

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, October 25, 2022

Board Members present in studio: Tony Melfi (TM), Paul Wittman (PW),

Board Members attending remotely: Bob Dutton (RD), Allan Tate (AT),

Board Members not present: Ralph Hammond (RH)

Staff Members present: Brian Hebert (BH)

Visitors present: None

Visitors attending remotely: None

Board Meeting held at Bedford TV Studio and remotely.

General meeting was called to order at 11:06 AM

Approval of BCAT Board Meeting Minutes of September 20, 2022

- The minutes of the BCAT Monthly Board meeting of September 20, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting.

Executive Director Report Summary

Financial

- Underrun for Q1 FY23 is \$16,883.74.
 - Mainly due to salaries being under budget.
 - Insurance was also under budget due to only one employee being enrolled with Bedford TV health insurance at this time.
 - See the ED report for details on salaries.
- The bottom line is that we completed all contractual obligations to town.
- No response yet from CPA regarding taxes filing extension question.
- Discussion if we are on plan for the capital plan.
 - BH has contacted the Town to replace 2 laptops and 1 JVC camcorder.
 - All purchases should be within budget.
 - This is the last of the FY22 capital budget requests.
 - RD requested that we add a line to the quarterly reports regarding capital plan status.
- PW filed the 501(c)(3) Annual Report with the state and Bedford TV paid the associated fees.
- Changes in the BCAT 401(k) plan through PayEntry:
 - MPay is transitioning the plan out of the Multiple Employer Plan with Alerus to a standalone plan with Spectrum as recordkeeper.
 - This results in a \$125 fee per quarter for the plan. (This is a new charge.)
- The FY23 Expense Budget in the Annual Report does not add up to the Income Budget.
 - There is a difference that has tentatively been added to Code 5640 Professional Development Training.
 - RD suggested that need notify the Town of this change in our financial report.

Operations

- A new Production Assistant has been hired starting on 10/25/22.
 - RD asked BH to check on his CORI certification status.
- BTV is now fully staffed.

Classes

- Intro to Film Making course wrapped up with 9 students completing the 5 week course.
 - Student projects showing on YT channel.
- Pro-Tip Tuesday video coming out every other Tuesday.
- Monthly adult class for HS and above:
 - Studio elements class to be taught every Tuesday.
 - Audio intensive class taught by Marc Gustafson.
 - BH asked TM if he would be available to teach sports reporting class perhaps in Feb.
- Kids classes moving forward every Wednesday in afternoon.
 - Intro to Film Making and Writing for TV.
 - Offered through the Bedford Recreation Department.

Outreach

- Annual meeting and awards ceremony scheduled for third floor on 12/2/2022 (Friday).

Productions

- BHS sports games – 5 games this month.
- Government Meetings - Still currently covering all Select Board, Board of Health, Finance Committee, School Committee and Planning Board Meeting.
- BTV News show every Monday.
- 10/28/22 – Faces of Bedford.
- 10/28/22 – Trunk or treat – will cover on News on 10/31.
- 11/11/22 – Veterans Day ceremony.
- 11/17/22 – Bedford Common.
- Bedford Family Connection program with Nina Oliveri – Bedford Gems.

Upcoming Deadlines/Notices

- 09/30/22 – End of Q1.
- 11/1/22 – FY23 Q1 Report due to the Town.
- 11/15/22 – 2021 (FY22) Tax Filings Due.

Old Business

- None

New business

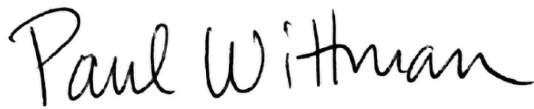
- Finalizing plans for the Annual Meeting.
 - Booked the third floor of Old Town Hall for 12/2/2022.
 - Time will be 6:30 to 9 PM
 - BH has started doing an order of business for the meeting and the awards ceremony.
 - Decorations will be removed from storage.
 - PW to send out minutes from 2021 Annual Meeting for approval.
- RD asked if anyone knew about Bedford Historical Society lease for OTH.
- Review Q1 Financial Reports
 - Mentioned above; BH is working on this.
- Review/Approve Policies
 - BH to check if there are any new policies or changed policies to approve.

- FY24 Budget Planning/Timeline:
 - We will review and approve requested budget in December.
 - There has been no CMC activity and no guidance from Town.
 - The grant agreement will expire in 2023, but no information from Town yet on that.
 - We need to prepare a budget to be reviewed at the December meeting.
- Discussion of possible Board Membership Candidates
 - Adult classes are a possible source of board members.
 - Also, we should include a request at the Annual Meeting for interest in board membership.

Meeting Adjourned: 11:56 PM

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

Prepared by: Paul Wittman, Clerk

A handwritten signature in black ink that reads "Paul Wittman". The signature is written in a cursive, flowing style.

Signed 2022-11-15