

Harvard Community Cable Access Committee

May 13, 2015

**Present:** Stephen Adrian, Hakan Sahin, Jonathan Williams, Ray Dunn, Robert Fernandez, Mitch Norcross, Bill Johnson. Guest: Jon Greene

The meeting was called to order at 7:10

**Minutes** March 11 and April 8, 2015 were not distributed, will be reviewed at the second May meeting.

**Treasurers' Report:** Received the grant and the first payment. The current balance is 126,996.74

**Station Manager's Report:** Robert's report was discussed and accepted.

**Visitor from the community:** Jon Greene is looking for ways to support the committee. Jon supports the Westboro school system with their technical needs. He has children in the Harvard system and would be willing to help with technical issues. Jon's email is jon@greenclan.org.

**Policies and Procedures:** Bill reviewed the policies doc which was discussed and approved by the committee. There was discussion about the mission statement. Jonathan Williams will rework with the feedback and send out to the updated mission statement with the minutes from the previous meetings.

**Town Hall Move and discussion:** Equipment is working well; access to the building has been a issue and is restricted to when a town staff member is in the building. Steve will contact Rick Maoire to discuss cameras, microphones and who is paying for sound, etc.

**Equipment:** Lots of discussion about graduation, running wires and ensuring everything will work properly. Hakan is taking the lead. The committee authorized Jonathan to spend up to \$1k on headsets. The committee authorized 500 dollars for storage drives and a USB hub, which Mitch will purchase.

**Security:** Bill will send out information about Cori/ fingerprints and will figure out how to key code the pass cards for the door. In the meantime, Jonathan gave his card to Hakan so he can access the studio to test for the equipment for graduation.

**WebSite:** The TRS system is not updating the website and the Press has reported that our scheduling information is off. Hakan will take on the look and feel of the website. Mitch will support.

**Added Meeting Times:** Our next meeting will be on the 27<sup>th</sup> at the station.

Meeting was adjourned at 9:15