



Bedford Community Access Television

ANNUAL REPORT

Fiscal Year 2020

July 1, 2019 – June 30, 2020

Contents

Overview	3
11.3.1 Programming and Membership Report	3
11.3.1.a Membership Growth, Training, & Activity	4
11.3.1.b Equipment Use	9
11.3.1.c List of Projects Completed	9
11.3.1.d Summary of Activities from PEG programming	11
11.3.1.e Complaints and Public Comments	12
11.3.2 Fiscal Report	13
11.3.2.a Income received and sources, including a schedule of rates and charges	13
11.3.2.b Comprehensive expense information to include operations, equipment and capital expenses	13
11.3.2.c List of all equipment purchased including its type and cost	15
11.3.2.d Assets, acquired and/or disposed	16
11.3.2.e Fundraising activities	16
11.3.2.f Reserve Fund and bank account balances	17
11.3.2.g Auditor's Review Report from an independent certified public accountant on a date to be specified by the Town, but no sooner than August 15, 2020	18
11.3.2.h Certificates of Insurance	18
Appendix A: E-Mail Blast	22

Overview

Bedford Community Access Television Inc. (BCAT), doing business as Bedford TV, is the contracted PEG service provider for the town of Bedford, MA. Bedford TV operates three channels on Comcast and Verizon cable systems and also provides programming through new media outlets such as YouTube and Facebook. As the media landscape changes, and cable subscriber numbers flatten, Bedford TV is committed to addressing and planning for these changes in order to continue to provide high level services to the town and build our audience across all platforms.

During FY 2020 Bedford TV saw growth across key metrics such as programming, membership, training, facilities usage, and social media. We faced a challenging year in FY20 which included some staff turnover, the closing of our facility in Q3 and Q4 due to the COVID 19 pandemic, and the need to adjust to serving our community remotely. The following report details the FY20 growth and decline.

11.3.1 Programming and Membership Report

In FY20 Bedford TV broadcasted 24/7 on Comcast channels 8, 9, and 99 and Verizon Channels 38, 39, and 40. Channels 8/38 broadcasted a combination of public access and educational access programming, channels 9/39 broadcasted our electronic bulletin board, and channels 99/40 broadcasted governmental programming. Bedford TV programming was also made available through YouTube to provide on-demand access to PEG programming.

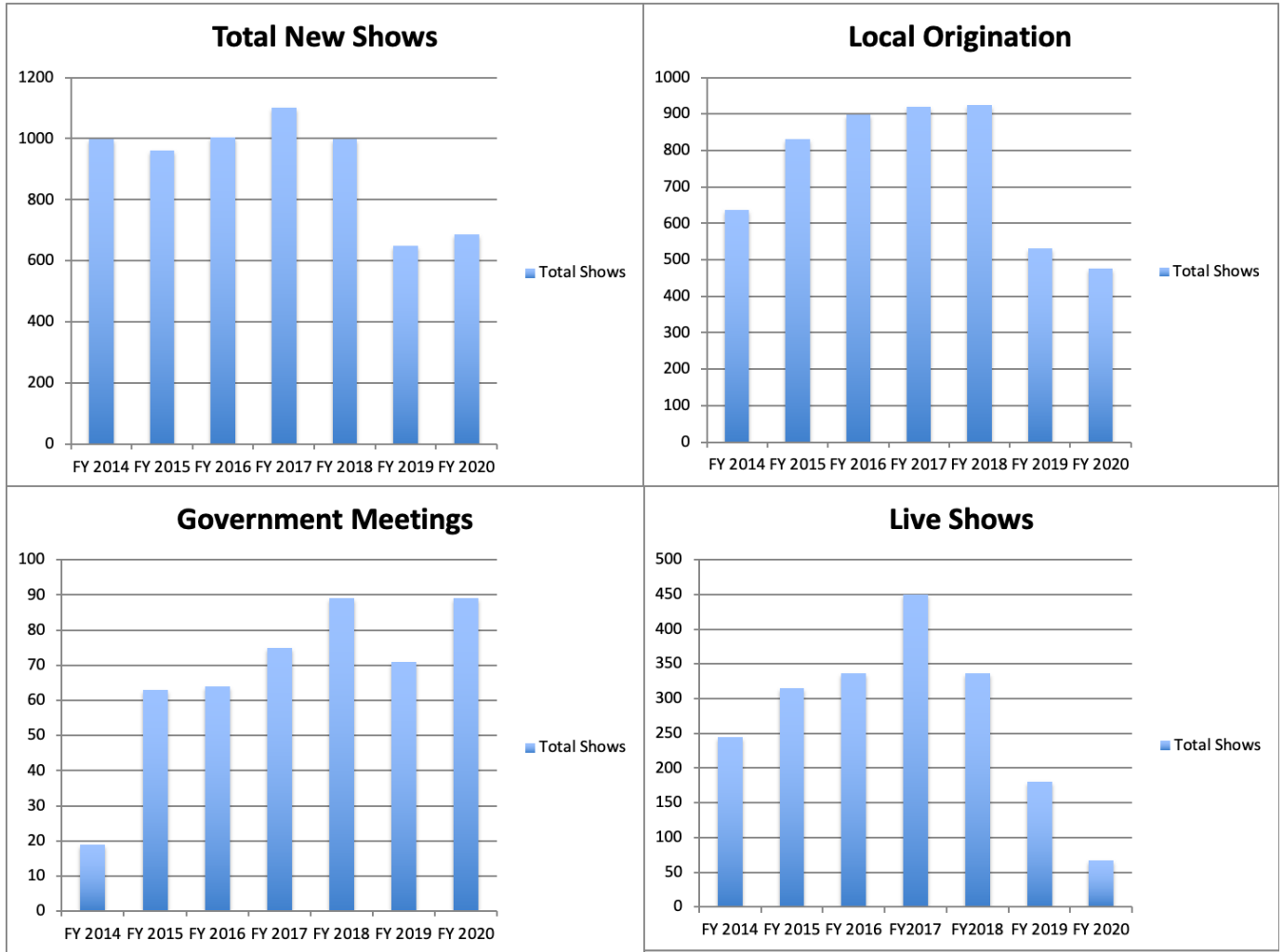
In FY20 Bedford TV produced 687 total new shows for a total of 570 hours of content. Of these shows 476 were locally produced, 89 were government meetings and 67 were originally aired live. One of these programs included a 9-hour live video fundraiser. Also of note are the 36 state and locally provided COVID-19 health and safety programs, which totaled 7 hours of programing.

This compares with FY19 where Bedford TV produced 648 new shows for a total of 494 hours of content. Of those shows 532 were locally produced, 95 were government meetings, and 180 were originally aired live.

