

Minutes of the June 11th/16th, 2020 On-line Harvard Cable Access Committee Meeting

Approved July 23rd, 2020

Committee Members Attending: Nick Browse (chair), Bill Johnson, Robert Curran, Amy Bassage, Chris Jones

Others Attending: Brittany Blaney (Station Manager), Hristina Tasheva, David Henderson

Called to order at 4:05 PM

Meeting Minutes:

- Minutes of the May 14th meeting were reviewed and unanimously approved.

Public Comment: none

Treasurer's Report:

- Bill indicated that the station will underspend by approximately \$25,000 this year, and this will be returned to the Receipts Received account.
- The FY21 proposed budget is \$116, 441.
- Nick asked Bill if he believed the school and omnibus funding might be affected by the downturn in the economy, and Bill indicated that this funding is probably at risk. If the override passes, we should be fine, but if it doesn't, then the funding is in question.
- Robert believes we should schedule an HCTV meeting after the Town Meeting vote to see where we're situated and that we need to continue to offer our support to the schools and the town to help preserve the funding.
- Chris believes the video production course will be offered this coming school year, and Bill felt that lowered the risk we would lose funding from the school.
- Because of Bill's departure, Nick plans to take on the role of Treasurer, at least temporarily, going into the new fiscal year.
- Bill's parting advice would be the station manager report on expenditures and receipts going forward.

Station Manager's Report:

- Brittany shared the attached report. Additionally...
- The station recorded 52 meetings in the month of May which is much more than usual (29 the prior month).
- A great deal of editing went into the Science Fair video--thank you Hristina.
- At this point, Brittany turned her report over to Robert to speak about **pending projects**.

- Robert indicated that the video yearbook project for graduating seniors didn't get much traction as only 19 of 89 seniors initially responded. This number went up to 26 after the senior car parade. The three student producers were also hesitant to drum up support, so Robert was wondering if we should move forward with it.
- Hristina thinks we should move forward with it, and HCTV could meld images from the senior slideshow being produced by Brooke Bourgeois, video from the car parade, and video from the video yearbook into a terrific and memorable product.
- Robert would like to divide up the list of interested video yearbook students and get them recorded in hopes that the project gains some momentum.

The meeting abruptly ended at 5:00 PM because the Zoom link was severed by another host. The meeting resumed on June 16th at 5:02 PM.

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Station Manager's Contract:

- Brittany presented her new three-month contract. Nick asked that we adjust the language around "Year 2" so that it read "quarterly at \$40.00 an hour, not to exceed \$10,000." The committee approved the contract.

Remote Access Software:

- Brittany presented the two options for remote access software: TeamViewer and GoToMyPC. For an annual contract, TeamViewer was cheaper and computers at the station were already connected to it.
- Robert thought TeamViewer would give people working at HCTV greater flexibility.
- Bill expressed a concern about being locked into an annual contract at a "relatively large fixed cost" of \$1,188.
- Nick believed that going with GoToMyPC might be a better option because the station could proceed month-to-month with the contract.
- Robert made a motion that Brittany spend, at her discretion, up to \$1,600 annually on remote access software. The motion passed unanimously.

Appreciation for Bill Johnson:

- Nick thanked outgoing treasurer, Bill Johnson, for his seven years of service at HCTV. Brittany shared a video tribute to Bill that Hristina put together, and there is no question that Bill's leadership and contributions will be missed.

Plumbing Repair:

- The leak in the pipe at the HCTV studio has been repaired for \$800 (less than estimated), and the bill has been sent to the superintendent, Linda Dwight. This ends a rather dank chapter in the station's history.

Staffing:

- Although staff can come and work at the station, Brittany is encouraging them to work from home due to the pandemic.
- Summer interns, Kaia and Will, are scheduled to work 15 hours weekly, and the work is getting done although at present, Will has more free time than Kaia.
- Bill asked about hiring a vocational school student intern for this coming school year and wondered if it would be a good time to start interviewing. Brittany suggested that at the end of August Will and Kaia will depart, and the station will need someone to fill that void. She is hopeful that lots of candidates will be looking for work.

