

Draft Community Access and Media Committee Meeting Notes

Next Meeting: **Monday, December 15, 2014 @ 7pm**

Meeting Held: November 17, 2014
Meeting held @ HHS Media Room

In attendance:

1. Ruth Lynch
2. Tracy Grady
3. Tony Marino
4. Kathi Thomson
5. Dave Malekpour
6. Christa Monahan
7. Bruce Bartone
8. Amy Lipman-White
9. Colleen Smith

1. New Business:

Discussion:

- Review of prior committee notes and Rules and Procedures and What does CATV Mean. *For convenience I have cut and pasted the HCTV Rules and Operating Procedure from the website and included at the end of the Meeting Minutes.*
- Review rules for Open meeting.
- Review of equipment and availability. Hours of operation 6am -11pm
What are the current programs? *For convenience I have cut and pasted the HCTV Programs from the website.*
- Rules of the Public Access:
 - Must be Hanover Taxpayer
 - Must Air on a the Public Access station at least once.
For convenience I have cut and pasted the HCTV Rules and Operating Procedure from the website and included at the end of the Meeting Minutes
- Goals for this new committee:
 - The mission of HCTV is to help all Hanover Citizens and institutions realize their full potential through community communication, and to encourage and facilitate their fullest participation in communicating their message. *For your Convenience I have cut and pasted from the Website.*
 - How to Get the word out to Create or produce your own show, be a part of a team, learn how to use state of the art media equipment and much more! People with all levels of experience are encouraged to see what we're about. *For your Convenience I have cut and pasted from the Website.*
 - K. Thomson send press release to Mariner
 - Workshops* coming up in January “how to” record

- January 13, 2015 Intro to Public Access
- January 27, 2015 Intro to Studio Production
- t/b/d Intro to Field Production

For your convenience I have cut and pasted Workshops from the Website. See below.

- Next meeting
 - Develop an Action Plan to move forward
 - Everyone to come up with 5 ideas for programing relating to
 - ✓ Education
 - ✓ Government
 - ✓ Public
 - ✓ “What makes Hanover Special” DM ☺
- Request for New Committee Officers.
- Vote of New Committee Officers.
- New Officers:
 - Chair: Dave Malekpour
 - Vice Chair: Kathi Thomson
 - Co-Secretary: Tracy Grady
 - Co-Secretary: Amy Lipman-White

2. Website: <http://hanoverctv.org/>

Hanover Community Television Rules and Operating Procedures www.hanoverctv.org

STATEMENT OF PURPOSE

Hanover Community Television is an agency of the Town of Hanover governed by the Community Access and Media Committee (CAMC). Its mission is to help all Hanover Citizens and institutions realize their full potential through community communication, and to encourage and facilitate their fullest participation in communicating their message.

Hanover Community Television (HCTV) exists to give the public access to the communication medium of television. The public includes all individual who live, work or have tax payers status in Hanover, and to all organized groups with offices in Hanover. Hanover Community Television accepts various types of information and expression and welcomes a diversity of views.

ACCESS RULES

1. HCTV facilities and equipment are available to eligible individuals or groups on a first come, first served basis. Any person, group, organization or business in the town of Hanover is eligible.

2. Anyone using HCTV facilities and/or equipment must understand the philosophy of access, HCTV Access Rules and Operating Procedures and producer's contracts. Anyone using access equipment must be certified to operate that level of equipment or facility and sign access user agreement.
3. Programs produced with access equipment and facilities must be for the purpose of cablecasting on the access channel. The equipment is meant solely to be used for production on HCTV
4. Anyone who produces programming using HCTV access facilities and equipment retains ownership of the copyrights to that program. HCTV does not provide tape stock or program dubs. Producers are allowed one free copy when requested.
5. HCTV's Community Bulletin Board is to be used solely by non profit and community groups to publicize activities and events.
6. Users of HCTV facilities and/or equipment will identify themselves as public access community producers, not as employees or staff of HCTV.
7. Access users under the age of 18 must have a signed "Parental Consent

Form” on file with HCTV.

STAFF

Staff information, including hours, resources, and contact information is available at the HCTV website, www.Hanoverctv.com

ROLE OF THE HCTV STAFF

Successful public access programming depends on the participation by many active, trained members who use video communication tools in order to independently reflect their ideas.

