

**Minutes of the November 5, 2018 Harvard Community Cable Access Committee Meeting
Approved at the January 22, 2019 HCAAC Meeting**

Committee Members Attending

Bill Johnson (Chair)
Hakan Sahin
Nick Browse
Amy Bassage
Chris Jones

Others Attending

Anya Zulawnik (Station Manager)

Called to order at 7:05pm

Meeting Minutes

- Minutes of the meeting of September 19, 2018 were reviewed. Corrections were made regarding the Harvard Schools Trust rejection of our grant request, and in the spelling of Will Hopper's name. Minutes were unanimously approved as amended.

Public Comments

- None

Station Manager's Report – Anya

- Anya distributed and discussed the attached report. Additionally:
- Anya noted that following the airing of the League of Women Voters piece on Ballot Question #1 (nurse staffing levels), she sent a copy to Emerson Hospital at their request. Nick asked if the committee felt it appropriate to assist one side in a referendum article that will be voted on in tomorrow's state ballot. We have no policy in this regard. Anya agreed to look at what other cable stations are doing; Nick agreed to pursue the question with town hall and possibly town counsel. We will reconsider the question in January.
- Anya indicated that she has gotten rid of old standard definition (SD) equipment no longer needed.

Staffing – Anya

- Steve Adrian is stepping down from his position in station operations. This is a 10-hour (per week) position. His work is being covered by Hristina (4 additional hours) and by Anya and Bill Blackwell. While workable in the short term, this is not sustainable.
- Bill moved, Hakan seconded, that we authorize Anya to immediately begin a search for a part-time person to fill a 10-hour position. Unanimously approved. We do not expect this will be an easy position to fill given the limited hours being offered.
- Hristina is available to work additional hours and we would like to have her do so, but at the moment she is working 19 hours per week, the maximum possible before she is entitled to

benefits. Benefits impose costs in the neighborhood of \$8,000 annually (direct benefits) and \$11,000 (Other Post Employment Benefits). Though we can afford her additional hours, we can't afford these benefits costs. The committee expressed concern that retention of Hristina is also at risk, given the current ceiling on hours that we can ever offer her.

- We agreed to ask the town (through the budgeting process) to consolidate the total hours for station operations into a single benefitted position and offer it to Hristina. If approved, we expect to increase her hours to 29 per week in FY20, rising to 35 hours in FY22.

Treasurer's Report – Bill

- It is budget time, and we need to prepare a budget and accompanying narrative. Bill presented a draft budget for FY20 with the following highlights:
 - Increase of Anya's personnel cost to \$52,398, reflecting hours currently being worked.
 - Increase of Hristina's personnel cost to \$29,378, representing her current hours plus the hours of the station operations position now vacant.
 - 2.5% across-the-board increase in personnel costs in FY20, 1.5%/year for successive years.
 - Level funding of all expenses except for capital expenditures.
 - We will hold our request for schools funding level at \$20K.
 - We have reserve funds of approximately \$8000 in our Receipts Reserved account, and will budget \$2000 to be withdrawn and spent in FY20.
 - We expect to receive \$60K from Charter as a lump sum during the coming year. Typically this sum pays for capital expenses. We will budget \$15K (25%) for FY20, and will retain the balance for future years.
 - We will budget \$22,126 for capital expenditures in FY20. The largest piece (\$18K) will go toward rebuilding and improving our website.
- After discussion, Nick moved, Hakan seconded, that the budget be approved as drafted. Unanimously approved.
- Bill will develop the associated budget narrative and circulate it within the committee for review. He is hoping to have the budget submitted early so that questions come back to us well before the Christmas holidays.
- Bill presented and reviewed a tabulation of progress on goals against our 10-year plan, noting work accomplished in the past year. We are on track.

Other Business

- In the spirit of succession planning, Bill stated that he intends to step down from his position as committee Chair in January 2019. He has offered to continue service as HCTV Treasurer. He will do Anya's upcoming 6-month review and see the budget through to completion, but will call for a vote on a new chair at the January meeting. He encouraged each of us to meet with Anya and discuss a possible working relationship.
- Next meeting time will be established after we receive feedback on our budget submission.

Meeting adjourned 9:48pm

Station Manager Report

November 5, 2018

Anya met with Historical Society members: Joe Theriault and Judy Warner.

Judy recorded Council on Aging Real Id presentation.

Lauren Crittendon brought her 3rd grade class for the green screen presentation.

Karen Hurley brought her 4th graded class to record 4th grade newsletter.

Five 4th grade students came to edit HES newsletter.

Amy Bassage brought her 3rd grade class to the studio for the tour.

Anya went to HES to record the Innovation Lab.

Hristina edited the Innovation Lab video.

Brint recorded 'A Rabbi, a Priest, and an Imam Walk Into' forum.

Kaia Bishop finished recording the short movie based on her script.

Pat Cooper recorded 4th It's All Good episode. The guests were Janet O'Shea and Reilly Fitzsimmons.

Stephen recorded LWV Candidates Debate & Ballot Question # 1

Anya recorded Transfer Station Commission meeting with a help of Stu Sklar

Anya recorded Special Town meeting.

Lion King cast members came to the studio to record video clips.

TV Production and Theater students got a tour of the set for a Little Women movie.

Debbie Thompson and Heidi Siegrist hosted the November Senior Spotlight.