

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, April 25, 2024

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

**Board Members attending remotely:** None

**Board Members not present:** None

**Staff Members present:** Brian Hebert (BH)

**Visitors present or attending remotely:** None

**Board Meeting held at the Bedford TV Studio**

**General meeting was called to order at 7:01 PM**

## Approval of BCAT Board Meeting Minutes of March 19, 2024

- The minutes of the BCAT Monthly Board meeting of March 19, 2024, were unanimously approved.

## Executive Director Report Summary

### **Finance**

- The station will receive a grant reimbursement from the Bedford Cultural Council in Q4.
- The station's accountant submitted an additional invoice for \$175 to cover the preparation of 1096/1099 forms – this work had not incurred additional charges in the past. An email was sent to them to provide an explanation, but no response has been forthcoming.
- All former employees have cleared out their retirement accounts, save for one who has been contacted. This action will lower annual costs for the station.
- Most of the Community Partners have renewed for the upcoming year, including Suzanne & Company (\$1000), Black Dog Marcom (\$750), Goddard School (\$600), Bedford Citizen (\$200), and Bedford Dental (TBD).

### **Operations**

- The Executive Director will be away on vacation from 4/29 – 5/10.

### **Classes**

- The Intro to Filmmaking class started on 4/24, with 12 students and 4 mentors.
- The Advanced Filmmaking class wrapped up and held a premiere screening on 4/21. The next edition of this class is scheduled for the fall.
- 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.
- The screening for the Advanced Filmmaking Class was a success. The attendees enjoyed it, a raffle and donations brought in revenue, and the event was covered in the Bedford Citizen.
- A '48 Hour Film Challenge' will be held on May 3-5. This will be overseen by the Production Coordinator. Many volunteers are interested and a preliminary planning meeting has been held.



## **Productions**

- 22 sports contests will be covered prior to our May meeting.
- 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 High School Tenacity Challenge, Historical Society Meetings, the BHS Parent Staff Presentation, the Bedford Rec Dance Recital, the 48 Hour film project, Holi, the 'Laughter is the Best Medicine' Council on Aging presentation, and Bedford Common.

## **Deadlines**

- 4/2/24 – A Performance Evaluation Hearing is tentatively scheduled to be held by the Community Media Committee between 4/2 and 9/29, per the Grant Agreement.
- 6/13/24 – Rules and Regulations deadline for review and approval
- 6/30/24 – end of FY24

## **Strategic Planning**

- The Board discussed production considerations in the Reed Room at Town Hall. While no major technical enhancements are anticipated, it will still be used for special meetings and large events.
- There were no further updates at this time.

## **New Business**

- The Q3 report was sent to the Town.
- BH followed up on previous discussions regarding the station's medical and dental plans. He suggested that we consider increasing the station's contribution to these medical plans, which currently stands at 50%. The station's budget could accommodate a small contribution increase, as only one employee is currently subscribed to the medical plans. We discussed the ramifications of implementing an increase were we to add employees to the medical plans in the future. SC suggested that we could start new employees at 50% and increase the station's share after a certain term of employment. The Board decided to table these proposals and reconsider them at a later date.
- There were no changes to our policies or to our rules and regulations.
- There were no updates regarding the cable contract negotiations between the Town and Verizon. The license is due for renewal in October.

**Regular meeting adjourned: 8:12 PM**

**Next Monthly Board Meeting: Tuesday, May 21, at 7:00 PM**

**Prepared by: Scott Counsell - Clerk**