Due to limited staff time, HCTV cannot provide video production services for the community members or organizations. Staff will assist community members in assembling production crews. Community organizations planning to do programs on a regular basis are encouraged to form a television production committee, which HCTV will then train. HCTV staff is available to train HCTV members who want to produce an HCTV program; staff may assist in formation of production crew. Assistance from HCTV is limited due to limited staff time.

ON SITE BEHAVIOR

Participants and guests should treat each other and staff with dignity and respect. Persons creating disruptions may be removed from the premises and denied future access to facilities and equipment.

POLICY REVIEW REQUESTS

HCAMC meetings, are held at Salmond School, and are open to the public. Meeting dates are posted at Town Hall.

Questions regarding existing policy, allocation of resources or any other matter regarding HCTV should first be discussed with the Hanover Schools Director of Technology. If that does not provide an adequate solution, notice may be filed in writing to the Chairman of the HCAMC, 188 Broadway, Hanover MA 02339. The Board will invite the person requesting the policy review or matter to appear at the next available meeting of the Committee to discuss the matter. A registered letter will be sent to the person filing the request regarding the board’s decision. All decisions of HCAMC regarding these matters are final.

Board votes are decided by a simple majority.

PROGRAM CREDIT FOR UNDERWRITING AND GRANTS

Underwriting for programs must be for goods, services, in-kind contributions and/or donations that aid in developing and improving programs. Credit for underwriting should be as follows: “This program was made possible through a grant by...” or “Goods and services used in this program were contributed by...” HCTV credit must still be included. Staff must be informed, in advance, of any such underwriting credits and consulted about the proper format for underwriting credit. Producers should not include telephone numbers or street addresses of underwriters, but may list business or organization name and town.

PROGRAM CONTENT RULES

1. Presentation of the following material on community access channels is prohibited:
 - a. Libelous or slanderous material.
 - b. Any program or material that is commercial in nature; including but not limited to all advertisement of (or information concerning) any lottery, gift enterprise or similar scheme offering prizes dependent, in whole or in part, upon lot or chance; or any list of the prizes drawn or awarded by means of such a lottery, gift enterprise or scheme, whether said list contains any part or all of such prizes.
 - c. Any material that is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representation or promises.
 - d. Material that is obscene according to local community standards or is otherwise illegal.
 - e. No personal information may be disseminated about an individual without express consent and permission by the individual.
 - f. Election advertising by candidates for public office or material that promotes any political campaign on behalf of or in opposition to any candidate for public office.
2. Appropriate release forms should be submitted as necessary.

USE OF EQUIPMENT

1. General Rules:
 - a. Equipment is available on a first-come, first-served, nondiscriminatory basis.
 - b. Cancellation of equipment and facility reservations should be made at least 24 hours in advance, except in cases of emergency. Last minute cancellations may result in loss of privileges.
 - c. Any materials for productions, beyond those supplied by HCTV must be supplied by the user and must be removed after the production.
 - d. Individuals using HCTV equipment, studio or post production facilities will not change the wiring or components without staff permission or supervision. No attempt should be made to work on or repair equipment. Any damage caused in this manner will be charged to the user. A loss of privileges will result from such equipment abuse.
 - e. Individuals using HCTV equipment and facilities should report any defects or problems to staff. Members should fill out a Facilities/Equipment Incident report when problems are

encountered. Producers found to be misusing or abusing may be asked to repeat training, testing and/or be subject to loss of privileges.

f. Users are responsible for loss or damage due to theft, negligence or abuse while equipment is in their possession. All fees in connection with repair or replacement must be paid in full or a payment schedule agreed upon with the Executive Director before any further equipment use is allowed.

g. Personal property is not the responsibility of HCTV.

2. Use of the broadcast or post production facilities a. Reservations may be made up to two months in advance. Reservations can be made in person, by phone, or via HCTV website.

b. In order to schedule the studios and control rooms, a community user (and all crew members) must be trained for video production

c. No studio production may take place without staff supervision.

d. Access to facilities may be limited based on availability of HCTV staff

e. Users must show up on time for scheduled studio productions and must have the studio and control room equipment and sets put away before the end of the scheduled time period.

f. Users under the age of 18 who wish to schedule the studio or participate in a studio production must have written permission from their parent or guardian, unless under supervision of a Hanover Public School or HCTV employee.

g. Saved program content may be subject to deletion after four (4) months of inactivity. Data content backup is the responsibility of content producers.

