. Ebenbach, the TAB minutes were approved unanimously.
- **Newsletter Article** – Mr. Bryant showed the group his simplified color-coded program schedule chart. All thought that it succinctly captured the programming schedule structure, and agreed that it alone would be a good item to include in the next Newsletter and on the Township website. Mr. Bryant agreed to share his proposal for the newsletter by e-mail.
- **Programming**
 - **Scheduling/Video Content Metric** – a quick review of the video content metric showed it rising from 64.9% to 82.7% during February as a result of the new, denser programming schedule method, as well as the addition of a daily Anonymous People replay, and a long BoS meeting. We entered March back at 65.3% with a shorter BoS meeting.
 - **Programming Consent Process** – Mr. Ebenbach presented an annotated Policy Checklist form as a means to discuss a number of issues he sees in how programs get approved for broadcast on DTV. He raised five questions that he would like TAB to consider in a future meeting:
 - Should some programs in addition to BoS meetings be automatically approved for broadcast without requiring a formal approval process?
 - On a five-member TAB should approval be 3 of 5, 4 of 5, or 5 of 5?
 - Process/Form needs updating to reflect all of the currently identified program Types
 - Process/Form needs updating to reflect all of the currently identified sources

- Process should be written, not informal
- The group agreed to consider this topic at their next meeting.
- **Bike-Hike videos** – Trail Awareness video is approved and ready to go onto the channel.
 - **CBRAT** – the new audio challenge presented by the Feb recording is still not resolved. The group discussed obtaining new editing software to give TAB the tools necessary to repair the audio track. The group approved spending up to \$150 on editing software to allow this to proceed. Mr. Krause and Mr. Peters will confer and agree on what software to purchase.
 - **Traffic Videos** – The committee approved the airing of the Who We Are ... video.
 - **EAC activity** – 2015 Bird Walk Event Ad was approved for airing. Mr. Bryant stated that he will review a number of new proposed videos with the Township Manager and then to TAB for consent to air.
 - **Moments in Time videos** – this item remains pending.
 - **General videos**, Historical society – this item remains pending. The Moravian Tile Works was suggested as a Township resource for which programming for use on the channel might be available.
- **Operational Issues/Control Room**
 - **SuperTAB** – Mr. Ebenbach proposed upgrading the SuperTAB Hard Drive to eliminate memory congestion, and installing a new KVM switch to permit sharing the application workload among more than one computer as the means to solving our continuing computer hiccups during live broadcasts. Mr. Ebenbach motioned, and Mr. Peters seconded spending a maximum of \$240 on these items, and it was approved unanimously.
 - **WiFi Upgrade** – Mr. Krause presented material on a new Wireless Access Point that would improve the security, reach, and compatibility with a modern wireless devices. He made a motion that such a unit be purchased for \$83 to replace the two aging devices that we now use. Mr. Peters seconded and the purchase was approved unanimously.
 - **DVD operation** – A digital copy of “Anonymous People” was made using a different DVD player (our original unit has expired), and is now airing.
 - **Major Projects/Spending**
 - **Emergency Communication** – Rick Schea has been given the task of setting up a meeting between Police Chief, TAB, Ron Rossi and himself to get this topic moving.

- **Social Media footprint expansion** – Mr. Bryant presented the latest Likes, Followers and Municipal comparison statistics, all of which show continuing growth. We're up to 978 Likes, 1207 Followers, and remain in 7th place in the county as a % of population (6.9%).
- **Comcast Renewal update** – Mr. Ebenbach reported that a meeting in mid-February with Comcast made progress and that we may be closing in on completion. We are awaiting a new HD side letter draft from Comcast.
- **Other Issues** – Mr. Peters raised a number of questions for TAB consideration:
 - Can we/do we want to use Comcast 99 to reach a wider geographic audience?
 - Do we know if our audio volume is lower or higher than other channels?
 - Can we display local time and temperature on the channel?
 - Do we have a policy of video expiration dates?The issues were raised but not resolved.
- **Adjournment** – on a Motion made by Mr. Krause and seconded by Mr. Peters, the meeting was adjourned.

Minutes respectfully submitted by Ed Ebenbach