

March 10, 2021 Communication Commission Meeting

Members Present: Bill Morris, Issac Frazier and Sara Thurston

Members Absent: Tina DeSilvio, 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

February 21, 2021 Meeting Minutes was unable to be approved, there were not enough members for a quorum

Dave Deegan advised that Chris is doing a great job and started training. Barb has created new password for Chris so he can add people on down the road.

Bill Morris advised that Chris and Programmer made it possible that we now have audio during slide presentations.

Dave Deegan advised that Chris will clean old stuff off and put up new on Channel 9.

Bill Morris will check with Barb about new email address for TV Station

Bill Morris advised that our archives are on google drive and it looks like with the change in station management we will lose all information that is archived

Bill Morris advised that former Township Administrator is the Administrator for Township Facebook page, she is being nonresponsive to turn over the position of administrator duties, even though she is still Township employee.

Bill Morris advised website transition; we do not need to store on Civic Plus. We are putting information on You-Tube.

Bill Morris advised that Issac forwarded Unity schedule; suggested that we get involved and record. Bill volunteered to record. He will check with Issac on specific dates.

Bill Morris stated that we do not need to store videos on Civic Plus, he asked Sara what she needs for creating a page for operation instructions.

Sara questioned if we should have separate pages.

Bill advised that we should have the following

1. Cable Use Guide

2. Policy and Procedure

Page to be renamed Franklin Township Community TV, various links such as Policy and Procedures would bring up the updated link to watch video and a link for schedule.

Sara suggested that we put all on one page but have links.

Bill suggested having a link to make a request

Sara advised that we can have it go directly to email address.

Bill advised that we can no longer see Channel 9 with the tree.

Sara advised that Request Tracker cost \$725. This is a onetime fee and can have up to five people.

Bill questioned if there was a free handout?

Dave Deegan feels that people that we train just needs to know how to respond

Bill advised that we need Supervisory training.

Dave Deegan asked Sara to send tutorial and we will put together a quick meeting so that everyone can have some training.

Dave Deegan advised that we are still waiting for budget information.

Sara questioned Issac when activities are set and are definite.

Dave Deegan advised that if we get two (2) weeks' notice Sara will definitely put on Channel 9.

Sara advised that she can end to calendar and do a news flash that will go to all members.

Issac advised that the 27th is a definite for Unity Group; he will send information to Sara. The following are some date:

1. April 22nd will be organizing and clean up in the Community
2. June 19th March

Bill will make himself available to video all Unity Programs and Activities that are going on.

Dave Deegan advised that he spent time with Chris on Chrome Book for editing; they found out that Chrome Book cannot do the job. We have to buy new software so we can edit and put on Channel 9 station.

Issac will contact Justin and ask what he uses, what software he uses and relay information back.

Issac stated that the Unity Groups goal is to help with Easter Egg Hunt.

Sara suggested a small meeting for Request Tracker.

Bill advised Sara that she needs to reach out to Civic Plus on Request Tracker.

Bill talked about Social Media, Small Business Alliance we need protection for Municipalities with Social Media.

Dave Deegan advised that NJMEL is their site homepage. We want to align with insurance carrier, they may have something generic.

Bill advised that the county has an OPRA request page on line, input data on screen and it reports right away, question Request Tracker.

Issac suggested that Channel interview or video clips, their roles in the Township. Put a conversational piece rounding up one (1) objective and get missions and faces. We can display on page or social media and let people know that we are open to questions, engage with public. We can do on TV and Township page

Issac suggested allocating the camera one (1) day and anyone who wants to come and view or ask questions can do so. We can call it "Community Engagement Project"

Bill Morris opened Public Portion of meeting.

No Public was in attendance

Bill Morris closed Public Portion of meeting.

Bill advised that he will have information to Issac within 24 hours.

Dave Deegan will look into getting a Drone to video

Issac advised that High Def 4G is good.

Sara made motion to adjourn meeting; 2nd by Issac

Meeting adjourned at 8:00