

Telecommunications Advisory Board (TAB)
Meeting Notes: January 8, 2024

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

Board of Supervisors: Barbara Lyons

Quorum: Yes

Township Manager: Stephanie Mason

Assistant Township Manager: Andrea Susten

Guests: Kirsten Bronkovic

Proceedings:

- **Meeting:** Called to order at 5pm by Ms. Stephanie Mason.
- **2024 Reorganization:** Mr. Ed Ebenbach was elected Chairman and Mr. Art Zapolski was elected Vice-Chairman by unanimous vote. It was agreed that taking meeting notes would be by rotation instead of appointing a secretary. Ms. Kris Ballerini did not renew her committee membership at the end of 2023 and there is now a vacant position in TAB.
- **Approval of Prior Meeting Minutes:** Motion to approve the minutes from the November 13, 2023 meeting was made by Ms. Laustsen and seconded by Ms. Shuportyaka. The motion was carried, and the minutes were approved by the committee.
- **Unfinished Business:**
 - Meeting Dates. The committee agreed to meet monthly every second Monday of the month at 5pm, however the committee reserved the right to amend the scheduled meeting dates as desired depending on the amount of business to be conducted.
 - Community Recreation Center Video. TAB viewed footage taken of the rec center's groundbreaking and interviews of dignitaries and members of the public done immediately after the groundbreaking ceremony. The committee welcomed Ms. Kristen Bronkovic, Capital Fund Coordinator for the rec center to speak about goals of a proposed promo video. She outlined her ideas and distributed a memo containing her concept for a 90 second video. The purpose of the video is to be informative, inspirational and encourage donations at all levels of giving. Technical details for producing the video in two different lengths was discussed including, the use of testimonials and a closing segment with Ms. Barbara Lyons from the Board of Supervisors. Ms. Mason suggested doing a time lapse video of the building construction just as was done for the municipal building. Mr. Ebenbach will work on the script and storyboard with additional input from Ms. Bronkovic. Ms. Shuportyaka was asked to undertake filming additional interviews as needed. A rough cut of the promo video was planned for the February TAB meeting.
 - Dog Park Video. The next orientation session for the dog park will be held on Saturday January 13 in the main meeting room of the municipal building. Mr. Ebenbach will record the session from the control booth and have an extra track for the slide pack used in the presentation. Additionally, stock pictures and video may be used in the final cut.
 - DART Promotional Video. The purpose of the video is to increase ridership. Ms. Mason wrote the script and Mr. Ebenbach did the storyboard. The storyboard was reviewed during the meeting. Mr. Ebenbach enquired as to whether there was a requirement that sponsors be mentioned to which Ms. Lyons replied it was not necessary. This should save about 10 seconds of time on the video. Ms. Mason will send the revised storyboard and script to DART for approval. Once approved, TAB can start work on the video. Ms. Susten pointed out that DART has a production team, but they prefer using TAB for this project.
 - Doylestown TV program broadcast schedule revamp. Mr. Ebenbach stated that there was nothing new to report except to note that some slides were redone. Ms. Susten reported that the picture of the Board of Supervisors has been updated.

- **New Business**
 - New Projects. Mr. Ebenbach asked the committee to suggest new projects for TAB to produce in 2024. Various ideas were discussed including programs concerning Touch-a-Truck, National Night Out, and recording the ten-year celebration of the EAC as well as other projects. Mr. Zapolski was asked to work on the EAC project. Further plans will be developed at the next TAB meeting in February.
 - Operations. One fundamental problem has been identified and that is the lack of control room operators. Mr. Ebenbach stated that occasionally he has been working on his own without an assistant if one is not available. He is asking for someone from the Township be trained as a control room operator. Ms. Lyons suggested asking for volunteers from staff.
 - New Cameras. Mr. Ebenbach purchased two new cameras and their software licenses for use in the main meeting room. This is a step forward because it increases the number of active cameras from 6 to 7 resulting in reduced camera movement that is needed to cover meetings. The second camera purchased is a spare.
 - Budget. Mr. Ebenbach reported that TAB spent \$3,600.00 in 2023 out of its \$5,000.00 budget. The funds covered the purchase of two cameras, miscellaneous repairs, and increased video storage capacity. The 2024 budget is also \$5,000.00. The remaining \$1,400.00 from 2023 will be going into the TAB bank account and become part of the funds put aside for possible use in the new rec center.
 - Verizon Franchise Agreement. Ms. Mason reported that funds promised by Verizon have not been received yet. Ms. Mason said that she will follow up and enquire about when the Township will receive the promised money.
- Meeting adjourned at 6:30pm.

Respectfully submitted by:
Arthur Zapolski