3. Use of portable video and audio equipment. a. Reservations for equipment may be made up to one month in advance and should be made at least five days in advance. Reservations can be made in person or by phone to any operations staff member, or via HCTV website.

b. Equipment must be picked up and returned upon the previously agreed time. Failure to return equipment when due may result in a written warning and subsequent violations may result in loss of privileges in the future.

c. Equipment may be checked out for forty-eight hour periods during the week or longer for weekends or holidays

d. Producers holding equipment reservations must follow these

checkout and
e. Check-in procedures.

Check Out of Equipment

1. Fill out equipment checklist and sign Equipment Check out form
2. Assemble and test requested equipment. It is the producer's responsibility to make sure that they have all required cables and connectors to facilitate production.
3. Eligible users under the age of 18 who wish to borrow portable equipment must be accompanied by a parent, guardian, or qualified adult access user, who signs a release stating that the adult accepts responsibility for the equipment and its use by a minor.

Check-In of Equipment

1. Equipment must be returned at the scheduled time.
2. Any problems with equipment or damage should be noted on Facilities/Equipment Incident form and brought to the attention of staff.
3. Users are responsible for loss or damage due to negligence or abuse while the equipment is checked out to them.

CHANNEL TIME REQUESTS/CABLECASTING PROCEDURE

Scheduling Procedures

1. General Procedures
 - a. All requests for channel time shall be processed on a fair and equitable basis. An application for Cablecast form must be turned in with completed program. Scheduling and cablecast times will be determined by programming staff. If producers have special time requirements or requests they should be noted on the application for cablecast form.
 - b. If scheduling and staff time allows, a program may be repeated during the weekly period, for a total of six to eight times per month.
 - c. Each program produced must have on file a HCTV Producer Agreement and Indemnification in which the Producer is solely responsible for program content, and holds HCTV, its Officers, directors, employees, agents, and the Town of Hanover harmless for liability or legal fees and expenses incurred as a result of cable casting.
2. Series Scheduling
 - a. Regularly scheduled "series" time slots will be allocated at the discretion of staff provided ample time remains available for other community programming
 - b. If a "series" producer fails to produce new original programming for

more than three consecutive time slots or regularly fails to have the program ready for scheduled cablecast, the time slot may be reassigned to other users.

c. A series may be weekly, bi-weekly or monthly

CABLECAST STANDARDS

Cablecasting Requirements

1. Label a. Before cable casting, all media must be clearly labeled with the following information: i. Title of program clearly labeled with date and name of producer.

ii. Segment name and Total running time

1. No more than one program can be contained on one dvd.

2. Programs exhibiting poor audio or video may not air due to technical limitations.

Voted 10/29/09

About the Program

The Hanover Community Access and Media (CAM) Committee was created by action of the Annual Hanover Town Meeting, May 11, 2009, the motion stating "We move that the Town establish a Community Access and Media Committee which will be responsible to provide Public, Educational, and Governmental (PEG) Television services to the cable television subscribers of the Town of Hanover with funds appropriated by Town Meeting and that this committee shall be constituted annually as follows: 1 member appointed by the School Committee, 1 member appointed by the School Superintendent, 2 members appointed by the Board of Selectmen, and 3 members appointed by the Town Moderator, said committee to be appointed as soon as possible and no later than June 30, 2009".



While many communities create non-profit organizations separate from town government to provide PEG services, Hanover chose to have these functions carried out by this new town board. In the past, Comcast maintained a regional studio in Norwell which Hanover shared. In 2009, when Hanover negotiated new contracts with Comcast and Verizon, funds were provided by each company for Hanover to maintain its own studio. Thus, the CAM Committee began from scratch, with no infrastructure or equipment in place. The CAM Committee, as designed, acts as an independent committee serving the Hanover community with the funding from Verizon and Comcast.

Hanover Community Television Rules and Operating Procedures were developed and voted, after studying those in place in other communities. A budget was developed and voted, as well as a capital budget for equipment purchase, and the committee met with the Advisory Committee. Broadcaster Liability Insurance was purchased.

