

## February 10, 2021 Communication Commission Meeting

**Members Present:** Bill Morris, Tina DeSilvio, Issac Frazier and Sara Thurston

**Members Absent:** Denise Diaz, Jonathon Keen, Jim Michaelson, Kristin Mathiesen, Theresa Six

**Alternates Present:**

**Alternates Absent:**

**Liaison Present:** Dave Deegan

**Liaison Absent:** Mary Petsch-Wilson

**Guest Present:** None Scheduled

### Flag Salute

Meeting was called to order by Bill Morris at 7:00 pm

Sara Thurston made motion to approve January 13, 2021 meeting minutes, 2<sup>nd</sup> by Bill Morris

Sara Thurston advised that we can have the station web page added to the township web site with Civic Media. Bill Morris reported that currently we can't access the station web page. Sara can get in the current station pages as Administrator, we can access the following:

1. Upload Video's
2. Mobile Friendly Video
3. Live Stream
4. HD Streaming
5. File Storage
6. Broadcast to existing channel

Sara will send Bill tech information in email needed to move the station web present to the township site.

Bill Morris advised that the station web page was up one day then went down again. We need to do something that will keep us up and running.

Sara questioned members on Channel name, what should it be; David Deegan suggested Franklin Twp Channel 9 or to go back to correct name of Twp of Franklin Community TV. Bill suggested that we abandon the old name of Channel 9.

Issac questioned if there is a way to track viewers? Bill advised that we are now able to track viewers.

Bill handed out information for Vie Bit Webinar, we can record with camera and video can go directly to server. For live broadcast we have to run wire from camera in Court Room then run to server. We would have to run lines to run live but will have a time delay with Vie Bit.

Bill talked about Non-Profit, it is noted that we charge for this. Bill wants to revise and take charges off. Also any JPEG has to be a certain dimension so content does not have to be fixed.

Issac questioned if Video format has been updated?

Bill advised video and MP4 will play, we want what we receive to be finished product ready to be downloaded.

Bill asked Issac to send minutes for Unity Group, Bill feels that this would be a great addition for our Channel 9 viewers.

Bill advised that he will email everyone and all changes will be in red; You-tube to Google drive, we need to present to the township committee before we can officially adopt the policy.

Dave Deegan asked to have invoice for the stations Google drive from Kevin , our new IT person has asked Kevin if he could spend some time and go over information so that he can understand our system and catch up.

Bill advised that list is still outstanding from last month, last meeting is December 8<sup>th</sup> that was put on Channel 9 for viewing

Dave Deegan advised that nine (9) minutes into the meeting sound cuts off.

Sara advised that she sent Bill and Issac the information on link;

Bill questioned Civic Plus MP4. Sara advised that; no it duplicates VieBit

Bill stated that we need to advise the Township of upgrades so that we can get on budget

Bill advised that he will send Issac the criteria so he can put Unity Group information on Channel 9 and asked Issac to come up with a Logo

Issac named all of the upcoming events that could be videoed to download for viewers on Channel 9, they are as follows:

1. March – Easter Egg Hunt
2. September – Community Day
3. December – Christmas Celebration
4. Senior Luncheon

Dave Deegan will give Bill Morris Recreation information

Issac questioned Chrome Book, what is processing? Can Dave bring information in at for next meeting?

Dave Deegan has spoken to Police Chief to get together once a month to put information on Channel 9. We can also interview Department Head.

Issac suggested that we could do Public Announcements; live interaction with Zoom call. If anyone has questions or comments we can address, everyone is on board

Sara asked to let her know before had so she can post that it is coming.

Bill questioned if anyone has had a change to look into peg Media; No

Issac advised that he has information for MLK Day, we posted on Instagram page.

Bill advised that we don't have to control but we have to set general guidelines that protect the town.

Issac advised that Unity Group goes over everything before we post.

Bill advised Issac that if he wants to post Unity's Meetings we can try to make that happen, was not aware of all the issues.

Sara suggested making as list of our equipment and server

Sara questioned will it be Civic Media or Vie Bit?

Bill questioned; do we have to have Server to do live stream, our video has Wi-Fi capacity.

Dave Deegan advised that camera in Court Room is not Wi-Fi

Tina questioned; could we find people who wants to do this for fun to clean everything up? Bill advised that Sara needs information for Civic Plus so we can get everything cleaned up.

Dave Deegan will send video and server information to Issac and Sara

Dave Deegan uploading should be by done by our IT person. The video server is in a secure area in the police department. Videos and slides are updated through the Township Portal. To enter the area where our server is located there must be a Police Officer present.

Sara advised that Civic Plus would use their server; all is done through website

Dave Deegan advised that server uploads to Channel 9

Dave Deegan will send link out, short video training of server. It gives a lot of information; Chris was advised that we have free Tech support

Sara wants to request tracker

Bill and Sara suggested doing a monthly report on request and pull reports. This would be very beneficial to Committee

Tina DeSilvio made motion to adjourn meeting; 2<sup>nd</sup> by Sara

Meeting adjourned 8:00