



Bedford Community Access Television

ANNUAL REPORT

Fiscal Year 2024

July 1, 2023 – June 30, 2024

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Overview

Bedford Community Access Television Inc. (BCAT), doing business as Bedford TV, is the contracted PEG service provider for the Town of Bedford, MA. Bedford TV operates three channels on Comcast and Verizon cable systems and provides programming through social media outlets such as YouTube, Facebook, Twitter & Instagram. As the media landscape continues to evolve, and cable subscriber numbers flatten, Bedford TV has proven its commitment to addressing and planning for these changes in order to continue to provide high level services to the Town and build our audience across all platforms.

During FY 2024 Bedford TV saw growth across key metrics such as programming, membership, training, and social media. We committed ourselves to leading a variety of classes, recording and live streaming as many government meetings, athletic games, and other community related events as possible both remotely and in-person. The following report details the FY24 changes.

11.3.1 Programming and Membership Report

In FY24 Bedford TV broadcasted 24/7 on Comcast channels 8, 9, and 99 and Verizon Channels 38, 39, and 40. Channels 8/38 broadcasted a combination of public access and educational access programming, channels 9/39 broadcasted our electronic bulletin board, and channels 99/40 broadcasted governmental programming. Bedford TV programming was also made available through YouTube to provide on-demand access to PEG programming.

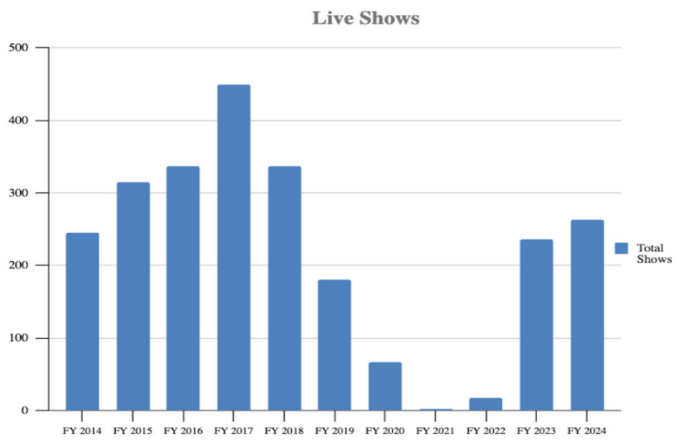
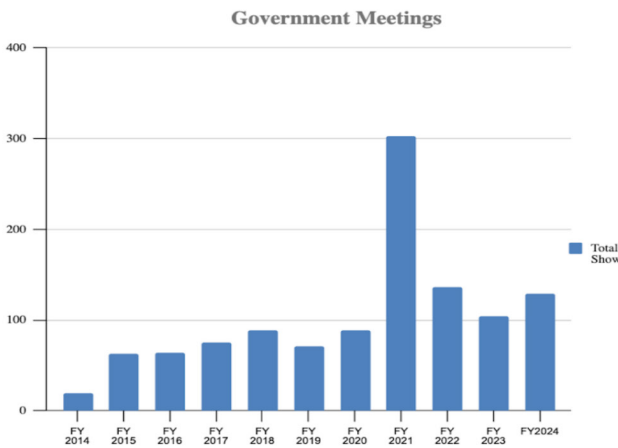
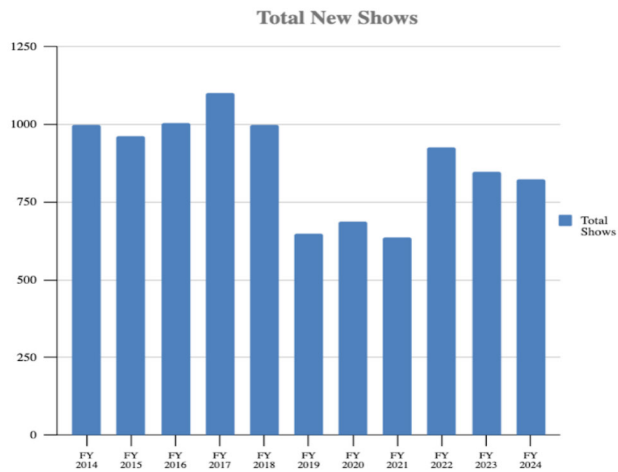
In FY24 Bedford TV produced 823 total new shows for a total of 852 hours of content. Of these shows 606 were locally produced, 129 were government meetings and 263 originally aired live. These programs included Bedford TV's coverage of the Bedford High School Graduation, Annual Town Meeting, our weekly News program and many more events around town and in our studio.

This compares with FY23 where Bedford TV produced 847 total new shows for a total of 801.5 hours of content. Of these shows 575 were locally produced, 104 were government meetings and 236 were originally aired live.

