



**Harvard Community Cable Access Committee (Harvard Cable TV)
14 Massachusetts Avenue
Harvard, MA 01451
Station Manager: Robert Fernandez**

Minutes of the July 8, 2015 Committee Meeting – approved 9/9/15

Committee Members Present:

Stephen Adrian, Chair
Bill Johnson, Vice-Chair & Treasurer
Mitch Norcross
Ray Dunn

Station Manager: Robert Fernandez

Meeting called to order at 7:05.

The Station Manager's report was reviewed.

Treasurer's Report: The current account balance is \$138,617.

There was no Public content discussion.

Workflow Subcommittee Update:

Mr. Adrian reviewed the workflow diagram generated by the subcommittee which summarized the current architecture and its issues/limitations. A group discussion ensued as to the best way to proceed on defining the new architecture that HCTV needs to move to, incorporating high definition videography and high speed infrastructure to handle both live and recorded data in a consistent fashion. Rather than re-invent what others have already done, Mr. Johnson took the action item to contact Charter for a reference to a best-in-class local access station in MA, and Mr. Adrian will contact the Central Massachusetts Community Media Coalition (CMCMC) to do the same.

HCTV Staffing Subcommittee Update:

Mr. Johnson presented the proposed job description for the HCTV Station Manager position that the staffing subcommittee had drafted. He requested that everyone review the draft and send comments back to him by August 1st. The subcommittee would share the feedback at the August HCTV Committee meeting, along with a revised draft that reflected the feedback.

Equipment:

Mr. Fernandez made a recommendation to the committee for the purchase of two (2) HD field cameras to replace the existing ones that were aging and in frequent disrepair. After a brief discussion, Mr. Johnson made the motion to purchase the cameras, which was seconded by Mr. Adrian and approved unanimously by the Committee.

Mr. Johnson moved we adjourn the meeting at 9:30pm. The motion was seconded by Mr. Dunn and approved unanimously.

Respectfully Submitted,

Bill Johnson, Acting Secretary