Harvard Community Cable Access Committee
Meeting Minutes - Dec. 9, 2009 - 7pm - Hapgood Room (Old Library)

Attendence

Committee Members:
  Pat Natoli (Chair)
  Robert Fernandez
  Mitch Norcross (Recording Secretary)
  John Ball
  Ray Dunn
  Jonathan Williams (Vice-Chair)

Others:
  Brint Ferguson (paid contributor)
  Andrew Ojemann (paid student contributor)
  Casey Clark (paid student contributor)
  Leo Blair

Meeting started at about 7:10 pm.

1) The meeting started with an update/brainstorm regarding a potential new
   production about the Town of Harvard, featuring interviews by Leo Blair.

   a) Producer: Liz Garner, will come to next cable meeting
      Director: Robert Fernandez
      Camera: Brint
      Working Show Title: 'On The Town'

   b) Ideas for the first three episodes:

      i) 'Town Budget'
         Potential participants: Tim, Lorraine, George McKenna, Bob Thurston

     ii) 'The General Store'
         Shoot at The General Store, get pictures

    iii) 'Affordable Housing'
         Potential participants: Elana Mercy, Tony Morova, David Peterson
         (Peterson Report)

2) Other ideas regarding potential episodes of 'On The Town':

   a) Schools - Curriculum related, MCAS issues
   b) Could combine live and pre-recorded
   c) COA
   d) Email address for the show - a Harvard Town email address
      (eg, @harvard.ma.us) ? an hctv address ?
      Could just be a gmail address.
   e) Warm-up recording - as a test - Could also use this opportunity
      to record a promo

3) Event on 12/10/09 to be recorded - Fire Chief to make presentation
   regarding the ice storm of Dec 2008, at the Bromfield cafeteria.

   a) To be recorded by Casey / Andrew.
   b) Would it be possible to incorporate pictures of Lisa A.
      (Photographer for Harvard Press),

      ACTION ITEM: Brint will inquire with Lisa A. about this

4) HCCAC Broadcast Server Upgrade

a) Telvue (one of the potential server manufacturers) is not in good
   financial condition (bankrupcy ?)

b) Tightrope - potential audio problems ? not known if these are
   Cable problems ? server problem ?
   ACTION ITEM: Mitch to Google for this

c) There was some discussion / confusion regarding how (the process)
   for us to reach a consensus on which server to acquire.

d) ACTION ITEM: Mitch to get quotes for Tightrope server system,
                include 1 year high end (Gold) support.
                Report results and recommendation to group through email.
                Could we take an email vote to purchase system, and
                if approved present to finance director for approval ?

       i) The Camera COmpany - Marty

      ii) Access AV - Michael Ridinger (Boylston Access Channel) does Engineering
for Access AV,
           as well as independent training

      iii) Boreal Media

5) HCCAC paid coordinator - open position

   a) Job Req is posted to Town website
   b) Salary is $19.5K - $23K per year, depending on qualifications and budget
discussions
   c) 19 hours per week
   d) Deadline for resume submission is Dec. 21, 2009
   d) Proposed schedule: HCCAC to review resumes on Dec. 30, 2009; Interviews on Jan
6, 2010;
      Select primary candidate and bring to BOS meeting in January for approval to
hire.

   e) ACTION ITEM: HCCAC members to prepare common questions for interview.

6) VOTE: Minutes of meetings on Oct 14, 2009 and Nov 18, 2009 were approved.

Respectfully Submitted,
Mitchell Norcross, Recording Secretary

Jan 13, 2010