

Telecommunications Advisory Board  
Meeting Notes: December 14th, 2015 at 6:30 p.m.

**Board Members:**

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

**Others Present:**

Supervisor Liaison:  
Township Manager: Stephanie Mason  
Special Projects Coordinator: Autumn Canfield  
Guest: David Laustsen

**Proceedings:**

- Meeting** called to order at 6:35 p.m. by Mr. Ebenbach
- Review and approve minutes** from 11/9/15 TAB meeting – Approved unanimously with addition of a paragraph/correction regarding TAB authorization to purchase a Canon Camcorder bundle.
- Comcast Franchise Renewal Update**

Mr. Ebenbach reported that the Solicitor recommended acceptance of the Franchise Agreement as negotiated to the Board of Supervisors at their December 1 meeting. After some discussion the Board approved the agreement unanimously. The documents signed by the Board have been sent to Comcast, and the process will be complete when the Township receives a copy signed by Comcast as well as the signed HD side letter.
- Other Projects/Spending**
  - Mr. Ebenbach presented a report showing TAB spending for the full year to be \$2,687.78 year to date. Assuming that no more spending will occur, and the \$4,500.00 designated to be moved to “savings” occurs, he reported that TAB will end the year with \$312.22 less spending than budgeted. The committee then unanimously approved that the \$4,500 identified above be transferred to savings. Mr. Ebenbach will contact Mr. Wallace to request that transfer.
  - Mr. Ebenbach reported that Ms. Canfield had promptly purchased the microphone and camera equipment requested at the November meeting, and that it had all been received. The committee then agreed that:
    - Mr. Krause will take the microphone equipment home to test it out, and will report his findings at the next TAB meeting.
    - Mr. Peters will do the same for the camera equipment.

## □ **Programming Projects**

- **Nexus Rescheduling Action and Training** - Mr. Ebenbach reported that Ms. Canfield has completed initial training on Nexus scheduling, and that she was now ready to start the review/replacement of the scheduled content based on the block scheduling content chart.
  - Senior meetings and EAC content have been refreshed/updated; Board of Supervisor showings are updated after each meeting
  - Mr. Ebenbach agreed to provide Autumn with an up-to-date listing of the available video content
  - Ms. Canfield agreed to try to achieve at least one program type/block update per week. On that basis, DTV will be completely refreshed around once every 6 weeks.
- **Non-Profits** – still pending.
- **Programming about Boards & Commissions**
  - The committee agreed that it would not be appropriate to target all B & C's.
  - Suggestion was made to start with the “Who we are, What we do” format
  - Early 2016 targets include EAC, Bike & Hike, Ways & Means
  - It was suggested that we follow these with Township departmental versions, such as Code, Fire Marshall, Public Works, Parks & Recreation Programs
  - Mr. Peters reiterated his offer to hold a class or “Boot Camp” for other Boards and Commissions on how to produce and make videos when requested.
- **Fido Float** – still pending.
- **Moments in Time** – Mr. Ebenbach agreed to show Mr. Laustsen some of the available footage so he could gauge the prospects of his helping us to obtain some useful video footage from this collection.
- **Doylestown Historical Association** – Mr. Laustsen agreed to help us gain access to the resources that DHS has available. He stated that he thought that there was already a short video about Dr. Feldstein in DHS inventory.
- **Mr. Laustsen** and his wife operate a small video production and editing firm focused on Doylestown area matters such as the Doylestown Historical Society, and the Towne and Country Playhouse. Mr. Laustsen expressed willingness to help us with DHS (as noted above) and is interested in participating in a project about the Township Mural (located on the Meeting Room rear wall). He also indicated a willingness to consider other projects as they arise.
- **Township 200th Birthday** – Ms. Mason reported that the Township's 200<sup>th</sup> Anniversary will occur in 2018. This suggests a project to document some of the notable history of the Township for screening at that time. Mr. Laustsen expressed interest in that concept, and went on to suggest that if re-enactment

actors might be needed for the project, the acting staff of Towne and Country might be interested.

- **Doylestown Hospital** – Mr. Ebenbach presented the committee with a list of the medical video material that is available for viewing by patients at the hospital, going on to suggest that some of it might be appropriate to air on DTV. The group will give that some thought before approaching the hospital. The “Walk with a Doc” video project is still pending.
- **Current Video Metric** – Mr. Ebenbach reported that the Video Content metric has remained relatively static at 66.8%, as the only material schedule changes made were to replace one Board of Supervisor’s meeting with another.
- **Social Media Operating Results**
  - Ms. Canfield showed social media metrics which reported continued growth of Likes and Followers (approximately 1 per day).
  - Ms. Canfield also showed a new report that focuses on 15 communities that surround us, and which utilizes the operating results for all Township accounts (including Kids Castle and the Dog Park). By that standard, the Township is in first place among the 15 communities.
- **New Board Member** – deferred pending receipt of application(s)
- **Operational Issues / Control Room**
  - Mr. Ebenbach reported that at the moment there are only two trained operators. Ms. Canfield agreed to try to find another volunteer to join the operating group.
  - Mr. Ebenbach also reported that the main network router has started to fail intermittently and frequently, causing the wireless access point, on which many Township employees now depend, to go off the air. Mr. Krause will take a look at the situation and make a recommendation.
- **Adjournment** – on a Motion made by Mr. Krause and seconded by Mr. Peters, the meeting was adjourned at 8:10 pm.

Meeting Notes respectfully submitted by Ed Ebenbach