

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, March 19, 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 7:02 PM

Approval of BCAT Board Meeting Minutes of February 20, 2023

- The minutes of the BCAT Monthly Board meeting of February 20, 2023, were unanimously approved.

Executive Director Report Summary

Finance

- BH reported that underruns of \$4319.42 for Q3 and \$9560.49 for FY2024 are now projected. Salaries and part-time compensation are down, while class revenues have greatly increased.
- The station will receive a grant reimbursement from the Bedford Cultural Council in Q4.
- The bi-weekly cleaning service raised rates from \$50 to \$70 – the first rate increase in ten years.
- The workers compensation insurance audit is complete. Our total workers comp premium is \$829 for FY24.
- The Directors and Officers Liability Insurance rate increased by \$140 this year.
- Blue Cross Blue Shield health insurance rates went up for a second year in a row, from \$825 to \$886 a month.

Operations

- Updated bios and photos of the staff and board members have been uploaded to the station website.
- The livestreaming production kit purchase has been completed and staff members are being trained on the new equipment.

Classes

- The Intro to Photography class starts on 3/20, with 4 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.
- The spring/summer class schedule was submitted to the Bedford Recreation Department. Two-week 'camps' will be offered.

Outreach

- The website intern is updating the BTV website.
- BTV will be submitting videos to the ACM Hometown Media Awards.
- Bedford Embraces Diversity is holding an event on 4/7 honoring their guests on the Faces of Bedford program. BH will attend to solicit donations and engage the participants.
- Bedford TV is hosting a 'Dine to Donate' event at Ken's Deli from 4-9pm on 3/26.

Productions

- Six sports contests will be covered prior to our April meeting; the spring season begins on 4/2.
- 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.
- The weekly news program has resumed a 'Sports Update' feature with Michael Rosenberg of the Bedford Citizen. The program is also featuring an interview segment, 'Bedford Talks'.
- Other upcoming productions include the Starfish Storytellers podcast, Bedford Common, the Middle School Tenacity Challenge, the Bedford Hall of Fame Induction Ceremony, the Job Lane Annual Meeting, March Town Meeting, and the Jacob Wren Throckmorton Art Show.

Deadlines

- 3/31/24 - Deadline to inform Blue Cross Blue Shield of policy changes
- 3/31/24 - End of FY24 Q3

Strategic Planning

- The Board discussed the long-range revenue outlook for BTV. The increased revenue from classes is a positive development.
- There were no further updates at this time.

New Business

- The cable contract between the Town and Verizon is due for renewal in October. Attorney William August is negotiating on behalf of the Town.
- With medical and dental rates going up, BH suggested that we begin to consider alternatives. Only one employee is currently subscribed to the medical plans.
- The disposition of BTV's savings account was discussed. A decision was made that putting some of the funds into a certificate of deposit (CD) would be prudent. It was moved, seconded and approved that 60% of our funds be deposited in a CD. BH will research and decide on an allocation.

Regular meeting adjourned: 8:18 PM

Next Monthly Board Meeting: Thursday, April 25, at 7:00 PM

Prepared by: Scott Counsell - Clerk