Video Production Course:

- Brittany is planning to touch base with Cindy Fontaine shortly to plan curriculum.
- Bill wondered if elements of the course could be taught virtually, and Amy shared that Bromfield teachers are being asked to consider what content in their courses would work well for remote learning next year. Brittany believes that elements of the course could be taught virtually.
- Nick asked if HCTV could be helpful to teachers with remote learning, and Robert thought we should extend our services, which could include studio use and on location filming, to the teachers. Everyone thought this was a good idea.

Town Meeting:

- Brittany plans to livestream Town Meeting on June 20th with the new portable switcher that has arrived. She will have the Roadie ready as back-up.

Meeting adjourned at 5:59 PM

The next meeting is scheduled for July 23rd at 5:00 PM.

HCTV Station Manager Report

- **Programming/Event Coverage (05.14-06.10) - Reel:**

- <https://vimeo.com/427727991/e506fb6218>

- *Public*

- Story Slam “Margaret Murphy”
- Quick Tips For Video Calls
- Fort Devens Reserve Forces Training Area Memorial Day Services 2020
- Senior Spotlight June 2020

- *Government*

- Gov. Baker COVID-19 Daily Updates
- 52 Meetings (29 Last Month)
 - Select Board
 - Finance Committee
 - Budget Working Group Subcommittee
 - Capital Planning & Investment Committee
 - Energy Advisory Committee
 - Energy Policy Subcommittee
 - Community Resilience Working Group
 - Planning Board
 - Zoning Board of Appeals
 - Open Space Committee
 - Historical Commission
 - Board of Health
 - COA Board of Directors
 - Community Preservation Committee
 - Conservation Commission
 - War Monument Restoration Committee
 - Library Trustees
 - Parks & Recreation
 - Cultural Council
 - Warner Free Lecture Trustees
 - Community Cable Access Committee
 - School Committee
 - School Committee Sub Committee
 - School Committee Budget Subcommittee
 - School Committee Dashboard Subcommittee
 - School Building Committee
 - SEPAC
 - HES School Council

- *Education*

- Senior Awards Night 2020
- 2020 Bromfield Science Fair Awards
- 2020 Bromfield Science Fair

- **Analytics**

- *Facebook:* (05.14-06.10), Page Views 76 (▲ 41%), Page Followers 6 (▲ 50%), Page Likes 5 (▲ 25%), Post reach 696 (▲ 96%), Post Engagement 266 (▲ 81%)
 - Most popular: Senior Awards Night 2020, Parks & Recreation 06.01.20, Governor Baker Update 06.01.20, School Committee 05.26.20
- *Vimeo:* (05.14-06.10), 481 views (321 last month, ▲ 50%)
 - Senior Awards Night, 48
 - School Committee 05.11.20, 31 (19 last month)
 - Story Slam “Margaret Murphy,” 28
 - May 2020 Update, 21
 - Memorial Day 2010, 15

- **Pending Projects**

- Graduation & Senior Video Yearbook - Robert
- Harvard Press Interviews - Hristina
- Bromfield Senior Parade
- Story Slam “Maria Day”
- COA “Declutter During COVID”
- Fivesparks Interviews

- **Town Meeting Saturday 6/20**

- Outdoors (Bromfield Graduation Field - Map)
- Guests Allowed
- No Zoom Component

- **Equipment & Systems**

- Remote Access Software
 - GoToMyPC - 3 computers, 1 connection at a time: \$1,260 Annual
 - Teamviewer - 300 computers, 1 connection at a time: \$1,188 Annual
- ATEM Mini Pro is in & peripheral equipment ordered - expected delivery prior to ATM

- Live Streaming via Youtube & Broadcasting on Telvue - Operational

- **Bromfield Video Production Course**

- Cynthia Fontaine - plan to meet to touch base
- School status/courses unknown
- Plan for in person & partial virtual coursework

- **COVID-19 Adjustments**

- All staff working from home, when possible
- Hand Sanitizer & Masks are in
- Disinfectant ordered and awaiting delivery.

- **Staffing**

- Estimated 15 hrs per week
 - Kaia: 1.25 hours per week
 - Will: 17.5 hours per week

- **Facilities**

- Plumbing Repair - Nick Browse
- Server Room Mini-Split
- Floors Cleaned & Polished