

Minutes of the April 18, 2018 Harvard Community Cable Access Committee Meeting
Approved at the June 27, 2018 HCCAC Meeting

Committee Members Attending

Bill Johnson (Chair)
Hakan Sahin
Nick Browse

Others Attending

None

Called to order at 7:03pm

Meeting Minutes

- Minutes of the meeting of February 13, 2018 were reviewed and unanimously approved without change.

Public Comments

- None

Treasurer's Report – Bill

- Bill distributed the current budget report and balance sheet as of March 30.
- In acknowledgement of increasing demands on Anya's time, and recognizing that we have sufficient funds in our operating account, Bill proposed increasing Anya's time from 24 hours per week to 30 hours per week, effective for the final quarter of FY18 (and so beginning April 1.) Bill moved, Hakan seconded, unanimous vote in favor.
- With the above increase in Anya's hours, we expect to finish the year with approximately \$4000 in unexpended funds.
- Bill reported on the progress of the schools in preparing a grant request to the Harvard Schools Trust.
 - Linda Dwight and Scott Hoffman met with Terry Symula and Tim Clark of the Trust to open a conversation about the Trust funding enrichment programs in video production. Terry & Tim requested a written grant request, focusing on specific projects (and not support of general station operations.)
 - Bill will develop a letter to Linda, noting that the Trust has two remaining meetings before they break for the summer, and offering our help with grant request preparation.
 - We expect the schools to be requesting \$15,000 for FY19 and \$20K for FY20.

Station Manager's Report – Anya

- Anya was not present, and sent a report (attached) by email.
- The committee noted with appreciation her wide-ranging production and operations activities.

Other Business

- Bill has re-negotiated the cost of domain name registration with HostMonster.

- The Finance Committee has approved the repair and reprogramming of the A/V system Crestron control panel at the town hall meeting room.
- Bill reported on the status of other recent grant requests:
 - \$1000 received from the Lions Club
 - \$500 received from the PTO
 - \$300-400 received by Anya from the League of Women Voters in appreciation for recent production activities
 - No response from Further Forward, though we understand this is due to an administrative delay, and we anticipate action soon on a request for \$3500

Viewer Metrics from Video-on-Demand – Hakan

- Hakan reported on data from Google Analytics for the month of march. Numbers of users and sessions are up 24% and 60% from the previous month, though we don't have sufficient history to judge the significance of this.
- Bill asked if we could track viewer data by category of programming (specifically governmental vs. non-governmental.) Hakan to review.

Meeting adjourned 8:28pm

Station Manager's Report 04-13-2018

HCTV continues its partnership with many local organizations, committees, boards, and Town's departments. Most of them have already a long standing relation with HCTV and we record their events and meetings on regular basis. Some of them started new initiatives like the LWV which started a new series of interviews with local officials.

HCTV continues the partnership with the LWV.

The 2nd interview with Robert Eubank, Town Moderator got recorded in the studio.

All the questions were written by the students.

[Interview with Bob Eubank](#)

Will & Brint recorded Identity Forum at the Town Hall.

The Forum got recorded in partnership with Ellen Sachs Leicher, Arm to Arm and Bromfield students.

8 presentations got recorded. HCTV shows one presentation per week at 8:30PM on channel 192 which was promoted on Next Door Harvard.

[Identity Forum - Suraiya Suliman](#)

Anya recorded Senior Spotlight # 5.

Debbie Thompson, COA Director recorded the fifth episode of Senior Spotlight. It airs every day on Channel 192 at 9:30AM. The program is promoted by Debbie and watched by many seniors.

[Senior Spotlight # 5](#)

Hristina recorded a radio play.

HCTV also continues the partnership with the Harvard Friends of the Arts. Hristina recorded their recent production of the radio play which is already available to view on our website.

[The Day the Earth Stood Still](#)

We recorded the new government meetings.

Zoning Board of Appeals – 2 meetings

Quad Board – 1 meeting

School Building Committee – 4 meetings

HCTV has 2 new volunteers.

Bill Blackwell who started to volunteer recently has been a great help. He quickly learned how to use our equipment at the Town Hall and recorded many government meetings when Brint was away on vacation.

HCTV also has one more new volunteer Jennifer Finch who contacted HCTV and expressed an interest in recording the School Building Committee meetings. She was trained on how to use equipment at the Town Hall. Jennifer had no difficulty learning how to run our switcher and already recorded 4 meetings.

HCTV also continues to work with Harvard Energy Advisory Committee.

Will recorded their HeatSmart forum.

Girl Scouts Troop visits HCTV.

HCTV continues to support local Girls Scout troops in their quest to learn Videography and TV Production.

Gloria Pierce enquired about the possibility of bringing her Girl Scouts Troop 64818 to the studio to record the skit about global warming.

She brought a group of ten 4th grade girls to the studio to record the skit last Friday.

I am sharing the Global Warming skit with you via Google Drive.

Thank you,

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