

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, June 20, 2023

Board Members present: Paul Wittman (PW), Ralph Hammond (RH), Bob Dutton (RD); Scott Counsell (SC) arrived at 7:10

Board Members attending remotely: None

Board Members not present: Tony Melfi (TM)

Staff Members present: Brian Hebert (BH)

Visitors present: Matt Porter [MP] – Community Media Committee [CMC]

Visitors attending remotely: None

Board Meeting held at Bedford TV Studio

General meeting was called to order at 7:01 PM

Approval of BCAT Board Meeting Minutes of May 16, 2023

- The minutes of the BCAT Monthly Board meeting of May 16, 2023, were unanimously approved.

Executive Director Report Summary

Financial

- BH reported that all capital fund expenditures for FY 2022 and 2023 are now completed.
- A small overrun will be incurred this quarter, but overall FY 2023 expenditures are nearly \$27K under budget, including approximately \$20K under for salaries and \$5K under for insurance.

Operations

- The studio will be closed for productions on June 23 and from June 28-29 so that staff can attend the MassAccess and Alliance for Community Media conferences.

Classes

- The Introduction to Filmmaking class started on May 31 and runs to June 21.
- A Non-fiction Film class will be held from July 12 to August 16.
- Pro tip videos continue to be produced and broadcast to station viewers.

Outreach

- The 'Dine & Donate' event held at the Chipotle Grill on June 13 was a success, netting the station \$140. A similar event with Ken's Deli will be held later in the summer.
- The Minuteman Diner will sponsor Trivia Night on August 25.
- A competition to create a new intro clip for the Bedford news program will be conducted with our youth volunteers.
- BH is also planning a yearly photo competition, with entries posed on the channel and bulletin board.

Productions

- The spring school sports season has wrapped up.
- Government meetings are ongoing. The Council on Aging is now sending recordings.
- Besides ongoing production of the weekly news program, other upcoming productions include the multi-class Bedford High School reunion on June 21, a Faces of Bedford program on July 11 and the Starfish Storytellers podcast.

Deadlines

- The current Grant Agreement expires on June 30.
- The FY 2023 Q4 report, annual report and inventory are all due to the Town on August 1.
- A performance evaluation is due to the CMC between now and the fall.

Strategic Planning

- A signed copy of the new Grant Agreement was submitted to the Town and will be in force for three years.
- The working group formed to explore new funding sources for BCAT held its first meeting on June 12. This group include SC, MP, Select Board member Emily Mitchell [EM] and assistant town clerk Charles Ticotsky. SC and MP reported that initial introductions were made and some ideas discussed; we also delegated various initiatives to the group members and will plan on meeting again in August. A suggestion was made to contact School Committee member Dan Brosgol for ideas on how to engage the School Department.
- BD reported that the Town has a new accounting system – he took some time to analyze the data to see if revenue shortfalls are materializing. The data was difficult to interpret midway through a fiscal year, but he gathered that a shortfall may be developing. The number of cable subscribers in Bedford dropped 8.8% from 2021 to 2022.
- It was suggested that we get in touch with EM to see where things stand with the cable contract negotiations being conducted by Attorney William August.
- BH will continue to explore funding alternatives with other access stations.

New business

- Attorney August continues to work on the cable TV license renewals on behalf of the Town. License renewals are due in 2024. The first phase, incorporating ascertainment, has been completed – the second phase is due in September.
- There is interest on the part of potential candidates to join our board.
- The CMC will need to conduct a performance review with Bedford TV. MP will discuss the matter with his colleagues on the CMC.
- Capital funds are now expended for FY 2023. The Town would like to make its final 2023 payment as soon as possible.

Meeting Adjourned: 8:40 PM

Executive Session: not held

Next Monthly Board Meeting: Tuesday, July 18, 2023, at 7:00 PM

Prepared by: Scott Counsell, Clerk

