

Harvard Cable Television (HCTV) Committee

Meeting Minutes - September 13, 2010 - 7:15pm - Downstairs at the Old Library

Attendance:

Committee Members:

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

Other HCTV Contributors:

Peter Warren (BOS Liaison)  
Robert Fernandez (Station Coordinator)  
Chris Byler

NOTE: There was no meeting in August, due to schedule conflicts.

Meeting commenced at about 7:15pm.

#### 1) MINUTES

1.1) Review of HCTV Committee meeting minutes from May, June, and July of 2010. MOTION, SECONDED, VOTE: Approved, with minor corrections to attendance names.

#### 2) BULLETIN BOARD SYSTEM UPDATES

2.1) Much discussion regarding desire to improve the readability and utility of the on-screen broadcast bulletin board system. Generally, we have anecdotal feedback that indicates that the BBS is hard to read: Too much text; Text too small; Panels changing too quickly; Can't find what shows are on; Too long to wait for Panels to cycle through; etc. (Panel is another word for Zone). Some of this feedback has come from the in town elderly community.

2.2) Chair would like to see a re-design consisting of a single Panel, and including a full-time clock. Mitch suggested that before embarking on a re-design, that we obtain feedback other than anecdotal, using a survey mechanism, perhaps surveymonkey.com. Mitch suggested that we could make incremental changes (within hours/days) to improve the current design, addressing some of the concerns, but that a re-design would take significantly longer (weeks).

2.3) ACTION ITEM: Robert to create and execute a survey, perhaps using surveymonkey.com.

2.4) ACTION ITEM: Mitch to implement incremental improvements to current BBS design: Slow down Panel transitions; Shorten Program Guide and Calendar look-ahead period (reduce number of slides per cycle-through); Remove the bottom news crawl; Increase fonts sizes if possible.

#### 3) VIDEO SERVER UPDATES

3.1) Some discussion regarding broadcast errors, operator errors, what to

do in case of a blank screen, etc. Desirable to have a single page troubleshoot checklist for the video server system.

3.2) ACTION ITEM: Mitch, Brint, et.al. to create a troubleshoot checklist by next month.

3.3) Some discussion on possibility to have a Downstream Key/Title component. Mitch indicates that this is likely to be a \$2500 item. Tabled for now.

#### 4) ROTATION OF CHAIRMANSHIP

4.1) MOTION: Mitch put forth a motion that the committee adopt a policy for Organization of the Committee, based on the policy used by the BOS, with the relevant text from the BOS Policies and Procedures document (revised Aug 3, 2010) presented for review.

4.2) After much healthy discussion regarding the pros and cons of practicing rotation of the chairmanship, and after several amendments moved and approved, the following text was MOVED, SECONDED, and VOTE PASSED unanimously for adoption as policy by the committee. Note that the amendments included removing the clause regarding forced rotation. As such, Chair can continue to be elected year after year, according to this new policy.

#### ORGANIZATION OF THE COMMITTEE:

The Chairman shall be elected annually at the first meeting in July.

The Committee may remove the Chairman at any time.

A majority vote shall constitute an election.

Nominations require no second.

The immediate past Chairman shall preside as Chairman pro tem until the Chairman is elected.

If there is no immediate past Chairman, the senior member in terms of current service shall serve as Chairman pro tem.

If a vacancy occurs in the office of Chairman, the Committee shall elect a successor.

The Committee shall further appoint a Vice-Chairman and Recording Secretary under the same provisions stated for the Chairman.

#### 5) FREQUENCY OF MEETINGS

5.1) Mitch suggested that we increase meeting frequency to twice a month, but Chair felt very strongly that this should not be asked of our members. Mitch explained his desire to gain more effectiveness by clarifying separation between operations of the station crew and public meetings of the Committee. After some healthy discussion, we decided to start a working group to bring a recommendation back to the Committee on this matter.

5.2) ACTION ITEM: Working group led by Jonathan to meet in private, and to bring recommendation back to the Committee, to clarify separation of

station crew operation tasks which can be managed outside of public Committee meetings, and Committee operations which must be deliberated in public meetings.

6) TOWN WEBSITE CORRECTIONS

6.1) Mitch raised the concern that the Town website contains possibly wrong information regarding available vacancies in the Committee. The Town website currently lists "2 vacancies + 2 student vacancies + 1 alternate vacancy". In Mitch's research, he could not find any resolution regarding the Committee makeup other than the record of the 1996 Annual Town Meeting which defines the Committee as "7 members", which would currently put us at "2 vacancies". There was some discussion on the history of having student members.

6.2) ACTION ITEM: Chair will do some research and report back.

7) VOLUNTEER RECRUITING AND ROLE OF VOLUNTEERS

7.1) Mitch raised this discussion point and concern about the need for more volunteers to be able to run the broadcast work flow. After some healthy discussion, we agreed that we should post a press release to announce the need for volunteers.

7.2) ACTION ITEM: Ray will draft a press release for review, edit, and posting to the local news papers.

8) UPDATE FROM ROBERT FERNANDEZ

8.1) Robert showed some of the documents he has been working on, including a Business Plan, Policies and Procedures, Statement of Agreement. Robert has been working with the school administration to start up a Video Club for Bromfield students. Progress on Show ideas: Harvard Biz, Old Movie Night, a kids show, a nature show.

9) THE CCMCMC ORGANIZATION will be meeting here in Harvard on Wed. 9/29/10.

10) THE SELECTMEN'S MEETING will be on Tuesday 9/14/10. Robert will report on status of HCTV.

11) NEW BUSINESS

11.1) Policy regarding showing of religious events - deferred until October meeting.

11.2) Channel 15 - deferred until October meeting.

11.3) Political and Public meetings - There was a problem at the last Conservation Commission meeting. There was a request to record/broadcast, but cameraman got kicked out.

12) Chris Byler is requesting to broadcast "Saab Story" by Chris Byler, in late-night hours. MOTION, SECONDED, VOTE PASSED unanimously: Consensus was that this should be allowed with requirement that the show be edited to include an opening disclaimer regarding responsibility for the content (producer responsible, not HCTV), and a clear warning regarding the nature and content of the program (Nudity, Drug Use) and its being inappropriate for children. To be aired only between 11pm and 4am.

13) MEETING ADJOURNED at 10:15pm

These minutes were reviewed, corrected, and approved at the Oct 20, 2010 meeting of the HCTV Committee.

Respectfully Submitted,

Mitch Norcross, HCTV Committee Recording Secretary