

# Minutes of the Harvard Community Cable Access Committee Meeting Jan 18, 2017 (to be approved Feb, 2017 meeting)

## Committee member attendees

Bill Johnson (Chair, Treasurer)

Ray Dunn

Mitch Norcross

Hakan Sahin

Koralia Franklin

Richard Steele (Recording secretary)

## Other attendees

Anya Zulawnik (Station Manager)

Meeting started at 7:18 PM

### - Meeting minutes

Oct 26, 2016 meeting minutes **approved** with no amendments.

### - No public comments

### - Treasurer's report

- \$76,465.55 money on hand.
- HCTV is doing well against established budget (which has been approved by BOS).
- Working with town to convert Station Manager position from town employee to contractor.

### - Station Manager's Report

- Anya showed the committee the 2017 HCTV station promo video, created by HCTV student intern Clara Alexander, which shows the variety of content available on HCTV. This promo video will be broadcast routinely during transitions between programs.
- Nov/Dec happenings on HCTV:
  - Recorded Harvard's annual Ecumenical Holiday Pageant
  - Recorded Alpaca Ranch video
  - Recorded Halloween History program
- Bromfield Television Production class
  - Students are still doing daily **Bromfield Now** show (airs 5PM daily on Public Channel 192)
  - Students are recording interviews (e.g., lead performer of recent *Wizard of Oz* musical)
  - Students have started to make a short movie
  - HCTV station manager interacts with the students every day
- MassAccess news
  - A bill is being developed in the Massachusetts House and Senate that requires cable providers to give HD broadcast channels to Community Access TV stations in the state and to require electronic programming guides as well.
  - Rich Steele will draft a letter to the editor of Harvard Press on behalf of the committee (committee approval of content via email) asking Town citizens to contact Harvard's state senator and rep urging them to support these bills.

#### **- Update on Broadcast Equipment:**

- TelVue update
  - TelVue has completed installation with no issues. Next step is to learn how to use all of the advanced features the TelVue system offers.
- Broadcast Pix
  - Broadcast Pix technicians worked at Town Hall on issues with Flint broadcast switcher/recorder.
  - They added an automatic script that resets the Flint each night to eliminate the issue of Flint stalling if left on for more than a day. (Stalling renders iPad integration useless until Flint is reset manually – which requires a key to the equipment room and knowledge how to reset.)
  - They added additional iPad capabilities and verified Crestron keypad is working.
  - So far, the Town Hall system seems to be working.

#### **- Committee membership downsizing**

- This is a way to increase the probability of having quorum to facilitate voting on committee matters.
- The concept of adding an associate member was presented. A discussion followed about the viability and usefulness of this concept. The typical scenario used by other town committees that have an Associate Member would be for the chair to authorize at the beginning of the meeting that the associate member be given voting privileges for that meeting if traditional quorum was not met– thus allowing voting to occur rather than having to delay voting until a Member-only quorum could be reached at some future meeting.
- The motion below was unanimously passed (six committee members) as follows:
  - Move that committee submits to Board of Selectman the warrant article below (to be voted on at next Annual Town Meeting) for redefining the membership of the standing Community Cable Access Committee with the understanding the committee will revise its policies and procedures to accommodate this change.

##### **ARTICLE xx: COMMUNITY CABLE ACCESS COMMITTEE MEMBERSHIP**

To see if the Town will vote to redefine the membership of the standing Community Cable Access Committee to be comprised of five voting Members appointed by the Board of Selectman for overlapping terms of three years, plus one Associate Member to be appointed by the Board of Selectman for a term of one year. The Associate Member may attend all Committee meetings, participate in discussions, and, at the designation of the meeting chair, may act as a regular member of the committee on administrative matters, including but not limited to providing a quorum in discussion of agenda items, approve minutes, making motions, and voting on other administrative tasks.

#### **- Advertising Revenue Steam via VOD (Video on Demand) update**

- Hakan presented his work on this subject.  
Background: Goal is to use TelVue's ability to have a text banner or ad box appear along with a video-on-demand file on TelVue's web video server.
- Bill is researching what value proposition HCTV should offer advertisers for ad placement on productions such as graduation, sports and locally produced shows. And how to offer local business the ability to create their own shows for a fee.
- We looked on-line at Newton's TelVue-based VOD and saw the ads. We also looked at a print out their multi-tiered ad sponsorship fees.
- HCTV will transition from YouTube-based VOD hosting to TelView-based hosting

#### **- Meeting adjourned 9:30**