Despite two staffing changes this fiscal year and the transition to a remote work setting for all staff, we broadcasted 39 more new programs in FY20 compared to FY19. The large decrease in live broadcasts is due to the closing of the Bedford TV facility during the COVID-19 pandemic, and the inability to air remote programming live over IP. The current system only allows for remote programming to air live over fiber. During this time, such programs were instead streamed live to YouTube and rebroadcasted on the cable channels. For more information on programming trends see Figure 1: Programming Trends on the next page.

Our programming growth would not be possible without an active membership base. Membership numbers and engagement are critical to the operations of Bedford TV and in FY 2020 Bedford TV saw growth in both areas, with 43 new members as well as training provided to 30 previously untrained members.

Figure 1: Programming Trends



11.3.1.a Membership Growth, Training, & Activity

Bedford TV membership is free and available to all those who live, work, attend school, or belong to an organization in Bedford. Bedford TV’s members are as diverse as the programming they bring to the station. Our members range in age from school aged to active members of senior groups such as the Council on Aging. We keep a complete list of our members and it is available upon request of the town.

This year Bedford TV had a number of training options for our members. In FY20, most classes for Lane and JGMS students were combined. Students in these classes learned the basics of video production including studio production, field production, and editing and also focused on creating videos that provided value to the town of Bedford. Classes for middle and elementary school students included one full-week summer class. In this class, students created news broadcasts which helped them to improve their studio production, green screen, and editing skills. We also taught two 6-week sessions for elementary and middle school students after school. Students in the first class learned the basics of video production including studio production, field production, and editing and also focused on creating videos that provided value to the town of Bedford. Students in the second class learned how to use multiple cameras to provide event coverage. The students created interview questions for their peers and learned how to pre-produce their shots so that it would be easier to edit in post-production. They also learned how to record b-roll that would accompany their interviews during editing. These classes ranged from \$153 to \$170 per student.

For our youngest students, those in the Job Lane Elementary School, we taught one 6-week session. Students in the elementary class created informative videos using professional field production equipment. While creating these videos, students learned all about shot types, shot angles, and how to properly use them in their videos. Not only that, but they also taught these skills to their audience, in turn creating videos that will be of use to future emerging videographers. Bedford TV received \$153 per student for the Lane School courses.

For middle school students specifically, we had taught 3 out of 6 sessions of a Stop Motion Animation course. This class was held during the early Spring and was taught after school on Tuesdays. In this class, students were given a PSA prompt and had to storyboard a short scene to create with LEGO figurines using stop motion animation. Unfortunately, this class was cut short due to the COVID-19 pandemic. There were 9 students in this class, and we charged \$87 per student for this class.

We also taught 3 out of 6 sessions of a Video Production class for LABBB Collaborative students. The LABBB Collaborative designs and delivers special education services that promote academic social and career independence in inclusive settings to students living in Lexington, Arlington, Burlington, Bedford, and Belmont. The students in our class learned how to operate studio equipment, read from a teleprompter, and interview guests. Unfortunately, this class was also cut short due to the COVID-19 pandemic. We charged \$60 per student for this class.

For high school aged students Bedford TV offered students community service for filming and editing local town and school events. These students were trained in field production and post-production and then went out to cover events in town.

Throughout the year, students helped to produce many videos which were of value to the community. These included the National Census PSA and Music Video, Wilson Mill mini-documentary, Annual Town Meeting PSAs, Dan Hurwitz's Coast-to-Coast Bike Ride, Summer Solstice Festival, and more. Two students also started their own series productions this year, including Level Up and Bedford Eats.

Although classes and training were cut short in Q3, BCAT adapted and began offering virtual training for our volunteers. During Q4, we offered an Intro to Sound Design course for adults and children ages 12 and up. 8 students successfully participated in and completed this class. We also provided one-on-one training to volunteers who were working on productions at home on an as-needed basis through screen-sharing and phone calls.

Unfortunately, we were unable to hold a Student Showcase this year due to the pandemic. We hope to hold a virtual Student Showcase in FY21 or an in-person Student Showcase when it is safe to gather in groups.

For non-school aged members we offered a number of different training options. This year we focused more on group training sessions in order to better utilize the time and talents of our staff. Peer-to-peer help on productions was also encouraged as a way to reinforce skills learned in the classes. Orientation sessions were also held once per month and were a prerequisite for those members who wanted to begin their own show or volunteer. 11 group classes were taught in FY20 and 22 volunteers completed one or more classes. Of these volunteers, 5 were trained in video editing, 14 were trained in studio production, and 6 were trained in various aspects of field production.

While most of our training had been given in group settings, we also provided one-to-one training. Most of this individual training was based in video production editing, was project specific, and catered to the individual needs of the member. Some of this training occurred remotely with the use of screen-sharing and phone calls with staff members while the office was closed.

In addition to training for our members, Bedford TV also offers internships to BHS students and local college students. In FY20 Bedford TV had six interns. The interns helped with the day-to-day operations of the station, and provided event coverage, but also worked to produce their own original content.

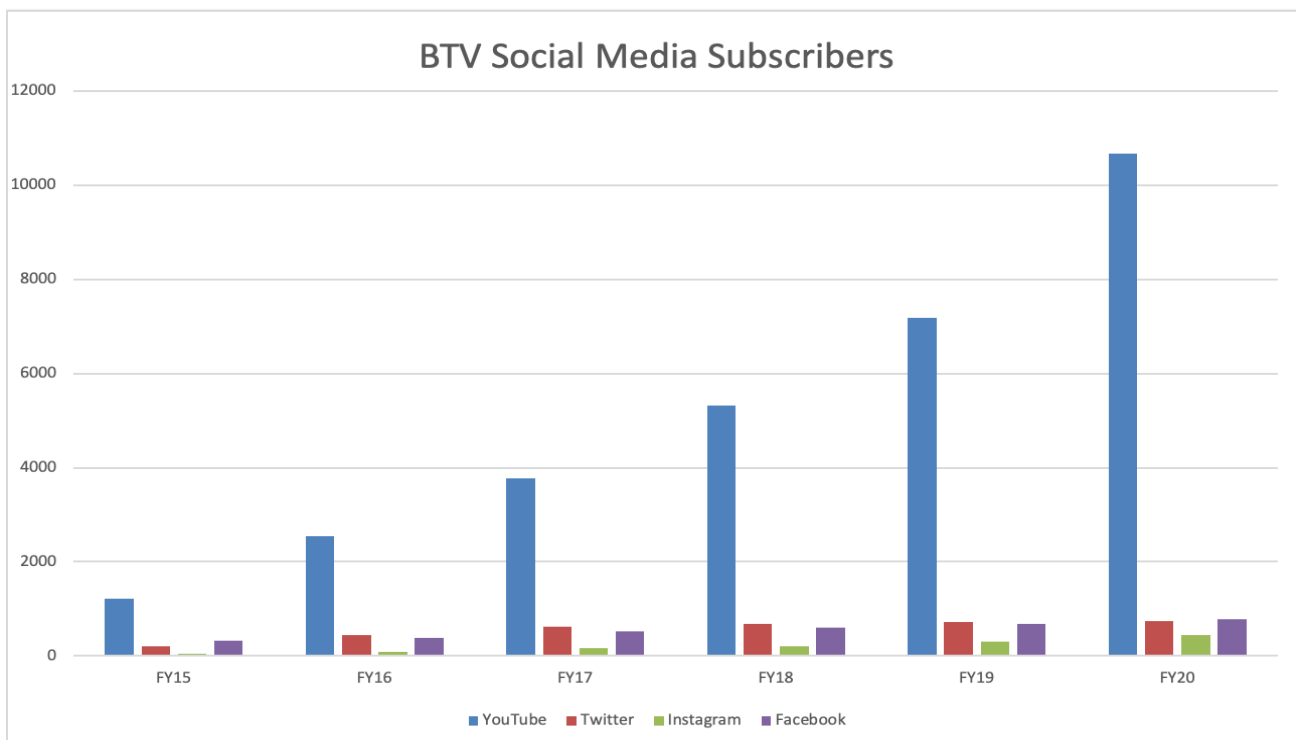
Bedford TV also introduced a new logo this year, which was created and designed by one of our incredibly talented Bedford High School Senior interns. This new logo includes a wide array of colors, tying us to our roots with the original logo. It also uses a more modern style technique with simplistic sans serif text, and an abstract camera iris. We are proud to display this new logo as it brings us closer to current style trends, which reflects the steps our organization is taking to adapt and adjust to the modern media landscape.

