

## Minutes of the Harvard Community Cable Access Committee Meeting December 9, 2015

### Attendees

Bill Johnson (Acting Chair, Treasurer)

Ray Dunn

Hakan Sahin

Richard Steele

Meeting started at 7:05

Minutes of November 21 special committee meeting was approved with minor typo fixes and removing Ray as attendee.

Treasurer's report shows current balance is \$153,211.80

Station Manager's Report: No concerns stated

**Action:** An extracurricular video class is being offered at Bromfield and a request has been received for a studio tour for the class on a Friday at 2:30 when the class normally meets. Hakan will coordinate with Joshua regarding a proposed time of Friday, Dec 11 at 2:30 with Hakan offering the tour. Richard will take the opportunity to attend as well.

### Public Comments:

Worth Robins (Harvard resident) was present to request the committee to consider options that would allow those who have switched to TV providers other than Charter such as Direct TV to view Harvard Community Access programs. And more specifically to consider adding live internet streaming of government meetings and other events to the currently available Charter- access channels, as well as viewing delayed uploads on YouTube. Additionally, Worth suggested adding the capability of manual, self-directed government meetings to avoid requiring a dedicated person to run the broadcast equipment.

Bill responded by saying all these considerations are included in the committee's 10-year plan. Discussions continued with elaborating about the plans for Charter to add fiber to interconnect public building in the center of town.

### Staffing update:

Bill has secured approvals needed to proceed with our strategy to offer the new Station Manager a contractor position (vs. a town employee position) from Jan to April when Town Meeting can vote to create this new employee position. If Town Meeting does not approve the new position the fall back is to continue the new station manager position as a contractor. This mechanism has already been communicated to candidates.

The goal is for Bill, Jonathan and Koralia to interview the five candidates within the next two weeks.

Budget Reviews:

FY16/17. Bill reports he has successfully met with BOS who approved our FY17 budget to be subsequently approved by FinComm (Bill has also presented FY17 budget to FinComm and is waiting for approval). Bill also reported we now have permission to spend for equipment as budgeted for FY16.

**Action:** Bill requested any additional input from committee members regarding planned purchases for new town hall.

Update of MOU review:

Koralia was not present to present. Bill reported that the MOU between the school and HCTV needs to be reviewed, and possible concerns heard from the school include costs for electricity.

New website design:

Hakan reported the subteam (Hakan, Mitch and Rich) met 3 times and is currently building a test site using Google as a web platform. Hakan presented screen shot printout showing the current HCTV site and the test site. Plan is to create a live proto site to gain feedback.

Alternate equipment choices:

Hakan presented an alternative to the Roadie, or possibly coexisting with the Roadie as seen on <https://switcherstudio.com/en/>. This could be used as an entry-level, multi-camera field system or possibly a replacement for a Roadie system to cover some events or other productions. The suggestion is to identify users of such as system and bring this up again in the spring after we have moved forward with the HB equipment purchase.

A discussion followed regarding the schedule for making final equipment decisions and when POs must be placed.

**Action:** Bill will take the action to request HB to provide a project management timeline for the new town hall so we understand lead times, etc.

Additionally, a goal was stated the we should plan to broadcast and record the April 5 town meeting using the new Roadie and use the new JVC cameras (2 in house) and possibly needing to purchase a third JVC so we have three cameras operational at Town Meeting in April.

Meeting was adjourned at 10:04

Respectfully submitted,  
Richard Steele

**APPROVED by unanimous vote at February 17, 2016 HCTV meeting**