

Harvard Community Cable Access Committee

April 8, 2015

Present: Stephen Adrian, Hakan Sahin, Jonathan Williams, Peter Warren, Ray Dunn, Robert Fernandez, Kirsten Wright

The meeting was called to order at 7:12

Minutes March 11, 2015 were not completed, will be reviewed and approved at the next meeting.

Treasurers' Report: Bill was not present, no report given.

Station Manager's Report: Robert's report was discussed and accepted.

COA: Bill and Peter led an orientation on the studio with members of COA men's breakfast group. They have a number of interested men and women.

Bromfield / School Initiatives: Steve talked to the HES principal. Kirsten will discuss the student positions on the HCTV with School committee and superintendent. Student course requests have gone to guidance. Kirsten will reach out to Susan Frederick (HES Principal) about iPad camera and editing technology. She will also let Ms. Brooks know that we can support her; we will propose to meet Ms Brooks at the end of May or in early June.

School Committee will start meeting in the HS library, we may or may not be able to go live because the drop is not getting a signal. Robert will connect with Charter to have a tech come in and investigate.

Town Meeting: The Meeting went well, except the PM was not broadcast, it was recorded and is being replayed. Casey and Steve are investigating the modulator as being the problem.

Town Hall Move: Steve, Hakan and Ray took down the cameras, packed up the equipment and moved it down to the Old Library Haggood room. Casey and Robert tracked down the wiring. JW and Steve will go over and begin set up the equipment. Ray will mount the cameras, stabilize the table and build a cover for the equipment

Equipment: Because of the Town hall move, we did not go to visit Access AV. Steve will reschedule our Access AV visit to go and look at different camera and workflow options. We did discuss camera options for HES, iPads may be the best way to go for them. Steve will forward the information to Kirsten. We did discuss TriCaster training; Steve will provide links to the TRS web based training. It is best to bring a computer to the TriCaster so you can try out the exercises and use the computer as a reference.

WebSite: The TRS system is not updating the website and the Press has reported that our scheduling information is off. Hakan volunteered to gather information from Mitch and begin to update the site. Mitch would like more IT support so a number of issues like this don't fall through the cracks. This morphed into a job description discussion. Steve would like Koralia, JW and Steve to start writing job descriptions for the positions on the committee and in the studio.

Mission Statement: The mission statement was touched on, JW will re distribute for the next meeting.

Added Meeting Times: At Hakan's suggestion, the committee will add an additional meeting each month to the schedule for the next few months to help us focus on a number of issues on our plate. The meetings will be on the 2nd and 4th Wednesdays. Motion approved

Meeting was adjourned at 8:43