

Telecommunications Advisory Board (TAB)
Met in person at Doylestown Township Building Conference Room B
Meeting Minutes: June 10, 2024

Members Present: Ed Ebenbach, Art Zapolski, Jenya Shuportyaka, and Jean Laustsen

Board of Supervisors: Barbara Lyons

Quorum: Yes

Meeting called to order at 5:00pm

Minutes from May 13, 2024 meeting were approved unanimously

Unfinished Business:

- **Summer Concert Series Promo** – Mr. Ebenbach played the generic and first week’s episodic promos. A script for the second episodic has been written and Ms. Laustsen will edit that. Going forward, the plan is for Ms. Susten to produce the remaining promos filling the “donut” with specific band information. The generic is up and running now.
- **EAC Garden Party/10 Year Celebration Promotion** – We viewed the revised promo. It up and running now.
- **DART promotion** –Mr. Zapolski has been on vacation so there is nothing new to report on the promo. The DART committee did meet. They viewed the production grid prepared by Mr. Ebenbach and Mr. Zapolski. Mr. Ebenbach suggested that someone (perhaps Ms. Mason or someone with DART) record the opening on camera followed by a narration for the rest of the video. We can record the audio track first, adding video later. Mr. Ebenbach will talk to Ms. Mason about it.
- **Other EAC Projects** – Mr. Zapolski reported that they will have further discussion with the EAC about the pond video - its history and the story of its designer. Mr. Zapolski will contact them.
- **National Night Out Promo** – There will be a meeting on June 24th to get started on planning. Mr. Ebenbach will be there. Ms. Shuportyaka will edit a promo for the event. Mr. Ebenbach says there is probably enough video to use from previous events.
- **Dog Park training video** – Mr. Ebenbach says this project will come off the agenda for the time being. The ball is in their court.
- **CRC Planning** – Engineering design project. Mr. Ebenbach got a quote from AVT. He then wrote a letter to the Board of Supervisors asking for approval to spend \$2,500 for the project.
- **Verizon Franchise fee payment** - \$10,750 came to us. That adds to our war chest to use for the new building.
- **DTV Program Broadcast Schedule revamp** – Mr. Ebenbach spent time cleaning up some of the schedule. He will wait for Ms. Susten to get back to get involved.
- **Golf Outing at the Commonwealth Golf Club** – Mr. Ebenbach received drone footage from the club. He played some of it for us. We can use the opening graphic shot, clean video of the course, and the club house shot at end in our promo.

New Business:

- **Operations** – Mr. Ebenbach reported that only one other person is trained to operate in the production control room. He would like to have another staff person trained. He'll talked to Ms. Mason about who they could recruit. He may also talk to AVT about reconfiguring equipment to better shoot other meetings with different requirements and simplify operations. We need notification ahead of time to give us time to set it up for unusual situations. Ms. Lyons suggested that we should add a sum to our fee schedule for that. Mr. Ebenbach will look into what an appropriate fee might be for that.

- **Decision about the schedule for the next TAB meeting** – It was agreed that we should skip the July 8th meeting. **Next meeting will be Monday, August 12th.** In the interim he will communicate on certain promotion projects with the person working on it.

Meeting adjourned at 5:45pm

Minutes respectfully submitted by Jean Laustsen