

Minutes of the Harvard Community Cable Access Committee Meeting Sept 14, 2016 (to be approved October, 2016 meeting)

Committee member attendees

Bill Johnson (Chair, Treasurer)
Ray Dunn
Mitch Norcross
Hakan Sahin
Richard Steele (Recording secretary)

Other attendees

Anya Zulawnik (Station Manager)
Steve Adrian

Meeting started at 7:08

- Meeting minutes

June 22, 2016 meeting minutes **approved** unanimously

- No public comments

- Treasurer's report/FY17 budget

HCTV must now follow a new state-mandated "Receipts reserved system."

The April 2016 Town Meeting vote that approved new HCTV expenditures may have been flawed. We will be on the special town meeting Oct 24 to redo appropriations correctly.

Background: Historically HCTV has used a revolving account that the committee manages. The state put out rules in FY16 (2015) where this accounting method is no longer acceptable practice for community access TV. We have two choices moving forward: 1) mix with town money or 2) use a Receipt Restricted Account. We are choosing to use 2). This means that we can take out (typically once per year at ATM) only what we have in our account to appropriate. At April's ATM we had \$47K on hand, but we appropriated \$69K in anticipation of our normal future payments from Charter – this method was approved by FinCom. Now we have to have expenditures on hand when appropriated.

The new balance sheet will consist of three accounts: 1) Revolving Account which we will keep to include possible future non-Charter revenue (ads, etc), 2) Receipts Restricted Account where Charter payments are deposited until appropriated, and 3) Appropriations Account (put in place in July, 2015) where all bills are payed. Any leftover from the Receipts Restricted Account cannot be use for 12 months (until next year's ATM or special Town Meeting appropriations, if any). We noted this will require accurate budgeting.

At the time of our meeting we had not yet had detailed discussions with town management as to the best way to make this transition to the new accounting mechanism for special town meeting (a suggestion was made to keep the appropriations amount the same as was appropriated in April).

The committee approved unanimously the following:

“Approve the presented total budgets for FY17 and FY18, and to delegate to the chair and station manager the authority to determine appropriate funding mechanisms from the current revolving account and the appropriations account, with a preference toward maintaining a total appropriation of \$69,138.”

- Station Manager's Report

Audio problem fixed on both Roadie and Flint loaner units and has been tested over past 4-5 weeks.

Formal release of fixed firmware this Friday. Broadcast Pix will load and test on our units.

iPAD integration/control for Town Hall Flint is next phase of activity.

TeleVue final bids are due Sept 22, then we can accept bid

Summer Activities:

- Graduation video completed
- Short Girl Scouts program completed which Anya guided girl scouts through process. They produced an outstanding video.
- TV production class from last year already coming this year with weekly news program
- Public Speaker teacher asked for access to studio to use teleprompters to produce a magazine-style presentation
- Charter dropped off new all-digital encoders to replace the existing analog encoders (uplink to Charter). Still SD but at least digital.
- Feature programs are now included in HCTV ad box in Harvard Press.
- We now have a static IP address so we can now easily login to our system remotely

- Meeting adjourned 9:20