

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Thursday, June 20, 2024

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

Board Members attending remotely: Scott Counsell (SC)

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 4:02 PM

Approval of BCAT Board Meeting Minutes of May 21, 2024

- The minutes of the BCAT Monthly Board meeting of May 21, 2024, were unanimously approved.

Executive Director Report Summary

Finance

- All capital purchases for FY24 have been finalized.
- Q4 expenses will project an overrun of \$2859.14 due to expenses for summer camp along with travel expenses for the Alliance for Community Media (ACM) conference. A bill for a camera repair is pending.
- Overall expenses for FY24 will show an underrun of \$12,217.10, barring any late adjustments.
- The US Department of Labor issued a rule that will increase salaries for employees who are considered exempt (not eligible for overtime).
 - Current employees salaries will be adjusted as needed.
 - Minimum salaries will be required to be automatically updated every three years.

Operations

- The Executive Director will attend the Alliance for Community Media Conference from 6/24-28.
- The Production Coordinator will be out on an approved unpaid leave from 6/24-30.
- The office will be open from 11am-3pm on 6/24-6/27 and closed on 6/28.

Classes

- The Intro to Scriptwriting class starts on 5/22, with 3 students and 3 mentors.
- The summer classes start on 7/9 – Intro to Filmmaking and Intro to Scriptwriting.
- The first summer camp will be focused on News. It will run from 7/22-7/26.

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 made a donation to the Bedford Citizen.

Productions

- No sports productions are scheduled. Sports graphics content is being updated and partnerships are being arranged for the upcoming season.
- 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.

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- 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.
- For the weekly news program, the 'Sports Update' segment with Michael Rosenberg of the Bedford Citizen will resume in the fall. The interview segment 'Bedford Talks' will be the major focus of the summer camp.
- The summer production schedule is light; a new program, the 'Groove and Gab Cage Music Show', will be produced in July.

Deadlines

- 6/30/24 – end of FY24
- 8/1/24 – FY24 Annual Report and Inventory are due to the Town

Strategic Planning

- SC reported that the working group assigned to identifying new funding sources for BTV will plan to meet in early fall.
- There were no updates regarding the Reed Room. Upgrades to the Select Board Room are under consideration.

New Business

- The Rules and Regulations as written for FY25 were approved at our prior meeting.
- Negotiations continue between the Town and Verizon for their cable license renewal, due in October.
- The station's laptops will be upgraded in FY25.
- We discussed options for backing the station's data.
- RH updated the Board on the activities of the Rotary Interact Club. They are recruiting members for a 'Rotaract' Club, which would function as a separate entity. RH is hoping that BH and the Production Coordinator could become members of the club and serve as mentors in this group's ongoing partnership with Bedford TV.

Regular meeting adjourned: 5:09 PM

Next Monthly Board Meeting: Thursday, July 18, at 6:00 PM

Prepared by: Scott Counsell - Clerk

