

Harvard Community Cable Access Committee

December 10, 2014

**Present:** Bill Johnson, Stephen Adrian, Mitch Norcross, Jonathan Williams, Anne Hentz, Kirsten Wright, Peter Warren,

The meeting was called to order at 7:11

**Minutes** were accepted and approved

**Treasurers' Report:** At the moment all the capital expenses are caught up, the current balance is \$42,176.83. We have sufficient funds for projected operating expenses for the remainder of the fiscal year.

**Station Manager's Report:** The report was received with no questions. Robert did receive a P-Card from the town for expenses, with a limit of 500 dollars.

A discussion of expenses began with a number of questions on best practices. For now, any receipt should be labelled HCTV immediately and then turned into Town Hall for processing.

Robert also discussed that a high school senior is completing a set of videos for his senior project. The conversation then shifted to digital workflows. Robert, JW and Steve will work on digital workflows.

The committee discussed progress on policies and procedures. Bill will focus on preparing a draft policy on facility and equipment certification and access for the committee as a whole to review and amend.

**Annual Elections:** After nominations and brief discussions the committee elected

**Steve Adrian-** Chair

**Bill Johnson-** Treasurer

**Jonathan Williams-** Recording Secretary

**Schools Trust:** Had their November meeting in the studio, committee members did a show and tell of the equipment and the studio space. Committee discussed Mrs. Brown's class' use of the studio. She led the students through scripting, then figured out how to use the teleprompter, etc. The committee discussed this as a model of how to get teachers and students actively engaged using the studio.

**School Council:** Steve and Robert hosted the School Council at the studio for their 12/10 meeting and discussed ways video can be integrated more into the school's curriculum.

**COA:** Peter Warren discussed the men's group's interest in the program, Deb and Judy still need to come down to the studio to record a COA message. The committee discussed other town's use of video with the COA, Peter, Steve and Robert will continue engaging the COA.

**Town Hall Renovations:** The committee discussed equipment moving and ordering anything new for the new space through the building committee. The Town Hall Meeting Room may stay a meeting room throughout the renovation, Peter Warren will interface with Al Coombs, Town Hall renovation committee chair, to discuss moving the equipment if necessary and future meeting room needs.

Meeting was adjourned at 9:04