

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, September 20, 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 11:07 AM

Approval of BCAT Board Meeting Minutes of August 16, 2022

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

Executive Director Report Summary

Financial

- Currently, there will be an underrun for Q1 FY23.
 - Due to low hours for the Production Assistant who quit.
- Laptop for production coordinator will be purchased as a capital purchase from FY22.
 - Capital Request for MacBook Pro was originally for \$3,299.
 - BH will get a more accurate quote.
 - Original laptop will be used for other tasks.

Operations

- The Production Assistant gave his two-week notice. His last day is today (2022-09-20).
- Interviews are being conducted to hire a new Production Assistant.

Classes

- Eight are registered for the Intro to Film Making course that starts on Thursday meeting every Thursday for the next 5 weeks.
 - \$130 per student = \$1040 total.
- Pro-Tip Tuesday video coming out today. New video every other week moving forward.
 - The Production Coordinator is producing them.
- Monthly Adult Classes - Similar to student classes but have 2 or 3 in one week instead of over several weeks.
 - Several adults showed interest during Bedford Day.
 - To be publicized on our website.

Outreach

- Bedford Day
 - Donations totaled over \$80.
 - Signed up several new members.
 - Others asked about adult classes.
 - Reviewed the YouTube stats on the viewers for the video stream.
 - RD suggested writing an article pointing to the recording on the YT channel.
- Still looking for Community Partnerships and Sponsors for High School Sports.
 - Got photos from TM of Boys Soccer and still gathering other teams as well for game day posts.
 - RH suggested getting students involved in writing coverage of sports games for Citizen.
- Discussion on use of Owl system in room for Town meetings and bad quality of video/audio.

Productions

- BHS Sports - 18 games.
- Government Meetings - Still currently covering all Select Board, Board of Health, Finance Committee, School Committee and Planning Board Meeting.
- BTV News show on Monday – Weekly.
 - Suggestion to broadcast the show on both cable channels as well as YT channel streaming.
- 9/22 – Podcast.
- 9/23 – Citizen of the Year Ceremony.
 - Suggestion to do separate interview with Sarah.
 - RH suggested doing it via Bedford Common show.
- 9/29 – Bollywood band recording.
- 10/8 – Indigenous Peoples Lacrosse Event – Bedford Embraces Diversity program.

Upcoming Deadlines/Notices

- 09/30/22 - End of Q1.
- 11/1/22 - Deadline for filing of non-profit annual report to Secretary of State (PW does this as the Clerk). There is a \$15 fee for this +\$3.50 to file electronically which PW will need to coordinate with BH to pay the fee. Last year PW paid himself and then was reimbursed. BCAT should be paying this directly.
 - PW plans to do this on Tuesday 10/11.
- 11/1/22 - FY23 Q1 Report due to the Town.

Old Business

- None

New business

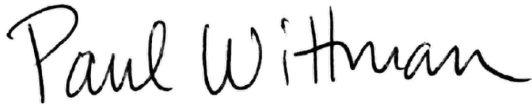
- Discussed the upcoming Annual Meeting.
 - BH starting the planning for the meeting.
 - Will have it on the third floor of OTH.
 - Possibly the week of November 14, 2022.
- FY24 Budget and Funding Sources
 - FY 24 will be a kind of weird year since grant agreement will be expiring.
 - RD suggests doing regular budget process that will be submitted in December.
 - It should be reviewed in November.

- Discussion on funding sources.
- Grant Renewal Discussion (Agreement ends 6/30/23)
 - Discussion of possible change to grant agreement to include more mention of internet broadcasting as well as cable broadcasting.
 - Need to get input from Town on their schedule to work on the Grant Agreement.
- Google Drive Update
 - AT & BH & JP & RD are working on this.
 - Board members need new login; a message was sent out last month.
- Board Membership Candidates
 - Possible candidates from interested adults at Bedford Day.
 - RH nominated to be voting member and approved unanimously.
 - PW to submit a new BOD form to the state via Sec of State website.
- CORI for all members
 - RD found out how to get the \$25 fees for CORI checks to be waived as a non-profit.
 - RD will renew when people come up for renewal.
 - JP tracks schedule for people's renewals.

Meeting Adjourned: 12:30 PM

Next Monthly Board Meeting: Tuesday, October 18, 2022, at 11:00 AM

Prepared by: Paul Wittman, Clerk



Signed 2022-10-25