

Minutes of the Harvard Community Cable Access Committee Meeting Feb 17, 2016

Committee member attendees

Bill Johnson (Acting Chair, Treasurer)

Ray Dunn

Mitch Norcross

Hakan Sahin

Richard Steele

Other attendees

Anya Zulawnik (Station Manager)

Meeting started at 7:05

Minutes for both Dec 9 and Jan 13 committee meetings were approved

Treasurer's report

HCTV received scheduled Q4 2015 quarterly funds from Charter in the amount of \$14,546.73. Current balance is \$165,414.45.

There was a proposal to grant the Station Manager the administrative authority to sign the monthly warrant submission summarizing HCTV expenses on the committee's behalf. This prompted a separate discussion on whether the Station Manager should have independent spending authority, and if so to what level. A motion was presented and unanimously approved (Mitch, Bill, Hakan, Ray, Rich) that the Station Manager be given authority to sign warrant submissions, and authority to spend as follows:

- Station Manager is authorized to initiate expenditures up to \$1000/month without additional approvals
- The Station Manager is authorized to initiate the expenditure of an additional \$1000/month (for a total of \$2000/month) if explicitly approved by the HCTV Treasurer
- The initiation of any expenditure beyond \$2000/month must be approved by the HCTV Committee

The Treasurer's monthly report will now include a summary of expenditures since the last meeting.

Station Manager's report:

- Anya met with Jim O'Shea to discuss school programs; and met with Mary Wilson, library director, to discuss any events that might be recorded
- Anya met with BOS members and Town Hall personnel to introduce herself
- Anya recorded and produced a video of the Feb 3 All Boards meeting at the Bromfield library
- Anya was interviewed for the Harvard Press article about HCTV and Town Hall
- Anya stated that the BOS approved the Town Hall equipment purchases
- The reserved HCTV parking spot sign is down and the plan is to mark the payment to indicate reserved for HCTV
- Anya will teach a class on Adobe Creative Suite 6 for video creation/editing in the fall

- The new Roadie equipment arrived and Anya is starting to train herself while waiting for formal training from HB as per contract.

Staffing and budget update:

Staffing:

Anya proposed to hire Steve Adrian as an independent contractor to join the station operations team to help with setting up equipment and other tasks that take advantage of Steve's extensive station knowledge. The FY16 budget has 24 hrs/week appropriated for station operations personnel that would be shared between Robert, Brint and Steve. The station manager would manage the team and allocate hours appropriately within the budget. Based on history and current weekly hours used, there are 10 unallocated hours that would be filled by Steve. The committee discussed the proposal and voted unanimously (Mitch, Bill, Hakan, Ray, Rich) to approve a motion to hire Steve Adrian as an independent contractor to help with station operations, and noted that this hire has no impact on the 24 weekly hours already budgeted for FY16.

Budget:

Bill presented, and the committee reviewed, an updated 10-year HCTV Spending and Funding Model that included certain clerical corrections, the addition of grants and sponsorships, and adjustments on how to fund operating costs to better protect against Charter funding downfalls.

Bill also presented, and the committee reviewed, an updated 10-year Projection of HCTV Operational and Capital Expenses that reflects equipment and installation updates to align with the latest HB proposal, plus a co-share for the purchase of HD cameras for town hall.

A proposal was made and discussed to pull in the planned FY17 purchase of certain headend equipment, specifically two each SXHDs and one each CG350 to replace the existing SXLE and CG250. The rationale for this pull-in is that the headend as currently planned for FY16 poses several potential risks to station operations before the planned FY17 purchase of these pieces—specifically reliability concerns for the 8-year old, no-longer-supported, non-HD equipment that would remain until FY17 and might shut down broadcasting while being fixed or replaced, and that could potentially create file compatibility issues with new HD file formats. The financial impact of pulling in these purchases to FY16 is it would lower FY16 end-of-year reserves. It was decided the lowered FY16 reserves are still acceptable. As such, the committee proposed and unanimously approved (Mitch, Bill, Hakan, Ray, Rich) that we immediately purchase, as part of the current HB proposal, two SXHDs and one CG330 to replace the existing SXLE and CG250.

New website design:

Hakan reported that we will go ahead with a Google-based website for now and that the basic site is designed awaiting input of content and a bulletin page. The subcommittee will meet this Sunday morning at 10.

The website design will be put on the agenda for the next committee meeting.

Plan for Committee Elections:

Bill is still formally the vice-chair and, with Steve no longer on the committee, is also the Acting Chair. A motion was made to validate Bill Johnson to be appointed as Chair until we have our next election. This was approved with 3 yeas (Hakan, Ray and Richard) and one abstain (Bill). In addition, a motion was raised to appoint Richard Steele to the vacant Recording Secretary position and was approved with 3 yeas (Bill, Hakan, Ray) and one abstain (Richard) (Mitch needed to leave meeting earlier).

It was also discussed, motioned and approved that it makes more sense to have the HCTV committee elections align with the beginning of Town of Harvard fiscal year (July) instead of the traditional beginning of the calendar year since much of the committee's work involves fiscal matters. As such, the committee should hold elections in June with the next election to occur June, 2016.

New business:

Hakan proposed that the committee create and present an award for "Best use of media" at the Bromfield Science Fair, Feb 26, 2016. Richard suggested changing this to Best use of electronic media. A question was raised if we want to provide a modest General Store gift certificate award or similar. Hakan, Anya and Richard volunteered to be the judges. Hakan will ask the school if other groups typically give modest money awards (\$10-20), and if yes, HCTV can do the same under the discretion of the HCTV judges.

Anya asked if we can immediately purchase the two JVC GY600 HD field cameras that are in the FY16 budget so as to immediately start using them for upcoming field shoots. Two motions were presented:

1. Motion to approve immediate purchase of two additional JVC GY600 HD field cameras already in budget. Motion carried unanimously with 4 yeas (Bill, Hakan, Ray, Rich).
2. Motion to authorize Station manager to issue the purchase order for the above approved two JVC GY600 cameras. Motion approved unanimously with 4 yeas (Bill, Hakan, Ray, Rich)

Meeting adjourned at 10:35

Respectfully submitted,
Richard Steele

APPROVED by unanimous vote at April 24, 2016 HCTV meeting