Additionally, in November, Bedford TV held its fourth BTV Awards Ceremony. The event, held in the Great Room at Old Town Hall, was a celebration to recognize the many volunteers that help out at the station. This red-carpet event brought the whole BTV community together, from the people you see on TV, to the people behind the scenes. These awards were all about celebrating and appreciating the hard work of the many volunteers involved with the station and promoting a sense of community. A new addition this year was the public acknowledgement of our many students. Each student who completed a class at Bedford TV received a plaque stating their contributions to the station. We also thanked all of the students who interned with us between December 2018-November 2019. Additionally, we announced several awards won by our staff and volunteers outside of Bedford TV. We were chosen as winners of three “Nor’easter” awards, which were voted on by members of the Alliance for Community Media, Northeast Region. The Alliance for Community Media, Northeast is comprised of hundreds of PEG stations from New England and New York State. The following Bedford TV productions were selected as winners in this competition:

- 1st Place, Children & Youth - *JGMS 5th to 6th Grade Transition Video* - Healy Weisman & BTV Staff
- 1st Place, About Access and Community Media - *Celebrate Life, Interview with Executive Director, Katie Duval* - Wayne Braverman & Katie Duval
- 3rd Place, Event Coverage-Multi Camera - *2019 Bedford High School Graduation* - Bedford TV Staff

To keep members up to date on news and events at the studio, we sent monthly email newsletters to our distribution list. These newsletters included our volunteer of the month, monthly show highlight, class notices, intros to new staff and interns, and upcoming events. This year, we included lists of our current sponsors, grantors, and donors as an additional thank you for contributing to our mission. We also welcomed 37 new newsletter subscribers, with a total of 678 at the end of FY20. For an example of our newsletter, see Appendix A.

Figure 2: Social Media Subscriber Count



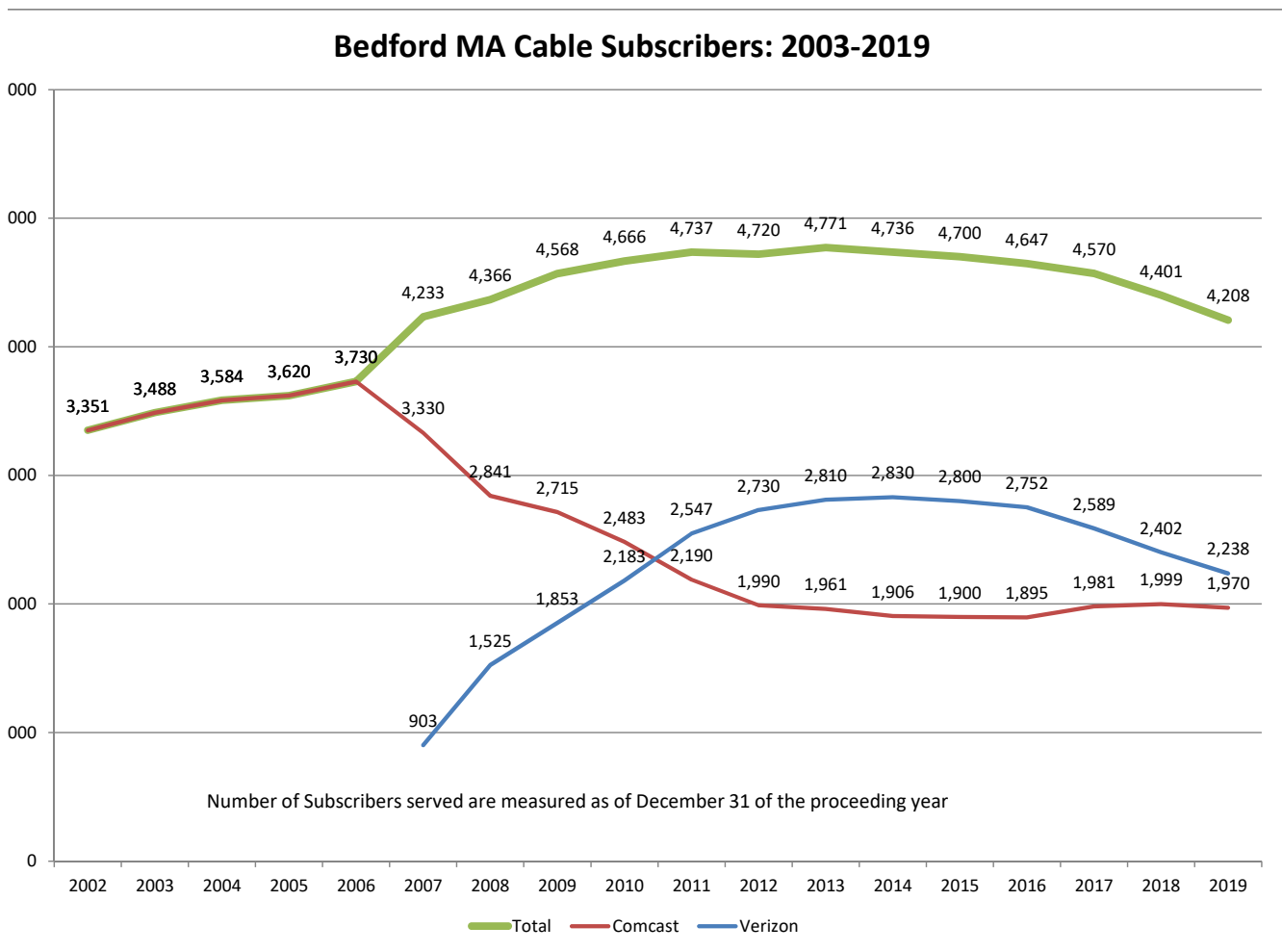
The most dramatic evidence of this increase can be seen in our YouTube statistics, specifically in Q3 and Q4. In FY19, Bedford TV had 414,263 views, 3,455,095 estimated minutes watched, and 1554 new subscribers. In FY20, both our YouTube viewership and time watched almost doubled with 703,011 views and 117,639.8 estimated hours watched (7,058,388 estimated minutes watched). FY20 also included the largest yearly increase in subscribers to-date with 3481 new subscribers, bringing the total subscribers to 10,674. This is a momentous year for Bedford TV and an incredible milestone for a PEG access station to go over 10,000 subscribers, especially in a town with a population of just over 14,000 residents. This more than doubles the 1554 subscribers gained in FY19, with a 124% increase in new subscribers. The total overall subscribers from FY19 to FY20 increased by almost 50%. For specific detail on our YouTube subscriber base, see Figure 3 below which details the number of YouTube subscribers per quarter, and the total number of subscribers at the end of each quarter from the inception of Bedford TV's YouTube channel on December 16th, 2011.

