



# WARRINGTON TOWNSHIP COMMUNICATIONS ADVISORY BOARD

Minutes for January 17, 2023

The regularly scheduled meeting of the Warrington Township Communications Advisory Board was held on January 17, 2023, at 7:00 p.m. at the Warrington Township Building in the Neshaminy Meeting Room and via Zoom. In attendance were James Calore, Chair; Curt Wise, Vice-Chair, Tom Whelans and Yasar Sulaiman (via Zoom). Jacklyn Wilson, Communications Manager and Joanne Mancini, Park and Recreation Board were also present.

**The meeting was called to order at 7:12 pm with the Pledge of Allegiance.**

## Approval of Minutes

1. The approval of minutes for the November 21, 2022 were tabled.

## Old Business

2. Franchise Agreement
  - a. No update has been provided from Verizon to the Township.
3. YTD Franchise Fee Data
  - a. No updates have occurred, there will be a quarterly update available for the March meeting.

## New Business

4. Website Refresh
  - a. The Communications Advisory Board reviewed a list of companies for a website refresh. The members discussed further information that would a part of the review such as:
    - i. Support that is offered, Details of web hosting, Service agreement.
    - ii. Mr. Calore suggested an RFP to start a check list.

## Board Comments

5. As the Communications Advisory Board meets on the third Monday of the month, the Communications Advisory Board 2023 Schedule will be as follows.
  - a. Monday, March 20, 2023
  - b. Monday, May 15, 2023
  - c. Monday, July 17, 2023
  - d. Monday, September 18, 2023
  - e. Monday, November 20, 2023

## Adjournment

Mr. Whelans made a motion to adjourn the meeting, seconded by Mr. Calore.