

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

**Nov 14, 2013**

(Approved on Dec 11, 2013)

The Meeting was called to order at 7:08PM.

### Attendees

Mitch Norcross (Chair)

John Burns (Recording Secretary)

John Ball (Member)

Ray Dunn (Member)

Robert Fernandez (Station Manager)

Bill Johnson

Minutes of the September 11 and September 30 meetings were approved as submitted.

Minutes of the October 9 meeting were approved as amended (date correction).

Annual election of officers was deferred until all members were present and new members were appointed.

The committee reviewed the applications for new members to fill vacancies. The committee voted unanimously to recommend Bill Johnson for the position expiring in at the end of FY2015. The committee voted unanimously to recommend Steve Adrian for the position expiring in at the end of FY2016.

The committee discussed the submission of a capital request for Air Conditioning of the new HCTV facility. This capital request was first suggested during the discussions of the additional funding received at the Special Town Meeting. The committee unanimously approved the proposal for the submission. John Burns acting as project manager for the relocation project will submit the request on Nov 15.

Mr. Johnson presented the progress on the design and installation of the railing (atop the retaining wall) as a condition of occupancy. The design is in the review and approval cycle; construction will begin after approval by Gabe Vellante, Building Inspector. Monty Tech is making good progress on the installation of the stone veneer; the stone has been applied to approximately 75% of the retaining wall and the foundation wall which had been covered by the waterproofing has been cleaned up.

The committee discussed the design of wired and wireless access points to the internet. Because of the location within the school, any network opened to public access would have to be restricted by the school's internet access policy; this was understood and accepted by the committee. Hardwired access to the internet would be governed by the less restrictive policy applied to "known devices" (MAC address filters). It was agreed that less restrictive (more convenient) wireless access could be deferred until we gain more experience within the facility. Mr. Burns accepted Action Item (**AI-20131114-1**) to

work with Chris Boyle, IT Manager, to ensure sufficient wireless coverage within the studio.

The committee approved up to \$500 to purchase 2 additional storage cabinets.

Mr. Fernandez lead a discussion of the "second buy" of equipment for the new facility. It was agreed that we would mount the existing 24" monitors in the Classroom area and defer the purchase of additional wall mounted monitors until we evaluate their size in that location. The second buy would focus on bringing the new Tri-caster up to full functionality and enhancing the studio recording capability. The quotes for that equipment are being refreshed at this time.

Mr. Johnson reported on his recent visit to the Monty Tech studio. Bill Gunsalus, Media Specialist, described to him the program at Monty Tech and offered many suggestions and observations on his experience there. Mr. Johnson suggested and the committee agreed that we should invite Mr. Gunsalus to visit our facility on a weekend and share his experience with the entire committee.

The committee discussed the proposed offering of the Video Production class in January 2014. The course has been offered several times in the past; a considerable amount of time was spent discussing the "hands on" video editing part of the course. With only two editing stations, this part of the course limits the number of participants or quality of the instruction. It was agreed that this might be an appropriate time to request outside funding for additional training equipment. A working group consisting of Mr. Fernandez, Mr. Williams and Mr. Burns was formed and accepted Action Item (AI-20131114-2) to present a recommendation for hardware and software at the next meeting. Concurrent with the working group for laptop HW/SW recommendation, Mr. Johnson agreed to approach both the Bromfield PTO and the Harvard Schools Trust to determine their interest in funding some laptop purchases and secure a formal meeting with each group if appropriate.

Another Working Group consisting of Mr. Norcross, Mr. Fernandez and Mr. Adrian was formed to advance closure on a formal HCTV Policies and Procedures manual through a section-by-section process.

The meeting adjourned at 9:40

Respectfully submitted by:

John Burns

### Action Item Summary

<b>AI-</b>	<b>Actionee</b>	<b>Description</b>	<b>Status</b>
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
20130124-2	John Burns	Investigate the possibility of providing closed captioning for locally produced programs.	Open
20130313-2	Mitch Norcross	Put together a detailed equipment and facility plan for the town hall renovation	Open
20130911-1	Robert Fernandez	Identify the available TV service providers in the surrounding towns.	Open
20131114-1	John Burns	Meet with Chris Boyle to ensure availability of the Public Wireless access.	Open
20131114-2	Robert Fernandez et al.	Present a recommendation to the committee at the December 11 meeting for hardware and software to augment the resources available for the Video Production course.	Open