

Park Ridge Technology Committee Meeting Minutes

Wednesday, May 26, 2010

Meeting called to order at 7:30 PM in the Violations Bureau Room, Borough Hall.

In attendance: John Kane, Scott Kreisler, Paul Wharton, Bruce Goldsmith, Justin Mezzadri

Not in attendance: Terry Maguire, Dan Browne, Peter Mauro, Colleen Ennis, Kelley O'Donnell, Cathy Timpone, Peter Nakkash, Chris Halton, Doug Neumetzger

Agenda Items discussed:

PRKG –TV & Park Ridge Technology joint meeting May 20th:

- Tech was approached by Bob Howell Chair of PKRG to have a combined meeting. Tech attendees: John K, Chris H, Paul W, Scott K, Bruce G, Terry M PKRG: Bob H, Ned B, Enzo, Terry M, Jamie L and a few other members of PKRG
- Enzo F provided a demo of new PKRG website they were considering. Discussion concluded that PKRG should utilize the main page on Borough site even if links out to external website (heavily used by volunteers for scheduling/keeping track of equipment)
- Jointly discussed Email Notification which Technology is trying to promote usage within the borough and helping PKRG expand their own distribution list.
- QPolling feature discussed and revisiting from 2009 where Tech desires to work with PKRG to be first user of this Polling Technology. Tech to provide sample questions to Bruce (Justin/Paul to confirm if the QPoll only accepts Yes/No polling questions only or possibly multiple choice)
- PKRG & Tech spoke about other projects and initiatives where they look forward to working together in the future.
- PKRG & Tech decided to have a joint table area at the Picnic

Borough Website Agenda items:

- **Google Analytics** – tech members narrowed down the google analytics reports to begin collecting stats and preparing reports for the borough
1) Pages landed, 2) Site Map Overlay, 3) Demographics, 4) Main entry point and 5) Main Exit point
- **How Do I list** – Tech comm. reviewed the combined list of ideas submitted by Tech members. Selection of the 1st five questions that were split up amongst volunteers to try to succinctly answer and get prepared for the website.

Reserving town facilities/fields/community center – Paul W

Combining Utility Q's to send you out to full page of FAQ's for Utilities – Justin
Registration of Dogs/Cats – John K
How do I join or find info on the pool – Scott K
How do I volunteer? And incorporating specific skills sets needed by certain
committees – John K

- **Bulk Email System – Community advertisement opportunity:**

This was discussed again due to the great opportunity to have free ad published in the local free newspapers before the Picnic and especially with our table to sign people up for email notification. It was decided to push it off until after the Picnic and to be run separately. Paul W is working on the ad.

- **Mayor & Council Meeting Sound & Video next steps:**

Sound: We can devise a way to capture a sound recording off of PKRG when they film but it is easier for Digital recorder to be set up in the Chamber to record each session regardless if PKRG films. The recorders run \$200 - \$1,000 and CD recordings can then be easily loaded up to website the day after meetings are held.

Video: PKRG has agreed to film one meeting a month and already covered many of the special budget meetings held for the employees/public. (Thank you PKRG)

- **Picnic** – Discussed to have a promotional poster spot lighting Tech's projects and the Email Notification system. A promotional give away was discussed to be a donation. Table would have laptop with AC access and air card that could provide internet access. Just need to work out the volunteer shifts and John and Chris to meet on Poster design.

- **Project Updates:**

Bruce mentioned he will share the contact that has been successful reviewing the telecom billings at the schools. This has been talked about with the Borough employees.

Meeting adjourned 9:30 PM

NEXT Meeting – Wed 6/30/10 @ 7:30PM Borough Violations Room