

BCAT, Inc./Bedford TV Annual Meeting Minutes

Friday, December 2, 2022

Board Members present: Bob Dutton, Ralph Hammond, Paul Wittman

Board Members not present: Tony Melfi, Allan Tate

Staff Members present: Brian Hebert, Jenn Puhle, Sonal Patel, Marc Gustafson, Michael Russillo

Guests present: Members, Volunteers, and Friends of Bedford TV

Annual Business Meeting was called to order at 6:37 PM

Welcome: Bob Dutton, President, Board of Directors (BOD)

- Explained the plan for the meeting:
 - Short business meeting for Bedford Community Access Television (BCAT), Inc., DBA Bedford TV
 - Adjourn to the Annual Awards Ceremony
- Called business meeting to order

Introductions: Bob Dutton

- Audience are members of BCAT, Inc.
- Board of Directors members
 - Bob Dutton, President
 - Allan Tate, Treasurer
 - Paul Wittman, Clerk
 - Ralph Hammond
 - Tony Melfi
- Emily Mitchell, Select Board Chair, and liaison to CMC and BCAT
- Brian Hebert, Executive Director, Bedford TV
- Community Media Committee (CMC) members
- Invitation to members for new and non-voting BOD positions
 - Info presented on when BOD meets and length of BOD service

Approval of BCAT/Bedford TV Annual Meeting Minutes of November 12, 2021

- The minutes of the BCAT/Bedford TV Annual Meeting of November 12, 2021, were unanimously approved by the members.

Introductions of Bedford TV Staff: Brian Hebert, Executive Director, Bedford TV

- Jenn Puhle, Administrator
- Marc Gustafson, Programming Coordinator
- Michael Russillo, Production Coordinator
- Sonal Patel, Digital Marketing and Outreach Specialist
- Mentioned open Production Assistant position
- Thanks to Community Partners
 - The Goddard School
 - Red Heat Tavern
 - Minuteman Diner
- Thanks to donors

Annual Report: Brian Hebert

- Presented highlights from the 2022 Annual Report
 - Financials:
 - Total Income – Operations: \$210,110.00
 - Total Expenses – Operations: \$203,421.64
 - Underrun: \$6,688.36
 - The underrun was returned to the town where it can be used for BTV operations and related expenses in the future.
 - Donations: \$3,748.35
 - Why donations are important
 - Programming during 2022:
 - 926 total shows
 - 817 local shows
 - 136 government meetings
 - 17 live programs in studio such as BTV News
 - Covered many community events, including: BHS Graduation, Dollars for Scholars, Annual Town Meeting, Memorial Day, Bedford Day, Veterans Day
 - Student volunteers produced short videos for BTV News
 - YouTube Viewership
 - 271,256 views in FY22
 - 48,300 hours watched
 - 726 new subscribers in FY22
 - Total Subscribers: 12,422
 - Membership
 - 20 new members
 - Training to 30 previously untrained members
 - Classes
 - Variety of classes for adults and high school, middle school, and elementary school students including:
 - Documentary story telling class
 - Who’s Show Is It Anyway gameshow class
 - LABBB Collaborative How-To class
 - New production equipment training
 - New Equipment Highlights
 - Wireless intercom headset for remote productions
 - JVC camera
 - Teleview Server
 - Broadcast Pix Switcher
 - New office furniture
 - Grants received
 - Bedford Cultural Council – New microphones for Podcast Studio
 - Rotary Club – Subscriptions for the Adobe Suite – Video and graphic editing software

What Can You Do? Bob Dutton

- Attend BOD meetings and consider joining the Board
- Attend CMC meetings and consider volunteering
- Volunteer at Bedford TV for productions

- Tell your friends and neighbors
- Advocate for BTV: Get the word out to let Bedford know about BTV
- Watch for BTV-related items on Select Board and CMC agendas
- Attend Annual Town Meeting and vote to approve budget for BTV

Wrap-up: Bob Dutton

- Official business is complete
- Meeting adjourned

Annual Business Meeting Adjourned: 6:53 PM

Awards Ceremony: Brian Hebert, Executive Director, Bedford TV

Award Winners:

- Best Musical Performance – Road Dogs
- Best Host – Nina Oliveri
- Rookie of the Year – Gene Kalb - Bedford Citizen Podcast
- Best New Show – Faces of Bedford
- Best Kids Production – You Laugh You Lose
- Best Live Event – BTV News Weekly
- Best Sports Videographer – Noah Gilbertson
- Bedford TV YouTube G.O.A.T Video – Barre3
- Best Intern Production – John - Up next on.... American Inc @ The Middle East
- Joe Serra Most Valuable Crew Member – Noah Gilbertson
- Ann Seamans Volunteer of the Year – Zach Shen
- Mentor of the Year – Charlie Desjardins
- Intern of the Year – Sabrina - Historical Society Meetings
- Podcast of the Year – Fahad Ken Alden

Minutes Prepared by: Paul Wittman, clerk

Paul Wittman

Signed 2022-12-02