

Meeting minutes of Holyoke Media – Sept. 21, 2017

Present:

- Al Williams
- Jennifer Myszkowski
- Ali Pinschmidt
- Mike Hines
- Carey Baker
- Denis Luzuriaga
- Scott MacPherson, ED

Not Present:

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Call to order: 6:36 p.m.

Minutes

- Minutes from Aug. 24 meeting accepted.

Director's Report

- View the director's report here:
<https://drive.google.com/file/d/0B9KnD7VlgqfrWW9qQmFxYWVTNms/view?usp=sharing>
- Scott has completed a lot of logistical stuff.
 - Car insurance is in motion; should be done soon.
 - Section 125 Plan Documents for employee benefits is in place.
 - Everything is in place for hiring.
- Internet in the City Hall Annex office is terrible without any clear resolution.
 - Scott has asked HG&E to boost the wireless node in the office.
 - Scott will discuss problems with Rory
 - Is it time to get a space outside City Hall?
 - There's space in 295 High Street ranging from \$125-\$380.
 - Bottom line: It's mission critical for Scott to have a reliable internet connection.
- Court Square building
 - We are proceeding with Court Square evaluations (structural, environmental)
 - Foundation concerns
 - Denis: Will HEDIC absorb any cost of evaluation? We should ask for help.
 - Scott: HEDIC may be able to ask DPW to help with exposing the foundation to help us reduce costs
 - Structural and Hazmat inspections may cost up to \$23,000.
 - If HEDIC is unwilling/unable to help, are we OK spending \$23,000?
 - What about Holyoke Building Inspector?

- AI: Damien is willing to look at the building as part of his job for free.
 - Jennifer: Motion to 1) have Damien look at the building. If he says it's OK, then 2) release dollars for structural assessment. If it's OK, then 3) release dollars for hazmat assessment.
 - Seconded by Carey.
 - Passed unanimously.
 - Contingency planning:
 - Jennifer: Talked to Erin Brunelle to keep her eyes peeled for appropriate spaces.
 - Scott spoke with David Scher re: a 10K square foot space in a mill building
 - Denis: Not realistic. Space needs too much work.
 - Scott: Asbestos has been abated; elevator is slated; sprinklers in place; may have grant money to do other things.
 - Carey knows of another much larger space (maybe too big)
 - Scott: Talking to Crocker re: space in Holyoke. There may be opportunity for space sharing with another entity with a too-big space.
- Fiber lines:
 - City signed contract to allow signal from Dean Tech, Holyoke High School, City hall. Cost = \$2,800 per month.
 - We do not own the lines.
 - Can we get out of it?
 - Scott: "It's crazy over-built". HD = 16 to 20 megs; smallest of these lines at present is 50 megs -- and we're only sending analog through these lines right now.
 - Scott trying to get a copy of the contract to see if it can be changed. Doesn't know what's realistic. What we're paying for is excessive.
 - Scott: The contract should be a public record.
 - Head-end system
 - We paid in one lump sum?
 - Account is still with the city.
 - Scott will continue reconnaissance
- Meeting with CFO of schools
 - Schools are paying for filming council/school meetings
 - Signal origination/transmission equipment will eventually be at the station, but is presently at the schools.
 - Dollars should be allocated specifically for this work.
 - School will invoice us.
 - Mike and Scott will work to establish roles between HCM and schools
 - Will talk about all items that Holyoke Media will take on once there are employees.

- Scott suggests allocating \$
 - Scott will find out how much will be reasonable to allocate.
- HD in City Council
 - Push/talk mics = no sound person required.
 - Is automixer needed? Scott: Audio is set to PA in room AND the mix for the TV
 - Right now, a non-tech person is running the show.
 - Should we hire an audio person for Council meetings?
 - We likely need to upgrade equipment - mixer, etc.
 - Scott's suggestion: He'll sit with Ryan to better understand and will come back to the board with ideas for moving forward.
- Website
 - Scott has a quote from a designer.
 - He's moving boxcast stuff to YouTube.
 - Site will likely be built on Wordpress.
 - Denis and Carey would like to be involved.
- Logo
 - Denis, Ali and Jennifer would like to be part of the process.
- First shoots:
 - Mayoral debate
 - Speaker at library
- Personnel policy and additional forms
 - Personnel committee (Alie, Mike, Jennifer) must review by next meeting.
 - Scott to share with committee and send direct link.

Next Scheduled Meetings

- Oct. 5, 2017 at 6:30 at Transformative Culture Project office, High Street.
- Agenda items include:
 - Budget

Motion to adjourn at 8:02 p.m.