Figure 3: YouTube Subscriber Count

Bedford TV YouTube Subscriber Count			
FY	Quarter	Subscribers Gained	Total Subscribers
FY12	Q1	-	-
	Q2	-	-
	Q3	0	0
	Q4	2	2
FY13	Q1	9	11
	Q2	8	19
	Q3	18	37
	Q4	29	66
FY14	Q1	26	92
	Q2	53	145
	Q3	230	375
	Q4	238	613
FY15	Q1	243	856
	Q2	287	1143
	Q3	326	1469
	Q4	342	1811
FY16	Q1	259	2070
	Q2	327	2397
	Q3	318	2715
	Q4	327	3042
FY17	Q1	328	3370
	Q2	230	3600
	Q3	274	3874
	Q4	227	4101
FY18	Q1	224	4325
	Q2	214	4539
	Q3	580	5119
	Q4	520	5639
FY19	Q1	411	6050
	Q2	414	6464
	Q3	336	6800
	Q4	393	7193
FY20	Q1	379	7572
	Q2	483	8055
	Q3	856	8911
	Q4	1763	10674

While our YouTube subscribers continue to increase rapidly year-over-year, the town has been seeing a decrease in cable subscribers since 2013. This rate of decline increases each year, as is evidenced by Figure 4 below. By observing this rate of change, it is clear that there is a shift from cable to subscriber-based “over-the-top” media streaming services on the internet. In FY20 Bedford cable subscribers went down by 193 (4%) while YouTube subscribers increased by 3481 (48%). Bedford TV sees this acceleration and is on top of the evolution of the media landscape.

Figure 4: Bedford, MA Cable Subscribers By Year



11.3.1.b Equipment Use

Our field cameras were used for a total of 252 hours in FY20 and of those hours, a microphone kit was used for 233.5 hours. Additionally, we had 262 hours of studio time used at Old Town Hall, and 328.5 hours of editing time. We also had 70 hours of usage in the Select Board's Meeting Room.

In FY19 our field cameras were used for a total of 498 hours, with a microphone kit used for 415.5 of those hours. FY19 also had 305.5 hours of studio time, 442.5 hours of editing time and 114 hours of equipment usage in the Select Board's Room.

These numbers show a decline in all in areas in FY20, compared with FY19. This does not take into consideration that much of this equipment was unavailable to staff and volunteers during the 3rd and 4th quarter of FY20 due to the closure of the office and studio.

11.3.1.c List of Projects Completed

The programming that was put together by Bedford TV members and staff varies widely in content and our programming growth has increased the variety of programming options for our viewers. For a complete list of our programs see below:

PUBLIC

Churches

- First Church of Christ
- First Parish
- Hancock Church
- Heritage Park Baptist Church
- Interfaith Services
- International Church of God
- St. Paul's Episcopal Church
- Trinity Covenant Church

PSAs

- ATT Breast Cancer Prevention Promo
- Audio Setup PSA
- Bedford TV PSA's
- Bedford TV Tour
- Bedford TV Trivia Night Promo
- Black Lives Matter PSA
- Boy Scout Wreath PSA
- Breakfast with Santa Promo
- COVID-19 PSAs
- Crisis PSA
- Hands Free Driving PSA
- Halloween PSA's

- Heating Help PSA by MASSCAP
- Holiday House Tour PSA
- National Census 2020 PSA
- National Science Foundation PSA
- St. Paul Advent Fair PSA
- Town Meeting PSAs
- VA Art Show PSA
- Vintage Halloween PSAs
- Volunteering PSA

Misc.

- 69th Annual Ecumenical Easter Dawn Service
- Bedford Affordable Housing Event with Ed Markey
- Bedford Eats
- Bedford Embraces Diversity Meetings
- Bedford Day Coverage
- Bedford Day Parade
- Bedford Fire Department Training Day
- Bedford Historical Society Lectures
- Bedford Library Lecture Series
- Bedford Oktoberfest
- Bedford Police Department - Open House
- Bedford Tree Lighting
- Bedford TV Annual Meeting and Awards
- Bedford TV News
- Best of Tech
- Bill Santos Show

- Black Lives Matter Bedford Protest
- Black Lives Matter Message From Burlington and Bedford Clergy And Other Town Leaders
- Breakfast with Santa
- CC Clownsbee and Company
- Callahan Karate 25th Anniversary Celebration
- Camera Day – Jeff Hoyland
- Celebrate Life
- Census 2020 Music Video
- Chamber Connections
- Chestnut Dental Halloween Candy Buyback
- Classic Films and Animations
- Citizen of the Year - Jeff Hoyland
- Climate Change Presentation
- Colonial Camp
- Community Partner Videos
- Dan Hurwitz's Coast-to-Coast Bike Ride
- Dispatches from Ireland
- Drawing with Fred
- Drawing with GP Vahan
- Dr. Martin Luther King Jr. Community Day
- Firefighter Awards Ceremony
- Flavors of Bedford
- From My Heart to Yours
- Good News
- Healthy Bones & Balance
- Holiday Greetings
- How To - Zoom Meeting Mac
- How To - Zoom Meeting iPad
- Holiday House Tour
- It's Time to Smile
- LatinX Excellence Ceremony
- Level Up
- Lydia Jackson Emerson Monologue Performance
- Massachusetts Commencement 2020
- Mass Creator Awards
- Maureen Sullivan's Retirement Party
- Mediumship at Woburn Library
- National Night Out
- Neighbors to Know
- Otaku Gal
- Pretty Bedford Gardens
- Speaking Out: Sharing Stories of Pain and Frustration
- Spiritually Speaking
- Stop Motion Videos
- Stories with a Heart
- Summer Solstice Festival
- The Bedford Bridge
- The Chef's Table Series
- The Dugout Show
- The Joy of Consent
- The Legal Edition
- The Review
- The Wrestling Kennection

