

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, February 20, 2024

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

Board Members attending remotely: Bob Dutton (BD)

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 7:04 PM

Approval of BCAT Board Meeting Minutes of January 23, 2023

- The minutes of the BCAT Monthly Board meeting of January 23, 2023, were unanimously approved.

Executive Director Report Summary

Finance

- The Alliance for Community Media (ACM) salary survey was submitted; results should be received by our March meeting.

Operations

- The Certificate of Change of Directors or Officers was submitted by SC to the MA Secretary of State's office, accounting for Tony Melfi's departure from the Board.
- Updated photos of the board members are needed for the station website.

Classes

- The Intro to Scriptwriting class is ongoing, with 6 students and 3 mentors.
- 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 local Girl Scout troop completed a four week course and posted a video on YouTube.
- The spring/summer class schedule was submitted to the Bedford Recreation Department. Two week 'camps' will be offered.

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.
- BTV will be submitting videos to the ACM Hometown Media Awards.

Productions

- Three games remain in the winter sports season, with playoff games pending.
- 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 2/25 meeting of the Historical Society will also be covered.
- The weekly news program has resumed a 'Sports Update' feature with Michael Rosenberg of the Bedford Citizen. The program will also be incorporating an interview segment, 'Bedford Talks' – Town Manager Matt Hanson and Heather Galante are scheduled.
- Other upcoming productions include the League of Women Voters candidate interviews, Bedford Common, and a music recording.

Deadlines

- 3/31/24 – Deadline to inform Blue Cross Blue Shield of policy changes
- 5/15/24 - 2022 (FY23) Extension of tax filings due

Strategic Planning

- BH discussed the prospects for improving the technology in the Select Board Meeting room with town officials, with a goal to maximize the functionality of the equipment.
- No further updates at this time.

New Business

- The cable contract between the Town and Comcast has been renewed.
- The vacation policy for part-time employees was discussed, and it was agreed to modify the policy. Part-time employees who work less than 20 hours/week and who have put in 5 years of service will now be eligible for 60 hours of vacation, instead of 40. BH will submit a formal policy change for our approval before our next meeting.
- BH will also update our policies regarding family leave so as to align with state guidelines.

Regular meeting adjourned: 7:50 PM

Next Monthly Board Meeting: Tuesday, March 19, at 7:00 PM

Prepared by: Scott Counsell - Clerk

