

Harvard Cable Committee Meeting minutes, October 20, 2011

Minutes were approved 2/22/2012

Attendance

Mitch Norcross (Chair)

Ray Dunn (Recording Secretary)

John Ball (Member)

Robert Fernandez (Station Director)

Brint Ferguson

Paul Lierhaus(Member)

1. Meeting was called to order at 7:10.
2. Minutes of the Last Meeting (8-12-2011) were discussed and Approved
 - 2.1. Discussion of the Quorum – Peter has previously indicated that the Quorum number is calculated from the number of member seats, not the number of filled seats. Therefore a quorum for the committee is four members in attendance
 - 2.2. The August 8th Special Town Meeting may not have been aired
 - 2.3. October 17th the Town Pond Road will be under Construction – We should run an announcement.
 - 2.3.1. We will add to future Meeting Agendas :
 - 2.3.2. “Public Communications,” and “New Business,” and, “Station Managers Report”
 - 2.3.3. Current Office Hours are Mon- Wed 3-7:00 and Sat 9-1:00
3. Quarterly Financial Analysis
 - 3.1. Expenditures for the quarter were light. Mitch will produce charts for the next Meeting showing the expense trend.
4. Improvement projects: progress and priorities
 - 4.1. There have been some intermittent problems with the video server
 - 4.2. i.e. Programs sometimes have not started
 - 4.3. We can examine the logs through our Google accounts. File compatibility problems are a big cause.
 - 4.4. We can put the solutions we find into the logs for future; troubleshooting of problems. Robert is working on a methodology for solving Problems. The logs store information in a spreadsheet that can be edited separately. We can go in and update the “root cause” and “solution.”
 - 4.5. Mitch will make sure Paul has a Google login. And share all of the Google documents with committee members
 - 4.6. The web address of this information is: intranet.harvardcbleTV.com (only accessible to committee members)
 - 4.7. Directors Report:
 - 4.7.1. JBOS has purchased their own equipment for the DEC Meetings (Devens Enterprise Commission). They will be recording their meetings twice a month. We will support this activity at least once per month.

4.8. Sr. Projects – Taylor LeBlank is “evaluating and updating Cronin Audio Control Booth. He is being assisted by Ben Wilmont.

4.9. Discussed the wiring at Bromfield. Basketball games could be broadcast live, depending on current wire access.

4.10. Not sure if there is a drop in the Cronin sound booth. This needs to be determined.

5. Equipment needs and purchase planning:

5.1. Moving forward on the studio setup. Will not use a green screen, but will price putting up a curtain and hanging track lights from the ceiling.

6. Plan for separate operations working group meetings:

6.1. Mitch will come in on Wed evenings for work and technical Consultation with members.

6.2. We have a list of interested students and community persons who want to take the next Video class to learn the camera operations and editing:. We need to send them a letter.

6.3. It was suggested that the classes we teach should have students complete a video project as part of their training.

7. The Meeting was Adjourned at 9:04pm

The Meeting was adjourned.

Respectfully Submitted by

Ray Dunn Recording Secretary

Agenda: Exhibit A

7 Fairbanks Street, Lower Level

Harvard, MA 01451

Station Director: Robert Fernandez

Committee:

Chair: Mitch Norcross

Recording Secretary: Ray Dunn

John Ball

Paul Lierhaus

3 Seats Vacant

BOS Liason: Peter Warren

Agenda for 7pm-9pm Thursday October 20, 2011

1. Meeting called to order
2. Review and approval of outstanding draft minutes
3. Quarterly finance analysis
4. Improvement projects: progress and priorities
5. Equipment needs and purchase planning
6. Plan for separate operations working group meetings
7. How to attract 3 more Committee members
8. Adjourn