

Harvard Cable Television (HCTV) Committee

Meeting Minutes - June 9, 2010 - 7pm - Hapgood Room (Old Library)

Attendance:

Committee Members:

Pat Natoli (Chair)
Jonathan Williams (Vice-Chair)
Mitch Norcross (Recording Secretary)
John Ball
Ray Dunn (arrived 8:25pm)

Other Committee Contributors:

Brint Ferguson
Casey Clark
Chris Byler
Andrew Ojemann
Jackie Normand
Jared King

There was no quorum from 7pm until 8pm, so there were no deliberations until quorum was reached at about 8pm.

Meeting started at 8pm.

1) Programming / editing turnaround time - discussion. Consensus is that it should about 1 week to go from raw footage to and edited show. Some shows require more editing, some less. Need direction from coordinator regarding where time and attention should be spent.

2) Sign-out sheet discussion - in addition to signing the sheet, send email to Pat as well, so that whereabouts are known in a timely fashion. On return, keep clean and maintained.

3) Graduation - review discussion. There were some noisy line issues. How about wireless ? Maybe one would be good for a roving camera.

4) Chris presented a written proposal for a new show: "That's in Harvard?", followed by discussion.

5) Needs: accessibility - policy for checking out equipment ? Not clear to Chris.

6) Motion, 2nd, discussion: Proposal for two sub-committees, one for Content, one for Technical. Withdrawn until Station Coordinator is present, need to discuss more and revisit.

7) Appointments

7.1) Jared has interest in contributing, but is unsure what roles are available (paid, volunteer, committee member). He is currently volunteering for Fruitlands. Pat indicated five hours paid per week may be available.

7.2) Ray and Pat are up for committee member renewal.

MOTION, 2nd, VOTE: Pass for Pat and Ray to renew committee membership. Recording Secretary to email Town Administrator office to notify them of this.

8) Work Party next week, to fix up the studio, pizza dinner available, will plan to move the server into closet after it is built.

9) Upcoming Activities: July 4th events, Farmer's Market events.

10) Facebook page for HCTV ? - defer for a few months, needs a maintainer.

11) Need for On-Screen Talent - eg., for interviews, etc, perhaps an ad in the paper for someone who could be on call for this ?

12) Need for a new camera - develop this idea outside of the meeting ?

13) Old Business:

13.1) Virtual Town Hall - Pat to work with Virtual Town Hall, discussion tabled.

13.2) Minutes approval - tabled.

13.3) John Ball - reiterates the need for a juke-box style DVD player for integration with the broadcast automation / server system.

Meeting closed at about 9:40pm.

These minutes were reviewed, corrected, and approved at the Sep 13, 2010 meeting of the HCTV Committee.

Respectfully Submitted,

Mitch Norcross, HCTV Committee Recording Secretary