

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Wednesday, February 15, 2023

Board Members present: None

Board Members attending remotely: Bob Dutton (RD), Paul Wittman (PW), Ralph Hammond (RH), Scott Counsell (SC)

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 and virtually

General meeting was called to order at 7:03 PM

Approval of BCAT Board Meeting Minutes of January 17, 2023

- The minutes of the BCAT Monthly Board meeting of January 17, 2023, were unanimously approved with the modifications made based on comments received via email prior to the meeting.

Executive Director Report Summary

Financial

- BH reported he is finishing up prior orders and preparing for FY 2023 purchases, which will include:
 - Two iMacs for editing workstations to replace older machines
 - Camera & light kits
 - Field camera
- Discussion of purchase guidelines, alternative items – purchases under \$5K do not require bids

Operations

- A new production assistant was hired and will be working about ten hours a week.
- BH is conducting ongoing discussions with prospective interns.

Classes

- Ongoing educational activities include the production of 'pro tip' videos and a scriptwriting class. There will be a pause during the February school break, but RH will teach one class during that time. RH reports good continuity on student participation.
- Classes will continue to the end of the school year. After a break, summer classes will be held. There will be a 'Summer Camp' project. A documentary class for teens and adults will be offered and other classes may be added.

Outreach

- A community partnership with the Goddard School was renewed, but a former partnership with Red Heat Tavern was not renewed. BH will reach out to other restaurants, and the producer of 'Time to Smile' may offer to sponsor our Trivia Night.
- BH suggested that the station could purchase gift cards with their own funds to award to volunteers, but town-provided funds could not be used for this purpose.

Productions

- After a break, school sports will begin their playoff season; this will be followed by the spring sports season.
- Government meetings are ongoing. The Council on Aging and other town committees not currently covered live by Bedford TV may send recordings to the station to be posted.
- BH summarized other productions being done, including news shows and podcasts. PW asked if a podcast 'tab' could be added to the station's YouTube channel; BH answered that YouTube doesn't support such a feature, and that podcasts are played on the CATV channels for now. It might be possible to host podcasts on other sites such as Soundcloud or iTunes.

Upcoming Deadlines/Notices

- Deadlines are forthcoming for renewing our Hartford Insurance policy, submitting tax filings, complying with the town's grant agreements, and submitting entries to the Alliance for Community Media award program.
- BH has been working with attorney William August on upcoming cable license renewals. BH had questions about cable drops, which we discussed.

Old Business

- BH was asked about outreach to other access stations in regard to identifying alternative funding sources beyond our cable TV contracts. BH and the outreach specialist will meet with Lexmedia, Lexington's access station, and may also approach New TV in Newton.
- The board and Bedford TV will continue to discuss alternative funding options.
- Discussions regarding the new grant agreement with the town are ongoing with Town Manager Sarah Stanton. She has suggested that a pending bill under consideration in the state legislature might provide funds for access stations.
- A proposal is pending to refurbish the production equipment in the Select Board Meeting Room - this may be addressed in 2024.

New business

- No new station policies have been implemented.
- The FY 2024 budget request is subject to funding approval at the March town meeting.

RD left the meeting at 7:56pm.

Meeting Adjourned: 8:03 PM

Executive Session: not held

Next Monthly Board Meeting: Wednesday, April 26, 2023, at 7:00 PM

Prepared by: Scott Counsell, Clerk

