

Minutes of the Harvard Community Cable Access Committee Meeting
April 9, 2014
(Approved on May 14, 2014)

The Meeting was called to order at 7:07PM.

Attendees

Bill Johnson (Chair)
Steve Adrian (Member)
Robert Fernandez
Ray Dunn (Member –Meeting/Acting Secretary))
Jonathan Williams (Member)

Minutes of the March 12th meeting were approved as submitted.

Mr. Johnson reported that the yearly service fee from Charter was received and the new Balance was \$64K. 19K was approved at the town meeting to cover additional construction projects. This should cover our expenses for the next year, which usually run about 28K.

The members reviewed progress against the action items. Mr. Johnson updated the action items document.

COA partnership, **AI-20131211-1**, is on-going. We are looking for volunteers from the COA to perform cable functions. Steve and Robert will continue to engage.

We need to have a document that captures the backup recovery process for the TRMS. Evaluation of TRMS server updates, **AI-20140212-2**, was closed. Mr. Adrian accepted **AI-20140409-1** to expedite CG-250 repair and prepare a TRMS Server repair/replace strategy for any future server failure.

Several action items related to the April Annual Town Meeting were closed; see Attachment 1 for details.

Mr. Fernandez will follow up on the proposed town Hall move—it's impact on the Cable committee and the schedule. We need to track the Town Hall broadcast equipment during the move.

The graduation program will require 4 -6 persons, preferably Sophomore and Junior students and a faculty person who will be available for coverage for more than one year. Perhaps Martha Brooks and selected students can video tape graduation. Mr. Fernandez accepted **AI-20140409-2** to arrange coverage of the Bromfield Graduation. Mr. Johnson accepted **AI-20140409-3** to talk to Jim O'Shea to get 4-5 students to assist with graduation filming.

In preparation for next year's News program effort, perhaps this spring a 'News Magazine' program could be organized.

Mr. Johnson informed the committee that a Summer Video Program (camp experience) is being organized in conjunction with the continuing Education program. The program will use the studio equipment for its training. The program is being coordinated by Judy Cavanaugh. The program will be open for 15-18 students during the last week in July. Mr. Johnson will email committee members a copy of the program brochure that will contain more detailed information.

Contract Renewal Discussion

Cable TV program contract with Harvard (considerations) – Charter Communications.

- Charters past performance
 - The company's response to customer complaints.
 - Details on the testing of the broadcast signal as received in various parts of the town
- The Current Topology
 - Internet description and service
 - Local video cabling
 - HIDEF Plans
 - Digital Upgrades
- What services/equipment does HCTV want from Charter for the next version of the contract. Identify and prepare to negotiate capital equipment needs.

This effort will require some May meetings (perhaps Wed evenings) to explore and learn our options and formulate positions in these issues. The town administrator and a legal representative will meet with the committee in May.

It is thought that the signal integrity for some customers is not acceptable and does not meet our understanding of the current contract.

We need to schedule a Public forum on Charter's performance to understand these issues and concerns.

Policy Issues Discussion

Every minor who accesses the studio must have an adult and a 'Corried' person present who are responsible for the facility/equipment

A person using the equipment must be 'qualified'

Any person or group seeking to use the studio must sign up in advance and acknowledge the intent (purpose) of the project, including regarding the level of qualified persons who will attend.

At all times there must be a 'responsible person/party' present (a Harvard Resident)

Sign up in advance is required: receive a key, the nature of the project, acknowledge responsibility.

Issues to be addressed in signing up to use the lab:

Define participants and the project

Only trained/qualified, trustworthy participants to use the equipment.

Leave the lab in the same shape as when they came

Do not let other not registered persons use the studio

Report any equipment problems/issues

Follow safety policy

No food over drink

Restore equipment (PC) to its original state (each scheduled project requires some sort of external storage device)

Return the key

The Station Director will maintain a list of qualified/trained personnel who can use the equipment and authorize use of the studio for a specified project.

The Role of the *Public Access Producer* must be defined

The details of an *Approved Project* must be defined..

Mr. Johnson accepted **AI-20140409-4** to distribute a draft of the Facility Access and Equipment Access policies.

Mr. Williams and Mr. Fernandez accepted **AI-20140409-5** to distribute a draft of the *approved project* content policy.

Mr. Adrian and Mr. Williams accepted **AI-20140409-6** to make a proposal for downsizing the portable broadcast box.

Mr. Fernandez will take responsibility for updating the website.

Training for the Tricaster will be held on April 16 at 5:00.

The Meeting was adjourned at 9:51

Respectfully Submitted

Ray Dunn acting Secretary

Attachment 1 - Action Item Summary

Action Item Summary

AI-	Actionee	Description	Status
20131211-1	Steve Adrian	Draft a Partnership Agreement with representatives of the COA	Open
20140212-2	Mitch Norcross	Evaluate updates for TRMS video server.	Closed
20140312-1	Robert Fernandez	Prepare a monthly schedule for meeting recordings by individual including the upcoming ATM	Closed
20140312-2	Bill Johnson	Document in pictures and possibly video HCTV hosting of the March 10 COA Men's Coffee for use in other promotions	Closed
20140312-3	Bill Johnson	Prepare (with support from Mr. Dunn) a handout for use at ATM to support Article 24.	Closed
20140312-4	Robert Fernandez	Update the poster board used at the Video Production kickoff with new material for use at ATM to support Article 24.	Closed
20140312-5	Robert Fernandez	Set up the continuous screening of the "Bromfield News Launch" Video for use at ATM to support Article 24.	Closed
20140312-6	John Burns	Assist Mr. Boyle in determining town infrastructure upgrades to be requested from Charter as part of contract renewal.	Open
20140312-7	John Burns	Lead the effort in determining the investments costs for each HCTV goal in the 10 year plan.	Open
20140312-8	Mitch Norcross	Distribute a draft of the Facility Access policy by COB March 16	Closed
20140312-9	Mitch Norcross	Distribute a draft of the Equipment Access policy by COB March 16.	Closed
20140409-1	Steve Adrian	Call TRMS to expedite CG-250 repair, evaluate current software updates, understand/document TRMS server backup requirements, and determine optimal repair/loan/replace strategy for future server failure	Open
20140409-2	Robert Fernandez	Arrange coverage for Bromfield graduation	Open
20140409-3	Bill Johnson	Talk to Jim O'Shea to get 4-5 students to assist with graduation filming	Open
20140409-4	Bill Johnson	Distribute a draft of the Facility Access and Equipment Access policies	Open
20140409-5	Jonathon Williams/ Robert Fernandez	Distribute a draft of the Content policy	Open
20140409-6	Jonathon Williams/ Steve Adrian	Make proposal for downsizing the portable broadcast box	Open