Although the total number of new shows slightly decreased, the total hours of content, number of locally produced shows, government meetings covered, and programs originally aired live all increased. Bedford TV continues to cover every Board of Health, Select Board, School Committee, Finance Committee and Planning Board meeting. Bedford TV continues to cover other boards and committees upon request and will share recordings of remote meetings not covered when made available.

Our programming growth would not be possible without an active membership base. Membership numbers and engagement are critical to the operations of Bedford TV and in FY 2024 Bedford TV added 19 new adult members and provided training to 67 Bedford students in grades 3 through 12.

Figure 1: Programming Trends



11.3.1.a Membership Status, Growth, Training, & Activity

Bedford TV membership is free and available to all those who live, work, attend school, or belong to an organization in Bedford. Bedford TV’s members are as diverse as the programming they bring to the station. Our members range in age from school aged to active members of senior groups such as the Council on Aging. We keep a complete list of our members and it is available upon request of the Town.

This year Bedford TV offered many training courses to all a wide variety of ages in Bedford.

During Q1 Bedford TV taught a Non-Fiction Filmmaking class for students ages 14 and over. This class ran every Wednesday from 6:00pm to 7:30pm for six weeks starting July 12th . There were 6 students in the class. Upon completion of the course each student had submitted a 5–10-minute Non-Fiction film on a variety of topics. Bedford TV also held an Intro to Filmmaking course for students ages 8-15. This class ran every Wednesday from 3:30-5:00pm for 4 weeks starting September 6th . There were 11 students signed up for this class and 4 Bedford TV mentors assisting as well. These volunteers have a minimum of 50 hours of service at Bedford TV with most having over 200 hours of service. During the course, students learned the basics of creating their own skit comedy videos and were split into two groups. Upon completion of the course each group’s videos were posted to Bedford TV’s YouTube page.

During Q2, Bedford TV held an Intro to Photography class from October 13th through November 3rd. 6 kids spanning between grades 3 and 8 attended and completed the course. Bedford TV also held an Intro to Script Writing from November 15th through December 13th. Both courses were offered in partnership with the Bedford Recreation Department. Bedford TV will continue to work with the Recreation Department and offer classes on Wednesdays during the school year for the rest of the year as students get out early from school.

During Q3, Bedford TV held an Intro to Filmmaking class each Wednesday from January 3rd through January 31st. 14 students spanning between grades 3 and 8 attended and completed the course. Bedford TV also held an Intro to Script Writing class each Wednesday from February 14th through March 6th. 6 students from grades 3 to 8 attended and completed the course. Lastly, an Intro to Photography class started on March 20th and was finished in Q4. Each class also had multiple student mentors assisting in the teaching. All of these courses were offered in partnership with the Bedford Recreation Department.

Bedford TV has also started a 12-week Advanced Filmmaking course for our dedicated student mentors. This class met every Friday starting January 4th, was run solely by Bedford TV, and is not part of our partnership with the Bedford Recreation Department. During this class the students created their own short feature film from concept to completion. They were responsible for coming up with the idea, writing their script, finding actors and actresses, creating shot lists, scheduling filming, and editing the whole film together. A premiere screening was scheduled for April 21st to recognize the students for all their hard work.

During Q4, Bedford TV finished an Intro to Photography class each Wednesday from March 20th through April 10th. 4 students spanning between grades 3 and 8 attended and completed the course. Our next class was an Intro to Filmmaking class from April 24th through May 15th with 12 students. Lastly, an Intro to Scriptwriting class with 5 students started on May 22nd and finished on June 12th. Each class also had multiple student mentors assisting in the teaching of these classes.

The Bedford TV facility was happy to offer both virtual and in-person training opportunities to its members in FY24. Interns and volunteers were trained to use Open Broadcaster Studio (OBS) to record and live stream virtual productions such as the Bedford TV News, Bedford government meetings, Bedford Public Schools' events, and other Town events. Students and adult volunteers were trained on-site to record and live stream Bedford High School Varsity sports and productions throughout the year in our studio.

For high school and middle school aged students, Bedford TV offered community service hours for filming and editing local town and school events that were of value to their community. These included JV and Varsity sports, Annual Town Meeting, Bedford TV News, Veterans Day and Memorial Day and Bedford day parades, Pole Capping and more.

We have continued to improve our equipment and software at Bedford TV to provide the best learning experience for our members. This year editors were given courses on our new Adobe editing software while also being offered refresher courses on older software. We continued to provide one-on-one training to volunteers who were working on productions at home on an as-needed basis through screen sharing and phone calls. Most of this individual training was based in video production editing, was project specific, and catered to the individual needs of the member.