In late December 2009, the part-time Coordinator position was advertised in trade publications, at town hall, and in the School Department. Michael Purdy was selected to be the part time Hanover Community Television Coordinator, and in March, 2010 he accepted the position. Necessary equipment for broadcasting went out to bid in early April 2010. The committee developed job specifications for a full time cable access media specialist and the position was posted in early April 2010. In June 2010, Colleen Smith was hired to fill this position.

Colleen was promoted to Station Manager in July 2013 and is currently the only staff member.

Studio facilities are located at Hanover High School. Live broadcast facilities are present at Hanover Town Hall and Hanover High School. Editing stations are available at the John Curtis Library and at the Hanover Senior Center, in addition to Hanover High School. The Station Manager is available to train volunteers in the operation of equipment for broadcasting and editing. Procedures for participating and contact information may be viewed on the [forms](#) page. Three channels of programming are available, public, educational, and government on both Comcast and Verizon.

Hanover Community Access Media Committee

- Leslie Molyneaux, Co-Chairman
- Brian Durkin, Co-Chairman
- Brian Barthelmes
- Kenton Greene
- Richard W. Kelly
- Christa Monahan
- Michael Phillips

Hanover Community Television Staff

Colleen C. Smith
Station Manager



Colleen joined HCTV as a Cable Access Media Specialist in June of 2010. Prior to her position in Hanover, Colleen completed her high school career in Rockland, Massachusetts, and continued her education at Curry College in Milton, Massachusetts.

Colleen received dual degrees in Communication and Criminal Justice. Colleen's experience stems from several opportunities including Rockland's public access station, Curry College's local station, WHDH Channel 7, ESPN, and Comcast.

While at ESPN, Colleen had an extraordinary opportunity to work within the broadcast editing department. Her broadcast and television experience includes Sportscenter, NFL Live, Baseball Tonight, and College Football. Colleen brings over 8 years of experience with her to Hanover Community Television.

Get Involved!

We Want You!

Volunteer to assist in the production of cable access content. If you have ever had an interest in television production, now is your chance to get involved. We will provide you with the training and resources you will need to be involved with HCTV. Check back often for production workshops that will be offered regularly through HCTV. People with all levels of experience are encouraged to volunteer.

Submit Your Program

For those of you who want to submit programming to HCTV, please review our [Rules and Procedures](#) document, and then complete the [Program Submission](#) form.

Sponsor A Program

Residents of Hanover may sponsor non-resident's programming on HCTV. Sponsors will need to complete the [Program Submission](#) form along with the program you wish to sponsor.

Produce Your Own Program

Have an idea for program but not sure how to get started? Contact [Colleen Smith](#) to get started today! Producing your own program on HCTV is as easy as filling out our [Rules and Procedures form](#) and signing our [Statement of Compliance](#). After that, you are free to schedule studio time to begin producing your show.

Programs that are produced through HCTV will receive preferred scheduling. Programs may also be broadcast on HCTV's YouTube channel. HCTV studio facilities are located at Hanover High School. All individuals using this space will be required to submit a [CORI form](#).

Workshops

Orientation

This is where you'll learn what access TV is all about and the benefits you'll enjoy as a member of HCTV. We discuss the policies and regulations of HCTV, explain what you'll learn in free upcoming training classes, and answer your questions.

Please note: Orientation is a prerequisite for all classes.

Field Production

Join us to learn video camera basics in this interactive, hands-on course. In the Beginning class, you will learn basic high-definition camera usage and maintenance, including white balance, focus, zooming, panning, and proper tripod use. You will also explore audio basics and how to use a microphone. Students will leave with a strong understanding of video camera fundamentals. Upon completion of the Beginning class, students will be able to use the HD cameras independently at HCTV.

Introduction to Digital Video Editing with Final Cut Pro

Learn to edit your videos using HCTV's Final Cut computers based throughout the community. Final Cut is a user-friendly, advanced digital video-editing program designed to help you create professional-looking videos. In this class, you will learn media management, how to import and capture footage, edit in a timeline, and add video and audio effects using multiple tracks.

Whether you would like to learn to edit footage of your child's sporting events or create a blockbuster movie, editing in Final Cut Pro will give you the tools to create videos that you'll be proud of.

Limited to 4 at this time.