- Touch a Truck
- Trunk or Treat
- Troop 194 Eagle Ceremony
- VA Creative Arts Festival
- VA Creative Writing Festival
- VA Veterans Performance Showcase
- Veterans Day Ceremony
- Wilson Mill Mini-Documentary
- Women Inspired

EDUCATION

- Bedford High School Graduation
- BHS Class of 2020 Celebration Day
- CSF of Bedford Dollars for Scholars Awards
- E-cigarettes and Vaping Presentation
- MCC Concert: Piano Recital
- MCC Concert: Student Showcase
- MCC Music Faculty At Home
- MCC World of Music Concert
- Miss G. Field Dedication
- Moving On Ceremony
- Social and Emotional Development of K-5 Students Presentation
- Superintendent Community Forums
- Teacher Appreciation
- World of Music Concert Series (Middlesex Community College)

GOVERNMENT

Meetings

- Board of Assessors
- Board of Health
- Finance Committee
- Planning Board
- Public Forums
- School Committee
- Select Board
- Shawsheen Technical High School Committee
- Special Town Meeting
- Superintendent Interviews
- Town Caucus

Misc.

- Bedford Common
- Governor Baker COVID-19 Updates
- MA House of Representatives Sessions
- MA Joint Committee Sessions
- Massachusetts House of Representatives
- Memorial Day Coverage
- Rappin' with the Rep
- Your Federal Government

11.3.1.d Summary of Activities from PEG programming

PUBLIC

In FY20, Bedford TV's public programming was mostly derived from locally produced content and was supplemented by bicycled programming from other towns. The sources of our locally produced programming ranged from individual producers of all ages to town organizations whose events our members and staff covered. Programs ranged greatly in thematic content; there were music shows, political shows, shows about local business, a weekly live news show, and much more. Our public programming was as diverse as the community it serves and the locally originated shows from the last year reflect that. For a complete list of Public shows from FY20 see section 11.3.1.c.

Bedford TV strives to make the show submission process as easy as possible for volunteers. In FY20 we accepted programming from members in a variety of forms. Members edited their projects at the BTV studio and submitted them directly, they mailed or dropped off DVD's, they submitted programming through Google Drive, and they uploaded programming to shared servers such as TelVue Connect. In FY20 we also set up volunteer accounts for our Synology NAS as an additional portal for program submission.

One particular area of focus this year for our public access channel was a video fundraiser, organized by the Bedford TV staff, to benefit Operation Feed the Soul. Operation Feed the Soul is a grass-roots organization whose mission is to support local restaurants and frontline workers during the COVID-19 pandemic. Over the course of 2 weeks, Bedford TV did outreach to various organizations in and around Bedford and collected over 50 original productions, musical performances, cooking demos, greetings, and more. Between these submissions and hosted commentary Bedford TV produced a 9-hour live video fundraiser and raised over \$2,000 for Operation Feed the Soul.

EDUCATION

In FY20, Bedford TV maintained strong relationships with all of the public schools in Bedford as well as Middlesex Community College and the LABBB program. We covered all major events at Bedford Schools from the Clap Out at the Lane School through Bedford High Graduation as well as every School Committee meeting. We also collaborated with Middlesex Community College to air programming from the college including their World of Music Concert Series and recordings of MCC music faculty at-home performances. New this year, Bedford TV also broadcasted reruns of Shawsheen Technical High School's School Committee meetings during their Superintendent Search. Bedford TV also broadcasted and streamed each of Bedford Public School's Superintendent search interviews, and community conversations.

Bedford TV continued to work with high school students by training them to use field and studio equipment at Bedford TV, and offering community service hours for event coverage. Students who used BCAT for community service hours filmed a number of school and town events such as the Summer Solstice Festival, Bedford High School Class of 2020 Celebration Day, Annual Town Meeting PSAs and National Census PSAs. Community Service hours were also offered to students taking classes, volunteering as mentors to help with our youth classes, and recording videos of value to the community. Mentors are students who had previously taken courses at Bedford TV and had performed at a high level. We gained 11 mentors this year, 5 mentors reached over 100 service hours, 1 of our mentors reached over 200 service hours and 2 mentors reached over 300 service hours.

Bedford TV had a very successful internship program in FY20. This program has been running for the last twelve years and traditionally has summer interns. This year, four high school aged interns took advantage of the summer internship program at the station, and one continued periodically through the remainder of the school year. This student took it upon himself to create and design a new logo for Bedford TV. Another student began his internship in early 2020 and continued through the pandemic by creating his own virtual show and assisting with social media posts. Our 6th intern, a Bedford native and Merrimack College alum, began a remote internship in the early summer of 2020 and has been helping with remote productions and editing projects. All students worked between 10-20 hours a week for five or more weeks. As part of the internship, the students produced and edited a number of videos for the station. For a complete list of Educational shows from FY20 see section 11.3.1.c.

GOVERNMENT

A significant portion of Bedford TV's government programming is derived from the coverage of town governmental boards. Currently, Bedford TV covers every Select Board, Planning Board, and School Committee meeting as well as major town governmental meetings such as Annual Town Meeting and public hearings. In March of FY20, all Town Boards and Committees went virtual via a remote platform. We stepped up to record and stream as many of these meetings as was possible, in order to support the Town's operations and provide all residents with an equal opportunity to watch the meetings from the comfort of their home. In March, we also made special arrangements with the Bedford High School administration to record and stream all school committee meetings, interviews, and community forums related to the Bedford Public Schools Superintendent Search from the school. This ensured that all parents, faculty and staff would have an opportunity to view these meetings and interviews safely at home while the school and Bedford TV were closed to the public. In FY20, Bedford TV covered 95 government meetings, which represented 178 hours of programming.

In addition to government meetings, Bedford TV works with other local government organizations to produce and share programming. In FY19 Bedford TV worked with the Edith Norse Rodgers Memorial Veterans Hospital, the Bedford DPW, and local elected officials. Additionally, we also aired programming from the Massachusetts House of Representatives such as their open sessions. For a complete list of Government shows from FY20 see section 11.3.1.c.

11.3.1.e Complaints and Public Comments

At 6pm on Monday, December 6th, channel 38 and 40 froze and the server was inaccessible online. The staff turned the server off for one hour while they attended to a production. At 7pm the server was turned back on and was working properly after that. Although the issue seemed to resolve itself after a reboot, it is important to note that this is not the first time our server has failed. Both our video server and studio switcher are nearing the end of their expected service life and are planned for replacement in the next year or two.

