

## Minutes of the Harvard Community Cable Access Committee Meeting June 22, 2016 (to be approved September, 2016 meeting)

### Committee member attendees

Bill Johnson (Chair, Treasurer)

Ray Dunn

Koralia Franklin

Mitch Norcross

Richard Steele (Recording secretary)

Meeting started at 7:05

### - May 25, 2016 meeting minutes approved

### - 10-year Goals review and approval.

Went over only those “Proposed FY2017 initiative” items listed below in spreadsheet “HCTV 10-year goals - 5-23-16 update.xlsx” to make sure everyone understood changes from the previous version and if they had any questions, and to then decide if we want to further modify or to delete any.

1. **FY17 Internet broadcast channel:** What percent of households in town fall into this category? If 1% then may want to move out another year. Content creation: work with local groups including schools. Keep with no changes.
2. **Dedicated recording equipment in Bromfield Gym for sports and ATM.** Keep with no changes.
3. **Cronin fully functional for turnkey broadcasts.** Keep with no changes.
4. **Widen continuous green screen and extend to floor in studio.** Keep with no changes.
5. **Maintenance schedule for cameras and equipment; include a timetable to replace equipment on a regular schedule.** Keep with no changes.
6. **Architect and implement a digital archival system.** Keep with no changes
7. **Record & broadcast home games.** Keep with no changes
8. **Offer courses twice a year.** Keep with no changes
9. **Solicit people to record a specific event and train them.** Keep with no changes
10. **Solicit interest in public training.** Keep with no changes
11. **Work with Town businesses such as the General Store and Center of the Common to record & broadcast events for a sponsorship fee.** Keep with no changes
12. **Work with local businesses to underwrite content creation.** Keep with no changes
13. **Streaming with advertising.** Keep with no changes

A motion was presented to accept the amended 10-year goal set to reflect our analysis of work in progress, our focus for next year and our goals that we proposed to eliminate from last year’s summary. Motion passed unanimously. Requested that goals document includes a version number.

(Note: Final approved goals is “HCTV 10-year goals - 6-22-16 update.xlsx” as mailed to committee members, et al, on 6/24/16 from Bill Johnson)

**- Roadie and Flint**

We went through a summary of issues with Roadie and Flint. Random issues with audio during live broadcast (no live broadcast audio and recorded audio is low volume). Escalated to Broadcast Pix who said no other site has reported this issue.

- All cable boxes in the studio are back on without having to pay a monthly fee.

**- Treasurer's Report**

Latest check from Charter is now the correct (higher) amount that it is supposed to be for 2016. We will receive retroactive payments for prior incorrect checks issued in 2016.

**- No public comments**

- Since there are no immediate/urgent issues pending a proposal was made to not have monthly meeting during the summer months of July and August as is tradition. And to use email if something comes up that requires attention during that time.

Motion made to skip having meeting in July and August unless required. Motion passed unanimously.

- Meeting adjourned 7:55