

Telecommunications Advisory Board (TAB)
Meeting Notes: October 9, 2024

Members Present: Ed Ebenbach, Art Zapolski, and Damon Bakun

Board of Supervisors: Barbara Lyons

Township Manager: Stephanie Mason

Assistant Township Manager: Andrea Mergner

Meeting called to order at 5:08pm.

Public Comment: No member of the public was present at the meeting.

Approval of Prior Meeting Minutes: The minutes for August 12, 2024 were not brought to a vote because the committee lacked a quorum. Those minutes will be considered at the next meeting.

New Committee Member: Damon Bakun has been appointed to serve on TAB. Mr. Bakun is a Township resident. The present committee members and the staff attendees introduced themselves and welcomed Mr. Bakun.

Unfinished Business:

- **DART Promotion:** A roughcut of the DART video was shown to the committee. Suggestions were made for changes including reshooting the first segment featuring Ms. Lyons as narrator and editing the segment listing DART's sponsors and supporters. Mr. Zapolski was asked to have a new version ready by the next DART meeting in November.
- **EAC Pond:** Mr. Zapolski's roughcut of the pond video was previewed by the committee. Some changes were suggested that will require the program to be edited. Mr. Zapolski stated that he will make the changes.
- **EAC Garden Party:** Mr. Zapolski's last submission of the EAC's garden party was viewed by the committee and heavy edits were suggested. Changes will be made and shown in a new video at a future TAB meeting.
- **National Night Out Promo:** National Night out was cancelled due to rain. No rain date was scheduled therefore a video was not made for a future promo.
- **Food Truck Day in Central Park:** Mr. Zapolski took "B" roll footage of the event on September 22 which will be used to make a promotional video next year.
- **CRC AV Planning:** The audio-visual installation work for the new Parks and Recreation building has not started because that phase of construction is still in the future.

Other Business: after group discussion, Mr. Ebenbach asked Mr. Bakun to use his experience in video production to draft a "creative brief" that can be used as a template for future projects.

New Business:

- **Verizon Equipment Outage:** The Verizon equipment damaged by the August storm has been replaced. Video streaming on Facebook that was interrupted by the storm has been restored through a work-around.
- **Operations:** An outstanding issue that still must be addressed is training additional staff to operate the video control room. Ms. Mergner opined that drafting an operator's guide would be helpful. Mr. Ebenbach stated that there may be an existing operations outline available to be used in the control room.
- **Next Tab Meeting:** The committee agreed that the next meeting will be held on Monday December 9 because there are no new videos scheduled for production that require review in November.

Meeting Adjourned: 6:15pm

Respectfully submitted by: Arthur Zapolski, Vice-Chairman