

# BCAT, Inc. Board Monthly Meeting Minutes

Meeting Date: Tuesday, January 18, 2022

**Board Members present:** Gretchen Kind (GK), Tony Melfi (TM), Paul Wittman (PW), Ralph Hammond (RH)

**Board Members attending remotely:** Bob Dutton (RD), Allan Tate (AT)

**Board Members not present:** None

**Staff Members present:** Katie Duval (KD)

**Visitors present:** None

**Board Meeting held at Bedford TV Studio**

**General meeting was called to order at 11:05 AM**

## Approval of BCAT Board Meeting Minutes of December 21, 2021

- The minutes of the BCAT Monthly Board meeting of December 21, 2021, and BCAT Executive Session meeting of December 21, 2021 were unanimously approved with the modifications made based on comments received via email prior to the meeting and in the meeting.

## Executive Director Report Summary

### **Financial**

- Forecasted overruns
  - 11/15/2021: \$3,704.
  - 12/20/2021: \$3,534.
  - 1/18/2022: \$875.
  - The major drivers were salaries and taxes.
  - There was additional class revenue, less for contract labor, less for medical insurance, less for organizational expenses, and less for professional fees.
- Donations
  - Total Q1 and Q2 donations: \$1962.28.
  - This is up \$500 from this time last year.
- Q1 Changes
  - The changes in Q1 reporting will to be addressed in the Q2 report.
  - The charge from the vendor managing the employee retirement accounts (Spectrum Employee Benefits) was voided which effects our bottom line for FY21 and puts \$600 back in our operational funds which will need to be sent back to the Town.
  - KD to check with the Town if we need to write a check to cover this or do a credit in this year's budget.
- Tax rates for employees
  - Our unemployment insurance tax rate for 2022 is 1.75% which is a drop from 2021's rate of 2.29%. (This is the lowest unemployment tax rate we have ever had.)
  - The COVID recovery assessment rate also dropped from .24% to .219%.
  - The Employee Workforce Training Fund and EMAC (Emergency Management Assistance Compact) contribution rates have stayed the same.
- FY22 capital requests
  - Negotiations continue with the switcher manufacturer and resellers.

- Paperless W-2s
  - These were sent to the employees by PayEntry on 1/10/22.
  - Employees must enroll in their MyPayEntry portal to view a PDF of their W2.
  - Instructions and a video how to enroll have been sent to all employees and to a previous employee.
- Terminated employees on EES Portal
  - PayEntry recommends keeping access to former employees for the ESS Portal beyond termination with no end date so if they ever need pay stubs or info for a loan or something, they have the option and can get it directly without asking us for the information. There is no cost to us for this.
  - Currently, we disable access after a year.
  - The Board agreed with KD's decision to keep former employees active, but change access to "limited" after termination.

### Operations

- The current Production Assistant's last day is Tuesday, January 18, 2022.
  - Marc Gustafson will pick up the slack for now.
  - KD to decide in a month if she wants to hire a replacement.
- We discussed other employee's review dates.

### Classes

- Kids Classes
  - Who's Show is it Anyway? (TV Game Show making class) is now under way now and going well.
    - Grades 3-5
    - Tue, 1/11-2/15; 3:30-4:30pm; \$200/student
    - 9 students registered (\$1,800)
  - Stop Motion Pixilation class was cancelled due to lack of interest.

### Outreach

- 2022 Community Partners:
  - Red Heat Tavern
    - Gold Level Sponsor @ \$600/yr
    - 2022 Volunteer of the Month Sponsor (in-kind donation of twelve \$25 gift cards on top of the sponsor charge).
  - Emerson Dental
    - Level TBD.
- 2022 Sponsors
  - Nina Oliveri, through her KW Realty Business
    - 1x Girls Varsity Basketball Game @ \$75
- Upcoming Fundraising Events
  - 2022 Virtual Trivia Night
    - Saturday, March 19th @ 7 PM.
    - Same format as 2021.
    - More details to follow.
    - Dan Brosgol to host.

**Productions**

- Candidate Messages – 1 min each – Available for all candidates.
  - TM suggested way to do this easily with set up in studio with two possible dates.
- LWV Candidates Forum in the works. (Details TBD)
- Candidate Debate Night
  - This is new this year.
  - Julie Turner and Mike Rosenberg will be live in the studio.
  - This is a Bedford Citizen/Bedford TV collaboration. Details to follow.

**Upcoming Deadlines/Notices**

- 1/15/22 – Deadline for the Select Board to approve BCAT budget [Grant Agreement Sec 11.5]
  - The Select Board has deferred action on the budget to February, 2022, in conjunction with preparations for the Annual Town Meeting. BCAT has submitted the required inputs to the CMC and the Town.
- 1/31/22 – Deadline to file W2s (Already done).
  - Also, the deadline to file 1096/1099s with IRS and distribute to contractors (waiting on forms from accountant and then will need AT's signature).
- 2/1/22 – FY22 Q2 Report Due

**Old Business**

- Time off policy
  - Updated policy has been completed and will be sent out for final approval soon.

**New business**

- Investment options for BCAT Savings Account
  - KD would like to invest the money in the savings account to see if it can earn some interest.
  - KD will check with bank to see what is available from them.
- Prep for FY23 budget discussion with the Select Board
  - The BCAT Budget has been discussed by the Select Board.
  - RD noted that Town Meeting cannot appropriate more that is projected to be in the Special Revenue Account.
  - All Board members were encouraged to be at the Select Board meeting where the budget is discussed.
  - Discussion about how to get out the vote at Town Meeting to support our budget.
  - Suggestion was made to put out the request to our membership as a start.
- Review Q2 Financial Report
  - Not available yet – KD will send it out this week for review and comment.

**Meeting Adjourned: 12:03 PM**

**(No Executive Session)**

**Next Monthly Board Meeting: Tuesday, February 15, 2022, at 11:00 AM**

**Prepared by: Paul Wittman, Clerk**

*Paul Wittman*

February 15, 2022