

Minutes of the May 14th, 2020 On-line Harvard Cable Access Committee Meeting

Approved June 11th, 2020

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

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

Called to order at 4:03 PM

Meeting Minutes:

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

Public Comments: none

FY 20 YTD/Budget:

- Bill shared the forecasted spending for this year versus the original projection. We will come in \$22,400 lower than forecasted, even with equipment purchases. This is largely due to the \$16,000 website creation savings, the absence of vocational school interns due to Covid-19, and the move to Vimeo over Telvue.
- Bill continues to believe we are in good fiscal shape heading into Town Meeting and also believes that making capital purchases this year, prior to June 30th, makes sense.
- Robert asked about the town's restrictions on spending, and Nick confirmed that the town has put a halt on non-emergency spending, but this should not impact equipment purchases the station would like to make.

Station Manager's Report:

- Brittany shared the attached report. Additionally...
- Robert believes we should produce a small 15 to 30 second video to advertise and promote the new website. We could then post the video on social media sites as well as Nextdoor Harvard.
- Brittany suggested that when the Covid-19 restrictions lift, she will initially encourage staff to continue their work at home rather than come into the studio.
- Bill asked if Brittany and Hristina had been in touch with Cindy Fontaine of Bromfield to start developing curriculum for next year's video production course. Cindy has reached out, but Brittany hasn't been able to respond yet. Hopefully when things settle down a little more, they can start collaborating.
- Nick met with a local plumber and connected him with Patrick Harrigan, the Bromfield facilities manager. The leaking pipe in the studio will be fixed soon.

- Robert updated the committee on the plans Bromfield has for graduating seniors and how HCTV might be involved. On June 5th, some kind of event will occur, perhaps a car parade or diploma distribution, and he thinks HCTV needs to be ready to cover that event in whatever capacity makes sense. Perhaps HCTV provides a live stream of the event but would also produce a more polished video afterwards that families and the community could enjoy. The school really liked this idea.
- Nick expressed concerns about the quality of a live stream video, especially if the June 5th event takes place on the Common. Robert and Dave still felt it was worth doing.
- In addition to the June 5th event, Robert is helping with the production of a “video yearbook” for graduating seniors and is well into the process of setting that up. He has three student producers to help make it happen.
- Bromfield hopes to hold an actual graduation ceremony on July 31st with a raindate of August 2nd. Should the event take place, HCTV would cover it.

Equipment Purchases:

- Brittany presented the idea of purchasing a laptop so that staff could more readily work at home, especially in this time of social restrictions. The committee felt that the desktop computers/monitors, which remain idle in the studio, could be transferred to the homes of HCTV staff during this time as they are far superior to what a laptop can provide in terms of editing. **The committee decided not to pursue the purchase of a new laptop at this time.**
- Brittany presented the committee with four different options of portable switchers to replace “the Roadie.” Ultimately, she hesitates to purchase a top-of-the-line switcher that can handle 4K because the price for that device will come down considerably in the next couple of years. She believes that the purchase of a low-end (\$600), but proficient switcher is a much smarter way to go. Both Bill and Dave agreed, and Dave suggested that we could invest in a large, high-end monitor and some quality accessories to supplement the switcher which ultimately would be much more affordable than a high-end unit.
- **Bill made a motion that we purchase a new portable switcher with accessories for no more than \$2,100. The motion passed unanimously.**

Appointment of Dave Henderson:

- Nick reminded the committee that Bill Johnson would be stepping down as a committee member at the end of June after many years of service.
- A motion was made to move Dave Henderson forward as a new committee member. **The motion passed unanimously.**

New Business:

- Nick reminded all the committee members that should they want access to the studio, keycards can be made available.

Meeting adjourned at 6:17 PM.

The next meeting is scheduled for Thursday, June 11th at 4:00 PM.

HCTV Station Manager Report

5/14/20

• Programming/Event Coverage (04.16-05.13) - Reel:

<https://vimeo.com/417772800/6763b92cb4>

• Public

- Story Slam: Peter Warren
- HC2: Carlene Phillips
- HC2: Daniele Fortunato
- HC2: Bill Johnson
- HC2: Brooke Caroom
- Senior Spotlight May 2020
- What About Fido?

• Government

- Chief's Message 04.17.20
- Gov. Baker COVID-19 Daily Updates
- 29 Meetings
 - Select Board
 - Finance Committee
 - Community Resilience Working Group
 - Board of Health
 - Agricultural Advisory
 - Community Preservation
 - Open Space
 - Conservation Commission
 - 4th of July Committee
 - Library Trustees
 - Parks & Recreation
 - Warner Free Lecture Trustees
 - Community Cable Access Committee
 - School Committee Sub Committee
 - School Committee Budget Subcommittee
 - School Building Committee
 - HES School Council

- **Education**

- Bromfield Boys Soccer v. Lunenburg
- Bromfield Boys Soccer v. Clinton

- **Analytics**

- *Facebook*: (04.16-05.13), Page Views 54 (▼ 16%), Post reach 355 (▼ 57%), Videos 20 (▲ 1900%)
 - Most popular: School Building Committee 04.16.20, Board of Health 04.21.20, School Building Committee 04.30.20, School Committee Budget Subcommittee 04.16.20, School Committee 04.13.20
- *Vimeo*: (04.16-05.13), 321 views
 - HCTV Website Tour, 22
 - Board of Health 05.05.20, 20
 - School Committee 05.11.20, 19
 - Select Board 05.05.20, 15
 - Emily Harris Interview, 13

- **COVID-19 Adjustments**

- All staff working from home
- PPE, Cleaning Products, & Hand Sanitizer will be available, when studio reopens and/or in person town meetings resume. Date TBD.

- **Staffing**

- Kaia & Will (15 hours per week)

- **Facilities** - Plumbing Repair - Nick Browse

- **Graduation & Senior Video Yearbook** - Robert Curran

- **Town Meeting Tentative Plan**

- Limited Attendance (201-219)
- No Guests Allowed (Possibly even Dept. Heads)
- Bromfield Gym & Library - Moderator & Assistant Moderator
- Zoom Webinar - Moderator, Front Speaker, Audience Speaker, Library Main, Library Speaker)
- Projector and/or Smartboard with Gym feed in Library

- **Equipment & Systems**

- Telvue VOD canceled
- FTP Server Access
- MacBook Pro
- Remote Video Switcher