

# BCAT, Inc. Board Monthly Meeting Minutes

Meeting Date: Tuesday, May 17, 2022

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

**Board Members attending remotely:** Allan Tate (AT)

**Board Members not present:** None

**Staff Members present:** Brian Hebert (BH)

**Visitors present:** None

**Visitors attending remotely:** 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 April 19, 2022

- The minutes of the BCAT Monthly Board meeting of April 19, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting.

### Executive Director Report Summary

#### Financial

- Cameras
  - Two of our field cameras had technical issues recently.
  - Quotes to fix these cameras have been requested from multiple camera repair shops.
    - JVC GY-HM600U has an unresponsive ND Filter: camera is used in studio only without the ND filter.
    - JVC GY-HM250U has a broken LCD Screen: camera is still in use with our attachable monitor.
- Editing Software
  - Grant from the Rotary Club has been approved and they will be covering the first-year costs for two licenses of the Adobe Suite.
    - Classes (Intro & Multicamera editing) are being created by Brian and Scott before we purchase so we can get the full use out of the program.
    - Classes offered this year will pay for next year's licenses.
- Scholarships
  - Will be awarded to four BHS Seniors: Aram Varajabedian, Michael Patterson, Tommy Gillardi & Prakhar Gupta.
  - Additional funding required for the extra two scholarships has been donated by a member of Bedford TV.
- Quarterly report was submitted to the Town:
  - Total budget: \$ 300,380.
  - This is under budget by \$3,880.

#### Operations

- In person meetings at the Select Board meeting room have been tested and scheduled to start back up.
- Bedford TV will be broadcasting live to our YouTube page and channel.

- Board of Health - June 6
- Select Board - June 13
- Planning Board - July 12
- Finance Committee still TBD
- School Committee will stay at BHS
- RD suggested that we do some publicity about broadcasting these meetings on cable and YouTube and possibly through a Bedford Citizen article.
- AT mentioned using Slide-o to have remote viewers to ask questions.

### **Classes**

- Classes for kids and adults are being created for Adobe Premiere, Photoshop, After Effects and Audition.
  - Each program will have two classes. The first set of classes will be on Premiere and will take place on June 23rd (Intro) with the second class on June 30th (Multi-camera Editing).
- LABBB Class on 5/23 (originally scheduled for 5/4) needed to be postponed.

### **Outreach**

- Email draft created for Community Partner Sponsors to send to contacts supplied by Bedford Chamber of Commerce.
- Working with Bedford TV member Nina Oliveri.
  - She will interview organizations for her show Bedford Gems.
  - We will air them on Bedford TV and offer sponsorships for events/shows/sports.

### **Productions**

- BHS Sports Games: 8 Games before next meeting
- Bedford Embraces Diversity #2 & #3
- English Language Awards Night
- Prom Stroll
- Bedford Historical Society Meeting
- CSF Dollars for Scholars
- BHS Graduation at Tsongas Center
- RD suggested that Ralph Hammond and Julie Turner be asked to bring back their Bedford Common show. RH will follow up with Julie.
- GK suggested that BH contact BHS Consulting Department to seek student volunteers to get community hours by helping with productions.
- RH suggested having students create appreciation slates to put in slots in broadcast schedule: "This show made possible by your support. Thank you!"

### **Upcoming Deadlines/Notices**

- 6/6/22 - First in person meeting at Town Hall.
- 6/22/22 - Updated Rules & Regulations due to the Town.

### **Old Business**

- None

**New business**

- Incomplete capital equipment purchases must be dealt with by 6/30/22 (Grant Agreement 9.1.d.v.)
  - BH talked with Dave Castelarian on what was budgeted; there are a few missing items.
  - Issue with some equipment to be purchased in same fiscal year as approved.
  - For example: New Video Switcher will be in FY23 capital year budget but was approved in FY22.
  - RD and BH will meet to review all capital expenditures.
- PFML ER tax discussion; should we continue to cover 50% of PFML into FY23 or adjust EE salaries to make up for the tax increase?
  - We will continue with 50% coverage for this year and review it again next year: unanimously approved.
- Approve updated Rules & Regulations (due to Town 6/22/22)
  - Unanimously approved.
- BCAT Performance Evaluation with CMC
  - RH tried to add this to CMC agenda for their meeting tonight.
- Candidates for Board membership
  - RH agrees to become a voting board member if no other person joins the board.
- Grant agreement expires June 30, 2023:
  - What is the plan to consider an update of the grant agreement?
  - RD would like CMC to be aware of this.
  - Select Board and Town Manager do not have time now to discuss it.
  - RD is concerned that current grant agreement is mostly about cable.
  - RD would like to add more mention of social media for delivery of our programming.
  - CMC will cover process of grant agreement at meeting tonight.
- PEG Access budget – forecast, plans, sources?
  - RD wants to keep track of this and how it has been changing.
- Resignation letter received from GK.

**Meeting Adjourned: 11:56 PM**

**Next Monthly Board Meeting: Tuesday, June 22, 2022, at 4:00 PM**

**Prepared by: Paul Wittman, Clerk**

*Paul Wittman*

Signed 2022-06-28