

Minutes of the June 26th, 2019 Harvard Cable Access Committee Meeting
Approved August 15th

Committee Members Attending: Nick Browse (Vice Chair), Amy Bassage, Chris Jones

Others Attending: Brittany Blaney (Station Manager)

Called to order at 7:21 PM

Meeting Minutes:

- Minutes of the April 18th meeting were reviewed. One correction was made about Brittany's weekly work hours. Minutes were unanimously approved as amended.
- Minutes of the May 22nd meeting were reviewed and unanimously approved.

Public Comment: none

Treasurer's Report:

- The treasurer was not in attendance to give a full report; however, Brittany, Hristina, and Bill met recently and went over the budgets for FY19, FY20, and the five-year forecast.
- Will Hopper, paid summer employee, will see an increase in his hourly wage as he is now recording *and* editing material. He will move from \$10.00 to \$12.50 per hour.
- New equipment totaling \$3,000 has been purchased for the station to update and add to existing equipment. This includes tripods and microphones. In terms of equipment, Brittany feels the station is in good shape.
- With regards to paying Brittany for her work, she will submit her hours to Nick, who will review them, and Nick will submit them to town hall for payment.

Website Upgrade:

- Nick reminded the committee that money was set aside for FY20 as a capital expenditure to create a good-looking, navigable HCTV website. Nick doesn't want to see this initiative slide, and we'll need to consult with Bill as to how we plan to move forward.
- Brittany confirmed that it is crucial to create a fully functional, attractive website, and Nick emphasized the need to take a "broad view" of the endeavor and to consider the likes of VOD and YouTube before decisions about website creation are made..

Station Manager's Report:

- Brittany distributed and discussed the attached report. Additionally...
- An issue arose around the filming of the Grade 5 Celebration and students who were on a no photo list. As a result, HCTV was unable to film the ceremony which was unfortunate

and frustrating. Amy thinks parents of students on no photo lists need to be consulted for certain events, and perhaps the “no photo policy” needs to be better explained to parents before they make a decision.

- Nick brought up the issue of lending footage from HCTV to any person or group who requests it. This could be legally and ethically tricky. Brittany will see if any policies exist with the other three stations she works for.

New Business:

- Currently the committee is short a member, and at this time, it does not appear that Hakan Sahin wishes to return.
- Robert Curran, who applied for the station manager’s position and is a Harvard resident, might be a good fit for the committee. Bill has had more extensive conversations with him, so he may know best.
- Regardless, we need to be thinking about finding a new committee member as well as adjusting or not adjusting officer roles for existing members. Nick felt we could focus more on both issues next meeting.
- The next meeting is set for **Wednesday, August 14th at 7:00 PM**, and going forward, we will target meeting dates for the second Wednesday of each month to better accommodate Brittany’s schedule.

Meeting adjourned at 8:30 PM.

Station Manager Report 06.26.19

06.06 Met Martha Brooks, Video Production Instructor

06.07 Bromfield Graduation: Roadie, Draft "Going Live" Instructions, Bill & Brint

06.11 Judy - discussed bulletin dimensions & expiration dates

06.12 Grade 5 Celebration - No photograph/video policy - waiting to review

06.13 Elementary School Groundbreaking Ceremony, pictures from Harvard Press

06.13 Deer Management Committee Meeting, Process for recording meeting, Draft Meeting Recording Instructions, Nick, Committee Member requested longer HDMI cable for projection cart & wireless lav, additional HDMI cable & coupler now at town hall

06.14 Mass Access Conference - attended Emotional Intelligence, Developing Relationships with Local Officials, Building Community Partnerships, Telvue, Building Your Online Presence Sessions - Cider House Media

6.20 Turner Family Journals @ Historical Society - asked to cover barn tours in September - asked about cider making & barn relocation presentations that were covered, Would like digital copies of all programs recorded for library

6.25 Senior Spotlight - COA Director

Equipment Sorting & Organizing - Inventory & Disposal Digital File Sorting - External Hard Drives, USB Drives, & Computers DVD Organization & Disposal
Deleting old files off server - duplicate meeting files Files on Synology that do not appear on hypercast or it's archive

Past 4th of July programs now running & online

Facilities - Leaking pipe, landscaping, bathroom hand towel dispensers
harvardcabletv.com Data Tracking - Google Analytics

Facebook - last 28 days Page Views up 250% (21) Page Likes up 100% (5) Page Reach up 19475% (783) Individual Posts - Graduation (727 reach)

Needing Attention: Talent Release Form VOD & YouTube