

## **Minutes of the Harvard Community Cable Access Committee Meeting**

**March 30, 2013**

(Approved on April 18, 2013)

Meeting was called to order at 8:37AM.

### Attendees

Mitch Norcross (Chair)

John Ball (Member)

John Burns (Recording Secretary)

Ray Dunn (Member)

Stu Sklar (Member)

Jonathan Williams (Member)

Robert Fernandez (Station Coordinator)

Bill Johnson (BOS liaison)

Approval of the Minutes of March 13 was deferred.

Mr. Norcross presented a summary of the previously approved sections of the HCTV Policy and a updated draft policy which includes the previous draft and updates to identify additional policy topics.

Mr. Norcross presented several proposals addressing the HCTV Policy on Safety and Security of Minors and Students. After considerable discussion, a motion was made and seconded to approve the following policy statement:

### ***Safety and Security of Minors and Students***

#### **Intent**

*HCTV is committed to creating a safe and healthy environment in which young people can learn about and experience public television. In order to ensure this, we will employ practices that provide for the safety of minors and students and those who supervise them. All persons who are engaged in activities with minors on behalf of HCTV will familiarize themselves with HCTV Policies and sign a statement of compliance.*

#### **School Related Access**

*Access by school staff and students to the HCTV Main Facility during school hours and for school-sanctioned activities will be governed by School Committee policies.*

#### **Public Access**

*Access by minors to the HCTV Main Facility outside school-sanctioned activities will only be allowed in the presence of one CORI-cleared adult and at least one other adult (18 years of age*

*or older). No adult working with minors will place himself or herself in a compromising situation by being alone with any child or children (other than with his or her own child).*

The motion passed unanimously.

Mr. Norcross lead a discussion of the upcoming April 2 BOS meeting at which the HCTV Policy on Safety and Security of Minors and Students will be discussed. As a result of concerns over the outcome of that meeting, Mr. Sklar made a motion (which was seconded) to continue the meeting on April 2 at 7:00PM. The motion passed unanimously.

The meeting recessed at 10:00AM.

The meeting returned from recess at 7:50PM on April 2.

The following members were in attendance:

Mitch Norcross (Chair)

John Burns (Recording Secretary)

Ray Dunn (Member)

Stu Sklar (Member)

Mr. Norcross responded to questions from the BOS about the MOU and the policy approved earlier in this meeting.

The BOS subsequently authorized the Chairperson to sign the MOU when the MOU's referenced documents (which were submitted separately) were properly incorporated in the document.

The meeting adjourned at 8:15PM.

Respectfully submitted by:

John Burns (Recording Secretary)

## Action Item Summary

<b>AI-</b>	<b>Actionee</b>	<b>Description</b>	<b>Status</b>
20120815-2	Mitch Norcross/ Stu Sklar	Investigate how other towns have provided Video-on-Demand services.	Open
20120912-1	Stu Sklar	Contact Charter regarding the possibility of including more detailed HCTV programming information for the Charter On Screen Guide.	Open
20121015-3	Mitch Norcross	Transfer financial records to the new treasurer.	Open
20130109-1	Robert Fernandez	Provide a list of recommendations for equipment replacement.	Open
20130124-1	Robert Fernandez	Investigate the possibilities of broadcasting/recording the Mass Casualty Incident Symposium on 23 March 2013.	Open
20130124-2	John Burns	Investigate the possibility of providing closed captioning for locally produced programs.	Open
20130313-1	Jonathan Williams	Put together very specific plans for equipment needs to make sure that the electric work will be appropriate for the studio services.	Open
20130313-2	Mitch Norcross	Put together a detailed equipment and facility plan for the town hall renovation	Open