

## **Minutes of the Harvard Community Cable Access Committee Meeting Oct 26, 2016 (approved at January 18, 2017 meeting)**

### Committee member attendees

Bill Johnson (Chair, Treasurer)

Ray Dunn

Mitch Norcross

Hakan Sahin

Richard Steele (Recording secretary)

### Other attendees

Anya Zulawnik (Station Manager)

Meeting started at 7:07

#### **- Meeting minutes**

Sept 14, 2016 meeting minutes **approved** as amended.

#### **- No public comments**

#### **- Treasurer's report**

- New account structures have all been set up
- All labor put 100% to revolving account
- \$136,336.13 money on hand
- For now during the transition to the new mandated accounting mechanism, there is still money in Receipts Reserve account to use up. The reserve account will be used up for labor, and then labor will be taken from of the appropriations account.

#### **FY18 Budget**

- In the future look at obtaining zero deductible insurance for our loaner equipment since now that we are on the new appropriations accounting system we may not be able to replace broken loaner equipment until next appropriations.
- We need a summary of what co-insurance coverage through the town we have today on our equipment so we can prepare a plan for additional coverage if needed.
- Between now and next year's ATM we need to discuss having all labor as individual contractors.
- FY18 spending budget as presented was approved unanimously (FY17: \$67,138; FY18: \$44,000) and to be presented to BOS.

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

- New digital uplink to Charter installed and working (vastly improved picture quality delivered to subscribers)
- TeleVue update
  - Anya will recommend to TeleVue to take us off air for new server installation on Nov 16<sup>th</sup>/17<sup>th</sup> in order to facilitate a proper rebuild of our equipment rack. This means LIVE meeting will not be broadcast on those two days. Anya will put a notice in the Harvard Press regarding station being off air during installation.
  - Once this is done, we will have completed our broadcast upgrades.

- Broadcast Pix
  - Broadcast Pix is the only switcher available that can be controlled by iPad – which is a major goal to allow non-technician broadcasts of live meeting in Town Hall (i.e., HCTV personnel do not need to be present for live broadcasts).
  - Unfortunately, issues with Broadcast Pix are still appearing
    - HCTV's Roadie was fixed, we are now waiting for Town's Flint (town hall) to be fixed (new software).
    - Noted that Broadcast Pix's audio meters do not have numbers so they are difficult to use and to set proper audio levels while recording – not user friendly.
    - Headphone out is not reliable and does not work so must use a workaround that is a compromise.
    - OLD PROBLEM thought to be fixed: Go Live audio missing has happened once since new software fix.
    - Before fix on loaner Flint, recorded audio stops during recording. After fix on loaner Flint the whole Flint froze and needed to use Windows Task Manager to kill the application.
    - Roadie showed same issue as above if it is left on for over 12 hours. Basically too unreliable in the field. Our goal is to be able to leave Flint powered on Monday to Wednesday so committees can use the iPad to start and stop meeting recordings and broadcasts--doing this will eliminate 1) having to find a key to access the equipment closet, and 2) having paid HCTV personnel run the equipment. If Flint freezes if left on, then our goal above cannot be implemented.
    - Will iPad integration work and do what we need? In order to test Flint for iPad usage we still need iPad scripts to test iPad usage over time. Therefore we need Flint on line and have iPad scripts to see if this is really a technology we can use as anticipated that will satisfy our strategic goal to reduce labor costs. Broadcast Pix does not have online instruction on how to create scripts.
    - Goal is to work with Broadcast Pix to explore iPad capabilities.

#### Advertising Revenue Steam via VOD (Video on Demand)

- TeleVue supports a hosted website that HCTV could stream on-demand material plus have advertising via a ticker tape crawl.
- Newton has TeleVue – we will check out if they are using these capabilities.
- Hakan volunteered to investigate

#### - Station Manager's Report

- Reviewed recent recorded programs
- Public speaking teacher will use Studio for class work and first use is scheduled for Oct 27.
- Lunch menu is now on ticker at bottom of Bromfield News program.
- COA talk on History of Halloween recorded
- Bed race recorded
- MA State House is looking for towns' videos for an event. Anya sent the bed race video.

#### Take away summary:

1. Plan to push for resolution strategy of Broadcast Pix issues
2. iPad capability testing
3. Advertising for future

- Meeting adjourned 9:10