

BCAT, Inc. Board Monthly Meeting Minutes

Meeting Date: Tuesday, June 28, 2022

Board Members present: Ralph Hammond (RH), Allan Tate (AT),

Board Members attending remotely: Bob Dutton (RD), Tony Melfi (TM), Paul Wittman (PW)

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 and via Zoom

General meeting was called to order at 11:04 AM

Approval of BCAT Board Meeting Minutes of May 17, 2022

- The minutes of the BCAT Monthly Board meeting of May 17, 2022, were unanimously approved.

Executive Director Report Summary

Financial

- Cameras
 - Two of our Field Cameras had technical issues recently.
 - Quotes were higher than expected. With the FY ending soon, these may be fixed next FY depending on room in the budget.
 - Using one as a studio camera; other one needs new viewfinder.
- Editing Software
 - Four licenses have been purchased for a total of \$960 with the grant that was given by the Rotary Club.
 - Classes will be held on the various new edit software programs in the future for a fee.
- Capital Purchases
 - Gathering dates of previous purchases to ensure that capital expenditures are made during the correct FY.
 - All info is now collected, so BH will contact Town to submit purchases.

Operations

- Interviews have been conducted with several candidates for the Production Coordinator position.
 - Final round interviews will take place this week and a new employee will be hired shortly thereafter.
- MA state law requires employees to be allowed to carry over at least 40 hours of unused earned sick time into the next year.
 - We currently do not allow for this.
 - Employees would need to be made aware that they can take sick time as described in the following link, but this would be unpaid.
 - <https://www.mass.gov/info-details/earned-sick-time#:~:text=Most%20workers%20in%20Massachusetts%20have,for%20every%2030%20hours%20worked>
- RD: Question about what is maximum that can be accumulated? Total of 40 hours?
 - BH to look into that and find out for next meeting.

Classes

- Classes for all 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 30th (intro) with the second class on July 6th (multi-camera editing).
 - AT: Other learning available online through the library.

Outreach

- First Bedford Gems interview set for July 6 with Noreen O’Gara of the Bedford Library. Organizations interviewed for this show will be receiving information on the many tiers of community partnership available with Bedford TV.
 - PW to work with Nina Oliveri for 7/6 production.
- USBs and DVDs of sport teams seasons and BHS Graduation and 8th Grade Moving on Ceremony have been created.
- Bedford Cultural District event on 6/11 got people in studio for tour and now have some interest in producing podcasts or a sports talk show.
 - Marc and other volunteers were doing remote production and edited a production.
- RD suggested using various contact events to ask for volunteers for board membership; for example, BH will be doing a talk with Rotary.

Productions

- Bedford TV News – Every Monday; will be on hiatus for next 3 weeks (7/5, 7/11, 7/18).
- Bedford Embraces Diversity (BED) – Doing short productions.
- Government Meetings (in person and remote).
- Bedford Gems interviews by Nina Oliveri – Bedford Library is next to be produced.
- Bedford Common – Will start up again on 8/18 in the Select Bboard room; will repeat on the third Thursday of a month; recording from 6 – 6:30 PM; will put BED productions at end.

Upcoming Deadlines/Notices

- 6/22/22 – Updated Rules & Regulations due to the Town; was sent.
- 6/30/22 – End of FY22
- 8/1/22 – FY22 Q4 Report due to the Town
- 8/1/22 – FY22 Annual Report & inventory due to the Town
 - Reviewed Grant Agreement section 9.1 subsection “v” regarding returning unused capital funds from prior FYs.
 - RD showed sheet with capital planning info.
 - BH will work on Annual Report in July.

Old Business

- None

New business

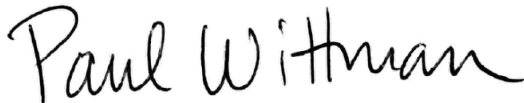
- Strategic Discussion
 - None
- Incomplete capital equipment purchases must be dealt with by 6/30/22 (Grant Agreement 9.1.d.v.).
 - Covered above.

- BCAT Performance Evaluation with CMC:
 - May fold this into next year since it has not happened this FY.
- Candidates for Board membership:
 - Discussed above for possible sources of people to ask.
- Grant agreement expires June 30, 2023:
 - Need to check with Town on plans to renew the grant agreement.
 - RD has concerns about too much focus on cable and not enough mention of internet program delivery in the agreement.
- PEG Access budget – Forecast, plans, sources:
 - RD: The finance department forecasts the balance in the Special Revenue Account which may be applied to the PEG Access budget each fiscal year.
- Reconcile capital by FY:
 - Covered above.
- FY2023 Funding and Procurement Status:
 - BH: We will finish up within budget!

Meeting Adjourned: 11:50 AM

Next Monthly Board Meeting: Tuesday, July 19, 2022, at 11:00 AM

Prepared by: Paul Wittman, Clerk



Signed 2022-07-19