

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, July 18, 2023

Board Members present: Paul Wittman (PW), Ralph Hammond (RH), Tony Melfi (TM), Scott Counsell (SC)

Board Members attending remotely: Bob Dutton (RD)

Board Members not present: None

Staff Members present: Brian Hebert (BH)

Visitors present: Dawn Kociubes

Visitors attending remotely: None

Board Meeting held at Bedford TV Studio

General meeting was called to order at 7:06 PM

Approval of BCAT Board Meeting Minutes of June 20, 2023

- The minutes of the BCAT Monthly Board meeting of June 20, 2023, were unanimously approved.

Executive Director Report Summary

Financial

- BH reported that FY 2023 will close out with an underrun on \$28,973.59, largely due to salary adjustments during the fiscal year.
- A number of purchases ordered prior to the end of FY 2023 were not paid until after the end of the fiscal year and will therefore show up as 2024 expenses. This will not impact the 2024 budget.
- The signed 2020 Grant Agreement closeout letter was delivered to the town.
- The reconciliation of the FY 2024 Q1 advance, return of the advance provided for in the 2020 Grant Agreement, and the return of the FY 2023 underrun resulted in the issuance of a check to the Town for \$20,184.84.

Operations

- The air conditioning in the facility has been broken for most of the summer. Remedial steps have been taken and the Town has been engaged to repair the system, but certain work areas are very uncomfortable to work in.

Classes

- A Non-fiction Film class will be held from July 12 to August 16. So far, four students and two mentors are enrolled.
- Pro tip videos continue to be produced by station staff.
- The administrator will be taking two accounting courses that are relevant to her duties.

Outreach

- 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 and is attracting interest.
- The first meeting for Crowdsourced Boston will be held on August 1.

Productions

- The school sports season has finished and will resume in the fall.
- Government meetings are ongoing. The Council on Aging is now furnishing recordings of their meetings to be aired on Bedford TV.
- Besides ongoing production of the weekly news program, other upcoming productions include the Concert Series, Faces of Bedford, Bedford Gems, Bedford VA Creative Arts and the Starfish Storytellers podcast.

Deadlines

- The new Grant Agreement is finalized and came into force on July 1.
- 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 9/23.
- The annual Bedford Day event is scheduled for 9/23.

Strategic Planning

- The working group formed to explore new funding sources for BCAT will hold its next meeting on August 15, just prior to the BOD meeting.
- BH will continue to explore funding alternatives with other access stations. He will summarize his findings from recent interactions at the conferences he attended.
- We discussed various community partners that could be approached for donations and discussed the distinctions between individuals and organizations.
- SC provided an update on the status of current legislation pending before the state Legislature that would streamline the funding process for cable access stations and tap a new revenue source to help with funding. The new revenue source would be a fee imposed on streaming content providers, with monies divided between the state, municipalities, and access stations. These bills are currently under study in a joint legislative committee, which held a public hearing on July 13 at which SC attended and testified, along with other cable access advocates and stakeholders. SC also helped draft a letter that was sent to the joint committee on behalf of the Board.

New business

- The Board reviewed the Q4 financial reports. New teleprompters were purchased but will be counted against the 2024 budget. Most line items were in line with previous quarters. The station was fully staffed for the quarter, and there were more events to be covered.
- BH also shared a draft of the FY 2023 Annual Report that he is working on.
- Dawn Kociubes, a longtime Bedford TV volunteer has expressed interest in joining our board. We can take a vote on adding her at the end of the year.
- The CMC will need to conduct a performance review with Bedford TV.

Meeting Adjourned: 8:40 PM

Executive Session: not held

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

Prepared by: Scott Counsell, Clerk

