

Telecommunications Advisory Board (TAB)
Meeting Notes: March 13th, 2017

Board Members:

Present: Ed Ebenbach, Chairman, David Laustsen, Member, Arthur Zapolski, Member, and Keith Peters, Member

Quorum: Yes

Others Present:

Township Manager: Stephanie Mason
Special Projects Coordinator: Autumn Canfield
Supervisor Liaison: Ryan Manion
Township Director of Operations: Dave Tomko

Guests: Jean Laustsen – long-time contributor to the TAB efforts
Lt Tom Quinn – Commander of the Doylestown Civil Air Patrol

Proceedings

- **Meeting** - called to order at 6:30 P.M. by Mr. Ebenbach.
- **Welcome to Guests**
- **Review and approve minutes** - from February 13, 2017 TAB meeting. The minutes were approved unanimously as amended on a motion by Mr. Zapolski and seconded by Mr. Laustsen.
- **DTV Programming/Programming Projects**
 - **CAP Video** – Mr. Zapolski introduced guest Lt Tom Quinn of the Doylestown Civil Air Patrol (CAP). Lt Quinn discussed roles that CAP plays in the community, the 25 or so members including adults and young student cadets, the inclusiveness they demonstrate by inviting many different types of participants, and the contributions made by CAP organizations to the country and the military academies. He also expressed a desire to produce of an introductory video. The Board approved proceeding with further investigation of this potentiality and Mr. Zapolski will lead this effort.
 - **Website Videos** – No changes.
 - **Bicentennial Committee** – Mr. Zapolski indicated that he was not in this area for the last meeting of the Bicentennial Committee but that he hopes to attend their March 21 meeting. He will have more to report at the April TAB meeting.
 - **Doylestown Health DTV initiative** – Mr. Laustsen and Ms. Laustsen reported that their discussions with Doylestown Health have continued, and that DH would like to have Pine Run be the next location recorded.
 - **Doylestown Health documentary by VIAA** – Ms. Mason confirmed that this issue should be moved to inactive pending Doylestown Health decision to fully release the documentary to the Township as they are continuing to sell copies of this DVD in their facilities.
 - **Videos waiting approval** – the March 2017 Senior Taskforce meeting, the individual board and commission/committee reports, and the Doylestown Health and Wellness Center Heart Nutrition lecture were all approved for both DTV and the township YouTube Channel.
 - **Other Video Projects** – see prior discussions re: CAP and time-lapse issues
 - **Proposal for Slide redesign** – deferred
 - **Current Video Content Metric** – Mr. Ebenbach distributed the spreadsheet which showed that 77.1% of available programming time is filled on DTV with video programming, compared to 89.2% on the previous report. The decrease is primarily due to the much shorter Board of Supervisors meeting.

- **Social Media status** – Ms. Mason and Ms. Canfield explained the basically unchanged numbers that were impacted by the impending blizzard. Mr. Zapolski noted the residents are being well informed of the township's preparations and plans to confront this event.
- **Temporary Move – Temporary Move and Time-lapse** – Mr. Tomko presented the status of the current alternatives for temporary locations and the timeline for when things will need to be moved. He discussed the potential of the old AAA building vs trailers as options and a hearty discussion ensued concerning functional issues. Mr. Tomko solicited feedback from the TAB committee and Ms. Manion noted that consideration should be given as to whether the move may inhibit the functioning of video recording of the Board of Supervisor meetings. She wondered whether there is anything compelling the recording if it were to become financially and physically difficult for the duration of the temporary locations being used, up until the new building is finished and occupied. Mr. Ebenbach shared a document he prepared concerning some of the operational issues the temporary move will raise and how these issues may be more or less depending on which temporary quarters approach is selected. While Mr. Tomko was present, the issue of the power and network needs for at least two long-term weatherproof outside time-lapse camera locations were discussed. No decision was made at this time on this issue given the uncertainty as to temporary location(s). Mr. Tomko responded to an inquiry by Mr. Ebenbach regarding when cabling routing issues for the new building should be presented to the architects by indicating that it would most likely be needed by early June 2017.
- **Operational Issues/Control Room:**
 - **iQM2 Encoder issues** – Mr. Ebenbach reported that the last couple of Board of Supervisor meetings may not have been live streamed due to the refusal of the encoder to start up reliably. Mr. Ebenbach will research this issue further.
 - **Audio level compressor** – deferred
 - **Operations Personnel** – Mr. Ebenbach noted that there are very few people trained to operate the equipment used for televising the Board of Supervisor meetings and that additional trained personnel are needed.
- **Adjournment** – The meeting was adjourned at 7:58 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Keith Peters