

Telecommunications Advisory Board (TAB)
Meeting Notes: July 9, 2018

Members Present: Ed Ebenbach, Chairman, David Laustsen, Arthur Zapolski, Keith Peters, and Kurt Krause

At Large Members: Jean Laustsen, Officer Jessica Whiteside

Quorum: Yes

Township Manager: Stephanie Mason

Proceedings

- Meeting - Called to order at 6:30 P.M. by Mr. Ebenbach.
- Review and Approve Minutes - Minutes from the May 14th, 2018 meeting, prepared by Mr. Zapolski, were approved by Mr. Laustsen, Mr. Peters, and Mr. Ebenbach. Minutes from the June 1, 2018 were approved by Mr. Ebenbach, Mr. Peters, and Mr. Zapolski.
- Spending/Reimbursement – Mr. Ebenbach confirmed the possible spending of \$70 to \$100 for a portable USB drive to store all of the Bicentennial video and still picture files for later use in creating a Bicentennial summary video and time-capsule contribution. It had already gotten consensus that it was an appropriate expenditure in the June meeting. Mr. Peters presented the headset microphone reimbursement of \$86.90 which was agreed to by the Board. In addition, consensus was reached for Mr. Peters to spend up to \$250 for a tripod and \$350 for memory cards.
- DTV Programming/Programming Projects
 - Current Video Content Metric – Mr. Ebenbach distributed this month’s spreadsheet that showed a 3.3% decrease in Video Content from last month to 80.8%. Mr. Ebenbach reported that year-to-date, the metrics still exceed the 2018 goal of 75%.
 - “Meet your Police” – Officer Whiteside reviewed that the police department is interested in creating programming. More discussions are in progress and it is likely it will consist of pictures pulled together to create the video.
 - Doylestown Health DTV Initiative – Ms. Laustsen reported that a draft video has been created featuring Doylestown Health CEO Jim Brexler. The video is in the final stages of production and Mr. Ebenbach reported the video is well produced.
 - Bicentennial Event ads/Events/Committee update
 - Hammerstein sing along: Mr. Ebenbach discussed a plan to for the audio and cameras needed to record the Hammerstein Sing-along on July 14. The group will meet at 10am on July 14 to support recording the event. Mr. Ebenbach will meet with Mr. Schea to understand what audio equipment the Township has to plan out this alternative, and coordinate with the event organizers on their plans for producing the event.
 - Mr. Zapolski reported on ideas to record the new flag selection. Ms. Mason reported the flag selection committee has created a PowerPoint that will be projected on a screen to support the meeting. Ms. Mason discussed a possible follow-up video as an additional action.
 - Ms. Mason discussed videotaping the fireworks event. Mr. Peters suggested that Andrea may be able to take video. Mr. Ebenbach offered to take video as well. Mr. Zapolski will sort it out with all mentioned before the event.
 - Mr. Zapolski noted there will also be a Veteran’s (11/11/18) event that is still in the development phase.
 - Mr. Zapolski reported he started working on the Gala event video and will continue to work on it over the next month.
 - Mr. Ebenbach raised the subject of the time capsule and noted that with about 6

months left to having to have the production completed, planning should start now. Mr. Zapolski noted that he will discuss with the Bicentennial committee and thinks timing after Hammerstein event will be when they start work to firm up a plan.

- Bike and Hike trails – Mr. Ebenbach reported that he met with Tom Kelso concerning further video programming effort. They discussed different ideas on how to better publicize the trails and there is mutual interest to think through more ideas and meet again to confirm opportunities. Ms. Susten recorded the Lower State Road trail dedications and has created 2 – 3 minute video which is almost ready to air.
- Kids Castle – Mr. Ebenbach stated Joe Salvati produced a video which is almost done and mentioned interest in potentially restarting the effort on Moments in Time.
- EAC- Mr. Peters noted Ms. Susten recorded the EAC summit which is about 1.5 hour video. The video is in the final stages of production.
- Building Video – Mr. Ebenbach noted that we have some video shot by Mr. Peters at the ground-breaking ceremony and time-lapse video recorded by Mr. Krause. Mr. Peters is working to locate the video taken of the ceremony.
- Boards and Commission reports – Mr. Zapolski noted that the video has been created in MOV format comprising 120 minutes of video and will review the instructions for exporting video in a new format.
- Other video projects – Mr. Peters noted he recorded four Doc Walks.
- Slides update – Pended for next meeting.
- DTV Video Library listing/distribution – Mr. Peters stated there are no updates at this point.
- Social Media –Ms. Mason reported that the Township statistics remain on a slight upward trend with followers, engagement although slight decrease in Twitter. She noted that Winter and Andrea have started a township Instagram account which is showing increased attention.
- New Building Update – Mr. Ebenbach noted there is a meeting tomorrow with Mr. Dundas to review the audio and video planning for the new meeting Room.
- Verizon Negotiations – Ms. Mason advised that there was nothing new to report regarding issues that affect Doylestown Township.
- Operations – As previously reported, the SuperTAB2 computer continues to malfunction and has been removed for servicing by Mr. Krause. Also, two network switches and possibly additional equipment were damaged by a 7/2 lighting strike and power surge. Mr. Ebenbach and Mr. Krause will coordinate on diagnostics and repair.
- Adjournment – The meeting was adjourned at 8:17 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted by Kurt Krause