

Minutes of the September 8th, 2022 Online Harvard Cable Access Committee Meeting

Approved October 13th, 2022

Committee Members Attending: Nick Browse (chair), Chris Jones (recording secretary), David Henderson

Others Attending: Brittany Blaney (Station Manager), Will Hopper (Station Operator), Hristina Tasheva

Called to order at 5:03 PM

Meeting Minutes: Minutes of the July 21st and August 4th meeting were reviewed and unanimously approved.

Public Comment: none

Budget and Finance:

- Nick shared the expense report. The station has spent \$11,046.12 for FY23. In addition, we received the quarterly Charter revenue which came in at \$18,520.47. This figure is up a little bit which is better than down, and we're not seeing a steady decline like we thought we might.
- Nick made a motion to approve the Station Manager's contract from October 1st to December 31st. The motion passed unanimously.

Station Operations Position:

- Will Hopper has been hired as the new Station Operator. Brittany believes the transition will be seamless.
- Hristina may still work for the station on an hourly basis.

Upper Town Hall:

- Status has not changed and we continue to wait on the audio mixer.
- The existing system is still operational until we install the new one.

Conversations with Select Board:

- Nick was called in to talk with the board, particularly Charles Oliver who is the liaison to HCTV. Oliver was apologetic for the meager funding from the town, and he'd like to establish a dialogue between the board and HCTV in the near future.
- Oliver broached the topic of an HCTV presence in other Harvard buildings. Brittany thought we could create a space at the new Council on Aging site enabling us to record

and live edit, and she leans toward in-person recording for the many special presentations COA runs. There is a benefit in terms of production costs and labor costs if HCTV is established in the COA building. Nick asked how expensive it might be to equip the space, and Brittany thought it could be done for \$30,000. Nick believes that funding could come from a number of different sources: the town, the new Charter contract, the COA, or a combination of the three. Brittany believes this is worth pursuing, and she will contact Deborah Thompson, the director of the COA, to talk about the potential for this project.

- The budget process starts September 28th and Nick welcomed anyone who would like to get involved.

Station Manager's Report:

- See attached, in addition...
- The Shaker Documentary which was produced by Will and Kaia as an internal production has been released on the website.
- Brittany and Will plan to start school Media Club meetings shortly.
- Brittany is looking to hire another recording staffer, perhaps a few Bromfield students who have taken the Video Production course. Nick liked that idea. Brittany hoped the job would be posted by next week.
- David encouraged the station to cover the Harvard flea market.

Station Policy on Political Content:

- According to the policy manual, the station is under no obligation to broadcast content that does not come at the request of a Harvard resident or organization with a Harvard address. However, there are potential gray areas, so Brittany will look at the policy manual, and the board will discuss further at a later date.

New Business: none

The meeting adjourned at 6:20 PM.

The next meeting is scheduled for October 13th at 5:00 PM.

HCTV Station Manager Report

- **Programming (07.21-09.07) - Reel: <https://vimeo.com/747488375/34f0f213d7>**
 - *Public*

- Senior Spotlight September 2022
- Old Library Roof Restoration
- Shaker Documentary
- Expressions of Color & Mystic Landscapes Gallery Tour
- Nutrition Made Fun
- Story Slam “Bill Nickerson”
- Poquitos Banditos
- Gallery Tour: Nature’s Magic
- Senior Spotlight August 2022
- 2022 Harvard Music Festival: Music Salon

- NEW to Vimeo

- 2007 Wind Energy
- 2021 Lions Youth Speech Contest
- Solar Garden Seminar 2012

- *School*

- Celebration 2022
- Bromfield First Day

- HES Cafeteria Procedures
- HES Recess Rules

- *Government, 50 Meetings*

- Select Board
- Conservation Commission
- Agricultural Advisory Committee
- Harvard Devens Jurisdiction Committee
- Deer Management Subcommittee
- Municipal Affordable Housing Trust
- Permanent Building Committee
- Warner Free Lecture
- Climate Initiative Committee
- Community Preservation Committee
- Transportation Advisory Committee
- School Committee
- School Committee Budget Subcommittee
- Finance Committee

- Board of Health
- Council on Aging
- Capital Planning & Investment Committee
- Planning Board
- Parks & Recreation Committee
- Zoning Board of Appeals
- Open Space Committee
- Water and Sewer Commission
- Energy Advisory Committee
- Watershed Management Committee
- Historical Commission
- Bare Hill Pond Watershed Management
- HES School Building Committee
- Community Cable Access Committee

- **Analytics**

- **YouTube**, 40 Subscribers

- 07.21-09.07, 47 views
 - Bromfield Graduation 2022, 38 (472)
 - HES Ribbon Cutting, 4

- Bromfield Graduation 2021, 3
- Bromfield Graduation 2020, 2

- **Instagram** (<https://www.instagram.com/harvardcabletv/>), 157 Followers (+1)

- **Twitter** (<https://twitter.com/harvardcabletv>), 30 Followers (+1)

- **Facebook:**

- 07.21-09.07, Most popular posts by “reach”
 - Library Roof Restoration, 32
 - Newsletter 8/27, 27
 - Newsletter 8/19, 20
 - Nutrition Made Fun, 23

- **Vimeo**

- 07.21-09.07: 1,273 views (756 in July)

- Top Videos

- Bromfield First Day, 275
- Old Library Roof Restoration, 89
- 2022 Harvard Music Festival: Celebration Concert, 78
- Gallery Tour: Impressions of New England in Pastel, 51
- HES Cafeteria Procedures, 49

- Source URLs

- Vimeo.com
- harvardcabletv.com
- fivesparks.org

- Twitter.com

- Harvardhistory.org

- **Wordpress** (<https://harvardcabletv.com/>)

- 795 Page views (967 in July)
- Top Referrals: Wikipedia, harvard-ma.gov, Facebook

- **Pending Projects**

- Ukraine War & Vladimir Putin
- Senior Spotlight October
- Lions Club Fall Fest
- Fall Annual Town Meeting
- Senior Center Construction Update
- Fivesparks Gallery Tour
- Principal Interviews
- Story Slam “Roy Pastor”
- “How to Cut the Cable Cord” Computer Class (COA)
- “Live-in Homecare” with Nicole Baillargen (COA)

- **HPS**

- **Bromfield**

- First Day Video
- Media Club

- **HES**

- Recess Rules & Cafeteria Procedure Videos

- **Other**

- Upper Town Hall Upgrades - Waiting on Audio Mixer
- Assabet Co-op Student
- Recording Staffer Position