This year ten in person classes were completed by students varying in ages from 10 to 75 years old. In these courses a total of 67 students completed one or more classes. These volunteers were trained in pre-production script writing, post-production video editing, studio and field production,

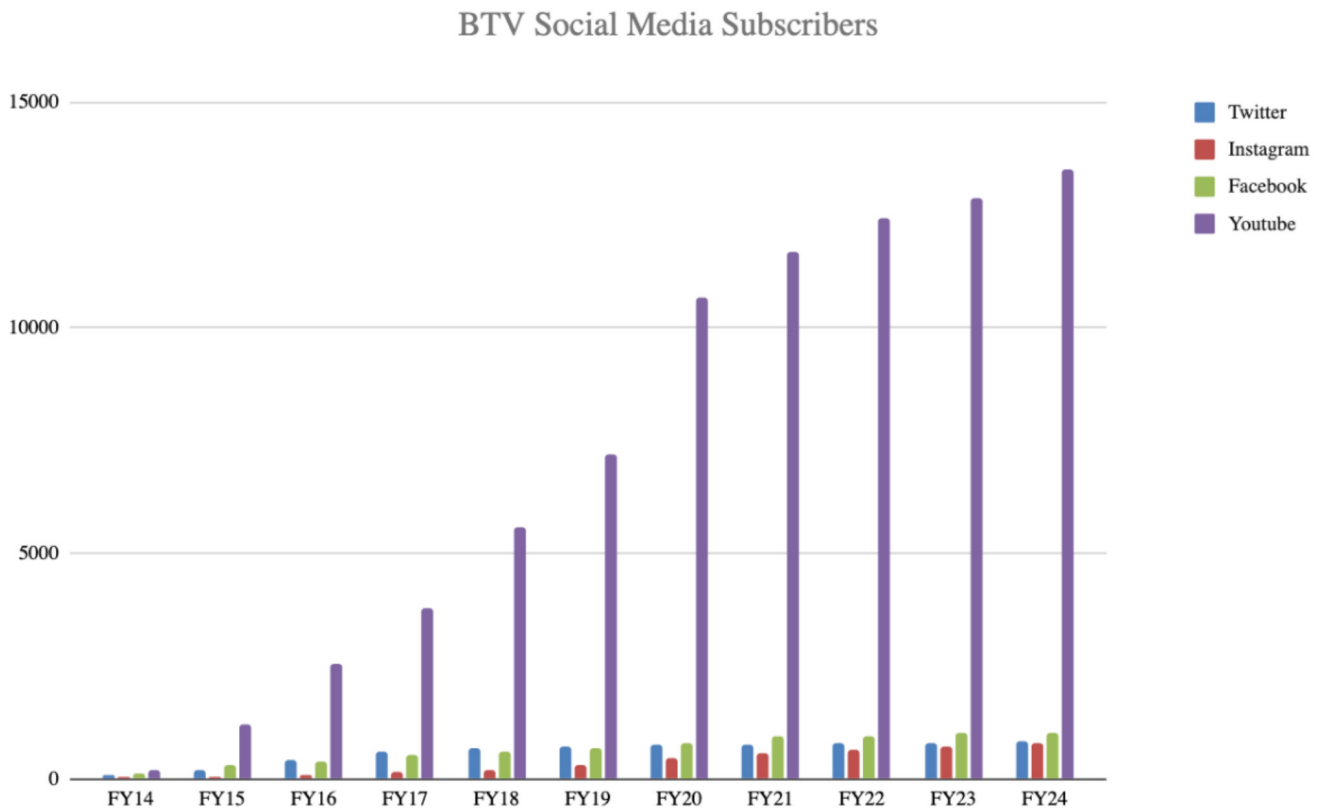
In addition to training for our members, Bedford TV also offers internships to students. Bedford TV continued to offer its production and communication internships. Our production intern helped with recording and live streaming government meetings with OBS (Open Broadcaster Software), crewing sporting events and editing with Final Cut Pro X, and Adobe Premiere, and creating USBs and DVDs. Our Communications interns helped create social media posts for our coverage of government meetings and Bedford High School sports, and helped update our website. They also worked with our Digital Marketing & Outreach Specialist on other daily tasks. In FY24 Bedford TV had 3 interns.

Additionally, in December, Bedford TV held its eighth Annual BTV Awards Ceremony. The event was held in person in FY24, with members of Bedford TV and staff broadcasting the event live to YouTube. During the event, we recognized the many volunteers that help at the station. The celebration brought the whole BTV community together, from the people you see on TV, to the people behind the scenes. These awards were all about celebrating and appreciating the hard work of the many volunteers involved with the station and promoting a sense of community. We also recognized all the students who interned with us between December 2022 and December 2023.

To keep members up to date on news and events at the studio, we sent monthly email newsletters to our distribution list. These monthly newsletters included our Volunteer of the Month, class notices, intros to new staff members/interns, and upcoming events. We also included lists of our current sponsors, grantors, and donors as an additional thank you for contributing to our mission. For an example see Appendix A.

