Warrington Township
Communications Advisory Board

Meeting Minutes
Monday, July 23, 2012

The regular meeting of the Warrington Township Communications Advisory Board was held and called to order at 7:30 pm on July 23, 2012 at the Township Building located at 852 Easton Road, Warrington, Pa 18976. The members present were as follows:

Steve Filipe	Chairman
James Calore	Vice-Chairman
Michael Starner	Member
Joan DalFarra	Member
Jacklyn A. Wilson	Communications Technician

Approval of Minutes: The minutes for May 21, 2012 have been approved by James Calore and seconded by Michael Starner.

New Business - Research: The board briefly discussed ways to collect data to link email address to physical addresses. Mrs. Wilson informed the board that the Township does currently have a functioning system in use with regular updates for residents from the County to obtain physical address; however, email addresses are not linked to them. The Township can gather address and connect into electronic files for particular address. The only information that isn't updated on a regular basis is email addresses; email specifically has to be provided from the residents themselves.

The board continued to discuss ways to gather email addresses and sync to physical address. As far as the board is aware, there is not software at this time to collect and sync email addresses to physical address. An example is a functional document tool to link into software to collect and store emails for sending quick emails.

Old Business – Audio/Video Project: Mr. Starner mentioned he had a met with two vendors that examined the meeting room. After conversing with each one with a general analysis of where audio and video equipment could be placed, the vendors will provide Mr. Starner with quotes and proposals for their analysis.

In addition, Mr. Starner and Mr. Filipe participated in phone conferences with Telvue, Granicus and IQM2. The three companies followed up with quotes for their systems, which will be included in the proposal packet that will be put together.

Continuing, Mr. Filipe suggested concentrating on getting quotes for the audio and video equipment as hardware is the main issue. After, the hardware is finalized the board can focus on the software for agenda tagging. In continuing the progress of obtaining quotes and research the board hopes to finalize the proposal this calendar year. Mr. Filipe committed to concluding the proposal and will send the Township Manager an email for the current project status and future steps.

Adjournment: Mrs. DalFarra made a motion to adjourn the meeting, Mr. Calore, seconded the motion. The meeting was dismissed at 8:56pm.