

HCTV Meeting Minutes from 5/14/2012

Approved at the HCTV Board Meeting August 15

Attendees: Mitch Norcross (Chair)  
Ray Dunn (Recording Secretary)  
John Ball (member)  
Robert Fernandez (Station Director)  
Paul Lierhaus(member)  
John Burns (member)  
Brint Ferguson (non-voting member)

1. The meeting was called to order at 7:08
2. The minutes of the previous meeting (4/9/2012) were accepted
3. Public Correspondence: Amie Girard wants to be involved in cable TV activities. She is in touch with Mitch and Robert.
4. The committee has received a scholarship application from Taylor LeBlanc. A vote was taken at the meeting and the results will be announced at the Graduation ceremony.
5. HCTV Open Meeting Coverage Policy: Final Text was read, updated, and approved (the text is included with these minutes)
  - 5.1. We will inform town Government chairs of the policy statement through our BOS liaison.
6. According to a Newspaper Article: Town offices will relocate in the old library when the town hall renovation takes place. This may affect cable operations, but no specifics are known.
  - 6.1. HCTV is willing to work with Keith Cheveralls (school Committee) to develop a program/location in conjunction with the school, if such cooperation would bring stability to the operations and location of the cable facility.
7. Signal Quality – Digital breakup occurs on all channels and is caused by a lot of factors related to the Charter cable system. Ongoing work with Charter is needed to improve the overall quality of the reception.
  - 7.1. Snow and extraneous noise has improved somewhat in the HCTV channels.
  - 7.2. Mitch will review the contract with Charter to see if there are any explicit obligations to fix the problems
  - 7.3. Jon Burns is trying to work the issue.
8. We will include the HCTV website on the listing in the Harvard Press. We will list all town government meetings that will be broadcast.
9. We will hold a Final Cut editing class in June
10. QR code/Smart phone technology was briefly discussed.
11. Robert will complete a list of specific tasks that volunteers could perform for the station
  - 11.1. Members should send Rpbert ideas.
12. Individual Video Projects projects –
  - 12.1. Rookie Ball coach project was mentioned
  - 12.2. Graduation will be held on June 1. We will need volunteers to help
13. Meeting was adjourned at 9:10

HCTV Policy on Recording Events - approved

1) Public Access Television

1.1) 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 posting of volunteer opportunities. There is no guarantee 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. Extent of coverage is based on staff and volunteer availability and funding.

2) Government Access Television

2.1) Based on staff and volunteer availability and funding, HCTV will supply equipment and staff to record select Harvard government meetings.

2.2) The following regular meetings will be given highest priority:

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

2.3) The HCTV Committee will make reasonable efforts to periodically survey the townspeople to determine which government meetings should be given highest priority. HCTV may cover other Harvard government meetings as determined by the HCTV Access Coordinator in consultation with the HCTV Committee.

2.4) The HCTV Access Coordinator will make decisions regarding specific government meeting coverage based on priorities set by the HCTV Committee and on availability of staff and volunteers. The HCTV Access Coordinator will consult with the HCTV Committee on a monthly basis to guide the formation of meeting coverage plans.

2.5) 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 record (video and/or audio) a government meeting.

For reference, the relevant passage from "THE COMMONWEALTH OF MASSACHUSETTS OPEN MEETING LAW, G.L. c. 30A, §§ 18-25" is quoted here, as it stood in April of 2012:

Section 20, sub-section (e): "After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting the chair shall inform other attendees of any such recordings."

2.6) HCTV staff and volunteers are encouraged to embrace the 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 committee member,

individual, or group attending the event.

2.7) When a public government meeting is to be recorded, the HCTV camera operator will notify the Chair of the meeting, just prior to the start of the meeting, that the recording will take place, and will start the recording when the meeting is called to order. In the event that the Chair fails to inform other attendees of the recording, the HCTV camera operator will nevertheless proceed to record the meeting.

2.8) For meetings which are not regularly recorded, as a courtesy, HCTV will notify the Chair of the meeting of the intent to record 8 hours ahead of the scheduled start time.

### 3) 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, access to equipment, and access to broadcast time by contacting the HCTV Access Coordinator.