We also kept in touch with our members through social media outlets such as Facebook, Twitter, Instagram and YouTube. Bedford TV’s online presence continued to grow in FY24. For more detail on our social media statistics see Figure 2 below.

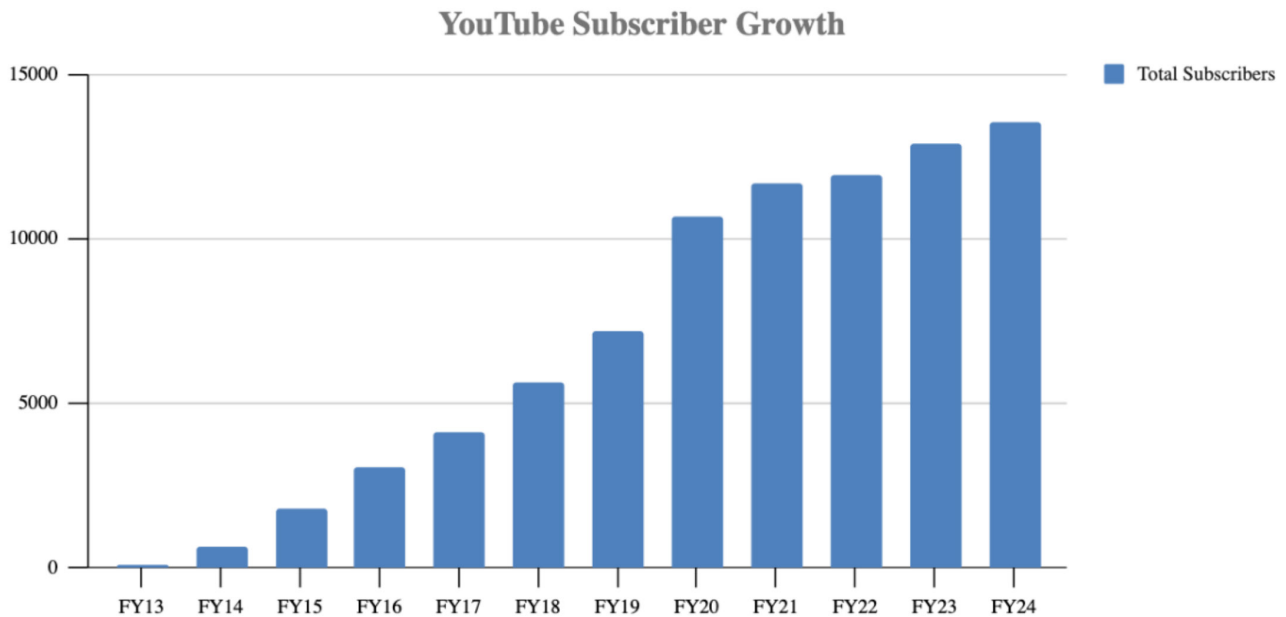
Figure 2: Social Media Subscriber Count



In FY24 our YouTube channel had 197,654 views with an estimated 32,400 hours watched, and 574 new subscribers, bringing the total to 13,433 subscribers.

