

**Minutes of the Harvard Community Cable Access Committee Meeting
February 12, 2014**

(Approved on March 12, 2014)

The Meeting was called to order at 7:13PM.

Attendees

Bill Johnson (Chair)

Steve Adrian (Member)

John Burns (Treasurer/Recording Secretary)

Mitch Norcross (Deputy Chair)

Minutes of the January 8th meeting were approved as submitted.

Mr. Burns provided a summary of the HCTV operational budget and relocation budget. If the current budgets are fully spent, the committee will be left with a balance of approximately \$1000. Mr. Johnson stated that the production of the recent promotional video demonstrates that without additional purchases, the studio already provides significant new capabilities. Additional purchases will be an agenda item of a future meeting. Mr. Burns stated that since the relocation, the charges for telephone service have increased including separate long distance charges. Mr. Burns accepted Action Item **(AI-20140212-1)** to investigate the billing and current level of service.

Mr. Johnson lead a review of the action item list with the following resolutions:

- Mr. Burns reported that a preliminary investigation of closed captioning shows that this a labor intensive process with evolving digital technologies. He will document his finding and close this item at next month's meeting.
- Mr. Adrian reported that progress has been made on the Partnership Agreement with representatives of the COA **(AI-20131211-1)**; he expects that it will be ready for closure at the next meeting.
- Mr. Adrian reported that a large monitor for use with the Tri-caster has been purchased and installed. The use of additional small monitors will be part of a discussion of future equipment spending at the next meeting. It was agreed to close **AI-20131211-2**.
- Two teleprompters for use with tablet computers have been purchased. The source of the tablet computers will be part of a discussion of future equipment spending at the next meeting. It was agreed to close **AI-20140108-1**.
- Mr. Johnson reported that he had received the requested feedback for the contract renewal process. It was agreed to close **AI-20140108-2**.

Mr. Norcross reported that he has received notice of updates to the Tightrope Media Systems (TRMS) video server. Mr. Norcross accepted Action Item **(AI-20140212-2)** to evaluate these updates and make a recommendation for implementation.

Mr. Johnson led a discussion of Points of Contact for various aspects of the committees activities. The discussion was initiated as a result of registering the warrantees on the new laptops. Mr. Norcross (the previous chairmen) accepted Action Item (AI-20140212-3) to provide the committee with a list of @HarvardCableTV.com e-mail addresses and their intended use.

At the recent presentation to Bromfield students on Video Production, 31 students and 2 teachers expressed interest in the course offering. To address the large response, it was agreed to offer two sessions and reduce the time for each session from four to three 1.5 hour modules. Classes will held the weeks of March 4, March 18 and March 25. (The week of March 11 was skipped because of a conflict with other school activities.) Mr. Johnson accepted Action Item (AI-20140212-4) to poll the interested students for time and day preference for the course. The committee accepted Action Item (AI-20140212-5) to provide availability for support of the course.

The discussion of the Policy for charging for services [training; filming/live broadcasting; studio use; equipment use] was deferred until the full committee was available.

Mr. Johnson lead the discussion of the new cable contract process. One aspect of the contract renewal is the incumbent's performance record based on any record of complaints and some form of a public feedback process. The last public survey focused on the broader subject of the Cable Committee; it will be updated to focus on the Charter's performance and available at the April Town Meeting. The Town Meeting survey will also be used to provide feedback on the 10-year goals that the Committee is proposing. Mr. Johnson prepared an update of the goals and charged the committee with providing comments (AI-20140212-6) by Sunday, Feb 16.

Messrs Burns/Adrian moved/seconded to adjourn. The meeting adjourned at 9:50.

Respectfully submitted by:

John Burns

Attachment 1 - Action Item Summary

Action Item Summary

AI-	Actionee	Description	Status
20130124-2	John Burns	Investigate the possibility of providing closed captioning for locally produced programs.	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.	Closed 20140212
20131211-5	PPWG	Prepare a project plan for development of Policies and Procedures	Open
20140108-1	Jonathan Williams	Research Teleprompter configurations	Closed 20140212
20140108-2	Committee	Provide feedback on Item 1 of "PROPOSED PROCESS FOR CHARTER CABLE CONTRACT RENEWAL" by COB Sunday, 12 January	Closed 20140212
20140212-1	John Burns	Investigate telephone charges and level of service.	Open
20140212-2	Mitch Norcross	Evaluate updates for TRMS video server.	Open
20140212-3	Mitch Norcross	Provide the committee with a list of @HarvardCableTV.com e-mail addresses and their intended use.	Open
20140212-4	Bill Johnson	Poll the interested students for time and day preference for Video Production course.	Open
20140212-5	Committee	Provide availability for support of the course.	Open
20140212-6	Committee	Provide comments on the consolidated goal sheet prepared by Mr. Johnson by Feb 16.	Open