

Minutes of the March 5th, 2020 Harvard Cable Access Committee Meeting

Approved April 16th, 2020

Committee Members Attending: Nick Browse (chair), Bill Johnson, Robert Curran, Chris Jones

Others Attending: Brittany Blaney (Station Manager), Hristina Tasheva

Called to order at 7:05 PM

Meeting Minutes:

- Minutes of the January 30th meeting were reviewed and unanimously approved.

Public Comments: none

FY20 YTD and projected spending:

- Bill informed the committee that very little had changed in terms of spending and that we remain slightly under budget.
- Brittany would like to replace the Field Switcher soon, and Bill thought we should probably discuss this before June. Bill then asked about the permanent switcher (The Flint) at Town Hall and its current condition. Brittany felt it was holding up fine. When it comes time to replace it, Robert recommended purchasing a switcher with the ability to stream live because it's more versatile. Brittany will look into it.

FY21 Budget:

- Bill asked Linda about the additional \$2,500 contribution from the schools for FY21, but she simply hasn't looked into it yet; however, she indicated that the increase shouldn't be problematic.

Station Manager's Report:

- Brittany distributed the attached report. Additionally...
- The pipe in the studio continues to leak, so Bill proposed to principal, Scott Hoffman, that the station hire an independent plumber to fix it and then bill the school. Nick is going to follow up with an e-mail to Scott. The pipe has been leaking for close to a year.
- The walkway drainage continues to be problematic. Hristina believes that leaves clog the top of the drain in heavy storms, and this causes the studio to flood. Bill suggested we test the drain to see if it's working properly.
- Brittany and Hristina will meet with Cindy Fontaine just after school lets out to plan curriculum for next year's video production course.

Website Update:

- The committee is pleased with the development/progress of the new website.
- Brittany felt the website was about ready to be launched, and the committee believes the sooner the better.
- Robert talked about adding as many keywords to videos as possible, so searches will be easier and more successful. In addition, he suggested a “most watched” list on the homepage would help to increase views, and a search box on the homepage would be prudent.
- Bill asked about the feasibility of a sponsorship display on the homepage to encourage sponsor support, and Brittany thought that wouldn’t be hard to create. He also suggested that the upload of old videos to Vimeo be done in reverse chronological order so that the most recent recordings get uploaded first, and the oldest ones get uploaded last.
- One hundred and forty two videos have been uploaded to the new website.

Staffing:

- Brittany informed the committee that we lost the Assabet co-op employee due to a minimum wage issue.
- After much discussion, Bill suggested we hire a co-op student as a level 2 recording staffer under the stipend matrix. This would eliminate the minimum wage hurdle.
- Brittany presented the committee with a new three-month contract for the final quarter of FY20. **A motion was made to accept this contract, and the motion passed unanimously.**
- Prior to the personnel discussion, Hristina left the meeting. The committee discussed the Community Access Station Operator written description in hopes that the Personnel Board will approve it as a level 6 position. Bill felt the description needs to focus even more on the instructional/educational skills the position requires. He also felt that the “webmaster” component needs to be emphasized because the position involves the building and maintenance of the site. In addition, the individual must manage the transition of archived materials.
- Robert felt that the description could more effectively “quantify” and “contextualize” the demands of the work.
- The committee decided not to approach the Personnel Board with the Station Operator description until after May’s town meeting as some of the members on that board are currently preoccupied with the town budget.

New Business:

- Nick spoke with Dave Henderson about joining the HCTV committee as a new member and to replace outgoing member Bill Johnson. Dave, who has a professional background in the audio/visual field, has not yet indicated whether he plans to accept the position.

- Marie Sobalvarro is wondering if the town can project warrant articles at the town meeting in May, and if HCTV would help make that happen. Nick suggested that HCTV not get formally involved, but Brittany could assist/advise.

Meeting adjourned at 9:20 PM

The next meeting is scheduled for Thursday, April 16th.

HCTV Station Manager Report

- **Programming/Event Coverage (01.30-03.04)**

- *Public*

- HFOA Hubby Jenkins Concert
- Story Slam "Arlene Marteney"
- Beating the Winter Blues
- Arm in Arm "Instant Decisions"
- Dusty Swearing In Ceremony
- Molasses Flood Presentation
- Tracy Kraus & Dave McLellan Concert
- Community Assembly for Chef Paul
- Winterfest
- HFOA Mike & Ruthy (The Mammals) Concert
- Civics Cup
- March Senior Spotlight
- Floral Arranging

- *Government*

- 16 Meetings
- Open Space Workshop (5 hours)

- *Education*

- Jazz Night
- Bromfield Boys Soccer v. Tyngsboro

- **HPS Involvement**

- Molasses Flood Presentation

- **Facilities**

- Water Pipe, Walkway Drainage

- **Analytics**

- *Website* (01.31.20-03.04.20): 668 Unique Events, 1,388 (12.19-01.29)

- Dusty Swearing In Ceremony, 47
- Planning Board 01.13.20, 28
- Community Outreach Meeting (Marijuana 12.19.19), 26
- Planning Board 01.27.20, 20
- *Facebook*: Last 28 days, Post reach 646, Post Engagement 200
- Most popular: 3rd Grade Weather Report, Westward Orchards History, Dusty Swearing In Ceremony,

• **Website**

- Draft circulated with suggestions received
- Vimeo: 142 videos
- Studio Reservation refresh

• **Staff**

- Co-op Student, Employees

 **Harvard Cable TV**
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"Dusty Swearing In Ceremony" is available on our website.
harvardcabletv.com



587
 People Reached

179
 Engagements

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