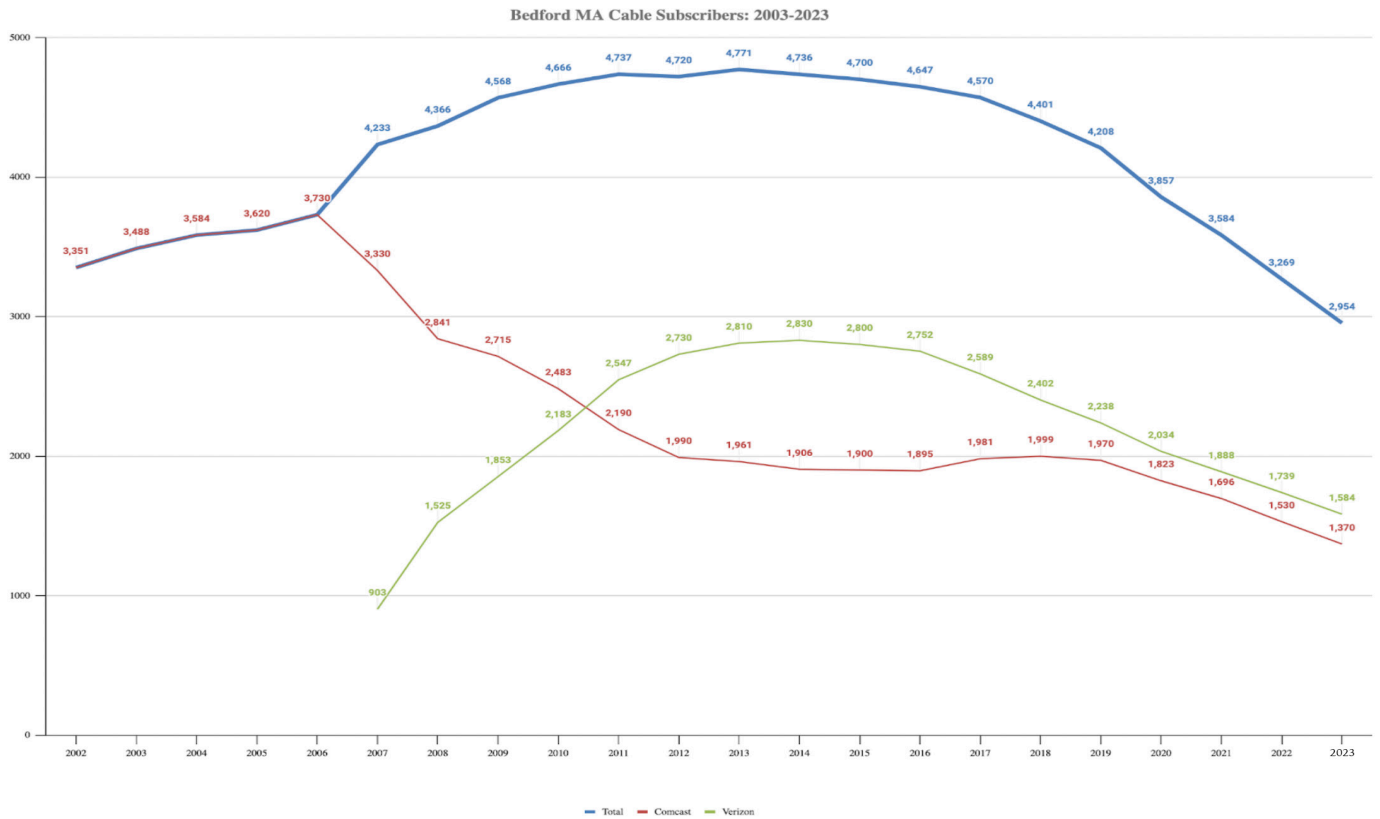
For more detail on our YouTube subscriber base, see Figure 3 below which shows the rapid increase of our subscribers from the inception of Bedford TV's YouTube channel on December 16th, 2011.

Figure 3: YouTube Subscriber Growth



While our YouTube subscribers continue to increase year-over-year, Comcast and Verizon, the Town's cable providers, have been seeing a decrease in cable subscribers since 2013. This rate of decline increases each year, as is evidenced by Figure 4 below. By observing this rate of change, a shift from cable to subscriber-based “over-the-top” media streaming services on the internet is evident. In the calendar year 2023 Bedford cable subscribers went down by 315 (9.64%) while YouTube subscribers increased by 574 (4.4%). Bedford TV sees this acceleration and is on top of the evolution of the media landscape. The Town has also created a working group to consider the implications of these changes.

Figure 4: Bedford, MA Cable Subscribers By Year



11.3.1.b Equipment Use

In FY24 our field cameras were used for a total of 373 hours. Additionally, we had 152 hours of studio time used at Old Town Hall, and 49.5 hours of editing time. We had 143 hours of equipment usage from the Select Board’s Meeting Room covering government boards and committee meetings. We recorded other government board and committee meetings either via Open Broadcaster Studio (OBS) and Zoom or in the LGI room at BHS or Reed Room at Town Hall for a total of 102 hours.

In FY23 our field cameras were used for a total of 365 hours. Additionally, we had 148 hours of studio time used at Old Town Hall, and 48 hours of editing time. We had 94 hours of equipment usage from the Select Board’s Meeting Room covering government boards and committee meetings. We recorded 96 other government board and committee meetings either via Open Broadcaster Studio (OBS) and Zoom or in the LGI room at BHS or Reed Room at Town Hall for a total of 96 hours.

These numbers show an increase in all areas in FY24, compared with FY23.

11.3.1.c List of Projects Completed

The programming that was put together by Bedford TV members and staff varies widely in content and our programming growth has increased the variety of programming options for our viewers. See a complete list of programs below.

