

Harvard Community Cable Access Committee
Meeting Minutes - Jan 27, 2010 - 7pm - Hapgood Room (Old Library)

Attendance:

Committee Members:

Pat Natoli (Chair)
Mitch Norcross (Recording Secretary)
Ray Dunn
John Ball
Peter Warren (BOS Liaison)

Other Committee Contributors:

Brint Ferguson
Casey Clark
Andrew Ojemann

Meeting started at about 7pm

- 1) Municipal Building Task Force: Update from Peter: public workshop on Jan 30.
- 2) Avid Media Composer (video editing software) installed on Mac by Casey (about \$600)
- 3) Devens Enterprise Commision (DEC) meeting was recorded last night, by Casey.
 - 3.1) ACTION ITEM (Casey): Casey to email the group with the contact info of Ayer contact who also recorded the meeting. It was noted that the recording was a redundant effort in this case.
- 4) Some discussion regarding audio quality issues on BOS broadcasts. The general consensus is that mic placement is critical, and that not all participants keep the mics close enough. Also, it was noted that the mixer behaves strange, as it cuts out other mics when one person speaks, and then takes seconds to re-balance the mix after that person stops speaking.
- 5) Some discussion about a request by a Weaver's Guild rep asking if we had projects for students to help fulfill their requirements.
***[MN: what was the conclusion on this ? Any action items ?]
- 6) Some discussion of starting a video project documenting Loaves and Fishes. There are privacy concerns relating to filming visitors to the facility.
***[MN: what was the spark for this discussion ? Any acition items ?]
- 7) Some discussion regarding Cataloging of DVDs and tapes. The consensus was that time should not be wasted sorting the tapes on the shelf. Instead, number them all and keep a database with reference to the shelf number.
 - 7.1) ACTION ITEM (Casey): to have MS Office installed onto the edit room PC in order to start creating documents and databases there.
- 8) Coordinator Position: Update from Pat: Town Council has expressed concern that our top pick candidate might not be hireable before 6 months after resigning an appointed municipal role (resigned on Jan 16, 2010). After reviewing the rules, some folks believe the wait time might be just 30 days.
 - 8.1) ACTION ITEM (Pat): Pat to work with Peter and Town Administrator to figure this out.
- 9) "On The Town" - Update from Pat: Leo Blair has indicated that this

production is being put on hold due to other time constraints.

10) JBOS

10.1) There is some interest in streaming video for their new web site

10.2) TV coverage of the JBOS meetings has not been consistent. The idea was floated that Mass Development acquire a recording setup to stay in the meeting room at Devens, making it easier for any of the town cable crews (Harvard, Shirley, Ayer, Devens) to show up and start recording. (Camera, tripod, mics, cables, about \$1200).

10.3) ACTION ITEM (Pat): to reach out to other cable groups, or arrange a meeting, to plan/coordinate recordings of JBOS meetings.

11) Video Broadcast Server: Update from Mitch: indicated that the server system has been ordered and will arrive as shipments from three suppliers.

12) Web Site: MOTION, 2ND, VOTE PASSED: Go public with the HCTV web site, add a link from the Town web site HCCAC page to the new Google HCTV site.

13) Correspondence:

13.1) There was some discussion regarding Nick Kouros' email request for information about the Committee. Some in the group felt that answering pointed questions through email was not an effective way to represent the Committee and its progress. The Chair reported that an offer was extended to Mr. Kouros to attend a Committee meeting for Q & A, but that he declined the offer.

13.2) Harvard Friends Of The Arts: will be hosting a performance of 'Notorious' on Feb 27. It was noted that it is likely that we would only be allowed to broadcast live, and not re-broadcast subsequently (as was the case with last year's 'War Of The Worlds') due to copyright limitations. Some present felt that this would possibly make it not worth covering.

14) Some discussion on the need for a regular contact with the library regarding coverage of events there.

14.1) ACTION ITEM (Mitch): to contact Library and Warner Free Lecture folks regarding the recording and broadcast of events at Volunteer Hall.

14.2) ACTION ITEM (Pat): to send copy of the broadcast permission/release form to Mitch for posting to the web site.

15) MOTION, 2ND, VOTE PASSED: Approved minutes of meetings 1/13/10.

16) Next Meeting on Feb. 10

17) Two vacancies on the Committee. There is a Volunteer Form at Town Hall to be filled out by prospective members

Meeting adjourned at about 9pm.

These minutes were reviewed, corrected, and approved at the Feb 24, 2010 meeting of the HCCAC.

Respectfully Submitted,

Mitchell Norcross, HCCAC Recording Secretary