

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, November 21, 2023

Board Members present: Paul Wittman (PW), Bob Dutton (BD), Scott Counsell (SC), Ralph Hammond (RH); Tony Melfi (TM) arrived at 7:15 PM

Board Members attending remotely: None

Board Members not present: None

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 October 17, 2023

- The minutes of the BCAT Monthly Board meeting of October 17, 2023, were unanimously approved.

Executive Director Report Summary

Financial

- BH is working with the Town to finalize the capital purchase of a new mobile production kit to replace one of the two SlingStudio production kits. The previous capital request for FY2024 is being reworked. A second kit will be procured in the next fiscal year.
- Spectrum, the firm that manages the station's 401K accounts, will no longer manage the accounts of ex-employees with less than \$7K. A total of three former employees will be affected – they have been notified and will have until 4/1/24 to re-allocate their funds.
- Tax filings were due on 11/15. The station's accountant requested an extension, which was granted – the new due date is 5/15/24.

Operations

- BH attended the Alliance for Community Media-Northeast Conference on November 15-17 in Burlington, VT. The station placed second in the Overall Excellence category for small-budget stations. BH attended several workshops on topics such as board development, sports production, sponsor development, and alternate revenue sources.

Classes

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

Outreach

- Invitations were sent out for the Annual Meeting and Awards Night on 12/1/23.
- BH has engaged the BHS Athletic Director to discuss sponsorship opportunities.

Productions

- The fall school sports season has two more games to cover. The winter sports season begins on 12/7.
- 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. The new Town Manager has expressed support for having other town committees share their recordings with BCAT.
- The weekly news program will now incorporate a 'Sports Update' feature with Michael Rosenberg of the Bedford Citizen. Other upcoming productions include the Starfish Storytellers podcast, Ask Art, and the Bedford Tree Lighting ceremony.

Deadlines

- The BCAT Annual Meeting & Awards Night is scheduled for Friday, 12/1/23.
- The Annual Plan and FY2025 budget are due to the Town on 12/1/23.
- 12/31/23 will mark the end of FY24 Q2.

Strategic Planning

- BD reported that he is attempting to track payments to the Town from the cable companies – he could not confirm the last two payments from Comcast. He also noted that any report is essentially a momentary snapshot of BCAT's financial standing, which tends to be fluid given the inflows and outflows of revenues and disbursements.
- The working group formed to explore new funding sources for BCAT will next meet in December.
- BH attended the Alliance for Community Media-Northeast meeting in November and gathered more information regarding funding strategies.
- There are no updates regarding the Select Board meeting room. The Select Board continues to meet in the Reed Room – this space will have cameras installed to facilitate meeting coverage, and its projector will be replaced.

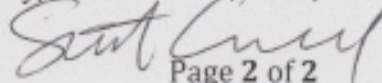
New business

- 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. Four people have signed up so far.
- 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. PW will organize the annual meeting portion of the proceedings, which will be brief.
- No policy changes were implemented.
- Comcast and Verizon license renewals are still being negotiated by Attorney William August. The ten-year license with Comcast, which was effective April 16, 2014, expires April 15, 2024, and the five-year license with Verizon, which was effective October 7, 2019, expires October 6, 2024. The capital requests associated with these renewals have not been finalized.
- TM informed the board that he will be resigning his post at our December meeting.
- Other items on the agenda will be discussed later.

Regular meeting adjourned: 8:02PM +++ Executive Session: convened at 8:03PM, adjourned at 8:55PM.

Next Monthly Board Meeting: Tuesday, December 12, 2023, at 7:00PM

Prepared by: Scott Counsell, Clerk


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