

**Minutes of the Harvard Community Cable Access Committee Meeting
Dec 11, 2013**

(Approved on Jan 8, 2014)

The Meeting was called to order at 7:10PM.

Attendees

Mitch Norcross (Chair)
Steve Adrian (Member)
John Burns (Recording Secretary)
John Ball (Member)
Ray Dunn (Member)
Bill Johnson (Member)
Jonathan Williams (Member)
Robert Fernandez (Station Manager)

Minutes of the November 14 meeting were approved as submitted.

Mr. Norcross welcomed new members Steve Adrian and Bill Johnson. The committee now has full membership.

Mr. Johnson reported that Gabe Vellante has approved the design of the safety rail to be installed on the top of the retaining wall. Application of the stone veneer is nearing completion; Monty Tech hopes to complete installation of the veneer before the Christmas break. As the construction season has ended, the final construction and installation of the railing is planned for Spring.

After a long discussion, the committee unanimously approved the "Bromfield/HCTV Videography Partnership" drafted by Bill Johnson, Robert Fernandez and Jim O'Shea. In support of the partnership, the committee agreed to work aggressively to meet the near term goals outlined in the document. It is the understanding of the committee that the video production course will be revised to incorporate elements of live video production.

Mr. Burns reported that Debbie Thompson, Director of the Council on Aging (COA), expressed interest in producing programming of interest to Seniors. Steve Adrian accepted Action Item (**AI-20131211-1**) to develop a partnership agreement with the COA to establish goals and a timeline in support of their interest.

With full membership present, the annual election of officers was held. The following officers were elected unanimously:

- Chair - Bill Johnson
- Vice-Chair - Mitch Norcross
- Treasurer - John Burns
- Recording Secretary - John Burns

Future equipment purchases were discussed. It was agreed that the immediate need was to purchase a monitor for use with the Tricaster and mounting hardware to wall-mount monitors purchased last year. The committee authorized the purchases using local retailers. Steve Adrian and Robert Fernandez accepted Action Item (**AI-20131211-2**) to procure and install the equipment.

Bill Johnson and John Burns accepted Action Item (**AI-20131211-3**) to prepare responses to CPIC questions about our capital request for Air Conditioning for the CPIC meeting on December 19.

John Burns accepted Action Item (**AI-20131211-4**) to prepare a report of income and expenditures for FY13 and FY14 (YTD) for the next meeting to assist in establishing a plan for future equipment purchases.

The Policy and Procedures Working Group (PPWG) accepted Action Item (**AI-20131211-5**) to prepare a project plan for development of the document.

Bill Johnson accepted Action Item (**AI-20131211-6**) to discuss with Tim Bragan, Town Administrator, the plan and HCTV vision for the upcoming contract negotiation with Charter.

The meeting adjourned at 9:20.

Respectfully submitted by:

John Burns

Attachment 1 - Action Item Summary

Attachment 2 - Bromfield/HCTV Videography Partnership

Action Item Summary

| AI- | Actionee | Description | Status |
|------------|-----------------------------------|--|---------------|
| 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 |
| 20131211-1 | Steve Adrian | Draft a Partnership Agreement with representatives of the COA | Open |
| 20131211-2 | Steve Adrian/ Robert Fernandez | Purchase and install a monitor(s) for the Tricaster and install the 3 monitors used at the previous facility. | Open |
| 20131211-3 | Bill Johnson/ John Burns | Prepare responses to CPIC questions in support of HCTV request for A/C | Open |
| 20131211-4 | John Burns | Prepare report of income and expenditures for FY13 and FY14 YTD | Open |
| 20131211-5 | PPWG | Prepare a project plan for development of Policies and Procedures | Open |
| 20131211-6 | Bill Johnson | Meet with Tim Bragan to discuss upcoming contract negotiation with Charter | Open |

BROMFIELD/HCTV VIDEOGRAPHY PARTNERSHIP

THE VISION:

HCTV and the Harvard Public Schools work in partnership to expand the school involvement in community video creation and broadcast. This exciting partnership (1) offers extracurricular, and potentially curricular, enrichment opportunities for the students, (2) expands content creation for the community as a whole, and (3) creates a cadre of trained volunteers to assist HCTV with its overall community broadcast responsibilities.

Goals:

- **Short term:** promote the new partnership to get a critical mass of students and faculty interested, trained and involved in all aspects of videography and broadcast. Following the success model of other schools in the area, use the creation of a daily news show as a guide to stimulate the student and faculty interest while focusing the training and involvement on a very specific and very visible deliverable.
- **Mid-term:** Let demonstrable and sustainable student interest in videography and broadcast drive community support for investing in these disciplines (staff and equipment) as certified curriculum electives.
- **Long Term:** The Harvard Public Schools assumes primary responsibility for the content creation for the community educational channel.

NEAR-TERM DELIVERABLES AND TIMELINE:

December:

- Visit Monty Tech to experience first-hand the school creation and production of their daily news show production.
(Jim O'Shea/Robert Fernandez/Bill Johnson)
- Engage School Committee, School Administration/Faculty, and HCTV Committee to refine and buy into this common vision and plan.
(Jim O'Shea/Robert Fernandez/Bill Johnson)
- Identify and fund (through stipend) a faculty leader to be responsible for the definition, creation, and production of a daily news/announcements show *(Jim O'Shea)*
- Plan *(Robert Fernandez)* and advertise *(Jim O'Shea, Robert Fernandez)* a 10 (approximate)-session course (one 2-hour session per week for 10 weeks) to train interested students in all aspects of creating and producing a daily news/announcements show
- Identify and purchase the remaining facility equipment to support the training and the show.
(HCTV Committee)

January-March:

- Offer the 10-session training course
(Robert Fernandez, HCTV Committee)
- Implement and test a fully functional production set for the show
(HCTV Committee)
- Define, implement, and test the necessary infrastructure to broadcast the show to all home rooms.
(Chris Boyd)

April: Work to create a single news show that is broadcast school-wide.

May-June: Evolve from broadcasting a weekly news show to twice a week.

September-December: Evolve from broadcasting a twice-weekly news show to a daily news show