

Harvard Cable Television (HCTV) Committee
Meeting Minutes - Mar 10, 2010 - 7pm - Hapgood Room (Old Library)

Attendance:

Committee Members:

Pat Natoli (Chair)
Jonathan Williams
Mitch Norcross (Recording Secretary)
John Ball
Ray Dunn

Other Committee Contributors:

Peter Warren (BOS liaison)
Robert Fernandez (Station Coordinator)
Casey Clark

1) Brother Anthony, of St. Benedict Abbey, was present to keep in touch and express interest in the work of the HCTV committee. He requested broadcast of three DVDs, including the 25th Anniversary Concert of Immaculate Heart of Mary School Band.

2) Edit Systems

2.1) Jonathan and Robert propose 2 additional iMacs, 20" or 17", Final Cut Pro, this brings us to total of 3 edit systems.

2.2) MOTION, 2ND, VOTE: PASS - Committee to expend about \$4K for 2 macs, including software, about \$1800-\$2000 each.

3) Video Server

3.1) Status from Mitch:

After sending the unit back to Tightrope to have its storage configuration corrected (750GB instead of 500GB), we received the unit back yesterday, and Mitch re-mounted it into the rack in the edit room, re-cabled, verified basic settings, and verified playback of a small video clip through the 8x8 switch and onto the rack-mount monitors. Also verified just under 700GB free on the drive, which is normal for a 750GB 'advertised' size. Have not yet powered up the new Carousel BBS box.

Next steps include:

- a) Modulators, use what we have, get one or more new
- b) Get some setup / configuration guidance on the phone from Tightrope. They can remote-control the unit.
- c) Rip some DVD content to experiment with

3.2) Need modulators and uplink setup and tested. Frank (from Charter) is scheduled to visit on 3/22 to help.

3.3) Server rack location - Hapgood Room vs. Edit Room, or build closet area in back of the studio area (access through back door of edit room).

4) Studio Room Configuration

4.1) Possibility to combine edit room and studio area into one big room, with storage closet as described above.

5) Committee Name: HCTV = Harvard Cable Television

6) Phone

6.1) MOTION, 2ND, VOTE: PASS - Casey to acquire a VOIP system with speakerphone.

7) Web Domain Name - no consensus, Robert to suggest more.

8) Equipment Signout - Need qualification sheet to ensure folks signing out equipment are qualified/trained to handle it. Also need itemized checklist for certain items.

9) New Camera -

10) BOS - Pat gave updated status to BOS in January. BOS requested an up to date budget and business plan.

11) Business Plan - All members should give feedback to Ray via email asap. Goal is to finalize with VOTE of approval at next meeting.

12) New members / Outreach

12.1) Robert suggested that we write a description for ideal new members, and this should include 50% work contributor, 50% idea manager.

12.2) Idea: we should ask the committees that we serve to identify members of their committees who could operate the cameras themselves.

12.3) Reminder: Seniors in town can get tax credit for volunteer work provided.

12.4) Idea: make a promo video to attract producers, and to show the value HCTV provides to the town.

13) Correspondence

13.1) email from HFOA requesting airtime of last year's Talent Show DVD, make a promo, advertise the audition dates, tape this year's show.

13.2) DVD from Ralph Deflorio for broadcast.
Also possible interest in making a series on Harvard musicians.
[MN - Details of this item were sketchy when we reviewed these minutes on 4/14, Jonathan Williams may have more details]

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