

Harvard Cable Television (HCTV) Committee

Meeting Minutes - July 14, 2010 - 7pm - Hapgood Room (Old Library)

Attendance:

Committee Members:

Pat Natoli, Chair

Jonathan Williams, Vice-Chair (arrived 7:50pm)

John Ball

Mitch Norcross, Recording Secretary

Other HCTV Contributors:

Robert Fernandez, HCTV Coordinator

Brint Ferguson

Chris Byler

Jared King

Casey Clark

Meeting started at 7:10pm.

1) Massachusetts Open Meeting Law

1.1) We reviewed the new July 2010 Open Meeting Law Guide published by the Massachusetts Office of the Attorney General. Notably, Agendas must be published 48 hours prior to meeting; meeting deliberations should stick to Agenda items; Minutes should be filed with Town Clerk within 10 days of being approved.

2) Minutes

2.1) Approval of May and June meeting minutes were deferred.

3) Quorum

3.1) It was noted that only 3 Committee members were present, and the question arose as to whether we had sufficient quorum to continue. Some thought yes, some thought no.

4) Bulletin Board

4.1) Question arose - is it possible to automatically pull Town web site calendar info onto the HCTV Bulletin Board system? ACTION ITEM: Robert to contact Virtual Town Hall to determine this.

4.2) Chair noted that HES will have a WeatherBug weather station installed in the Fall. WeatherBug is also the service which feeds the HCTV BBS weather page, so presumably our BBS weather info will then be derived from the HES weather station.

4.3) Where to send correction requests? -> hctv@harvard.ma.us Who has access to that address? -> Robert and Pat. Could include Mitch?

5) Email

5.1) There was some discussion around developing a cohesive email address system for all members, to provide a more consistent view to the general public. Ie., the ad-hoc addresses we now use do not appear as a clear brand. Perhaps we could have more email addresses from the Town? (eg., @harvard.ma.us). Chair noted that personal emails should not have 'hctv'

in them.

6) Broadcast Server Update

6.1) Mitch indicated that the past two weeks had run very smoothly and that he did not need to be called in for any issues during that time.

6.2) John indicated he had come across 6 disks with errors.

6.3) Future equipment needs related to Broadcast Server ? Mitch indicated perhaps hard drive data storage needs would grow, but that this might only cost \$500 or so over the next year.

6.4) Mitch pointed out equipment one item which we might all appreciate having: A Downstream Keyer. This would allow us to program some overlay text onto each show, indicating any info related to that show (title, date, etc.). Cost for such equipment would be in the \$1500 - \$2500 range. ACTION ITEM: Mitch to investigate and report back, could discuss next month.

7) Programming

7.1) Coordinate through Program Coordinator

7.2) Keep dialogue open with content providers

7.3) "Summer in Harvard"

7.4) Water Chestnut Pull - ACTION ITEM: Jared to produce this

8) Report from the Program Coordinator

8.1) Robert showed some draft documents he has been working on

Meeting ended at about 9:30pm

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