

Minutes of the January 22, 2019 Harvard Community Cable Access Committee Meeting
Approved at the March 20, 2019 Meeting

Committee Members Attending

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

Others Attending

Anya Zulawnik (Station Manager)
SusanMary Redinger

Called to order at 7:08pm

Harvard - Devens Jurisdiction Committee – SusanMary Redinger

- The Harvard-Devens Jurisdiction Committee has been charged with developing a plan to resume jurisdiction over Devens, in the event that this becomes the final disposition. They expect to hire a consultant to assist with the planning. Committees and boards across town are being solicited for their input as to what information they would like to know as part of the consultant's work.
- Devens is currently served by Comcast, and received the same programming as Ayer. The Cable Committee feels it is likely impractical to merge the Harvard Charter system with the Devens Comcast system, and our interests are mainly in the financial help that might be available in maintaining and linking the two systems.

Meeting Minutes

- Minutes of the meeting of November 5, 2018 were reviewed. One correction was made regarding succession planning (not *secession* planning.) Minutes were unanimously approved as amended.

Public Comments

- None

Annual Report

- Over the past week, Bill has drafted the annual report to the Town on the activity of the cable committee, and has circulated it for comments. The final draft was presented and reviewed without change. Bill will send it to the Town.

Report on Staffing – Anya & Bill

- Staffing has stabilized since the November meeting. Anya solicited applications for the part-time (10 hour per week) position, received two, and granted interviews to both applicants. Neither was suitable.

- Hristina's hours have been increased. At the moment, Anya is managing scheduling for the government channel, and Hristina for the public channel.
- Bill reported a conversation with Marie Sobalvarro at Town Hall. Although anyone working 20 hours per week or more must be offered benefits, this only applies if the position is defined as requiring 20 hours or more. A non-benefit employee may be offered more than 20 hours for a period up to six months.
- Bill recommended that we offer additional hours to Hristina beginning immediately. We will know in April (at Town Meeting) if her position is approved to become full-time. If so, we can begin to offer benefits beginning July 1; if not, she will return to 19 hours weekly at July 1. Anya feels that Hristina will welcome the additional hours. After discussion, the committee agreed.

Treasurer's Report – Bill

- Discussions on staffing covered most of the budget. Anya has been working 35 hours weekly, down from 40 hours budgeted. This, and the departure of Steve Adrian, will likely result in underspending the personnel portion of the budget.
- On Bill's recommendation, the committee agree to move \$3500 from next year's capital expense budget into this year, to be spent on wireless microphones (\$2000) and dimmable studio lighting (\$1500).
- We expect to end up approximately \$6000 under budget at the end of the year.

Station Manager's Report – Anya

- Anya distributed and discussed the attached report. Additionally:
- Anya summarized conversation with the Library. Volunteers Hall is not connected to the station for live broadcast; fiber optic cable from the station runs to the Library basement but not up to the top floor.
- Anya discussed difficulties with a student employee and asked for the committee's help. We agreed to draft a behavior contract, and to require that it be signed by all student employees. Anya, Chris, and Nick will work out the details, in coordination with school administration. We will emphasize that this policy is coming from the Cable Committee and not from Anya as Station Manager.

Committee Leadership

- The following individuals have offered to serve in the indicated positions for six-month terms beginning immediately. Each was approved by unanimous vote:
 - Chair - Hakan Sahin
 - Vice Chair - Nick Browse
 - Bill Johnson - Treasurer
 - Chris Jones - Recording Secretary

Meeting adjourned 9:40pm

Station Manager Report

January 22, 2019

Anya met with Library Trustees.

Anya taught the Professional Development Workshop for Harvard teachers.

Brint recorded Messiah Oratorio.

Owen is recording Boys Varsity Basketball Games.

Tyler is recording Girls Varsity Basketball Games.

The station recorded for the first time Warner Series.

Kaya finished her first short movie 'Love Me Not'.

Hristina recorded concert at the General Store.

Anya met twice with the LWV to work on Civics Cup.

Anya met with the Business Club to work on a news segment.

Chris Jones recorded the documentary about Louisa May Alcott with his Public Speaking Class.

Liz Allard recorded 3 ZBA meetings using self-record future.

Judy continues to record COA events.

New student employee.