

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, December 20, 2022

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

**Board Members attending remotely:** Allan Tate (AT)

**Board Members not present:** None

**Staff Members present:** Brian Hebert (BH)

**Visitors present:** Scott Counsell (SC)

**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 November 15, 2022

- The minutes of the BCAT Monthly Board meeting of November 15, 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 November 15, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting.

## Executive Director Report Summary

### **Financial**

- The final two Capital Purchases of FY22 have been ordered.
  - 2 Laptops and 1 Studio Camera are on the way.
  - Reimbursement has been sent to the town.
  - Older laptops will be given to new PA when hired.
  - The Town requires approval for disposal of old equipment.
- Our Business Owner's Insurance Policy with the Hartford is renewing in February, and the rate has increased by \$214 for the plan period.

### **Operations**

- BH will be conducting interviews for a new Production Assistant with staff involvement in the new year. He has several good candidates so far.
- Fidelity Bond states we are on a Multiple Employer Plan (MEP) for our 401(k) and with the change at PayEntry we are now on a stand-alone plan. Our current bond expires 3/28/23.
- The Employee Benefits Summary needs to be updated. Changes are:
  - Medical Insurance – missing the word “Deductible” after (\$2000).
  - Delta Insurance - Delta Dental and HSA are not part of our dental insurance anymore.
  - Our policy is now Blue Cross Blue Shield Dental Blue.
  - Retirement Savings – Investments are now managed by Spectrum Employee Benefits.
  - The 4th and 5th bullets need to be deleted.
  - BCAT pays a fee to Spectrum quarterly and employee fees are outlined in the retirement plan documents. There is no per employee administrative fee anymore (so no \$7.50 reimbursement).

- A student from the Intro to Filmmaking class in the fall will be coming in every Thursday from 2:30-4:00pm to edit or assist with a project.

### **Classes**

- Pro-Tip Tuesday video coming out every other Tuesday. The new Production Coordinator will continue to create these.
- Monthly Adult Classes and kids' classes every Wednesday have been submitted to the Bedford Recreation Department.
  - Adult Classes: Interest in Editing Course.
  - Kids Classes: 7 Enrolled in both Intro to Film courses and 6 enrolled in Writing Class so far.
- Individual free classes will be offered and advertised on our website and social media.

### **Outreach**

- Renewing annual partnerships with Goddard School and Red Heat Tavern.
- Planning another Dine and Donate event with either Red Heat Tavern or another restaurant for the winter.

### **Productions**

- Upcoming BHS Sports - 9 games before our next Board Meeting
- Government Meetings - Still currently covering all Select Board, Board of Health, Finance Committee, School Committee and Planning Board Meeting.
- News Monday Weekly - Will not take place on 12/27 or 1/3
- 11/20 - National Honors Society Awards Night
- 11/21 - Faces of Bedford
- 12/22 - Linda Ugelow Podcast
- 12/22 - Parker Anderson-Laporte Music Show
- 12/22 - Holiday Greetings Recordings
- 1/5/23 - Linda Ugelow Podcast #2

### **Upcoming Deadlines/Notices**

- 12/31/22 - End of Q2
- 1/31/23 - Deadline to file W2s and 1099s with IRS
- 2/1/23 - FY23 Q3 Report Due
- 5/15/23 - 2021 (FY22) Extension of Tax Filings Due
- 6/30/23 - Grant Agreement with the Town ends

### **Old Business**

- None

### **New business**

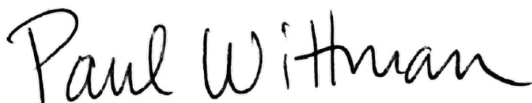
- Board Member discussion
  - Allan Tate will be leaving the board.
  - Scott Counsell is starting new job with daytime commitments; he is interested in the open position and will let us know availability in the new year.
- Strategic Discussion
  - Update on ED action to reach out to other stations in the area and to the industry groups to determine what others are doing to address the decline in cable subscriber fees.

- BH: other stations having small fees for memberships.
  - Newton has subsidiary company to bring in business and money.
- Identify potential sources of funding as cable revenues decline:
  - 100s members on books, but much smaller number of active members.
  - We could charge for use of podcast room.
  - It may be better to do dues instead of fees.
  - It was recommended that we ask the Town to add a charge for BTV to the taxes.
- Special Revenue Account: We are still waiting for info from town Finance Department.
  - The amount in it is a forecast from actuals; the balance for last FY is \$299K.
  - No major reduction at this time.
- Two sources of funding; SRA money and money from donations and classes.
- Select Board Meeting Room update
  - History reviewed; original documents for the original equipment is in the google drive now.
  - The Town just did its capital plan but there are no upgrades for the Select Board room equipment in the plan for FY24; hopefully, this will be in the plan for future years.
- Election of Board Members, Officers
  - PW nominated for another term; voted unanimously;
  - Allan T will not renew term; RD asked if AT will stay until end of January 2023 until Scott C may join; AT OK for one more month.
  - We will elect officers at the next meeting.
- Board membership candidates
  - None at this time
- Review/Approve policies
  - None at this time
- Discuss Writing Element launch – Ralph
  - See handout from Ralph which is memo sent to parents of students signed up for the script writing class.
  - Presentation about the script writing class and building a writing culture in the Bedford schools via Bedford TV.
- Review draft FY 24 budget submission
  - Proposed capital purchases for FY24:
    - Lens kits for DSLRs to support still photo shoots.
    - 2 studio cameras to replace existing cameras that are getting old.
    - Editing laptop.
  - No mention of updated equipment for Select Board room.

**Meeting Adjourned: 12:29 PM**

**Next Monthly Board Meeting: Tuesday, January 17, 2023, at 11:00 AM**

**Prepared by: Paul Wittman, Clerk**



Signed 2023-01-17