Four members of the First Congregational Church reported that the rebroadcast of their church service was frozen on Sunday, June 14th from 10:24am – 10:27am. All of these parishioners use Verizon FIOS as their cable provider. If there are parishioners using Comcast Xfinity, they did not report an issue. The program was re-aired the following Wednesday, June 17th at 8:00pm and the program ran without interruption.

No issues were reported on the Verizon FIOS cable channels after June 14th, 2020. Niall Connors, the Verizon FIOS Franchise Manager for Massachusetts, was informed of the issue.

11.3.2 Fiscal Report

In FY20, Bedford TV saw an overall gross income of \$206,705.13 and had a gross expense of \$190,099.42 which netted in a \$16,605.71 underrun. This was due primarily to unplanned staff vacancies, resulting in an underrun in labor costs of \$21,382.22. The closing of the Bedford TV facility in Q3 and Q4 due to the COVID-19 pandemic also attributed to this underrun. Very little funding was spent on Organizational Expenses or Operational Capital in Q3 or Q4. This was offset slightly by two of three eligible staff members electing medical and dental insurance for the majority of FY20. The FY20 underrun is returned to the Town where it may be used for Bedford TV operations and related items in future years.

11.3.2.a Income received and sources, including a schedule of rates and charges

**Bedford Community Access Television
FY 2020 PEG Access Income vs. Budget
July 2019 - June 2020**

	YTD July/19 - Jun/20	BCAT Budget July/19 - Jun/20
<u>Income - Operations</u>		
Town PEG Access Appropriation	\$ 200,564.00	\$ 200,564.00
Class Revenue	\$ 5,929.13	\$ 9,000.00
DVD Copies	\$ 212.00	\$ 2,000.00
Total Income - Operations	\$ 206,705.13	\$ 211,564.00

11.3.2.b Comprehensive expense information to include operations, equipment and capital expenses

Bedford Community Access Television
FY 2020 PEG Access Expenses vs. Budget
July 2019 - June 2020

	YTD July/19 - Jun/20	BCAT Budget July/19 - Jun/20
<u>Expense - Operations</u>		
Salaries	\$ 139,424.46	\$ 158,351.00
Payroll Taxes	\$ 12,097.32	\$ 14,553.00
Total - Salaries & Taxes	\$ 151,521.78	\$ 172,904.00
Contract Labor		
Videography	\$ 589.00	\$ 1,500.00
Other Contract Labor	\$ 2,361.50	\$ -
Technical Support/Services	\$ 339.56	\$ 500.00
Total - Contract Labor	\$ 3,290.06	\$ 2,000.00
Facility		
Internet/Phone	\$ 1,867.51	\$ 1,836.00
Janitor/Cleaning	\$ 1,400.00	\$ 1,400.00
Studio & Sets	\$ -	\$ 300.00
Total - Facility	\$ 3,267.51	\$ 3,536.00
Government Fees	\$ 88.50	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ 677.00	\$ 700.00
Employee Dental Insurance	\$ 1,507.47	\$ 781.00
Employee Medical Insurance	\$ 6,829.86	\$ 5,400.00
Media Directors, Officers	\$ 4,154.00	\$ 4,100.00
General Liability, Commercial	\$ 2,853.00	\$ 2,759.00
Fidelity Bond	\$ 150.00	\$ 150.00
Total - Insurance	\$ 16,171.33	\$ 13,890.00
Organizational Expenses		
Volunteer	\$ 198.64	\$ 700.00
Miscellaneous	\$ 246.64	\$ 365.00
Community Outreach	\$ 1,808.84	\$ 2,000.00
Web Hosting	\$ 92.89	\$ 51.00
Bank Charges / Transaction Fees	\$ 103.32	\$ -
Student/Intern Supplies	\$ 158.05	\$ 700.00
Total - Organizational Expenses	\$ 2,608.38	\$ 3,816.00
Professional Development		
Conference Fees	\$ 420.00	\$ 800.00
Conference Travel Expenses	\$ 1,438.77	\$ 500.00
Dues and Subscriptions	\$ 1,153.63	\$ 1,300.00
Professional Development Training	\$ 956.00	\$ 800.00
Total - Professional Development	\$ 3,968.40	\$ 3,400.00
Supplies		
Production Supplies & Expenses	\$ 598.07	\$ 1,200.00
Computer (I.T.) Supplies	\$ 1,082.93	\$ 600.00
Office	\$ 560.59	\$ 600.00
Postage	\$ 40.55	\$ 150.00
Total - Supplies	\$ 2,282.14	\$ 2,550.00

Bedford Community Access Television
FY 2020 PEG Access Expenses vs. Budget
July 2019 - June 2020

	YTD July/19 - Jun/20	BCAT Budget July/19 - Jun/20
Professional Fees		
CPA	\$ 4,000.00	\$ 3,500.00
Bookkeeping	\$ 928.00	\$ 1,000.00
Payroll Service	\$ 1,149.00	\$ 1,140.00
CORI Fees	\$ 127.95	\$ 128.00
Total - Professional Fees	\$ 6,204.95	\$ 5,768.00
Operating Capital		
Office Furniture (Town Owned)	\$ 179.98	\$ 500.00
Office Equipment (Town Owned)	\$ 212.81	\$ 500.00
Production Equipment (Town Owned)	\$ 303.58	\$ 2,600.00
Total - Operating Capital	\$ 696.37	\$ 3,600.00
Total Expense - Operations	\$ 190,099.42	\$ 211,564.00
Net Income (Loss) from Operations	\$ 16,605.71	\$ -

11.3.2.c List of all equipment purchased including its type and cost

8/27/2019 – Other World Computing – Newer Tech 28-Key Wireless Aluminum Numeric Keypad, white, bluetooth (Item #NWTKPA28BTW)- \$19.81

NOTE: The following item, purchased on 6/28/2019, was returned and a full refund issued on 8/27/2019. Therefore, this item has been removed from the Town-owned Equipment List:

Amazon - ZHN Trading - Muscle Rack UR-184872-R 5-Shelf Steel Shelving Unit, 48” Width x 72” Height x 18” Length, Red - \$149.99

11/26/2019 – B&H Photo – Plugable USB 3.1 Gen 2 SATA Vertical Hard Drive Dock (Item #PLUSBCSATAV) - \$39.58

12/3/2019 – Amazon – Audio-Technica Line/Gradient Shotgun Condenser Microphone (Item #AT897) - \$249.00

3/6/2020 – Facebook Marketplace – Zoom H4N Handy Recorder – Used (Model #H4N) (Serial # 00532448) - \$5.60

4/29/2020 – Amazon – Apple Magic Mouse 2 (Wireless, Rechargeable) – Silver (Model #MLA02LL/A) (ASIN #B016QO5YNG) - \$74.00

6/19/2020 – Amazon - SynergyCustomFixtures Plexiglass Sneeze Guard - 48”w x 28”h Protective Freestanding Shield Guards Against Sneezing and Coughing/Transaction Window for Offices and Stores / 1/8” Thk (21”w X 2-1/2”h CUTOUT) x 3 (\$109.99 each) - \$329.97

11.3.2.d Assets, acquired and/or disposed

In addition to assets added to the equipment list (11.3.2 c), no capital assets were acquired from the Town through the Capital Equipment purchase request process as outlined in Section 11.5 of the Agreement between The Town of Bedford, Massachusetts and Bedford Community Access Television, Inc.

