

# BCAT, Inc. Board Monthly Meeting Minutes

Meeting Date: Tuesday, February 15, 2022

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

**Board Members attending remotely:** Bob Dutton (RD)

**Board Members not present:** None

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

**Visitors present:** None

**Visitors attending remotely:** None

**Board Meeting held at Bedford TV Studio**

**General meeting was called to order at 11:04 AM**

## Approval of BCAT Board Meeting Minutes of January 18, 2022

- The minutes of the BCAT Monthly Board meeting of January 18, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting.

## Executive Director Report Summary

### **Financial**

- Insurance
  - Workers Compensation and Commercial Insurance policies have been renewed and paperwork sent to Fay and Sarah Stanton. (Rate increase of \$10 and \$146 respectively.)
  - Travelers Insurance is separating Media coverage from Director's and Officer's coverage, so Joe Balboni is working to find the new rates for us.
    - We are sticking with Travelers for Directors & Officers, but will be using Philadelphia Insurance Companies for our Media coverage (a Third Party Administrator for Travelers).
    - Media coverage = For broadcasters and publishers – liability insurance
- FY22 Capital Requests
  - Awaiting one quote from a Broadcast Pix Video Switcher reseller.
  - Requests will be sent to the town following that.

### **Operations**

- Sam Pappas, begins today as new Production Assistant.
- Waiting for a call back from Scott Brawn to offer him the Production Coordinator position.
- Spring semester Intern: Sabrina Lewis.
- Improv production with Happier Valley Comedy has been cancelled.
  - Not enough interest.
  - This was a free registration and would have cost us \$350.
  - Was originally going to be grant based, but the Cultural Council only gave us half of requested amount.
- The other grant received from the Cultural Council for two mics for the podcast room (Shure 57b)
  - Marc Gustafson will teach a podcast class as part of the grant.

**Classes**

- Kids Classes
  - Today is the last day of the Game Show class.
- At this time, no classes are scheduled for the Spring or Summer.

**Outreach**

- Upcoming Fundraising Event - 2022 Virtual Trivia Night
  - Saturday, March 19<sup>th</sup> @ 7 PM.
  - Same format as 2021.
  - More details to follow.
  - Start gathering your team members!
  - Dan Brosgol to host

**Productions – for February and March**

- Candidate Messages & Interviews
  - 2/16 – 2/18: To be pre-recorded in studio and edited.
  - Students will be crew.
- LWV Candidates Forums
  - 2/27 & 3/3: Both Streamed Live and recordings available on YouTube.
- Chorus Vertical Concert
  - 2/16: Selling USBs only.
- Historical Society Meeting
  - 2/27: Both Streamed Live and recordings available on YouTube.
- 8<sup>th</sup> Grade Info Night
  - 3/3: Both Streamed Live and recordings available on YouTube.
- JGMS Tenacity Challenge
  - 3/12: Both Streamed Live and recordings available on YouTube.
- Orchestra Vertical Concert
  - 3/22: Selling USBs only.
- Band Vertical Concert
  - 3/24: Selling USBs only.
- Historical Society Meeting
  - 3/27: TBD
- Town Meeting
  - 3/28: Both Streamed Live and recordings available on YouTube.
- High School Musical Jr.
  - 3/31-4/1: Selling USBs only.

**Upcoming Deadlines/Notices**

- 3/2/22 – Katie's last day
- 3/31/22 – Deadline to inform Blue Cross Blue Shield of policy changes (20 business days before 5/1) – typically done by the ED.

**Old Business**

- None

**New business**

- Strategic Discussion – None.

- Discussed the approval of the FY23 Budget:
  - CMC approved the budget and sent it to the Select Board.
  - Finance Committee meeting: Budget was OK'd by them to be recommended at Annual Town Meeting.
  - Nothing has come up so far about the amount in the BTV Special revenue account.
  - Discussed options to inform fellow residents that the BTV budget will be up for a vote and to urge them to attend ATM and listen to presentations concerning the budget and vote.
- Discussed access to BTV Gmail and the BTV Google Drive.
- Katie's Appreciation Celebration.

**Meeting adjourned at 12:00 PM**

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

**Prepared by: Paul Wittman, Clerk**

*Paul Wittman*

Signed 2022-03-15