

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, January 17, 2023

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

Board Members attending remotely: None

Board Members not present: Tony Melfi (TM)

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 11:02 AM

Approval of BCAT Board Meeting Minutes of December 20, 2022

- The minutes of the BCAT Monthly Board meeting of December 20, 2022, were unanimously approved with the modifications made based on comments received via email prior to the meeting.
- The minutes of the BCAT Board Executive Session meeting of December 20, 2022, were unanimously approved without modifications during a brief executive session meeting.

Executive Director Report Summary

Financial

- Expecting an underrun of \$3969 for Q2.
 - There may be an overrun for next two quarters, but we should be OK for FY23.
- BH suggests adding more kids' classes to bring in more revenue.
 - Potentially could bring in 8 – 10 K / year.
 - RD suggested paying small stipend to the mentors.
- BH also recommends doing more adult classes as well.

Operations

- Benefits policies were updated based on changes noted in last month's minutes based on new policies, new services vendors, and typo corrections.
 - Changes approved unanimously.

Classes

- Pro-Tip Tuesday video coming out every other Tuesday.
 - Production Coordinator will continue to create these.
 - RD suggests advertising them to other stations.
- Monthly Adult Classes and kids classes every Wednesday will continue into April.
- Spring classes will be submitted before school's February vacation.
 - Currently offering Intro to Filmmaking and Intro to Script Writing.
 - Thinking of adding more courses on more specific topics.
 - Adult Classes:
 - 2 Enrolled in Editing Course starting 1/26.
 - Free Podcast class on 2/4.
 - Kids Classes:

- 11 Enrolled in current Intro to Film Making course.
- 7 enrolled in Writing Class in February.
- 6 enrolled in an Intro to Film Making course in March.
- RD suggests polling the students to see what else they want to learn about.

Outreach

- Renewed annual partnership with Goddard School.
- Still trying to confirm with Red Heat Tavern.
- Planning another Dine and Donate event with either Red Heat Tavern or another restaurant for the winter. Trying for a time in February or early March.

Productions

- Upcoming BHS Sports games: 19 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.
 - All in Select Board room in Town Hall.
 - It may be possible to hold meetings in Large Group Instruction room in the High School.
- Monday News show produced weekly.
- Linda Ugelow weekly podcast on Thursday.
- 1/18 - Bedford Common.
- 1/19 - Gretchen Kind's son, Tyler, recording music in the studio.
- Faces of Bedford continue to create shows monthly. Dates currently TBD.

Upcoming Deadlines/Notices

- 1/31/23 - Deadline to file W2s and 1099s with IRS.
- 2/1/23 - FY23 Q2 Report Due; BH will be away 1/26 through 1/30; he will send it out before he leaves on vacation.
- 2/10/23 - Hartford Insurance Expires (Need to pay premium online - no bill available yet).
- 5/15/23 - 2021 (FY22) Extension of Tax Filings Due.
- 6/30/23 - Grant Agreement with the Town ends.
- BH presenting to the Select Board tonight regarding the FY24 Budget along with Marc Guetersloh from the CMC.

Old Business

- None at this time.

New business

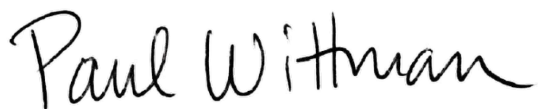
- Strategic Discussion
 - Update on ED action to reach out to other stations in the area and to the industry groups to determine what others are doing to address the decline in cable subscriber fees.
 - BH has not had time to do this yet.
 - Identify potential sources of funding as cable revenues decline:
 - RD – Finance has not come up with figures of the Special Revenue Account (SRA).
 - RD showed sheet and chart of SRA tracking.
 - Sub-accounts show appropriated funds vs available funds.
 - Finance Department has to forecast how much in acct before town meeting.

- Other action: what are other sources of revenue;
 - We discussed needing to be proactive in identifying other sources of revenue.
 - We discussed possibly increasing number of classes and possibly cost of classes.
 - We discussed possibly adding dues for members.
 - We discussed possibly having members do quarterly or annual contributions charged to a credit card.
 - We discussed possibly using reserve money (currently \$70K) not currently applied to operating expenses.
- Select Board Meeting Room update – no action at this time.
- Election of Board Members, Officers
 - Allan T is stepping down from Board effective today; he will send a resignation letter.
 - Scott Counsell is open to joining the Board.
 - Board voted unanimously to have Scott Counsell join the Board.
 - New officers were voted unanimously:
 - Paul W elected as President.
 - Bob D elected as Treasurer.
 - Scott C elected as Clerk.
- Meeting dates
 - New meeting day and time was discussed:
 - Wednesday at 7 PM seems to be acceptable to all.
 - Next meeting will be Wednesday, 2/15/22, at 7 PM.
- Board membership candidates.
 - No candidates were discussed.
- Review/Approve policies.
 - Not reviewed in this meeting.
- Review FY 24 budget submission.
 - Not reviewed at this meeting.
- Review FY23 Q2 Financial Reports.
 - Not reviewed at this meeting.

Meeting Adjourned: 12:03 PM

Next Monthly Board Meeting: Tuesday, February 15, 2023, at 7:00 PM

Prepared by: Paul Wittman, Clerk



Signed 2023-02-15