Bedford TV received one grant for equipment in FY20. The grant came from the Bedford Cultural Council for \$600 to help fund the purchase of podcasting equipment. BCAT sought this grant as a way to reach both a broader membership base, as well as a broader audience. In addition to airing podcasts on our video channels, we plan to create an online social media account for the podcasts, which will provide an auditory-based medium for the seeing-impaired, and others who may be interested in listening to, rather than watching, programs.

Bedford TV did not dispose of any assets in FY20. We are currently reviewing our inventory to compile a list of potentially disposable assets.

11.3.2.e Fundraising activities

Bedford TV raised \$5,929.13 in FY20 in program revenue from elementary school, middle school, and blended-age classes. This is down from \$7,751 in FY19 due to the need to cancel classes mid-way through during the pandemic. The Bedford TV staff made efforts to restructure some of our classes to a virtual learning platform and opened the classes to both kids and adults. Out of courtesy and acknowledgement for potential interested students being unemployed or in tough financial situations due to job loss during the pandemic, these classes were offered at full price, a choose-your-own contribution, or free.

Bedford TV also sells DVDs at our studio and through our website. This year, we sold \$212 worth of DVDs, down from \$2,486.20 in FY19. Most of our DVD sales come from end-of-school-year events. Since many of these events were cancelled or moved until after the end of the fiscal year, no revenue was generated in Q4 from DVD sales.

We also raised funds in FY 2020 for BCAT, Inc., through the Community Partnership program, a fundraising event at Red Heat Tavern, a trivia night fundraiser, and donations. Specific monetary donations were made in appreciation for our help with the CSF of Bedford Awards, the Operation Feed the Soul video fundraiser, and remote training. Our gross fundraising total for FY 2020 was \$3528.84. Our community partners were Waxy O'Connor's, Om in the Office, The Goddard School, Chestnut Dental and Red Heat Tavern. We gave a portion of our funds raised (\$1,500) to three graduating BHS students who had volunteered extensively with the station through their academic career in Bedford. We also spent \$1,594.30 on fundraising activities and promotional wear. This gave Bedford TV a net of \$434.54 in fundraising for FY 2020.

11.3.2.f Reserve Fund and bank account balances

Bedford Community Access Television
FY 2020 Reserve Fund P & L
July 2019 - June 2020

	YTD July/19 - Jun/20
<u>Fundraising Income</u>	
Fundraising	
Grants	\$ 600.00
Donations	\$ 1,485.04
Other Fundraising Income	\$ 1,947.00
Bank Interest	\$ 96.80
Total - Fundraising Income	\$ 4,128.84
<u>Fundraising Expense</u>	
Fundraising Expenses	
Special Events	\$ 556.13
Fundraising Supplies	\$ 324.82
Fundraising Fees	\$ 110.57
Scholarships Granted	\$ 1,500.00
Product Equipment (BCAT, Inc. Owned)	\$ 602.78
Total Fundraising Expense	\$ 3,094.30
Net Income (Loss) from Fundraising	\$ 1,034.54

**Bedford Community Access Television
FY 2020 Cash Accounts**

	July/19 - Jun/20	
<u>BCAT Cash Account Balances</u>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$	57,244.71
Middlesex Savings	\$	37,081.90
BCAT Petty Cash	\$	112.62
Total Cash Assets	\$	94,439.23
<u>Allocation of BCAT Cash Balance Total</u>		
BTV Operations - Bedford PEG Access Contract	\$	58,748.46
BCAT Reserve from Donations & Other Income	\$	35,690.77
TOTAL	\$	94,439.23

** The Middlesex Checking Account Balance on June 30, 2020 includes a Paycheck Protection Program (PPP) loan in the amount of \$31,790. This loan was added to the checking account in Q4 on May 7, 2020.

11.3.2.g Auditor’s Review Report from an independent certified public accountant on a date to be specified by the Town, but no sooner than August 15, 2019.

Report not requested by the Town in FY2020.

11.3.2.h Certificates of Insurance

Appendix A: E-Mail Newsletter



JULY 2020

Welcome to the Bedford TV July newsletter! As we have been closed during this pandemic, we have done our best to respond to all requests by the Town of Bedford to the extent possible. This includes live coverage of this past weekend's Annual Town Meeting, and the upcoming BHS Class of 2020 Graduation on Sunday, which will also stream live to YouTube (info below). We couldn't do this without the help our amazing volunteers who have provided assistance both remotely and at a safe distance during these and other events.

While we know that many businesses are beginning to reopen in Phase 3 of the Massachusetts Reopening Plan and some of our volunteers are eager to return to Bedford TV, we want to ensure that we do so as safely as possible. Reopening guidelines will be provided via our website, our social media pages and we will send an email to our distribution list once they are ready. In the meantime, remember that you can connect with us via email at staff@bedford.tv for help with at-home projects you may be working on.

Please continue to visit the following websites for the latest updates on the COVID-19 pandemic. Questions can be directed to the Bedford Board of Health at 781-275-6507, or boh@bedfordma.gov.

www.bedfordma.gov

[cdc.gov](https://www.cdc.gov)

[Bedford Board of Health Website](https://www.bedfordma.gov/bedford-board-of-health)

[Masa.gov](https://www.mass.gov)

JULY SHOW HIGHLIGHT: BTV NEWS



This month we are highlighting Bedford TV News. The News team got their start in 2015 and since that time have produced over 300 episodes. Even during the pandemic, the BTV News Crew has been able to work together remotely to bring weekly updates, weather reports, and entertainment to the residents of Bedford. The team has even included regular interviews with local movers and shakers who are making a difference in our community. Check out the [BTV News playlist](#) on Bedford TV's YouTube page to view all of the past and upcoming episodes.

JULY VOLUNTEER OF THE MONTH



Congratulations to our Red Heat Volunteer of the month for July, Healy Weisman. Healy has stayed very involved with Bedford TV during this time by creating her own show Bedford Eats and helping out with other productions at home. Most recently she, along with Taevy Malone, starred in and edited a PSA promoting the upcoming Annual Town Meeting. The pair also plan to create a mini documentary about this momentous event. On Sunday, Healy will also be helping out the Bedford TV production team at the BHS Class of 2020 Graduation. To thank Healy for her time and effort at Bedford TV, she will receive a gift card to Red Heat Tavern in Bedford when we reopen. Be on the lookout in next month's newsletter for our August Red Heat Volunteer of the Month.

