

## Minutes of the Harvard Community Cable Access Committee Meeting

August 20, 2014

Approved on October 8, 2014

The Meeting was called to order at 7:07PM.

### Attendees

Bill Johnson (Chair)

Steve Adrian (Member)

Robert Fernandez (Station Director)

Ray Dunn (Member –Meeting/Acting Secretary))

Mitch Norcross (Member)

Bob Sullebarger (School Committee)

Anne Hentz (Invited Guest)

Action items were reviewed and updated.

Discussion: Live Broadcasts from outdoor locations (such as graduation and sports events) are very difficult to organize and deliver. It may be easier if we focus on the recording process and upload to broadcast

The 10-year ‘Cable Contract’ with Charter has three key negotiable components: annual operating funds, capital equipment grants, and infrastructure investment for PEG. John Burns and Bill Johnson are assisting in the negotiations with Charter (playing an advisory role) for these things that will be part of the contract that Comcast will assume after taking over from Charter.

The schools are on their own fiber network. The town is on a coax network, and it needs to invest and own its own fiber network.

The BOS held a public hearing on April 8<sup>th</sup> to review the proposed transfer of the Charter license to Cablevision in 2015. The town is keeping the ‘public comment’ period open until September 16<sup>th</sup>. All comments will be addressed in the October 7 meeting when the BOS take a formal vote to approve/disapprove the transfer.

Need equipment list for the studio (with the value of the items for insurance purposes). - Robert Fernandez

The benefit of the cable program to the school is: the facility, which includes easy access, a curriculum (training program focused on production and editing) for enrichment and content creation. We are assisting in the delivery of this service to the school. Our long term goal is to build a critical mass to make it self-sustaining.

One strategy for success is to make sure the program is in front of the students: Shows, Facebook page, Parties, (bring your friends) Anne Hentz will help the committee reach out to the students, while members of the committee will be fostering and encouraging TV production.

Wednesday (Sept 17) is club day at Bromfield lunch time and we will attend to recruit interested students. Mr. Clark is the film club advisor. Martha Brooks (Drama Club) is advising the students interested in doing live production, has already participating in some of our training classes. Bill Johnson has been asked to attend the August 25 school committee meeting to speak to the HCTV/Bromfield collaboration.

Debra Thompson with the Council on Aging is aware of our desire to facilitate the Sr. population helping the students who are interested in learning video editing and production.

Air Conditioning installation is 75% complete. It is needed to control the temp and humidity in the HCTV facility. It should be finished by the first week in September, well within the approved funding

A discussion on whether to repair, replace, or discard the failed Mac workstation had by the group. It was decided that we need to maintain a Mac presence in the lab. The committee voted to repair the failed workstation .

A vote was taken to authorize the purchase of a microphone and stand for the Town hall meeting room. (up to \$300)

Bill Johnson is exploring Monty Tech's interest and availability to expand the studio green screen surface into a true cyclorama with curved surfaces at the top, bottom, and corners of the walls. This will address our height issue and, when coupled with green floor panels, give us capability for head-to-toe green screen shots.

We are pursuing donated design services by a sound consultant to look at the studio facility and give us recommendations on improving the audio recording quality of the studio space.

We reviewed proposed changes to HCTV's security and safety policy for minors to better define when 1 or 2 CORI'd chaperones must be present. Per new school requirements, CORI'd members of the committee will also need to go through a finger-printing process for a national security check , in order to be eligible to work with children.

Ray Dunn moved that the meeting be adjourned, Steve Adrian seconded the motion. The meeting closed at 9:13PM.

Ray Dunn, Acting Secretary