

Telecommunications Advisory Board (TAB)  
Meeting Notes: September 12th, 2016

**Board Members:**

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

Quorum: Yes

**Others Present:**

Township Manager: Stephanie Mason

Special Projects Coordinator: Autumn Canfield

**Guests:** None

**Proceedings**

- **Meeting** - called to order at 6:30 P.M. by Mr. Ebenbach.
- **Review and approve minutes** - from August 8, 2016 TAB meeting – Approved unanimously.
- **Meeting Schedule for 2017** – the board agreed to keep the meeting at 6:30 pm on the second Monday of each month while noting that there may be months where it makes sense to forego a meeting. Mr. Ebenbach will communicate this to the Township staff.
- **DTV Programming/Programming Projects**

**PSATS Communication Award submission** – Ms. Canfield reported this has been accomplished. Mr. Peters added that due to a technical issue, the Native Garden DVDs submitted were incomplete and he had brought corrected DVDs to Ms. Canfield, which she sent. The hope is that the incomplete DVDs will be removed and the replacements used for the competition instead.

**Expanded Reach** – Ms. Canfield reported the YouTube channel has been set up. Mr. Ebenbach reported that he and Mr. Peters had reviewed the library of videos to see what could be uploaded. Initially, all non-outdated Medicare senior task force files and all Boards and Commissions files can be uploaded. Once a scheme for categorization and linking decisions are made, Mr. Peters offered to upload the pertinent content, since it seems to be one file at a time and this may be a lengthy process. Mr. Peters will contact Beth Long at Doylestown Health concerning permission to upload the “Walk with a Doc” series and the three recent lectures he recorded at their facilities.

**Proposal for Slides redesign** – this item was deferred until all members can weigh-in

**Doylestown Health Initiatives** – Mr. Peters reported the August Walk with a Doc is currently being edited. There will probably be a September Walk with a Doc occurring later this month, which he plans to record and edit. The three lectures he recorded are pending editing, awaiting receipt of the PowerPoint presentations files to reduce the poor definition resulting from recording a projection screen with the PowerPoint slides displayed. Mr. Laustsen reported on the meeting with Mr. Watson at the hospital concerning a video project that would highlight the Township that houses so many of the Doylestown Health facilities. Mr. Laustsen handed out a recap of the issues currently being contemplated and discussed possible recording dates of October 5<sup>th</sup>, 19<sup>th</sup>, or 21<sup>st</sup>.

Ms. Mason added that there had been consideration of doing a video that highlighted the artwork housed at the hospital. She also noted that TAB may want to consider an Opioid Addiction panel and Narcan Administration demonstration that is currently scheduled to be held at the Township public meeting room on Wednesday, October 12<sup>th</sup>. If RSVP'd attendance is expected to exceed the public meeting room's capacity, everything may need to be moved to a location that can accommodate a large group.

**Update on refreshing the program schedule** – Ms. Canfield reported this is an ongoing effort and that certain corrupted files had been removed from the schedule. Mr. Ebenbach and Mr. Peters reported that this had been confirmed by using a filtered Nexus schedule. Mr. Peters deleted the corrupted files from the library.

**Videos awaiting approval** – on TAB Dropbox for viewing

The audio-fixed Mural video has been placed on the Nexus and is ready to air, and is no longer in the Dropbox. Mr. Peters noted this is on the Nexus library under the GEN160909-Mural filename.

The “Who We Are” segment on the Roads crew has been completed by the Laustsens’, is ready to air, and is no longer in the Dropbox.

The “Who We Are” segment on the Bike&Hike Committee is currently being revised with the additions/corrections noted by Mr. Zaploski and Mr. Peters. It currently is not in the Dropbox

The Dropbox does currently have the recent Native Garden video that was submitted to PSATS for their communication competition. Please view it for TAB approval.

**Other Projects** – Ms. Mason agreed to help produce a list of locations in the township that may be of interest for video programs, such as “hidden treasures of Doylestown Township” to include video of notable Architecture or other similarly significant locales. Ms. Mason and Ms. Canfield also reported that the “Fido Float” footage has been used for this year's event. Ms. Mason asked if there were ways to make this footage usable for future events.

**Historical Society videos** – this issue is tabled for the foreseeable future.

**Moments in Time** – this issue is also tabled for the foreseeable future.

**Current Video Content Metric** – is currently at 74.9%, which is nearly unchanged from prior metrics.

- **Verizon Franchise renewal update** – Ms. Mason indicated there is nothing new to report. The consortium has employed counsel but apparently there have not been any meetings between the parties.

- **Social Media status**

**Parks Board proposal for a Private Facebook channel** – no movement at this time

**Current operating results** – Ms. Canfield reported that there have been minimal improvements in the Township's Social Media statistics since the report last month

**Emergency communication means** – Mr. Krause reported the school district is promoting use of their emergency communication channel on blackboard connect, which is different than the Bucks County Ready Notify system. He will bring further information to the next TAB meeting. Mr. Peters reported the recent Amber Alert emergency message on Comcast was readable, unlike the last time he saw one, but it was with extremely low, virtually

unhearable, audio. Ms. Mason will pass this along to the Township Comcast contact.

- **Operational Issues/Control Room**

- Audio Level Compression Installation** – Postponed.

- SuperTAB replacement** – Postponed.

- **Other Projects/Spending** – Mr. Laustsen noted the TAB committee may want to purchase a lavalier microphone clothing clip that reduces scratchy audio. Mr. Peters asked the committee to consider purchasing a different color camera bag for the Senior Taskforce Camera to prevent possibly mixing up the TAB camera with the CBST camera. Mr. Peters moved to approve spending not to exceed \$2,000 for the clip, the bag, and the SuperTAB replacement PC. The motion was seconded by Mr. Laustsen. It was unanimously approved.

- **Adjournment** – The meeting was adjourned at 7:51 PM on a motion made by Mr. Krause and seconded by Mr. Peters.

Meeting Notes respectfully submitted by Keith Peters