

Harvard Cable Television (HCTV) Committee
Meeting Minutes - Feb 24, 2010 - 7pm - Hapgood Room (Old Library)

Attendance:

Committee Members:

Pat Natoli (Chair)
Jonathan (Vice-Chair, for part of the meeting)
Mitch Norcross (Recording Secretary)
Ray Dunn
John Ball

Other Committee Contributors:

Casey Clark
Robert Fernandez

Meeting started at about 7:10pm

1) Minutes of Jan 27 meeting were reviewed, corrected and approved by
MOTION, 2ND, VOTE: Pass

2) Video Server update from Mitch:

2.1) All four system components have been received and mounted into the rack, with some basic cabling in place, not yet tested. It will take several weeks to get to "finished installation", including complete cabling, software configuration, and getting the uplink setup and tested through two modulators.

2.2) ACTION ITEM: Mitch will work some evenings and weekends to get the system up and running, and will work with others who are interested in the setup. Mitch to provide Pat with a list of remaining small hardware items, cables, power strips, UPS, etc., for Pat to order through Town channels.

2.3) ACTION ITEM: Pat will contact Charter to request two modulators, cable receiver box, and to identify an uplink connection in the utility closet.

3) 2nd Edit System:

3.1) Jonathan has requested that we purchase a 2nd edit system to allow for two projects to be edit in parallel, and to better facilitate training. He suggests a Mac system similar to our primary edit system, estimated cost at about \$5.5K.

3.2) There was discussion about whether a PC alternative might be useful, and perhaps cheaper. Also, the need for a second tape drive unit was also questioned. Mac's have some inherent virus immunity and lower maintenance requirements. Target software packages are Final Cut Pro, and Avid Media Composer.

3.3) ACTION ITEM: Robert and Jonathan to research, make a recommendation, and we will re-visit at next meet.

4) Studio Lighting:

4.1) Jonathan and Pat recommend that we authorize about \$500 to have an electrician install some improved lighting in the studio area, and include a ceiling fan to ensure air circulation.

4.2) MOTION, 2ND, VOTE: Pass, to authorize \$500 for studio lighting and ceiling fan.

5) Equipment Sign-out:

5.1) Sign-out of high end camera and lighting equipment should be limited to qualified users. Sign-out of GL-2's (lower-end cameras), however, could be more relaxed. We should formalize the training needed to

sign-out the higher end equipment.

5.2) All equipment borrowed from studio should be signed out, including the cameras used by our regular paid Committee contributors.

6) Policies and Procedures:

6.1) Mitch expressed the need to expand and clarify Committee Policies and Procedures. Mitch cited Douglas' Policies as a good example.

6.2) ACTION ITEM: Jonathan, Ray, and Robert to work on this. Draft by next meeting.

6.3) ACTION ITEM: Mitch to send links to Douglas' Policies doc, and perhaps other towns as well.

7) Broadcast Release Form:

7.1) Pat informed the group that all forms need to be approved by Town Counsel.

7.2) Release form is not needed for Public meetings, but other events, like soccer games, need to get permission; May want to organize with HAA to have players' parents sign at time of league sign-up for "permission to broadcast".

8) Animated logo: Casey showed this to the group.

9) Name of the Committee:

9.1) Some in the group expressed opinion that we should standardize all representations of the Committee under the name "HCTV". Some members felt that while the "station" could be branded as "HCTV", it was unclear whether the name of the Committee needed to change, or whether the Committee could do this without some legal action by its parent Board of Selectmen. To be re-visited at next meeting.

10) Paid Part-Time Coordinator:

10.1) Robert has been cleared to go before the Board of Selectmen, expected to be approved for hire, at the Mar 2 meet of BOS.

11) Printers: need to be hooked up; may also want to get DVD-direct-label printer.

12) Website:

12.1) Reference Links, should add links to the other two town related newspapers. Should clarify the HCTV brand by eliminating references to HCCAC.

12.2) Domain Name, should acquire our own, easily identifiable domain name. ACTION ITEM: Casey to check on availability of some names.

13) Heat:

14) Phone:

14.1) For the studio / Coordinator, ideas were floated about the possible use of a cell phone, a VOIP phone, or a cable-modem phone, as alternatives to a traditional (Verizon) land-line phone. VOIP could provide voicemail over email, and not be subject to national regulation. May be left up to Coordinator.

15) Google Fiber:

15.1) Ron Ostberg mentioned that the HCTV Committee should have a representative to work with the Google Fiber initiative in Harvard. Mitch had attended the initiative's second meeting (Sunday 2/21), and described

the initiative to the group. No volunteers to represent the HCTV Committee to the Google Fiber initiative.

15.2) ACTION ITEM: Mitch to send out the link to the initiative's Google Group, known as Next Gen Community.

16) Business Plan:

16.1) ACTION ITEM: Ray to update and email the group. To be reviewed at next meet.

17) Correspondence:

17.1) Mitch expressed the desire to have all email to channel12@harvard.ma.us be shared with the group. Pat indicated that she already shares important email with the group and that sharing all email would be counter-productive.

17.2) ACTION ITEM: How the public corresponds with the Committee should be addressed in Committee Policies and Procedures.

18) Document Sharing:

18.1) Mitch expressed the desire to have some improvement in the way the group shares documents, Eg. Contacts, Work Instructions, Inventory, Finances, working docs, etc.. To start, a folder on the PC in edit room will suffice.

19) Looking Ahead to Town Meeting

20) Content: Ray has received a DVD from someone, for potential broadcast.

21) Raising Capital: on hold until Coordinator is up and running.

22) Coordinator to bring request for computer equipment to next meet.

Meeting adjourned at about 10pm.

These minutes were reviewed, corrected, and approved at the Apr 14, 2010 meeting of the HCTV Committee.

Respectfully Submitted,

Mitchell Norcross, HCTV Committee Recording Secretary