

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, May 21, 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 7:02 PM

Approval of BCAT Board Meeting Minutes of April 25, 2024

- The minutes of the BCAT Monthly Board meeting of April 25, 2024, were unanimously approved.

Executive Director Report Summary

Finance

- The station received a grant reimbursement from the Bedford Cultural Council.
- There is a shortfall in the station's PayPal account due to USB orders that were not carried over. This issue has come up before and will be corrected by manually entering the transactions.
- The final capital purchase information for FY24 was provided to the Town.
- Some upcoming conference expenses will be billed in FY25.

Operations

- The Executive Director will attend the Alliance for Community Media Conference from 6/24-28.
- The Production Coordinator will be out on [REDACTED] leave from 6/24-30.

Classes

- The Intro to Scriptwriting class starts on 5/22, with 3 students and 3 mentors.
- The spring/summer class schedule was submitted to the Bedford Recreation Department. Two-week 'camps' will be offered, with one focused on news. Shirts will be ordered for the first camp.
- Overall, the classes continue to be a success, generating about \$10K in revenue in FY24 – twice what was projected.

Outreach

- The website intern continues to update the BTV website.
- Over the summer, students will take part in Crowdsourced Boston, a filmmaking project for which they have been assigned a scene to produce. Production is being scheduled; the due date is 9/6.
- The station will participate in the Bedford Cultural District Open House, being held on 6/15.

Productions

- 3 sports games are scheduled prior to our next meeting, with the playoffs beginning after Memorial Day.
- 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 continues to feature a 'Sports Update' segment with Michael Rosenberg of the Bedford Citizen, along with an interview segment, 'Bedford Talks'.
- Other upcoming productions include Bedford Common, Memorial Day Parade, CSF Dollars for Scholars, Starfish Storytellers Podcasts, On the Spot, Prom Stroll, Community Forum – Tree Master Plan, BHS Graduation, Pride Celebration, and the Special Town Meeting.

Deadlines

- 6/13/24 – Rules and Regulations deadline for review and approval
- 6/30/24 – end of FY24

Strategic Planning

- The Community Media Committee met on 5/15; they will be raising the issue of upgrades to the Select Board Meeting Room with the Town's IT department.
- SC reported that the working group assigned to identifying new funding sources for BTV may convene again during the summer.
- There were no further updates at this time.

New Business

- A motion was made and seconded to approve the Rules and Regulations as written for FY25; it passed unanimously.
- Negotiations continue between the Town and Verizon for their cable license renewal, due in October. The license would be in effect for five years.

Regular meeting adjourned: 7:52 PM

Next Monthly Board Meeting: Thursday, June 20, at 4:00 PM

Prepared by: Scott Counsell - Clerk

