

BCAT, Inc. Board Monthly Meeting Minutes

Meeting Date: Tuesday, July 19, 2022

Board Members present: Bob Dutton (RD), Allan Tate (AT), Tony Melfi (TM), Paul Wittman (PW), Ralph Hammond (RH)

Board Members attending remotely: None

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 11:06 AM

Approval of BCAT Board Meeting Minutes of June 28, 2022

- The minutes of the BCAT Monthly Board meeting of June 28, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting. Also, the minutes of the executive session meeting of June 28, 2022, were approved.

Executive Director Report Summary

Financial

- Capital Purchases
 - Dates of previous purchases have been gathered and BH and RD will meet with Sarah Stanton and Dave Castellarian in coming weeks to straighten out previous year purchases.
- FY22
 - \$3035.18 under in Q4 and \$6688.36 under for FY22.
 - This was mainly due to lower than budgeted Salary Expenses and Professional Development due to personnel turnover.
 - Salaries came in \$14,175.73 under budget for FY22 due to personnel turnover.
 - With Contract Labor of \$10,149.59 added in Salaries at still \$4,026.14 under budget.
 - Media Directors, Officers came in \$1,045 under budget for Q4.
 - Medical Insurance came in \$1,771.90 under budget for Q4.
 - Total Insurance cost over by \$4002.72 for FY22 due to personnel turnover.
 - Professional Development came in \$3,341 under budget for FY22 due to personnel did not go to conference in Chicago.
- Discussion about what happens if we can use the money we are under budget; and what happens if we go over budget?

Operations

- John McCulloch working on a production internship this summer. He has been helping record Bedford Embraces Diversity interviews, editing, remote government meetings and his own personal project.
- Caleb Wood started as the new Production Coordinator on July 6, 2022. Mainly focusing on training, government meetings and short educational teaser videos for the summer.
- Bedford TV is no longer requiring guests to wear masks.

Classes

- Adobe Premiere Classes:
 - First class covered the basics of Adobe Premiere.
 - Second class covered multi-camera editing.
 - BH was instructor.
- LABBB Class:
 - Finished classes owed to LABBB since 2020.
 - Students were recorded in the studio reading from the teleprompter and filmed b-roll footage of washing their hands and brushing their teeth.
 - Second class covered how to edit everything together into one video.
 - All students went home with a copy of their videos.
- BH contacted Nikki Taylor at the Rec Department to continue classes with them in the fall.
- Short lessons and tutorials will be created as teasers for regularly scheduled classes.

Outreach

- Trivia Night (8/11/22): will need to find new location or do it remotely.
 - Waxy O'Connor's (previous location for Trivia Night) is closed.
 - Revolution Hall in Lexington has been contacted for 8/11/22.
 - Neighboring Community Media Stations and organizations have been contacted to sign up teams.
 - May also contact Great Wall restaurant.

Productions

- 7/21/22 - Lessons We Can Take from Today – Podcast.
- 7/28/22 - Bedford Resident Recording Music.
- 8/4/22 - Bollywood Band Recording Music.
- 8/12/22 - Barre3 Workout.
- 8/18/22 - Bedford Common.
- Government Meetings (Remote and In-Person)
- BTV News restarts in studio on Monday 7/25/22.

Upcoming Deadlines/Notices

- 7/25/22 - Verizon Public Hearing – Bill August will run it; BH to get some local people to come in to give their appreciation of BTV; BH to ask Sonal to do some marketing for this.
- 7/30/22 - Form 5500-SF due to IRS.
- 8/1/22 - FY22 Q4 Report due to the Town.
- 8/1/22 - FY22 Annual Report & inventory due to the Town.
- 8/11/22 - Trivia Night.

Old Business

- None

New business

- Start of FY23
 - Discussion on the financial things that need to occur.
- FY 23 Budget & Capital Planning

- This has been done.
- Review of Q4/FY22 Financial Reports
 - Reviewed first draft of report.
- Complete P & L with actuals
 - BH to work on this this week.
- Reviewed Draft Annual Report
 - RD made suggestions for sections that needed to be completed.
- Update on capital equipment procurement
 - BH waiting for town to approve purchases.
- BCAT Performance Evaluation with CMC
 - Still waiting;
- Candidates for Board membership
 - Need to add item in next BTV newsletter.
- Grant agreement expires June 30, 2023 – plan?
 - Up to town; we may not be able to participate due to conflict of interest.
- PEG Access budget – forecast, plans, sources?
 - Also up to Town.
- Reconcile capital by FY
 - Discussed above.
- FY2023 Funding and Procurement Status
 - Discussed above.

Meeting Adjourned: 12:13 PM

Next Monthly Board Meeting: Tuesday, August 16, 2022, at 11:00 AM

Prepared by: Paul Wittman, Clerk



Signed 2022-08-16