

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, November 15, 2022

Board Members present: Bob Dutton (RD), Paul Wittman (PW), Ralph Hammond (RH)

Board Members attending remotely: Allan Tate (AT)

Board Members not present: Tony Melfi (TM)

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 October 25, 2022

- The minutes of the BCAT Monthly Board meeting of October 25, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting.
- BCAT 2021 Annual meeting minutes approved unanimously.

Executive Director Report Summary

Financial

- Salary issues were discussed in executive session.
- Town approved capital purchases of 2 laptops and 1 studio camera.
 - These are under the FY22 cap plan – we are now updating older technology.
 - BH discussed this with Dave Castellarian.
 - This is change from previous cap plan.
 - BH to update the cap plan reconciliation spreadsheet.
 - FY23 purchases will happen in the next few quarters.

Operations

- Production Assistant (PA) accepted Production Coordinator (PC) position with six-month review.
 - PA needs to submit a CORI form.
- BH will be interviewing for replacement PA position soon.
- BH to update org chart.

Classes

- Pro-tip Tuesday videos released every other Tuesday.
 - New PC will start to produce these.
- Monthly adult and kids' classes have been submitted to the Recreation Department.
 - To be held on Wednesdays to fit with student schedules.
 - We will know more about registration closer to the start of the classes in January.
- One time specialty classes – free.
- One-time individual free classes will be offered and advertised on our website and social media.
- Filmmaking class that just completed was very successful.
 - Some students are interested in being volunteers

Outreach

- Planning underway for Annual Meeting and Awards Night Ceremony to be held on third floor of OTH on Friday, December 2, 2022. (See New Business section below for more info.)
- Sonal P (outreach specialist) has reached out to some local businesses for sponsorships but there are no commitments yet.
- RH suggested volunteers or kids doing video on what production teams do during a production to show folks behind the scenes to get potential volunteers involved.

Productions

- Last of fall sports games finishing up – less coming up in the coming months.
 - Upcoming BHS Sports: 6 games (Thanksgiving Football/Winter Season starts 12/9).
- Government Meetings: Still currently covering all Select Board, Board of Health, Finance Committee, School Committee, and Planning Board Meeting.
- News Monday Weekly
- 11/16 - Faces of Bedford
- 11/17 - Flavors of Bedford
- 11/17 Bedford Common
 - RH noted that the Bedford Common shows will be increasing in the next months.
 - Dawn Kociubes to take over from Julie Turner soon.
- 11/18 - BHS Band Recording at BTV
- 11/19 - Faces of Bedford
- 11/22 - Faces of Bedford
- 11/24 - BHS Thanksgiving Football Game
- 12/4 - Bedford Tree Lighting
- Marc Gustafson will be recording bands in studio.
- 12/11 Rotary Breakfast with Santa – now called Winter Carnival Festival to be more inclusive.
- RD suggested doing short clips to show residents what we are doing.
 - BH to do this anyway to submit to awards organizations.
- Suggestion made to add awareness of productions to Bedford citizen.
 - Maybe Sonal can do this?

Upcoming Deadlines/Notices

- 11/15/22 - 2021 (FY22) Tax Filings Due.
 - BH says that our accountants pushed this back until 5/15/23.
- 12/2/22 - Annual Meeting/Party.
- 12/11/22 - Paul's CORI expires.
- 12/31/22 - End of Q2
- 6/30/23 - Grant Agreement with the Town ends

Old Business

- None

New business

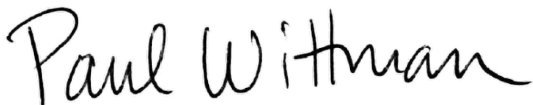
- Strategic Discussion
 - Issue of reduced funding coming from cable companies.
 - RD noted that subscriber count information is published (by the State) on an annual basis; the 2022 data will not be available until after the first of next year.

- Still unclear on how much money will be available in the future.
- Important to continue to sell what we are doing so town can contribute when funding from cable gets reduced.
- Finalize plans for Annual Meeting and Awards ceremony.
 - Friday 12/2/22 – Third floor of the OTH has been booked.
 - Need updated agenda based on last year's agenda.
 - Last year's report should be available on the tables; also member application forms.
- Review/Approve Policies.
 - No action needed at this time.
- Review draft FY 24 budget submission.
 - Due to town on 12/1 – BH to work on this.
 - Important to have board review budget before submitted.
 - Need to get some input from CMC or present budget to CMC.
- Discuss election of board members and officers.
 - End of terms for PW and AT coming up this December.
- Board Membership Candidates.
 - Still looking for people.
 - Will mention openings at Annual Meeting and Awards night.

Meeting Adjourned: 12:30 PM

Next Monthly Board Meeting: Tuesday, December 20, 2022, at 11:00 AM

Prepared by: Paul Wittman, Clerk



Signed 2022-12-20