

Telecommunications Advisory Board
Meeting Notes: April 13th, 2015 at 6:30 p.m.

Board Members:

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

Absent: None

Quorum: Yes

Others Present:

Special Project Coordinator: Sam Bryant

Supervisor: Ken Snyder

Guest: None

Proceedings:

- Meeting called to order at 6:30 p.m. By Mr. Ebenbach
- **Review and approve minutes** from 3/9/15 tab meeting – On motion by Mr. Krause, and seconded by Mr. Peters, the TAB minutes were approved unanimously.
- **DTV Schedule Newsletter Article** – Mr. Bryant reviewed updates to his simplified color-coded program schedule chart and discussed how it will be included in the May Township Newsletter.
- **DTV Programming Approval Process** – Mr. Bryant provided an draft Policy Checklist to consider in updating the form and approval process. The group agreed on a set of categories to capture the program type, media type, consents to cablecast and webcast, and requiring a majority of TAB to approve for airing. Mr. Bryant will incorporate the feedback in an updated draft for review at the next meeting.
- **Comcast Renewal update** – Mr. Ebenbach reported good progress has been made with Comcast which is closing in on completion. We are awaiting final drafts of the agreement.
- **Programming**
 - **Bike-Hike videos** – Mr. Bryant reported new programming uploaded and scheduled on DTV. Mr. Peters reported agreement to do an additional interview format programing covering approximately 5 trail segments using the GoPro video camera.
 - **CBST** – Mr. Peters is working on the April CBST meeting and plans to use the same, now-established format for the May meeting with the intent to get it ready for cablecast as soon as possible.
 - **EAC** - Mr. Bryant presented two videos, Soil and Water Blues, for approval which were unanimously approved by the TAB. They will now be forwarded

to the township manager or township manager's delegate for final approval and cablecast.

- **Moments in Time videos** – this item remains pending.
- **Other Video Projects/Issues** – Mr. Ebenbach reported that the intro / exit clean-up for the supervisor meetings has been solved. Mr. Ebenbach noted there are a few problem files where the files were encoded at the wrong bit rate that need to be redone and uploaded. Mr. Peters discussed ways to increase the DTV audience such as possibly including DTV in the channel line-up for the YMCA and Hospital. It was noted that the audience in these facilities extended beyond Doylestown Township.
- **Scheduling/Video Content Metric** – a quick review of the video content metric showed it rising 3.4% to 69% during March.
- **Operational Issues/Control Room**
 - **Encoder issue** – Mr. Ebenbach stated that 4 minutes of the video's being uploaded are missing from the end of each webcast program. Mr. Krause will research and open a ticket with iQM2.
 - **Computer rationalization/Upgrade Report** – Mr. Ebenbach reviewed that he and Mr. Krause installed the new disk drives in SuperTab resolving the backup error messages. Mr. Ebenbach stated the new KVM had not yet been received.
- **Other Projects/Spending**
 - **Emergency Communication** – Mr. Schea has scheduled a meeting for April 16 to review the requirements and objectives for this initiative.
 - **New wireless access point** – Mr. Krause reported the new wireless access point was installed and working well to provide more reliable guest access in the public meeting room.
- **Social Media footprint expansion** – Mr. Bryant presented the latest Likes, Followers and Municipal comparison statistics, all of which show continuing growth. We're up to 1,032 Likes, 1280 Followers, representing an increase from 6.9% to 7.29% as a % of population (6.9%). Mr. Bryan also reviewed the Parks and Recreations request to establish an additional Facebook page. Following discussion of the benefits to the residents and Township, the TAB recommended the primary Township Facebook Page and Twitter ID be extended to include parks and recreation messaging.
- **Adjournment** – on a Motion made by Mr. Krause and seconded by Mr. Peters, the meeting was adjourned.

Minutes respectfully submitted by Kurt Krause