

HCTV Meeting Minutes from 4/9/2012

Approved at the HCTV Board Meeting on May 14

Attendees: Mitch Norcross (Chair)
Ray Dunn (Recording Secretary)
John Ball (Member)
Robert Fernandez (Station Director)
Paul Lierhaus (Member)
John Burns (member)
Wayne Holtzman (guest)
Chris Cutler (guest)
Bill Johnson (guest)

The meeting was called to order at 7:05

1. Minutes of the previous meeting were corrected and approved
2. Discussed the need for switching and broadcasting facilities in the renovated town hall to cover meetings. Reviewed floor plan of the proposed changes
 - 2.1. HCTV needs 50 sq ft of space to house recording and switching equipment. If remote cameras are used in meeting rooms, the wires would need to terminate/feed the switching room equipment
 - 2.2. The stage could be used as studio space for broadcasting interviews with residents.
 - 2.3. The cable committee would also need 250+ sq ft of work space for the server and work stations if the facility space at the old library goes away (to meet the community needs for broadcasting and training individuals to produce Harvard TV shows.) The committee feels that the existing space in the library is preferred
 - 2.4. Reviewed the Data room on the second floor as a possibility for the switching facility
 - 2.5. Discussed using the Balcony for storing equipment (limited access)
3. Status of on-going discussions with Charter about signal quality
 - 3.1. A digital modulator would improve the signal. So would Fiber optics to Pepperil. These solutions are cost prohibitive.
 - 3.2. Perhaps we can use the broadcasting of the town meeting to test some new equipment if Charter is able to produce a digital modulator for us to use at the town meeting.
 - 3.3. We need to look at the quality of the signal received at Pepperil to make sure the degradation is not caused by the processing at the head end.
 - 3.4. John Burns will work this issue but he needs help from committee members to engage Charter personnel.
4. Reviewed a draft policy statement on recording events in town and how our work is compliant with the Mass. Open Meeting law.
 - 4.1. Any public meeting we want to cover should be open to broadcasting.
 - 4.2. We will try to notify the chair prior to the meeting

- 4.3. The Chair typically reads a statement at the beginning of a meeting regarding the fact that the meeting is being recorded or broadcast.
 - 4.4. Should the chair not make that announcement, we might make the announcement for the chair, but we should/will record the meeting as planned, in support of the Open Meeting Law.
 - 4.5. We will train operators to comply with this policy.
 - 4.6. Mitch will provide a summary of discussion as a draft of the policy that will be included at the conclusion of these minutes and will be voted on by the committee at the next meeting.
5. Station Managers report
 - 5.1. Only one student has applied for the HCTV Sr. Scholarship.
 6. The Meeting was adjourned at 9:30

The following text was suggested and discussed at the previous HCTV Board Meeting and is being include with these minutes to be discussed and approved at the next HCTV Board Meeting

HCTV Policy on Recording Events

A) Public Access Television

HCTV staff is generally not available to record or edit public events, but may be able to help facilitate finding a certified volunteer to assist with productions based on availability of said volunteers, through email and web postings of volunteer opportunities. There is no gaurantee of volunteer coverage for any event. HCTV staff will make reasonable efforts to train new volunteers on short notice. Select town-sponsored events will be covered on a case-by-case basis. The extent of coverage is based on staff and volunteer availability and funding.

B) Governement Access Television

HCTV will supply equipment and staff to record select Harvard governement meetings, based on staff and volunteer availability and funding.

The following regular meetings will be given highest priority:

- * Board Of Selectmen (twice monthly)
- * School Committee (twice monthly)
- * Annual Town Meeting

HCTV may cover other Harvard government meetings as determined by the HCTV Access Coordinator in consultation with the HCTV / Harvard Community Cable Access Committee. The HCTV Committee will make reasonable efforts to periodically survey the townspeople to determine which government meetings should be given highest priority. The HCTV Access Coordinator will consult with the HCTV Committee on a monthly basis to guide the formation of meeting coverage plans. The HCTV Access Coordinator will make decisions regarding specific government meeting coverage based on availability of staff and volunteers.

HCTV shall comply with all lawful rules and reasonable requirements of the respective government body with respect to the camera and sound coverage of a meeting. Nothing contained in this subsection is intended to interfere with the rights of any person to videotape a government meeting pursuant to the Commonwealth's Open Meeting Law.

HCTV staff and volunteers are encouraged to embrace Open Meeting Law and to stand ground on this matter when the right of HCTV to record open government meetings is brought into question by any individual or group attending the event.

C) Education Access Television

HCTV does not currently maintain a separate Education Access Television station. However, the Public Access Television station (channel 13) is available to all town students and faculty, just as with the Public. Students and faculty can get training and access to equipment and to broadcast time by contacting the HCTV Access Coordinator.