

**Minutes of the June 27, 2018 Harvard Community Cable Access Committee Meeting
Approved at the September 19, 2018 HCAAC Meeting**

Committee Members Attending

Bill Johnson (Chair)
Hakan Sahin
Nick Browse
Amy Bassage
Chris Jones

Others Attending

Anya Zulawnik (Station Manager)
Mitch Norcross

Called to order at 7:04pm

Meeting Minutes

- Minutes of the meeting of April 18, 2018 were reviewed and unanimously approved without change.
- The Committee expressed its thanks to Mitch Norcross, retiring from the committee after nine years. Bill presented him with a plaque of appreciation, noting that he led the committee through a challenging period and a transition in the station's technical systems.

Public Comments

- None

Treasurer's Report – Bill

- Bill distributed the current budget report and balance sheet as of June 27.
- We are nearly at the end of the fiscal year. Personnel costs are running about \$4000 under budget, while expenses are about \$1000 over. We expect to finish the year about \$3000 under budget overall.
- Bill reported on the progress of the schools in preparing a grant request to the Harvard Schools Trust.
 - Bill summarized the recent history of schools programs and funding. A limited program (supported by \$5000 from the school administration) has grown substantially, though without any projected increase in funding from the schools for FY19.
 - Linda Dwight has drafted a grant request to the Schools Trust looking to establish ongoing funding for enrichment programs in video production. We expect this will be submitted shortly although the Schools Trust does not meet again until September.
 - The committee reviewed the language of the grant request, noting that while it states a benefit to students' English Language Arts skills, there would also be benefit in the sciences and other areas. Bill will coordinate with Linda.
 - The request is open-ended, for an annual amount of \$15,000.

Harvard Cable Collaboration with the Schools

- Anya provided a list (attached) of production activities carried out with the schools, and discussed the various points in detail. Our two new committee members (Amy Bassage & Chris Jones, both teachers), filled in additional details. Further comments:
 - Interview programs are well received but rely on suitable interview subjects. Recent Bromfield graduates make good candidates.
 - Bill noted that the Bromfield gym is wired for recording, and so could readily permit additional school sports programming.
 - Some towns run a summer or after school video program, independently run and funded by student fees.
 - Interest at HES is strong. Last year's 3rd grade students will be moving into 4th grade, and we will need to provide a different experience for them this year. This led to discussion about a curriculum in video for students as they move through the grades.
 - Could we use a Bromfield student as an intern? Unpaid, but might receive course credit.
 - Student scheduling is a problem: flexible scheduling at HES becomes quite rigid at Bromfield, and engaging students in regular production activities is difficult.
- Teachers are always in need of professional development points; could we offer a professional development course for teachers?

Station Manager's Report – Anya

- Anya reported on the following recent production activities.
 - Program on how to stage "Celebration" (the after-prom party for juniors and seniors)
 - Filming of "Celebration" itself
 - Filming of Harvard Cultural Collaborative events (Charlie Sennott lecture, Music Festival performances)
 - Council on Aging "Senior Spotlights"
 - "It's All Good" series produced by Pat Cooper, intended to be ongoing. Its first production, an interview with Ben Myers about the Bromfield reality fair, has received lots of viewers.
 - Harvard Energy Advisory Committee, Tick Talk, and Bromfield graduation
- Anya notes that Charter Communications plans to film Harvard's Fourth of July parade for live broadcast on Charter's channel 193. She has gotten them to agree to allow us to simulcast on our channel 191, and also to give us a recording for future rebroadcast. Technical testing is underway.

Other Business

- Hakan reports that Nextdoor Harvard is reluctant to allow posting by an organization (only individuals may post messages.) Bill noted that this seems inconsistent; both the police and fire departments routinely post messages. Hakan will revisit.
- No meeting in July; our next meeting will be in September.

Meeting adjourned 9:18pm

SCHOOL COLLABORATION

LOOKING BACK

TV Production Class had 26 students

The students created 4 projects throughout the school year:

1. Travelogue
2. Music Video
3. Infomercial
4. Free Choice

Bromfield School teacher Chris Jones came with Public Speaking class to record panel discussions.

Students from other classes came to record video projects for classroom assignments.

Basketball games got recorded by a 9th grade student Tyler Hill.

A promo for Rowing Club got produced by HCTV.

Science Fair and other school events got recorded.

HES 3rd and 4th grade classes came for the studio tour and green screen presentation.

Some of the classes came back to record science videos.

HES teacher Christina Burns came to record Biography videos with her students.

HES teacher Amy Bassage came with her 3rd grade class to record Spooky Stories.

The station recorded Identity Forum presentations. HES teacher Amy Bassage came with her 3rd grade class at the end of the school year to record Poetry Slam.

LOOKING AHEAD

Since HES 3rd grade student came already for a studio visit, the station will come up with a different activity for their visit as 4th graders during the upcoming school year.

The station will also invite for the first time 5th grade classes for a studio visit. One of the considered activities would be a recording of the quiz show.