Introduction to Studio Production

This class is for members who want to get started producing multi-camera studio programs. The class will begin with a quick walk through of the HCTV facilities and then go into the workshop. In the first hour of workshop you will learn how to work as a camera operator and floor director. The last hour will cover the operation of the control room, including the digital switcher, audio board, and graphics. You will also learn the basics of directing a studio show.

Forms & Documents

Download and print HanoverCTV forms and documents. You will need a PDF viewer such as [Adobe Acrobat Reader](#) to open and print the documents listed below.

Print Forms

- [Equipment Request](#)
 - [Rules and Procedures](#)
 - [Parental Permission](#)
 - [Program Copy Request](#)
 - [Program Submission](#)
 - [Statement of Compliance](#)
 - [Talent Release](#)
 - [Criminal Offense Record Information \(CORI\) Request Form](#)
-

Online Forms

- [Bulletin Board Request](#)

- [Meeting Coverage Request](#)
- [Equipment Use Request](#)
- [Get Involved!](#)
- [Contact Us](#)

HCTV Programs

Original Programming

Treasures of Hanover

Producer: Stephen Rollins



In this series Steve Rollins, Former Town Manager, merges objects, people and memories to capture a sense of what the heart of Hanover is like, and what it has evolved from. Steve, along with Mariner reporter Ruth Thompson, talks with past Selectmen, Artists, and Town employees to pull together their stories. Each episode can be found on HCTV's youtube page: <http://www.youtube.com/hanoverctv>

Ask The Town Manager

Producer: Troy Clarkson



This interactive show provides an opportunity to ask questions directly of Town Manager Troy Clarkson and learn about what's happening in your town government. Host and Town Manager Troy Clarkson will interview local officials and citizen volunteers who make Hanover a community and not just a town. Questions and suggestions are always welcomed at asktroy@hanover-ma.gov. Each episode can be found on HCTV's youtube page: <http://www.youtube.com/hanoverctv> Airs on HCTV's Government Access station (Comcast 8/Verizon 36) Sunday 4:30pm, Tuesday 6:30, Wednesday 8:30pm, Thursday 10:00am, Friday 2:30pm, Saturday 7:00pm.

Hanover Cooks and Talks

Producer: Troy Clarkson

This multi-faceted show hosted by Town Manager Troy Clarkson will introduce some of Hanover's interesting and fascinating citizens and the dishes they enjoy cooking. Recorded at the Hanover Senior Center, it will also feature some of Hanover's senior citizens who will be part of a live audience and participate in the show. Interested and interesting citizens who would like to be featured can contact the host at asktroy@hanover-ma.gov. Each episode can be found on HCTV's youtube page: <http://www.youtube.com/hanoverctv> Airs on HCTV's Government Access station (Comcast 8/Verizon 36) Monday 5:30pm, Tuesday 9:00am, Thursday 7:30pm, Saturday 9:00am

Tribe Talk

Producer: Steve Santacrocce



Join Coastal Chiefs Own Steve Santacroce as he talks about how his team philosophy on giving back to the community, and the work they are doing on and off the field. Tribe Talk airs on HCTV's Public Access station (Comcast 9/Verizon 38) Sunday 8:30pm, Tuesday 8:00pm, Wednesday 1:00pm, Thursday 10:00am
Web site: <http://www.coastalchiefs.com/>

Expressions in Painting

Producer: Paul Crimi



Join Artist Paul Crimi as he brings a blank canvas to life during this one hour program. Crimi will walk viewers through his painting as his blank canvas is turned into a beautiful original work. Expressions in Painting airs on HCTV's Public Access station (Comcast 9/Verizon 38) Sunday 9:00am, Tuesday 10:00am, Friday 5:00pm

Imported Programming

Sound Advice



Produced out of QATV, attorney Tom Williams shares his legal advice with viewers in this series. The series is filmed out of QATV in Quincy, MA. Sound Advice airs on HCTV's Public Access station (Comcast 9/Verizon 38) Tuesday 9:00am, Wednesday 7:00pm, Saturday 1:00pm

Creating Cooperative Kids



Creating Cooperative Kids is a one-hour television show that helps parents "retool" their discipline toolbox for today's challenging child. The executive producer and host, Bill Corbett, interviews featured guests as well as parents who are working with Bill in making discipline changes at home. The show is taped at a Connecticut public access studio and aired on many public access stations around New England. Aired on HCTV's Public Access station (Comcast 9/Verizon 38) Sunday 12:00pm, Tuesday 7:00pm, Thursday 2:30pm

