**Hardin County Educational and Community Television Production Fee Agreement**

**Hardin Memorial Health Board Meetings July 1, 2016-June 30, 2017**

To: Dennis Johnson, President/CEO Hardin Memorial Health

Date: 1 March 2016

This agreement addresses the July 1, 2016-June 30, 2017 production service cost Hardin County Educational and Community Television extends to videotape and facilitate the programming of the regular Hardin Memorial Health Board Meetings on the local government access cable channels.

The Hardin County Schools recently hired a new Associate Superintendent of Finances Services, and he has requested HCEC TV to include an additional fee for the creation, facilitation and maintenance of web based MPEG files of the local government meetings that have been archived on the HCS HCEC TV website. Facilitation and administration of government programming and maintenance of equipment and website service is not funded in part by any cable company. HCEC-TV is a division of the Hardin County Schools, and the school board provides funding for the Hardin County Schools’ educational programming and facilitation. Each county and city government agency utilizing HCEC-TV production services for meeting coverage is charged a fee for production, facilitation and administrative costs of its’ government agency coverage. Administration time, staffing costs, and transportation fees increase annually. Meetings are held after regular business hours, requiring staff to perform production and editing the content the evening of the meeting.

HCEC-TV is a non-profit organization, unlike other local media providers, and is therefore unable to solicit advertising dollars for this production service. Currently, Elizabethtown City Council, Hardin County Fiscal Court, Hardin Memorial Hospital Board and Radcliff City Council government agencies utilize HCEC-TV production services for meeting coverage.

The Hardin Memorial Health Board contracts with the HCS Board of Education to have HCEC -TV for a single staff member to perform services: multi-camera setup and operation, pre/postproduction set up/removal, editing, graphics, music licensing, DVD and MPEG fabrication, playback facilitation, administration of the schedule and video archiving on HCEC TV website. The website maintenance will be to archive the product on HCEC TV website for one calendar year. The meetings that are no longer on the website will still be available on the server for up to a three year period. HCEC TV and the Hardin County Schools are not liable if equipment malfunctions/fails to capture the meeting, but will facilitate a graphic PowerPoint slide presentation of the meetings’ minutes. If a meeting is cancelled, there will be no charge for that cancellation.

**Hardin County Educational & Community Television Production Services Fee Agreement**

 **Hardin Memorial Health Board Meeting Coverage July 1, 2016-June 30, 2017**

Each meeting will air a minimum of six times on the following cable channels: Comcast, Brandenburg Telecom and Time Warner on Tuesday meeting date at 11:00 p.m., Thursday, Saturday and Tuesday at 11:00 a.m., Tuesday at 11:00 p.m., Thursday at 9:00 p.m. and Saturday at 5:00 p.m. and streamed/archived on the Hardin County Schools website. Airdates are published in *The News-Enterprise* newspaper weekly, posted on the Hardin County Schools website at [www.hardin.k12.ky.us/tvp/default.htm](http://www.hardin.k12.ky.us/tvp/default.htm). A large number of the public receives the schedule via email.

**Itemized Production Service Fee of Videotaping Meetings (2 Camera Production):**

Personnel (one/two-staff member setup/overtime/single/duel videographer(s)

 Multi-camera facilitation, videotaping, tear down, editing, DVD fabrication

 (slides, graphics, encoding, DVD menu mastering-minimum-5 hours)

 Programming Facilitation (weekly publicizing/distribution scheduling)

 Administration (master control playback/duplication)

 Equipment transportation, repair, maintenance, storage, materials, insurance

$140.00 per hr projected time (minimum 6 hrs.: 7:30 a.m.-1:30 p.m. for pre/post production)

 (Based on $840.00 per 10 regular meetings) $840 x 10 mtgs. =$8400

Facilitation and maintenance of Government Meeting Website-$25 per mtg.

 10 mtgs x $25=$250

## Projected cost for July1, 2016-June 30, 2017 HMH Board Meetings Total: $8650.00

**Expenses not included/projected:**

* Special HMH Board Meetings ($135.00 per hour/minimum 2 hour charge)
* HMH Board Meeting extending after 1:30p.m.($135.00 per hour)
* Additional DVD cost $10 each

The Hardin Memorial Health Board agrees to defend, indemnify and hold harmless the Hardin County Schools, the Hardin County Board of Education, and Hardin County Educational & Community Television from any and all liability, claim, action, damage, expense, and loss of any kind (including attorney’s fees) caused by or arising out of: (1) HCEC-TV’s providing broadcast and media services, including but not limited to single camera, pre/postproduction set up/removal, editing, graphics, music licensing, DVD and MPEG fabrication, playback facilitation, administration of the schedule and video archiving on HCEC-TV website; (2) the exercise by HCEC-TV of any of the rights granted by the Hardin Memorial Health Board herein; (3) the Hardin Memorial Health Board’s breach or alleged breach of any provision hereof or any statement, action or failure to act by the Hardin Memorial Health Board during or in connection with HCEC-TV’s broadcast and media services; and (4) the Hardin Memorial Health Board’s violation of any law, rule or regulation.

**Approval Signatures:**

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**(Hardin County Board of Education) (Date)**

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**(Hardin Memorial Health President/CEO) (Date)**