

**Minutes of the Harvard Community Cable Access Committee Meeting
April 24, 2016**

Attendance

Bill Johnson (Chair, Treasurer)
Hakan Sahin
Koralia Franklin
Mitch Norcross
Anya Zulawnik (Station Manager)

Meeting started at 9:12 am

Meeting minutes of Feb 17, 2016 were reviewed and approved without modification.

Treasurer report indicates a balance \$142,626 ; Outstanding PO's totaling \$87, 446 ; Uncommitted funds of \$55,180.

A motion was made and approved “to give the Station Manager authority to review and approve time sheets of station and camera operators, within limits agreed and set by the Committee”.

It was discussed and understood that the labor budget should be set annually by the Committee, to be adjusted any time as needed by the Committee. For example, hours are currently budgeted for:

19 hrs/week Station Manager
24 hrs/week (total) 2-3 Station Operators
10 hrs/week Camera Operator(s)

A motion was made and approved “to hire Camera Operators as needed, in line with budget”.

A motion was made and approved “to accept the resignation of Robert Fernandez as Station Operator”.

It was noted that an exit report will need to be filed.

Mr. Johnson gave updates on equipment/network upgrades and Town Hall renovation.

Mr. Johnson gave an update regarding the [HCTV] Memorandum of Understanding [between the Board of Selectmen and the School Committee]. The stakeholders recently met and made revisions to bring mutually beneficial improvements.

There was some discussion on the possibility and benefits of engaging rising Bromfield Seniors with HCTV related Bromfield Senior Project opportunities.

There was discussion regarding forward looking strategic initiatives. Mr. Johnson cited the recently improved HCTV website, and also the prospect of building ways to raise funds outside of the Charter Communications franchise arrangement, for example through sponsorships, or through advertising via the HCTV YouTube channel. It was noted that it would be beneficial to recruit Committee members with experience and skills aligned with the strategic goals we hope to achieve. Non-Profit organization was also mentioned as a possible way to grow service to the Town. Mr. Sahin also mentioned the need to improve local programming.

Meeting adjourned at 10:22am.

Respectfully submitted,
Mitch Norcross

APPROVED by unanimous vote at May 25, 2015 HCTV meeting