

Approved at the October 10, 2012 Meeting

**Minutes of the Harvard Community Cable Access Committee Meeting
September 19, 2012**

Meeting was called to order at 7:05PM.

Attendees

Mitch Norcross (Chair)
John Ball (Member)
John Burns (Member)
Bill Johnson (BOS Liaison)
Paul Lierhaus (Member)
Ray Dunn (recording Secretary)
Laura Vilain (Finance Committee liaison)

Minutes of the previous Meeting **September 12, 2012** were approved.

The Town Finance committee is looking for a 5 year prioritized capital request document from the cable committee. This document should also include documentation of anticipated operational expenses.

The committee worked on the priorities for the 5 year plan.

Action Item: Chairman Norcross will document and furnish the results of the discussion to members of the committee for the next meeting.

HCTV needs to calculate the service cost of covering current town meetings and anticipate the costs of covering additional meetings for the town. It may be that town committees will need to reimburse HCTV for the cost of covering meetings if the services of HCTV are requested/expected to increase.

The Five year strategy includes the following items (Norcross will furnish final/detailed results to the committee)

- Work on MBC (new town Hall audio visual requirements)
- New facility for HCTV
- Partnering with the school to offer TV services to the student body
- New 10 year contract with Charter
- Create a Video on Demand facility for town programs
- Improve the picture and sound quality of digital broadcast
- Develop HCTV resource Plan
 - Develop additional independent funding sources
 - Underwriting, grants, town funding (CPIC/Omnibus), 'Use-Fee' schedule
 - Organize work groups around tasks
 - Establish goals around utilizing a paid staff for IT projects
 - Going forward operations will be a mix of volunteers, paid staff, and trained High School volunteers

Schedule monthly meetings to (each) focus on specific strategic goals (once the strategic list is simplified)

Work on our strategic plan will commence once we are engaged in the process we identify to the BOS, the school, and the Town Hall Building committee.

Action Item: John Burns will report on costs for the relocation into the school facility

The meeting was adjourned at 9:42