

**Minutes of the Harvard Community Cable Access Committee Meeting  
October 21, 2015**

Attendees

Bill Johnson (Acting Chair, Treasurer)  
Mitch Norcross  
Hakan Sahin  
Koralia Franklin

Meeting was called to order at 7:18PM.

Minutes of September 9, 2015 were approved as amended (text of approved Mission Statement inserted).

No Treasurer's report given.

No Station Manager report given. However, highlight was mentioned: recent outage due to power loss on the networking rack. Mr. Sahin mentioned "static" quality issue on HCTV bulletin board channel, observed at home.

Staffing Working Group update from Mr. Johnson:

- Station Manager position posted to Harvard Press, and 2 websites that are popular within the public access television community.
- 13 responses, 7 resumes chosen based match to the position description
- Follow up info sent to those 7, regarding pay, resources, time flexibility expectations, etc.
- 5 responses by noon on Oct 21; 3 were positive, 2 were negative.

The Committee reviewed and improved upon the list of questions that were planned to be asked of the interview candidates.

Mr. Johnson gave an update on Town Hall renovation. The Board of Selectmen (BOS) met the night before and discussed use and fit-up of the 2<sup>nd</sup> floor, which was decided to be left as an open multi-use meeting space.

Mr. Johnson has been requested by the BOS to present to it, the HCTV 10-year spending and funding model, and estimates from HB Communications for HCTV workflow / infrastructure improvements (classroom, studio, control room, server room, portable, Town Hall).

Committee members present are aligned on the need to focus on:

- 1 fixed remote location (Town Hall)
- 1 portable system, to serve Cronin, gym, Volunteers Hall, Old Library, etc.
- 1 studio location (at Bromfield)

New Business: Need for new Committee members, including skills in business, operations with labor, systems, and strategy. Richard Steele was present to express his interest in joining the Committee. Mr. Steele presented his qualifications and interests, describing a technical and business background as Electrical Engineer and Marketer in electronics, having maintained PC/mac networks, a prior HCCAC member, and recently retired, with time on hand to contribute. A motion was made, seconded, and approved to recommend and support Rich Steele as a new Committee member, to the BOS.

Meeting was adjourned at 9:12pm.

Respectfully submitted,  
Mitch Norcross

**APPROVED by unanimous vote at November 21, 2015 HCTV meeting**