

**Minutes of the Harvard Community Cable Access Committee Meeting  
July 9, 2014**

(Approved on September 10, 2014)

The Meeting was called to order at 7:12PM.

Attendees

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

Messrs. Norcross/Burns moved/seconded a motion to approve the Minutes of the June 11th meeting as submitted. The motion carried unanimously.

**Action Item Review**

Support for School Committee broadcast was discussed. Mr. Fernandez accepted **AI-20140709-1** to verify that the portable broadcast box can support the broadcast from the conference room. It is believed that the problems experienced at Graduation were related to cables; **AI-20140409-6**, was closed. Mr. Fernandez accepted **AI-20140709-2** to contact charter to request a donation of coax cable to be used with the box.

Problems with video quality from the CG-250, **AI-20140514-3**, are believed to be a configuration problem. The action item was reassigned to Mr. Adrian.

Mr. Johnson extended the due date for Content Policy comments, **AI-20140514-5**, to July 31.

Mr. Burns reported that the Capital Spending Plan was updated and forwarded to Mr. Johnson. **AI-20140611-2** was closed.

**Station Manager's Report**

Mr. Fernandez reported that he is setting up an account at Staples to facilitate tax free purchases.

**Contract Renewal Discussion**

Mr. Johnson provided an update on contract negotiations and his meeting with William Solomon.

Charter has responded to our letter stating their intent to upgrade the iNet with fiber; this will only apply to broadcast sites. Full data connection of the town is beyond Charter's normal support to towns. A meeting is scheduled later this month with Bryan Hopkins of Comm-Tract to discuss options for upgrading the towns intranet.

Charter will not renew our current fixed income/fixed subscriber fee model; the new contract will follow the more common model of a percentage of revenues from subscribers. Funds will be transferred to the town periodically vs. annually.

Capital Grants as part of the negotiation are actually recovered from subscribers; they function more like a loan from Charter which is paid back with an 11% interest from subscribers; this reduces the actual value of the grant by approximately 50% over a ten year contract. As a result, contracts typically trade off large capital grants against lower annual revenues.

Mr. Solomon recommended that our funding model include discrete jumps to our long term revenue goal early in the contract rather than a gradual annual increase.

Mr. Johnson presented several funding/spending profiles to meet our vision statement. These will be updated to reflect the most recent discussions with Mr. Solomon.

In preparation for the required Public Comment presentation associated with the contract, Mr. Johnson requested that members provide input to the "value proposition" for the planned increased fee. Mr. Dunn accepted action item **AI-20140709-3** to prepare the "value proposition" for the meeting.

### **Capital Spending Discussion**

Johnson/Adrian moved/seconded a motion to purchase additional microphones. After discussion, it was agreed to purchase a high quality studio microphone and 2 lavalier microphones.

Mr. Johnson reported that the purchase of iPads approved at the last meeting was delayed to explore a leasing option being used by the school.

Mr. Williams accepted action item **AI-20140709-4** to develop a workflow to convert our field cameras and studio cameras to digital media.

Johnson/Adrian moved/seconded a motion to adjourn. The Meeting was adjourned at 9:37

Respectfully Submitted  
John Burns Secretary

Attachment 1 - Action Item Summary

### Action Item Summary

| AI-        | Actionee                           | Description  | Status            |
|------------|------------------------------------|--|-------------------|
| 20131211-1 | Steve Adrian                       | Draft a Partnership Agreement with representatives of the COA  | Open              |
| 20140312-6 | John Burns                         | Assist Mr. Boyle in determining town infrastructure upgrades to be requested from Charter as part of contract renewal.                                       | Open              |
| 20140409-4 | Bill Johnson                       | Distribute a draft of the Facility Access and Equipment Access policies  | Open              |
| 20140409-6 | Jonathon Williams/<br>Steve Adrian | Make proposal for downsizing the portable broadcast box  | Close<br>20140709 |
| 20140514-1 | Steve Adrian                       | Investigate options for the replacement of the SXLE server in the event of a catastrophic failure  | Open              |
| 20140514-2 | Steve Adrian                       | Evaluate proactive vs. reactive options to address a hard drive failure in the SXLE server   | Open              |
| 20140514-3 | Steve Adrian                       | Lead the effort to remedy CG-250 video quality   | Open              |
| 20140514-4 | Steve Adrian                       | Conduct tests to separate signal quality issues into generation problems vs. transmission problems using a simple source directly connected to the modulator | Open              |
| 20140514-5 | Committee<br>Members               | Provide comments on the draft of the Content policy by May 30th  | Open              |
| 20140611-1 | Bill Johnson                       | Obtain estimate for insurance of equipment.  | Open              |
| 20140611-2 | John Burns                         | Update Capital Spending Plan to reflect recommendations made during the discussion at the June 11 meeting.   | Close<br>20140709 |
| 20140709-1 | Robert Fernandez                   | Verify that the portable broadcast box can support the broadcast from the school committee conference room.  | Open              |
| 20140709-2 | Robert Fernandez                   | Contact charter to request a donation of coax cable to be used with the box.   | Open              |
| 20140709-3 | Ray Dunn                           | Prepare the "value proposition" for the Public Comment meeting.  | Open              |
| 20140709-4 | Jonathan Williams                  | Develop a workflow to convert our field cameras and studio cameras to digital media.   | Open              |