MEET BEDFORD TV'S NEW PROGRAMMING COORDINATOR



Marc Gustafson

Hello, my name is Marc Gustafson and I'm very excited to be joining the Bedford TV team as the Programming Coordinator. In this role, I will be scheduling and communicating Bedford TV's programming content for their video server and PEG access channels. Additionally, I will also assist the team with production and audio/video education related activities as needed.

In addition to joining Bedford TV, I am also an Occupational Therapist at the Bedford VA Medical Center. Prior to joining Bedford TV, I worked part-time in the field of audio/video production and have completed projects for diverse clients ranging from the North Shore Education Consortium to GTE/Sylvania (now OSRAM Sylvania). Most importantly, on a volunteer basis, I have worked with both the Bedford VA Medical Center and Bedford TV for the past ten years to produce veteran performance videos for the annual Veterans Creative Arts Festival. This collaboration between the Bedford VA and Bedford TV has contributed to several vets being selected as 1st place winners at the National Veterans Creative Arts Festival.

I'm looking forward to working with and learning from the Bedford TV staff! You may reach me at marc@bedford.tv.

SUMMER INTERNS



Gabrielle Griffiths

Gabby is a recent graduate from Merrimack College with a Bachelor's Degree in communications and media studies with a minor in film and theater. Ever since she was a child Gabby has loved films. From creating films with her younger brothers for friends and family on iMovie, to getting the chance to work on actual Hollywood film sets, Gabby has learned through schooling and internships how exciting film making and production can be and she is eager to learn more. She plans on pursuing a career in the film industry, hopefully starting off as a production assistant to learn more about the industry and make new connections. Gabby is so excited for this opportunity to intern with such a great organization. She is looking forward to putting everything she's learned through schooling to real life television production, and to continue to learn not only more about television but also herself.



Fahad Abdul-Wahed

Fahad is a teenager who currently attends Bedford High School. He currently hosts a TV show on Bedford TV called *Level Up* where he talks about reaching the best possible version of yourself. He does interviews with people from teachers to entrepreneurs. This summer he is a Social Media Intern for Bedford TV and is enjoying the experience fully. When he's not volunteering for Bedford TV, he enjoys writing books and learning new languages. He really wants to inspire and help people. He believes Bedford TV is the ticket to help anyone with anything.

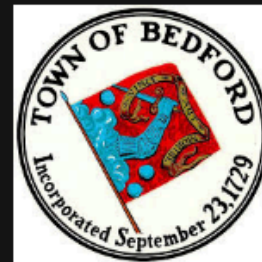
BHS CLASS OF 2020 GRADUATION- LIVE



Bedford High School's Class of 2020 Graduation is coming up this Sunday, July 19th at 10am. Though it's going to look a little different than in year's past, what won't change is that we will still go live!

To tune in, visit www.youtube.com/bedfordtvma and click on the first thumbnail on the left. We hope family and friends of our graduates will tune in from near and far to celebrate this momentous occasion!

2020 ANNUAL TOWN MEETING - LIVE



We're happy that so many residents who could not attend Annual Town Meeting in person were able to watch the proceedings through our live stream. A recording of the meeting is [now available on YouTube!](#)

A rebroadcast of this meeting will be made available on Bedford TV's Government Channel (Comcast 99, Verizon 40) at 7:00 AM and 7:00 PM on Friday.

Congratulations to the Town of Bedford on a very safe and successful meeting!

VIRTUAL CLASS INTRO TO IPHONE VIDEOGRAPHY



Maximize your iPhone cinematography skills! In this class, students will learn the basics of iPhone cinematography as well as techniques to help strengthen their creative eye. Learn what settings to use when recording video, how to stabilize footage, and how to export footage with ease. Students will also learn what techniques to use in productions such as films, interviews, and live events. By taking this class, students will be well on their way to becoming an expert in iPhone videography!

Recommended for students and adults age 12 and up.

For more Info and to register, [click here.](#)

BEDFORD TV JULY BOARD MEETING

The next monthly Bedford TV board meeting will be held tomorrow, Tuesday, July 14th at 12:30pm via Zoom. Click the link below and enter the login info to join. All are welcome.

Join Zoom Meeting:

<https://us014web.zoom.us/j/972858071?pwd=TDVrSGMwTW1BSWxXZVlobHc4TFpSUT09>

Meeting ID:

972 858 071

Password: 2755004

BEDFORD TV SCHEDULE

Watch us on Comcast Ch8/Verizon Ch38 - Shows by local, independent producers, educational shows, and more.

Comcast Ch99/Verizon Ch40 - Government meetings, religion and political shows, and more.

View our [weekly schedule highlights.](#)

SUPPORT BEDFORD TV

GET INVOLVED!

[Become a Community Partner](#)

Bedford TV offers partnership opportunities for local businesses and non-profits.

[Intern at Bedford TV](#)

Bedford TV offers unique, hands-on internship opportunities.

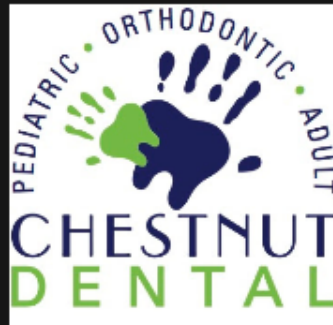
[Produce A Show on Bedford TV](#)

Individuals, families, organizations and businesses of Bedford can become Bedford TV members, take training classes and produce their own shows!



Shop at smile.amazon.com and AmazonSmile donates to Bedford Community Access Television at no cost to you! Amazon has a program called AmazonSmile through which Amazon will donate 0.5% of the purchase price from your eligible AmazonSmile purchase to our organization! When you shop at AmazonSmile, you'll find the exact same prices as if you shopped on Amazon.com. To shop at AmazonSmile, simply go to this link: smile.amazon.com/ch/38-2596549 Make sure you bookmark it to support Bedford TV!

THANK YOU TO OUR COMMUNITY PARTNERS



GRANTORS



THANK YOU TO OUR 2020 DONORS

Bedford TV would like to recognize and thank our individual donors for 2020. We are truly grateful for your kindness and generosity.

Fay Russo
Desiree Girifalco
Naomi Dogan
John W F McClain
Jennifer Puhle
Sarah Blackman
Jean Segal
Joel Schwimmer
Eugene Eagles
Jerome Pfeffer
Alma Pomponi
Dianne Bridgeman

Want to see your name on this list?

[DONATE NOW](#)



Copyright © 2020 BEDFORD TV, All rights reserved.

Our mailing address is:
18 South Road Ste 2 Bedford, MA 01730

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).