

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, October 17, 2023

Board Members present: Paul Wittman (PW), Bob Dutton (BD), Scott Counsell (SC)

Board Members attending remotely: None

Board Members not present: Ralph Hammond (RH), Tony Melfi (TM)

Staff Members present: Brian Hebert (BH)

Visitors present: Bedford Town Manager Matthew Hanson (MH)

Visitors attending remotely: None

Board Meeting held at Bedford TV Studio

General meeting was called to order at 7:07 PM

Approval of BCAT Board Meeting Minutes of September 19, 2023

- The minutes of the BCAT Monthly Board meeting of September 19, 2023, were unanimously approved.

Executive Director Report Summary

Financial

- BH reported an underrun of about \$13,342.27, due to lower outlays for salaries. Hours for part-time staff were lower than projected due to light activity.
- The station has applied for two grants through the Bedford Cultural Council to purchase two wireless lavalier microphones and two shotgun microphones. The station has also received grants from the Bedford Rotary.
- BH will work with the Town to rework the FY2024 capital requests for the purpose of replacing the SlingStudio production kit.

Operations

- The Administrator will be attending a MassAccess 'Meet & Greet' event at Billerica TV on October 18.
- BH will be attending the Alliance for Community Media-Northeast Conference on November 15-17 in Burlington, VT.

Classes

- The Intro to Photography class is ongoing, with five students and three mentors.
- Pro tip videos continue to be produced by station staff, with an upcoming video on producing podcasts.

Outreach

- New signage was created to alert viewers of the Comcast channel change, from channel 99 to channel 22.
- Planned interviews with the new town manager, fire chief and facilities director, along with a walk-through of the new police station, will wait until the sports season winds down.

Productions

- The fall school sports season continues, with 10 scheduled games between now and our next meeting in November. There may be additional playoff games to cover.
- Government meetings are ongoing, with coverage of the Select Board, Finance Committee, Board of Health, School Committee, and Planning Board. 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 Bedford Common, National Community Media Day, Faces of Bedford, Wayne Braverman, Trunk or Treat, Special Town Meeting on November 6, Kristallnacht, and Veterans Day.

Deadlines

- The FY Q1 report is due to the Town on 11/1/23.
- The 501(c)(3) Annual Report is due to the Secretary of State's office on 11/1/23.
- 2022 (FY23) tax filings are due on 11/15/23.
- The BTV Annual Meeting Notice is due to the Town on 11/20/23.
- The BCAT Annual Meeting & Awards Night is scheduled for Friday, 12/1/23.

Strategic Planning

- The working group formed to explore new funding sources for BCAT will next meet in November.
- The Board took the opportunity to discuss BCAT's revenue shortfalls with MH, who is supportive of community access and expressed interest in finding solutions. One item in the budget to target would be the rent payment to the Town. We also discussed pending legislation and other options.
- BH will attend the Alliance for Community Media-Northeast meeting in November and hopes to conduct more outreach regarding funding strategies.
- There are no updates regarding the Select Board meeting room. The Select Board has been meeting in the Reed Room - this space will have cameras installed to facilitate meeting coverage.

New business

- Plans are moving forward for the establishment of a local chapter of the Rotary's Interact Club, which would make use of Bedford TV facilities.
- The BCAT Annual Meeting and Awards Night will be held at Old Town Hall on Friday, December 1. Arrangements are being finalized by Bedford TV staff; they will plan the awards program. Food will be provided by Minuteman Diner, and other station sponsors will provide support.
- The Q1 Financial Report is being prepared.
- No policy changes were implemented.
- Comcast and Verizon license renewals due in 2025 are still being negotiated.
- Work will begin on the FY2025 budget by our next meeting.
- Other items on the agenda will be discussed later.

Meeting Adjourned: 8:31 PM

Executive Session: not held

Next Monthly Board Meeting: Tuesday, November 21, 2023, at 7:00 PM

Prepared by: Scott Counsell, Clerk

