

Telecommunications Advisory Board (TAB)  
Meeting Notes: May 8<sup>th</sup>, 2017

**Board Members:**

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

Quorum: Yes

**Others Present:**

Township Manager: Stephanie Mason

Special Projects Coordinator: Autumn Canfield

Supervisor: Rick Colello

Township Director of Operations: Dave Tomko

**Guest:** Jean Laustsen – long-time contributor to the TAB efforts

**Proceedings**

- **Meeting** - called to order at 6:30 P.M. by Mr. Ebenbach.
- **Welcome to Guests**
- **Review and approve minutes** - from April 12, 2017 TAB meeting. The minutes were approved unanimously by the Board.
- **Temporary Move Project Plan** – Mr. Ebenbach reported that he had met with the Township’s facility manager Mr. Schea to discuss what equipment and cables will be needed for the temporary facility. The idea is to use as much of the equipment from the current building as possible in the temporary facility thereby cutting down the cost of the relocation. Both Mr. Ebenbach and Mr. Krause stated that they believe that some of the equipment (built-in cables and the like) cannot be economically moved to the temporary building. As a result, the need to purchase some replacement equipment was raised by Mr. Peters. Mr. Ebenbach advised that he will develop a plan for the move and a list of cables as well as other items that will be needed. Mr. Ebenbach will report his findings at the next meeting. Director of Operations Mr. Tomko mentioned that field plans for the temporary facility are currently awaiting approval.
- **Time-Lapse Camera Project** – Mr. Krause researched the cost of various camera options and software. He reported that the cost for cameras range from \$40.00 to up to \$840.00 with an additional \$300 for software that would permit a live stream on YouTube. Mr. Krause recommended the \$40.00 camera. Although it would not provide a live stream it would show periodic daily shots of the building project. Mr. Peters moved that the Board approve the purchase of the \$40.00 camera. The motion was unanimously approved. The best mounting location for the camera was also discussed. The cost was estimated to be \$150.00 for installation. Mr. Krause observed that some experimentation on placement and operation would be required. Once the initial testing is completed, the second camera will be purchased.
- **New Building/System Upgrade Project** – No new developments were reported except to say that Mr. Peters believed that a 60-65 inch TV would be too small for the meeting room in the new building. Mr. Ebenbach stated that any TV/screen selected would also need to include functionality that collects pointer or other annotation means used in the presentation to be available electronically.

- **DTV Programming/Programming Projects**

**Building Project Video** – Mr. Ebenbach stated that taping during the week of May 1 went well and he thanked David Laustsen, Jean Laustsen, and Keith Peters for their camera work and the participation of Arthur Zapolski, Stephanie Mason, and the office staff. Additional work is still required in order to complete the project. The need for further video, graphics and still pictures were discussed. Mr. Zapolski volunteered to take the still pictures for the production later in the week.

**CAP Video** – Mr. Zapolski stated that the video is on track and scheduled to be shot during the Doylestown Airport Open House on May 20. Mr. Zapolski also mentioned that releases from the Township were still needed for the talent. Ms. Mason stated that the document was still under review by the township's solicitor.

**Doylestown Health DTV initiative** – Mr. and Ms. Laustsen reported that this work is still in progress. Additional information was requested from the hospital's administrator and more footage will have to be shot. Mr. Laustsen said that he will confer with hospital administration for the items he will require to complete the project.

**Bicentennial Committee** – Mr. Zapolski reported that he attended the last meeting on May second and a calendar of events was decided upon. TAB plans to attend scheduled events and shoot video for future programming.

**Website Videos** – Mr. Peters suggested pruning old videos and duplicates that are dated or have no value. Otherwise all is going well in uploading videos to the web. This item will be taken off future agendas since there is no new information to report.

**Videos Waiting Approval** – Jean Laustsen is working on improving the sound quality from the Senior meeting video. A banging sound from participants hitting the table where the mikes were located must be corrected. Mr. Peters stated that the April "Walking the Docs" video has not yet been uploaded and he is working on editing the May video. Mr. Peters suggested putting the videos on the Township's YouTube channel. Mr. Ebenbach agreed with the idea.

**Proposal for Slide Redesign** – Ms. Canfield presented several designs for review. A lengthy discussion was had about revising the slides. The present format has been used for 5 or 6 years and needs to be refreshed. Various designs and color combinations were discussed including the fact that text on the slides should be kept short and uncluttered so that they can be easily read. No decision was reached. Further review and discussion will be held on this issue.

**Current Video Content Metric** – Mr. Ebenbach distributed the spreadsheet which showed that there has been a drop of 4.7% to 67.1% of available programming time which is filled on DTV with video programming. This is compared to 73.4% on the previous report. The decrease is primarily due to the length of the latest Board of Supervisors meeting however, in most of the other categories the data shows that the programming content is static. The Board's consensus is that other Township committees should be energized to develop their own programming because it is not TAB's job to do this. Mr. Peters proposed that TAB work up ideas for each committee and then ask them how they would like to go forward with them because TAB is here to help. Each committee could do their own videos. Mr. Ebenbach observed that he would prefer something to work with than nothing at all.

- **Social Media Status** – The metric was reviewed by Ms. Mason and Ms. Canfield and we are doing well. It was pointed out that the Township has less YouTube video views than the Borough but this is because the Township does not have a downtown shopping core that the Borough has.

- **Operational Issues/Control Room:**

**iQM2 Encoder issues** – Mr. Ebenbach reported that there is still a problem with the encoder but he managed to overcome the difficulty with a computer restart. Otherwise it is not worth purchasing new equipment now considering the pending move.

**Operations Personnel** – Mr. Ebenbach noted a new person is in training. This increases personnel to 3 persons capable of operating the equipment.

- **Adjournment** – The meeting was adjourned at 8:03 PM on a motion made by Mr. Peters and seconded by Mr. Zapolski.