PUBLIC

- “Czardas” performed by The Pineland Crescendo Suzuki Tour Group
- “Star Spangled Banner” - Performed by the Pineland Crescendo Suzuki Tour Group
- “Orange Blossom Special” - Performed by the Pineland Crescendo Suzuki Tour Group
- 2023 Bedford VA Creative Arts Spoken Word & Visual Arts Showcase
- 2023 Bedford VA Creative Arts Music and Visual Showcase
- 2023 Bedford VA Creative Arts - Studio Musical Performances
- 2023 Bedford TV Annual Meeting and Awards Night
- 2023 Citizen of the Year
- 2024 Destination Imagination Showcase
- 2024 Jacob Wren Throckmorton Memorial Art Show
- 2024 League of Women Voters Candidate Forum
- 48 Hour Film Challenge - “Bloom”
- A Work in Progress
- Affirmation of Life - Art from Today’s Ukraine
- Ask Art
- Bedford Common
- Bedford Day Parade
- Bedford Gems
- Bedford Lyceum
- Bedford Plant Fair
- Bedford Pride Celebration
- Bedford Rotary Meeting
- Bedford Talks
- Bedford Tree Lighting
- Bedford TV Annual Meeting and Awards Night Promo Video
- Bedford TV News
- Bedford Veterans Day Ceremony
- BTV Now
- Brighten the Night: William’s be Yourself Challenge
- Car Seat Demonstration
- Carrol Family of Bedford MA Christmas Music
- Celebrate Life
- Citizen of the Year
- Community Media Day 2023
- Delight in the Limelight
- Faces of Bedford
- First Church
- First Parish
- Five Years Later: A Journey of Love, Hope, and Resilience | William’s Be Yourself Challenge
- Flavors of Bedford
- Funky Bunch live at BTV
- Heritage Church
- High School Tenacity Challenge
- Holi Festival 2024
- Insecurities: A Girl Scout Story
- International Church of God
- In A Snap
- It’s Time to Smile
- Journey to Mythology and Beyond
- Kristallnacht Remembrance
- Lunar New Year
- Memorial Day Parade
- Mentor Spotlight
- Michael t. McGinley’s Promotion to the rank of Brigadier General, USAF
- Middle School Tenacity Challenge
- MLK Memorial Breakfast
- Neighbors to Know
- On the Spot
- Practice vs. Perfect
- Pumpkin Smash
- Raccoon Spray
- Temple Shalom Emeth
- The Process
- Trunk or Treat
- Starfish Storytellers
- Suzanne & Company Promo
- Vabhaha School Dance Recital

EDUCATION

- Advanced Filmmaking Premiere
- Bedford Rec Dance Recital
- Bedford TV News Sports Recap
- BHS Future First-Year Information Night
- BHS Graduation
- BHS Now
- BHS Prom Stroll
- BHS Sports Hall of Fame Induction Ceremony
- BHS Swimming and Diving
- Boys Football
- Boys Basketball
- Boys Baseball
- Boys Lacrosse
- Boys Soccer
- Boys Wrestling
- BPS Counseling Dept. Hosts Sarah Ward EF/ ADHD training for staff and parents
- CSF Dollars for Scholars
- English Learners Awards Night
- Family Forum with Dr. Alex Hirshburg
- Girls Basketball
- Girls Field Hockey
- Girls Lacrosse
- Girls Softball
- Girls Soccer
- Girls Volleyball
- JGMS Moving on Ceremony
- National Honors Society Ceremony
- Pro-Tip Tuesday
- Teacher Appreciation Week
- Voting for the Vision-Impaired

GOVERNMENT

- 2023 Special Town Meeting
- 2023 Special Town Meeting Article Videos
- 2024 Special Town Meeting
- 2024 Special Town Meeting Article Videos
- 2024 Town Meeting
- 2024 Town Meeting Article Videos
- Bedford MBTA Housing Choice Focus Group
- Bedford Pole Capping
- Bedford Town Caucus
- Board of Health
- Carlisle Road Development
- Community Forum: Bedford's MBTA Communities Multifamily Zoning
- Community Forum: Bedford's MBTA Housing Choice
- Community Forum: Climate Impact of Private Jet Expansion
- Community Forum: Fire Station
- Community Forum: Specialized Energy Code
- Community Forum: Tree Master Plan
- Council on Aging "Caring for the Caregiver"
- Council on Aging "Laughter is the Best Medicine"
- Energy & Sustainability Committee
- Finance Committee
- Finance Committee Appointing Authority Meeting
- Historic District Commission
- Historical Society Meeting
- Job Lane House Annual Meeting
- Planning Board
- School Committee
- Select Board

11.3.1.d Summary of Activities from PEG programming

PUBLIC

In FY24, Bedford TV's public programming was mostly derived from locally produced content and was supplemented by bicycled programming from other towns. The sources of our locally produced programming ranged from individual producers to Town organizations whose events our members and staff covered. Programs ranged greatly in thematic content; there were music shows, political shows, shows about local business, a weekly live news show, and much more. Our public programming was as diverse as the community it serves and the locally originated shows from the last year reflect that. For a complete list of Public shows from FY24 see Section 11.3.1.c.

Bedford TV strives to make the show submission process as easy as possible for volunteers. In FY24 we accepted programming from members in a variety of new forms. Due to some producers not wanting to come into our studio to produce their shows, some recorded their programs on Zoom, or used personal cameras and submitted digital files to Bedford TV through our Synology NAS or Google Drive. Some producers also uploaded programming to shared servers such as TelVue Connect. With the studio opened back up and our podcast equipment and remote capabilities, creating a show has never been easier.

