

Minutes of the June 20, 2017 Harvard Community Cable Access Committee

Approved at July 17, 2017 meeting

Committee member attendees:

Richard Steele (Chair)

Hakan Sahin (Vice-Chair)

Bill Johnson (Treasurer)

Other attendees:

Anya Zulawnik (Station Manager)

Meeting started at 7:20 PM

- Meeting minutes:

- May 17, 2017 meeting minutes unanimously approved with no changes.

- No public comments

- Treasurer's report:

- Grant application to Harvard Cultural Council (HCC) resulted in \$475 revenue. This is almost 10% of the annual grant HCC receives from Massachusetts Cultural Council (MCC).
- The actual costs of covering the Bromfield Girls Lacrosse home games were higher than estimated - \$720 for ten games estimated vs. \$882 for six games actual. Including Anya's time, the actual cost was closer to \$1600 for six games (i.e. \$265/game).
- With the surplus of ~\$13K from the FY17 applied to next years budget, FY18 Budget is looking good.

- HCTV 10-Year Goals review:

- The last update was done on June 22, 2016. The committee reviewed the goals, making changes as required. Bill will update the document and send it out to the members for review.

- Station Manager's report:

- One of the iMac's (school owned) is here. Chris Boyle will bring it to the studio once he is done with setup. The other iMac will be in July, which is leased over three years.
- Two Public Speaking course videos are on VOD.

- William Hopper started his Senior Project with HCTV, helping out with editing for now.
- Judy recorded the first meeting in Town Hall's "small room".
- July 4th coverage is questionable as most people are away; possibly Josh or William may be able to do it if they are available.
- Getting access to the Town Hall's equipment room is an ongoing issue. Card entry system similar to HCTV Studio is an option but it would require Selectmen's approval. Rich will ask Jasonics for a price quote.
- Master list of passwords is in the works as it is very hard to keep track of many passwords required for Facebook, Telvue, Google, AppleID, etc.

- Other Business:

- On a motion made by Bill and seconded by Hakan, the disclaimer for HCTV, written by Anya, was accepted unanimously by the committee.
- Another motion made by Bill and seconded by Hakan, authorizing the Chair to administer the annual performance review for the staff on behalf of the committee, was accepted unanimously by the committee.

Meeting adjourned at 10:00 PM