

Minutes of the May 17, 2017 Harvard Community Cable Access Committee Meeting

Approved at June 20, 2017 meeting

Committee member attendees

Richard Steele (Chair)
Hakan Sahin (Vice-Chair)
Bill Johnson (Treasurer)

Other attendees

Anya Zulawnik (Station Manager)

Meeting started at 7:16 PM

- Meeting minutes

April 26, 2017 meeting minutes unanimously **approved** with no changes.

- No public comments

- Discussion of Live Streaming Proposal from TelVue

- The \$8K cost is one-time only for the HW add-ons, with no additional annual SW or service fees.
- Hakan is working with TelVue engineers to determine whether we really need to purchase the ProVue hardware since we already have a live HD/SDI feed, and may be willing to have the live feed screen be dark when no live feed is available.
- External funding will be needed for this proposal, as HCTV does not have the funds, nor is it appropriate to use cable access funds for Internet streaming access. It was proposed that we ask TelVue to loan us the equipment for a well-publicized 6-month trial prior to next year's ATM, and then ask for an Omnibus funding decision at ATM. If it fails, we could then pursue private funding by interested parties.

- New HCTV website

- Functionality is 100%. We reinforced last meeting's decision to STOP all future postings to YouTube, and to post only on HCTV's website. Anya was reminded to change the YouTube landing page to redirect viewers to the VOD site for all new videos.
- Steve and Anya worked with TelVue to address the slow uploading process to the website. Using the WOMBLE tool for trimming and EPISODE for transcoding, the process is now acceptable. Hakan believes it can be simplified further, and will work with Steve and TelVue support engineers in July to further improve it, once the June crush of recordings and postings is over.

- Treasurer's report

- A FY17 spending review was done prior to this meeting by Bill and Anya resulting in a forecasted surplus of ~\$13K at year end FY17. On a motion made by Bill and seconded by Hakan, the forecasted FY17 spending plan was accepted unanimously by the committee. The surplus will be applied towards next year's budget (see below).
- The Town Finance Manager has determined that all historical Charter funds still remaining in HCTV's revolving account (26625) at the end of FY17 must be moved into the HCTV's Receipts Reserved account (26012), leaving only gift and private grant funds. Bill determined the transfer amount should be \$27,835.21, based on an analysis of the gift funds and the remaining FY17

spending. On a motion by Bill and seconded by Hakan, the committee voted unanimously to approve the transfer.

- FY18 Budget

- Bill and Anya presented a revised FY18 budget totaling \$71,958.24 to the committee, reflecting a shift in personnel spending from operations towards video production. This was done to address the burgeoning demand for recordings and the attendant tasks of editing. A new part-time position called Video Production was defined with funding nominally set for 15 hours/week @ \$20/hour. On a motion from Bill and seconded by Hakan, the committee voted unanimously to accept the revised budget.
- With the transfer of remaining Charter funds from the 26625 revolving account into the 26012 Receipts Reserve account, HCTV will have a total of \$72,368.93 available in the latter account for appropriation at the 6/13/2017 Special Town Meeting for HCTV's FY18 budget. This is enough to cover the approved budget.
- Anya is in the process of writing up a job description for the new Video Production position. It was suggested by the committee that the scope be broad enough to cover the whole gamut of tasks from pre-production through production and post-production. This skillset is needed to cover for Anya when she is either consumed by other tasks or otherwise not available.

- Station Manager report

- This has been a very busy month of recording, backing up an already full editing queue. Anya has taken on an unpaid college intern and increased the hours of our paid high school interns to help her clear this backlog. Videos being processed include: 4 Varsity Girls lacrosse games, Harvard's Radio Play, 2 Arm-in-Arm discussions/presentations, Tick Talk, Money in Politics, 3 Council on Aging talks, Bromfield's Lip Synch contest, the Science Fair, and two new special editions of Bromfield Now! created by students. The furious pace continues with 2 more Lacrosse games, Special Town Meeting, and Graduation scheduled for the upcoming 3 weeks.
- The committee brainstormed various ways to deal with the burgeoning demand for HCTV services, including:
 - Attempt to build a pool of trained volunteers
 - Require requestors to contribute people and/or financial resources to help with the video production; Hakan suggested exploring new and simpler technologies for recording and editing that require less training
 - Seek Omnibus funding for additional staff
 - Regionalize with another Town to share resources/investments (impractical given that neighboring communities are not served by Charter)
 - Prioritize requests and declining those that HCTV cannot support with its limited resources

- Other Business

- Rich proposed that we use our next meeting in June to review and update our 10-year plan for new initiatives and future spending.

Meeting adjourned 10:05