

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, May 16, 2023

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

Board Members attending remotely: None

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 7:04 PM

Approval of BCAT Board Meeting Minutes of April 26, 2023

- The minutes of the BCAT Monthly Board meeting of April 26, 2023, were unanimously approved.

Executive Director Report Summary

Financial

- BH reported that capital funds carried over from FY 2022 have now been expended. He will now proceed with the purchase of capital items approved for FY2023, including two editing workstations, a field camera, and a light kit.
- One of the field cameras, a JVC GY HC 500U, suffered damage from a fall but is still usable.

Operations

- The intern from Middlesex Community College [MCC] is working on the BCAT newscast and podcasts; his term will run through the spring. He will receive academic credit from MCC. RH suggested that we work with MCC to grant credit for other courses offered at BCAT.
- The BCAT staff is updating the membership rolls.
- The BCAT employee handbook has been distributed to the staff and signed off.

Classes

- Classes are ongoing. The Introduction to Photography class is now being offered and an Introduction to Filmmaking Class starts on May 31.
- Children's classes run through June 21.
- Pro tip videos continue to be produced and broadcast to station viewers.

Outreach

- Dianne Bridgeman Dental has signed up to be an event sponsor.
- A 'Dine & Donate' event will be held at the Chipotle Grill on June 13 from 5-9pm.
- The Minuteman Diner will sponsor Trivia Night on August 25.
- The station will eventually be looking for sponsors of local sporting events to be streamed on YouTube at local venues, after solidifying streaming procedures.

Productions

- The spring school sports season will be wrapping up, to be followed by playoffs.
- Government meetings are ongoing.
- BH will work with the interim Town Manager to discuss coverage of other town meetings.
- Several upcoming productions are in the works including studio productions, school events, musical performances and town events.

Deadlines

- An updated version of the BCAT Rules & Regulations has been approved and submitted to the Town.
- The current fiscal year ends on June 30.

Strategic Planning

- The new Grant Agreement has been agreed upon by the Community Media Committee [CMC] and the Board and will be submitted to the Town.
- As previously discussed, a working group to explore new funding sources for BCAT will be formed. Representatives will include Select Board member Emily Mitchell and other stakeholders. SC offered to represent the Board on the working group.
- The Board discussed ongoing efforts to identify alternate funding sources for BCAT. SC followed up on his earlier proposal that BCAT look into analyzing the budgetary requirements for the public, educational and government channel operations by gathering data for each operation. This could begin in the new fiscal year.
- BH will continue to explore funding alternatives with other access stations. He along with the Marketing and Outreach Specialist will likely attend the Alliance for Community Media annual conference in New York to gather more ideas.

New business

- Attorney William August continues to work on the cable TV license renewals on behalf of the Town.
- The BCAT Rules and Regulations were approved.
- The BCAT PTO policy was reviewed. Currently, PTO allotments reset to zero at the end of the fiscal year. BH suggested that we consider a rollover to 8 or 16 hours to better incentivize employees to use the PTO's appropriately. After discussion, we decided to amend the policy to permit a rollover of eight hours, subject to the approval of the Executive Director. SC moved, and RH seconded a motion to implement this change – it was approved unanimously.

Meeting Adjourned: 8:31 PM

Executive Session: not held

Next Monthly Board Meeting: Tuesday, June 20, 2023, at 7:00 PM

Prepared by: Scott Counsell, Clerk