For a complete list of Public shows from FY24 see section 11.3.1.c.

EDUCATION

Bedford TV's strong relationships with all the public schools in Bedford as well as Middlesex Community College and the LABBB program expanded dramatically in FY 24. We covered all major events at Bedford Schools from the Middle School and High School Tenacity Challenges, to the JGMS Moving On Ceremony and Bedford High Graduation, as well as every School Committee meeting. Bedford TV also live streamed nearly all Bedford High School Varsity sports along with some JV sports, which was greatly appreciated by parents and relatives who could not attend the games in person. We also invited Bedford's middle and high school students, including LABBB students, to be the video crew during the games.

Bedford TV continued to work with Bedford High School students by training them to use field and studio equipment at Bedford TV and offering community service hours for event coverage. Students who used Bedford TV for community service hours filmed several school and town events such as, JV and Varsity sports, Bedford High School Graduation, and Annual Town Meeting. Community service hours were also offered to students taking classes, volunteering as mentors to help with our youth classes, and recording videos of value to the community. Mentors are students who had previously taken courses at Bedford TV and have tallied over 50 community service hours. There were 67 students in grades 3 through 12 who participated in BRIC2 this year, totaling over 2,772 community service hours. Of these students 5 became mentors this year each totalling over 50 hours of community service each. 95 projects had student volunteers involved with 28 of these projects involving a writing component. Although not all the projects were completed, students made substantial progress on each one.

Bedford TV also continued its internship program. This program has been running for the last fourteen years and originally started with just summer interns. This year, we had three interns, who began at various points throughout the school year. This included our typical videography interns, who spent their time primarily recording and live streaming government meetings and sporting events. Some interns also updated our website and created video introductions for programs like Bedford TV News and government meetings.

For a complete list of Educational shows from FY24 see section 11.3.1.c.

GOVERNMENT

In FY24, most of Bedford TV's programming was government programming derived from the coverage of Town governmental boards. Bedford TV covered as many committee meetings as possible in FY24 to provide all residents with an opportunity to watch the meetings. Bedford TV covered every Select Board, Planning Board, and School Committee, Board of Health and Finance Committee meeting as well as other major Town governmental meetings such as Annual Town Meeting and public hearings while also covering other meetings when requested. In FY24, Bedford TV covered 162 government meetings and events, which represented 303 hours of programming.

In addition to government meetings, Bedford TV worked with other local government organizations and officials to produce and share programming. In FY24 Bedford TV worked with the League of Women Voters and local elected officials. Additionally, we aired programming from the Massachusetts House of Representatives such as their open sessions.

For a complete list of Government shows from FY24 see section 11.3.1.c.

11.3.1.e Complaints and Public Comments

There were no complaints or public comments in FY24 about signal quality.

11.3.2 Fiscal Report

In FY24, Bedford TV saw a total operations income of \$246,252.50 and total operations expenses of \$233,573.00 which netted in a \$12,679.41 underrun. Class Revenue was expected to bring in \$5,000 but ended up at \$10,007.50 in FY24. DVD and USB sales were also slightly higher than expected increasing our total operations income by \$5,348.

The FY24 underrun has been returned to the Town where it may be used for Bedford TV operations and related items in future years.

11.3.2.a Income received and sources, including a schedule of rates and charges

**Bedford Community Access Television
FY 2024 PEG Access Income vs. Budget
July 2023 - June 2024**

	Total Year Jul/23 - Jun/24	BCAT Budget Jul/23 - Jun/24
<u>Income - Operations</u>		
Town PEG Access Appropriation	\$ 235,155.00	\$ 235,155.00
Class Revenue	\$ 10,007.50	\$ 5,000.00
DVD & USB Copies	\$ 1,090.00	\$ 750.00
Total Income - Operations	\$ 246,252.50	\$ 240,905.00

11.3.2.b Comprehensive expense information to include operations, equipment and capital expenses

Bedford Community Access Television
FY 2024 PEG Access Expenses vs. Budget
July 2023 - June 2024

