

Telecommunications Advisory Board
Meeting Notes: November 9th, 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: Ryan Manion
Township Manager: Stephanie Mason
Township Supervisor: Rick Colello
Special Projects Coordinator: Autumn Canfield

Proceedings:

- Meeting** called to order at 6:30 p.m. by Mr. Ebenbach
- Review and approve minutes** from 10/5/15 TAB meeting – Approved unanimously.
- Comcast Franchise Renewal Update**
 - Mr. Ebenbach reported that the status from the last meeting remains the same with everything completed except for a final review and approval by township solicitor. Once that is finished, and since TAB has already approved it, the Solicitor will recommend the Franchise Agreement's acceptance to the Board of Supervisors. Mr. Ebenbach noted that Verizon agreement is about 2 to 3 years from expiration and we expect to begin their renewal work soon.
- Other Projects/Spending**
 - Mr. Krause presented an evaluation of portable wireless microphone options with a recommendation to purchase the Shure FP Wireless receiver and headset. Mr. Ebenbach suggested the addition of a head set microphone option to the included lapel microphone. The Shure FP wireless price with the additional headset option was \$579, and the TAB approved that spending. Mr. Krause will provide detailed ordering instructions to Ms. Canfield shortly.
 - Mr. Krause evaluated digital SLR and camcorder options and recommended that TAB acquire a Canon Camcorder bundle. The TAB discussed the options and agreed to procure the Canon Camcorder bundle at a cost not to exceed \$435.00 with ordering instructions provided to Ms. Canfield.
 - Mr. Peters reviewed options for tripod attachments and audio input for those videographers using iPads/iPhones. In addition, Mr. Peters reviewed relatively quick availability in acquiring these components. The TAB agreed the options and recommended solution would support the use of these devices when the need arises, and decided to hold on their acquisition pending a commitment to a video production requiring these components.

- **Social Media Operating Results**
 - Ms. Canfield showed social media metrics which reported continued trend of increasing likes and the intent to continue to post more pictures on all events.
 - Additional topics were deferred for the November meeting.
- **New Board Member** – deferred pending receipt of application(s)
- **Programming Projects**
 - **Nexus Rescheduling Action and Training** - Mr. Ebenbach reported the latest two senior meetings are uploaded and in the schedule rotation. Mr. Peters reported one of the four new EAC videos has been uploaded. Mr. Ebenbach reported we are ready to start the review of the scheduling based on the block scheduling content chart.
 - **Drug Awareness Video** - Ms. Canfield reviewed a drug awareness video which included Ms. Lyons. Ms. Canfield will send Mr. Krause the video links for upload into the Nexus after which Ms. Canfield will schedule it.
 - **Non-Profits** – still pending.
 - **Encouraging/supporting video production by other Boards & Commissions, and Township Departments** – Mr. Peters offered to hold a class or “Boot Camp” for other Boards and commissions on how to produce and make videos when requested.
 - **Fido Float** – Stephanie Mason reported that the Roving Reporters is in production.
 - **Doylestown Historical Association** – no actions this month.
 - **EAC Native Garden Event** – Ms. Canfield reported that she met with Jeannine to review the video which can be included with additional video maybe this spring.
 - **Doylestown Hospital** – Stephanie Mason contacted the hospital regarding whether there are videos that DTV could air and reported she is still waiting for reply.
 - **Current Video Metric** – Mr. Ebenbach presented the video content metric with an average of 66.2%. The video content metric is up 0.3% from the last snapshot in August when removing the impact in the variation in Board of Supervisor meeting.
- **Operational Issues / Control Room**
 - Mr. Ebenbach reported there was a Verizon outage of one week. Verizon repaired the Optical Network Terminal which they indicated was damaged by voltage surge.
- **Adjournment** – on a Motion made by Mr. Krause and seconded by Mr. Peters, the meeting was adjourned.

Meeting Notes respectfully submitted by Kurt Krause