

**TELECOMMUNICATIONS ADVISORY BOARD**  
**Meeting Minutes**  
**May 7, 2012**

**In Attendance:** Chairman, Kurt Krause, Committee Members, Ed Ebenbach and Joe Salvati and Staff Liaison Sandra Zadell, Assistant Township Manager.

**Minutes:** On a motion made by Mr. Salvati, seconded by Mr. Ebenbach the amended minutes from April 9, 2012 were approved.

The committee began the meeting with the 2012 Budget Review.

Mr. Ebenbach reported that the second monitor cost has gone up again by \$7 due to the need for a new cable.

The committee also discussed the 2013 Budget and the fact the request for the 2013 Budget should be in by August.

They discussed whether or not the IQM2 service should be paid for in the General TAB Budget or in the Web Services Budget.

After discussion Mrs. Zadell stated that she will request the \$3,600 for web streaming for 2013 in the Web Services General Budget not the TAB Budget.

Mr. Ebenbach reported that Rick Schea wants to go and see the lectern again with Mr. Salvati before he does more work on its design. Mr. Ebenbach, Mr. Salvati and Mr. Schea will coordinate on that and get that visit set up.

Mr. Krause presented a review of the data on the web streaming service. At this point there have been 247 unique visitors. Mrs. Zadell brought up the fact that the IQM2 services definitely increased efficiently for staff, the fact that each committee liaison can post their own agendas and minutes to the website has really help to cut down on Mrs. Zadell's workload.

The committee reviewed Mr. Krause's information that he brought and discussed how they should put together a memo for the Board of Supervisors.

Mr. Ebenbach stated that he felt that there should be some sort of comparison regarding the number of people who watch the meetings compared to the number of people who attend the meetings. He feels that combined with the efficiency for staff are two big selling points for the services.

Mr. Krause discussed how to use the May 1<sup>st</sup> meeting in charting an example of how many people watch and which days they are watching the meetings.

Mr. Krause will distribute a draft via email for everyone to look at so that he can submit a memo to the Board of Supervisors for the next meeting.

Mrs. Zadell also mentioned that the records destruction act did pass. She has a lot of meetings to remove/destroy. She will share that list with Mr. Krause so that he can make sure that they are destroyed off of the back up as well.

The committee then discussed the operational issues that are still occurring. Mr. Salvati brought up the cooling system. Mrs. Zadell stated that she thinks that turning the air conditioning on in the building has pretty much solved the issue.

Mr. Salvati asked if the lifetime of the equipment is effected at all by the warm cabinet. Mr. Krause and Mr. Ebenbach both stated that they feel that the heat in the cabinet is fine and the equipment is stable.

Mr. Ebenbach reported that Ashley Thompson, the new trainee, is doing well operating the channel, she seems to be gaining confidence and did exceptionally well at the last meeting.

Mr. Ebenbach also spoke about how at the last meeting he used the character generator to put up the speaker's names. He discovered two things from this test: The amount of time that the names were on the screen was not long enough; he is going to extend that by 2 to 3 seconds. He also has been watching the news lately and noticed that on CNBC and other news channels they have a standard bar that is at the bottom of the page that delineates who is speaking. We may move to something like that for our channel.

Mr. Ebenbach also discussed the second monitor and the issues that we are still having with the monitor, it locked Mr. Ebenbach out of the nexus again and there is a need for more work on that.

He also reported we have a new sequence for the start of the meeting, still trying to capture the beginning of the meeting in a way that makes sense.

Mr. Salvati then presented three station identifiers that he has created, all three were very impressive and Mr. Krause and Mr. Ebenbach stated that we should start utilizing them on the channel as soon as possible.

On a motion of Mr. Ebenbach, seconded by Mr. Salvati the committee adjourned at 8:45pm.

