

## **Minutes of the September 10th, 2020 Online Harvard Cable Access Committee Meeting**

Approved October 15th, 2020

**Committee Members Attending:** Nick Browse (chair and treasurer), Robert Curran (vice chair), Amy Bassage, Chris Jones (recording secretary), David Henderson

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

**Called to order at 5:03 PM**

**Meeting Minutes:** Minutes of the August 13th meeting were reviewed and unanimously approved.

**Public Comments:** none

### **Budget and Finance:**

- Nick presented the attached report. Additionally...
- Nick indicated that there is not much new to report with regards to budget and finance. The only expenses for FY21 involve payroll.
- The Harvard Public Schools have not yet transferred the \$20,000 (approved as part of the budget at Town Meeting) to support HCTV's work with the school system, but the town treasurer has indicated the money will be forthcoming.
- The Q1 Charter contribution decreased by about 10% compared to last year, and this is worth noting.
- Brittany indicated that there are no new projected spending changes for FY21.
- Robert made a motion to approve Brittany's contract/agreement for Q2 of FY21. The motion passed unanimously.

### **Station Manager's Report:**

- Brittany shared the attached report. Additionally...
- The total views for the Bromfield graduation are up to 945.
- Robert asked about the posting of videos and the "fragmentation of our audience." Brittany suggested that the plan is to livestream with Vimeo at some point in the future and essentially run everything through the website.
- Brittany amended her report to include the coverage of the fall town meeting.
- Nick was curious about the HES COVID 19 procedural video that Hristina constructed. Josh Myler had reached out for help with the video, and HCTV pulled it together. It has 304 views which is the largest number of views on Vimeo to date. Essentially, it was a huge success and of great value to the schools and the community. Some other school

systems that saw the procedural video liked certain parts so much, they requested to use it. Access was granted.

- Robert brought up the point about liability and the use of written talent release forms which HCTV should probably employ when they end up sharing or lending work they have produced to other organizations. Nick agreed that involving releases would be prudent. The committee will revisit the idea of a standard HCTV release form in the near future, perhaps next meeting.
- The studio will offer professional development for teachers who are interested in imovie production.
- Lieutenant Perry of the HFD looked at the recording booth plan and suggested that HCTV talk to the town building inspector about how to work with/around the building sprinkler system.
- The AC unit in the Tricaster room has not been fixed. Brittany will check with building manager Patrick Harrigan about it and get connected to the maintenance platform, Dude Solutions, so routine cleaning and trash removal become more consistent. Dude Solutions should not be confused with Dude Perfect which better describes the recording secretary.

#### **Long Range Plan:**

- Robert made a motion to approve the 10-year plan. The motion was unanimously approved.

#### **New Business:**

- Brittany will reach out to Scott Hoffman about assisting teacher assistants with filming classes for fully remote students.
- Robert would like Brittany and Hristina to pull together a list of technology in the studio that could use updating. Nick also liked the idea.

#### **Meeting adjourned at 6:21 PM.**

The next meeting is scheduled for October 15th at 6:00 PM.

## **HCTV Station Manager Report**

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- **Programming/Event Coverage (08.13-09.09) - Reel: <https://vimeo.com/455903939>**

- *Public*

- Senior Spotlight September 2020

- COA Scam Alert with Detective Fortunato

- 1870 George Stevens Organ Restoration
- COA Nutrition During the Pandemic
- COA Story Slam “Joe Faria”

- *Government*

- 44 Meetings (29 Last Month)
  - Deer Management Subcommittee
  - Board of Health
  - Harvard-Devens Jurisdiction Committee
  - Scenic Road Working Group
  - Conservation Commission
  - Open Space Committee
  - Historical Commission
  - Warner Free Lecture Trustees
  - Capital Planning & Investment Committee
  - Select Board
  - School Committee Policy Subcommittee
  - Commission on Disabilities
  - COA Board of Directors
  - School Committee
  - Bare Hill Pond Watershed Management
  - Parks and Rec Committee
  - Community Preservation Committee
  - Community Resilience Working Group
  - HES Change Order Working Group
  - Energy Advisory Committee
  - School Building Committee
  - Finance Committee
  - Planning Board
  - Zoning Board of Appeals
  - Community Cable Access Committee

- *Education*

- HES COVID Procedures
- Bromfield Boys Soccer v. Algonquin

- **Analytics**

- ***YouTube***

- 2020 Bromfield Graduation, 17 additional (945 total)

- ***Instagram*** (<https://www.instagram.com/harvardcabletv/>)

- 51 followers ( + 11)

- ***Twitter*** (<https://twitter.com/harvardcabletv>)

- 10 Followers ( +2)

- ***Facebook:*** (08.13-09.09) Page Views 49 (▼49%), Post Reach 915 (▼60%), Page Likes (▲50%)

- Most popular: Senior Spotlight via Instagram (234), School Committee 08.17.20 (52), School Committee Policy Subcommittee (41), Gov. Baker COVID-19 Update 08.25.20 (38)

- **Vimeo:** (08.13-09.10), 916 views (429 last month)
  - HES COVID Procedures, 304 (#1 to date)
  - Mac Henry Interview, 69 (289 all time)
  - Story Slam “Joe Faria”, 66
  - 1870 Organ Restoration, 57
  - 2020 Graduation, 40 (66 all time)
  - School Building Committee 08.20.20, 27
- **Wordpress** (<https://harvardcabletv.com/>)
  - 9/1-9/9
    - 443 views
    - Top Referrals: harvardpress.com (3), Facebook (2), harvard.ma.us (2)
- **Pending Projects**
  - Senior Spotlight October 2020
  - Art & Soup - Paul & Sharon Correnty
  - HFD Turkey Raffle (unconfirmed)
- **COVID-19 Adjustments**
  - Alternating staff being in studio
  - Masks on when 6 ft. distance isn't possible
  - Masks & Hand Sanitizer Provided
- **Staffing**
  - Assabet Regional open to virtual co-op, Zoom meeting with video production course students on 9/22
- **HPS**
  - **Bromfield Video Production Course**
    - 1 semester, January-June
    - Hybrid Model - No class on Wednesday
    - Must also plan for full virtual

