

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, January 23, 2024

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

Board Members attending remotely: Bob Dutton (BD) – attended until 7:37 PM

Board Members not present: None

Staff Members present: Brian Hebert (BH)

Visitors present: None

Visitors attending remotely: None

Board Meeting held at the Bedford TV Studio

General meeting was called to order at 7:03 PM

Approval of BCAT Board Meeting Minutes of December 12, 2023

- The minutes of the BCAT Monthly Board meeting of December 12, 2023, were unanimously approved.

Executive Director Report Summary

Finance

- The station ended up incurring an overrun of \$2258.42 for Q2, due to bonuses and an additional pay period during the quarter. Overall projection for FY24 is an underrun of \$4233.79.
- Equipment was purchased utilizing two grants from the Bedford Cultural Council - \$424 for two wireless lavalier microphones, and \$320 for two shotgun microphones.
- Payroll taxes for 2024 were changed per state guidelines, with unemployment taxes increasing from .81% to 1.04%, PFML taxes increasing from .318% to .46%, and COVID taxes decreasing from 1.024% to .418%.
- The Alliance for Community Media salary survey was submitted; results should be received by our next meeting.

Operations

- A Certificate of Change of Directors or Officers will need to be submitted by SC to the MA Secretary of State's office, due to Tony Melfi's departure from the Board.
- An updated photo of the board members is needed for the station website.
- BH noted that January 31 will mark one full year with no staff turnover.

Classes

- The Intro to Filmmaking class is ongoing, with 15 students and 3 mentors.
- The Intro to Scriptwriting class is upcoming, with 8 students signed up.
- The Advanced Filmmaking class is ongoing, with 5 students – this consists of a scriptwriting component for 4 weeks, filming for 4 weeks, and editing for 4 weeks.
- A Girl Scout troop will be visiting the next two Mondays.
- A spring/summer class schedule will need to be submitted to the Bedford Recreation Department by February 2.

Outreach

- BH is working to line up sponsors for upcoming sports season and is in discussion with the school department to enhance station visibility.
- The website intern is updating the BTV website.
- A notice soliciting candidates for the Board was included in the February newsletter.

Productions

- The winter sports season is ongoing, with several upcoming productions scheduled.
- 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 furnishing recordings of their meetings to be posted on Bedford TV.
- The weekly news program will be resuming a 'Sports Update' feature with Michael Rosenberg of the Bedford Citizen.
- Other upcoming productions include the Parents Diversity Council, Davis School Guest Speaker, BEST PTO Snow Ball Family Social, Bedford Common and a Bedford TV 20th Anniversary interview.

Deadlines

- 1/15/24 - Deadline for Select Board (or designee) & BCAT to agree on FY25 budget
- 1/31/24 - Filing deadline for W-9's/1099's with the IRS
- 2/1/24 - FY24 Q2 report due
- 5/15/24 - 2022 (FY23) Extension of tax filings due

Strategic Planning

- SC updated the Board on the last BTV working group meeting, held in December. The working group is tasked with envisioning new sources of revenue for BTV as cable revenues decline. During that meeting, the group was joined by Town Manager Matt Hanson and several topics were discussed, including BTV's long-term financial outlook, pending state legislation, the incorporation of BTV into town government, and reducing BTV's rent payments for Old Town Hall.
- No further updates at this time.

New Business

- There are no candidates to fill the vacancy on the Board at this time.
- The company that manages 401K policies for employees has firmly stated that ex-employees have to leave their plans after ninety days of resigning from BTV.
- No further updates to report.

Regular meeting adjourned: 8:09 PM

Next Monthly Board Meeting: Tuesday, February 20, at 7:00 PM

Prepared by: Scott Counsell - Clerk