Registers Report



Airs on HCTV's Government Access station (Comcast 8/Verizon 36) Sunday 1:00pm, Tuesday 1:30pm, Wednesday 8:30am, Wednesday 3:00pm, Friday 8:00pm, Saturday 8:00am

South Coastal Hockey Game of the Week:



Each week the South Coastal Hockey league features a game of the week (played Sunday at 9pm) that is recorded and distributed to local access stations. This is an adult male league with all players over the age of 35. Game videos can also be found on their website: <http://www.southcoastal.com/video.html>. Airs on HCTV's Public Access station (Comcast 9/Verizon 38) Sunday 10am, Sunday 7:00pm, Thursday 7:00pm (First air), Friday 1:00pm

Melissa's Menu



If you are interested in cooking and want a variety of interesting, easy and down to earth recipes, Melissa can show you step by step how to enjoy the art of cooking. You'll be surprised how easy and simple cooking really is.... oh and don't forget the rewards you'll get from family and friends. You can contact show host, Melissa Greene at: melissasmenu@gmail.com. You can click "LIKE" on her Facebook Fan Page - called "Melissa's Menu", and also view all her shows on her vimeo site: www.vimeo.com/melissasmenu Melissa's Menu airs on HCTV's Public Access station (Comcast 9/Verizon 38) Sunday 5:00pm, Wednesday 6:00pm, Friday 7:30am.

The Garage



Steve Butler is an artist and furniture maker with more than 20 years experience in the field. In his garage workshop, he'll share with you the way to make fun, funky projects without having all the fancy expensive shop tools of other shows. Anything from fine furniture to cool, artsy objects are what he's making. The Garage is a how-to show unlike any other. The show is produced out of Hopedale Community Television. Airs on HCTV's Public Access station (Comcast 9/Verizon 38) Monday 7:00pm, Wednesday 9:00am, Saturday 12:00pm

Physician's Focus



Physician Focus is a monthly, half-hour educational talk show that brings important health and medical information from practicing physicians and health care professionals to people and patients of all ages.

Produced for public access television stations, Physician Focus is a collaborative effort of the Massachusetts Medical Society, the statewide organization of physicians, and HCAM-TV, Hopkinton.

In each edition, members of the Medical Society share their knowledge and expertise in patient-friendly discussions with a physician host. The principal program host is Bruce Karlin, M.D., a primary care physician in Worcester, Mass. Other regular hosts include Mavis Jaworski, M.D., a primary care physician, James Kenealy, M.D., an otolaryngologist; Lynda Young, M.D., a pediatrician; and John Fromson, M.D., a psychiatrist. Other physicians may appear as guest hosts from time to time. Airs on HCTV's Public Access station (Comcast 9/Verizon 38) Sunday 2:00pm, Wednesday 8:00pm, Thursday 5:00pm.

Around the House



Airs on HCTV's Public Access station (Comcast 9/Verizon 38) Sunday 6:00pm, Tuesday 1:00pm, Friday 9:00pm

Meetings

Hanover Board of Selectmen

Airs on HCTV's Government Access station (Comcast 8/Verizon 36) Sunday 9:00am, Sunday 7:00pm, Monday 2:00pm, Monday Live

7:00pm, Tuesday 4:30pm, Wednesday 11:00am, Thursday 2:00pm, Thursday 9:00pm, Friday 8:30am, Friday 4:30pm, Saturday 10:30am, Saturday 4:00pm

Hanover Public School School Committee

Airs on HCTV's Education Access station (Comcast 22/Verizon 37) Sunday 10:00am, Monday 1:00pm, Monday 7:00pm, Tuesday 10:00am, Wednesday 7:00pm, Thursday 12:00pm, Friday 8:00am, Friday 8:00pm, Saturday 6:00pm

South Shore Vo-tech School Committee

Airs on HCTV's Education Access station (Comcast 22/Verizon 37) Sunday 6:00pm, Monday 10:00am, Tuesday 2:00pm, Tuesday 8:00pm, Wednesday 8:00am, Thursday 8:00am, Thursday 4:00pm, Friday 4:00pm