- Course Numbers:
  - High School - 3 requests/11 alternates
  - Middle School - 19 requests/25 alternates
- Creating Syllabus and Lesson Plans with Cynthia Fontaine
- **Bromfield Video Production Course Independent Study**
  - Tyler Hill - potential to test drive some course curriculum (2 hrs week)
- **HES COVID-19 Procedures Video**
  - Referral from resident of Berlin-Boylston Regional School District to Boylston & Berlin Public Access Stations
  - Innovation Academy Charter School, Ayer
- **HPS Professional Development Workshop**
  - iMovie - Confirmed
- **Equipment & Systems**
  - 8/24 192 ProVue Down, Resolved
- **Facilities**
  - Recording Booth (Building Inspector consult needed)

FY21 HCTV Expense Report September 10 2020							
						01620 51100	
						01620 54200	
						01620 60000	
		Total	Total	Total	Appropriation Account		
	Notes	Budget	YTD	Forecast	FY21 Budget	YTD Actual	FY21 Forecast
<b>Personnel (Town Employees)</b>							
Video Production/Station Operations	1	\$49,611.00		\$49,611.00	\$49,611.00		\$49,611.00
Recording Staffers (VoTech Students)	2	\$1,974.00		\$7,020.00	\$1,974.00		\$7,020.00
Camera operator	3	\$2,182.00		\$0.00	\$2,182.00		\$0.00
Student intern (Bromfield)	4	\$6,284.00		\$1,776.00	\$6,284.00		\$1,776.00
Total Payroll	5		\$10,113.74			\$10,113.74	
<b>Personnel (Non-Employee)</b>							
Station Manager	6	\$31,200.00	\$5,880.00	\$31,200.00	\$31,200.00	\$5,880.00	\$31,200.00
Camera Operator Contract Labor	7	\$1,169.00	\$0.00	\$0.00	\$1,169.00	\$0.00	\$0.00
<b>Total Personnel</b>		<b>\$92,420.00</b>	<b>\$15,993.74</b>	<b>\$89,607.00</b>	<b>\$92,420.00</b>	<b>\$15,993.74</b>	<b>\$89,607.00</b>
<b>Expenses</b>							
Benefits	8	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Vimeo Business Video Hosting	9	\$600.00	\$0.00	\$600.00	\$600.00		\$600.00
Wordpress Website Hosting	10	\$420.00	\$0.00	\$420.00	\$420.00		\$420.00
TelVue Care (maintenance contract)	11	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00		\$2,000.00
Broadcast Pix maintenance contract	12	\$2,500.00	\$0.00	\$1,250.00	\$2,500.00		\$1,250.00
Field Production Switcher	13	\$2,000.00	\$0.00	\$0.00	\$2,000.00		\$0.00
Town Hall Production Switcher	14	\$4,000.00	\$0.00	\$0.00	\$4,000.00		\$0.00
Wireless Microphone	15	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		\$1,000.00
Recording Studio/Soundproofing	16	\$9,000.00	\$0.00	\$9,000.00	\$9,000.00		\$9,000.00
Other equipment purchase/maintenance	17	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00		\$1,500.00
TV Production Class costs	18	\$0.00	\$0.00	\$7,500.00			\$7,500.00
Supplies	19	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		\$1,000.00
Station Manager Reimb. Expenses	20	\$0.00	\$0.00	\$500.00			\$500.00
<b>Total Non-Personnel</b>		<b>\$24,020.00</b>	<b>\$0.00</b>	<b>\$24,770.00</b>	<b>\$24,020.00</b>	<b>\$0.00</b>	<b>\$24,770.00</b>
<b>Total Spending</b>		<b>\$116,440.00</b>	<b>\$15,993.74</b>	<b>\$114,377.00</b>	<b>\$116,440.00</b>	<b>\$15,993.74</b>	<b>\$114,377.00</b>

**FY21 HCTV Balance Sheet September 10, 2020**

		<b>26012 43201</b>	<b>01620 51100</b>					
		<b>26012 50000</b>	<b>01620 54200</b>					
		<b>26012 59204</b>	<b>01620 60000</b>	<b>26225</b>	<b>26531 55000</b>	<b>26625 50000</b>		
		<b>Receipts Restricted Account</b>	<b>Appropriation Account</b>	<b>School Account</b>	<b>Revolving Account</b>	<b>Gift Account</b>		
FY21 Starting Balance	\$174,180.11	√			\$683.50	√	\$10,855.99	√
Town Meeting Appropriation								
From Receipts Reserved	-\$91,941.00	√	\$91,941.00	√				
From Schools			\$20,000.00		-\$20,000.00			
From General Fund			\$2,000.00	√				
FY21 Receipts Q1	\$18,076.96							
FY21 Receipts Q2								
FY21 Receipts Q3								
FY21 Receipts Q4								
Transfer for Salary Increases								
FY21 Expenses To Date			-\$15,993.74	\$0.00	\$0.00		\$0.00	
<b>Balance</b>	<b>\$100,316.07</b>	<b>√</b>	<b>\$97,947.26</b>	<b>-\$20,000.00</b>	<b>\$683.50</b>	<b>√</b>	<b>\$10,855.99</b>	<b>√</b>
√ - Reconciled with Treasurer's Statement								