

**Minutes of the Harvard Community Cable Access Committee Meeting**  
**September 10, 2014**  
Approved October 8, 2014

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

Attendees

Mitch Norcross (Acting Chair)  
John Burns (Treasurer/Recording Secretary)  
Steve Adrian (Member)  
Ray Dunn (Member)  
Robert Fernandez  
Kirsten Wright (School Committee Liaison)  
Ann Hentz

Messrs. Norcross/Burns moved/seconded a motion to approve the Minutes of the July 9th meeting as submitted. The motion carried unanimously.

Ms. Wright and Ms. Hentz led a discussion of preparation for the Bromfield Open House. Studio tours are planned to support the student interest in club activities or as volunteers.

**Station Manager's Report**

Mr. Fernandez reported that a new hard drive has been installed on the Mac and it appears that not program files were lost.

**Contract Renewal Discussion**

Mr. Norcross lead a discussion summarizing the negotiation meeting held with Tim Bragan, Bill Johnson and Tom Cohen, Charter's representative. Of particular importance was matching the possible funding profiles with the HCTV capital spending plans.

**Action Item Review**

Mr. Norcross lead the review of action items.

Adrian/Burns moved/seconded a motion to adjourn. The Meeting was adjourned at 8:30.

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
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 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
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