	Total Year Jul/23 - Jun/24	BCAT Budget Jul/23 - Jun/24
<u>Expense - Operations</u>		
Salaries	\$ 177,783.63	\$ 187,250.00
Payroll Taxes	\$ 14,871.79	\$ 14,000.00
Total - Salaries & Taxes	\$ 192,655.42	\$ 201,250.00
Contract Labor		
Videography	\$ -	\$ -
Other Contract Labor	\$ -	\$ -
Technical Support/Services	\$ -	\$ 500.00
Web Services	\$ -	\$ -
Total - Contract Labor	\$ -	\$ 500.00
Facility		
Internet/Phone	\$ 1,848.09	\$ 1,840.00
Janitor/Cleaning	\$ 1,510.00	\$ 1,400.00
Studio & Sets	\$ -	\$ 300.00
Total - Facility	\$ 3,358.09	\$ 3,540.00
Government Fees	\$ 88.50	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ 829.00	\$ 700.00
Employee Dental Insurance	\$ 732.48	\$ 1,500.00
Employee Medical Insurance	\$ 4,983.24	\$ 6,000.00
Media Directors, Officers	\$ 3,261.00	\$ 4,431.00
General Liability, Commercial	\$ 3,620.00	\$ 3,000.00
Fidelity Bond	\$ 150.00	\$ 150.00
Total - Insurance	\$ 13,575.72	\$ 15,781.00
Organizational Expenses		
Volunteer	\$ 611.76	\$ 600.00
Miscellaneous	\$ 822.14	\$ 365.00
Community Outreach	\$ 1,938.03	\$ 2,000.00
Web Hosting	\$ 166.78	\$ 106.00
Bank Charges / Transaction Fees	\$ 50.19	\$ 100.00
Student/Intern Supplies	\$ 577.42	\$ 600.00
Total - Organizational Expenses	\$ 4,166.32	\$ 3,771.00
Professional Development		
Conference Fees	\$ 670.00	\$ 800.00
Conference Travel Expenses	\$ 3,797.81	\$ 400.00
Dues and Subscriptions	\$ 1,026.99	\$ 1,465.00
Professional Development Training	\$ 99.97	\$ 500.00
Total - Professional Development	\$ 5,594.77	\$ 3,165.00
Supplies		
Production Supplies & Expenses	\$ 2,001.86	\$ 1,200.00
Computer (I.T.) Supplies	\$ 994.79	\$ 600.00
Office	\$ 170.41	\$ 600.00
Postage	\$ 40.35	\$ 150.00
Total - Supplies	\$ 3,207.41	\$ 2,550.00

Bedford Community Access Television
FY 2024 PEG Access Expenses vs. Budget
July 2023 - June 2024

	Total Year Jul/23 - Jun/24	BCAT Budget Jul/23 - Jun/24
Professional Fees		
CPA	\$ 5,175.00	\$ 4,500.00
Bookkeeping	\$ 1,125.00	\$ 928.00
Payroll Service	\$ 2,117.00	\$ 1,320.00
Misc. Professional Fees	\$ -	\$ -
CORI Fees	\$ -	\$ -
Total - Professional Fees	\$ 8,417.00	\$ 6,748.00
Operating Capital		
Office Furniture (Town Owned)	\$ 544.83	\$ 500.00
Office Equipment (Town Owned)	\$ 332.95	\$ 500.00
Production Equipment (Town Owned)	\$ 1,632.08	\$ 2,500.00
Total - Operating Capital	\$ 2,509.86	\$ 3,500.00
Total Expense - Operations	\$ 233,573.09	\$ 240,905.00
Net Income (Loss) from Operations	\$ 12,679.41	\$ -

11.3.2.c List of all equipment purchased including its type and cost

7/1/2023 – Amazon – Apple iPad (9th Generation) with A13 Bionic chip, 10.2-inch Retina Display, 64GB, Silver (Model # MK2L3LL/A) - \$279.00
7/1/2023 – Amazon – NEEWER Teleprompter X14 with RT-110 Remote & App Control (Model # 10101373) x 2 (\$188.99 each) – \$377.98
7/1/2023 – Amazon – SHW Home Office Computer Desk, 32-Inch, Oak (Model # OD-10A-O) - \$49.87
7/13/2023 – Ocean State Job Lot – Penguin 18” High Velocity Pedestal Fan, Adjustable Height to 60” (Model # FES45-D2A) - \$69.99
11/7/2023 – Amazon – Nouhaus +Posture Ergonomic PU Leather Office Chair, Click5 Lumbar Support with FlipAdjust Armrests (White) (Model # NHO-0004BL) - \$207.99
12/2/2023 – Amazon – Asurion 2 Year Furniture Protection Plan– \$36.99
2/22/2024 – Amazon – Canon CanoScan Lide 300 Scanner (Model #2995C002) - \$58.01
3/26/2024 – Amazon – Ruihotor - NEEWER Professional Camera Monopod with Feet, 70.5” & Removable Tripod Base for DSLR Camera Camcorder (Model #10101043) - \$98.99
4/11/2024 – Amazon – Jouyek - Folding Table, 3x2 FT, Lightweight, Height Adjustable Metal Table with Mesh Desktop and Mesh Bag- Black (Model # JO-FGT-9060) - \$69.99
4/26/2024 – Amazon – VIVO - 32 inch Stand Up Desk Converter Workstation - Black (Model# DESK-V000S) - \$109.99
5/18/2024 – Amazon – New Rain USA - Evoluent Ergonomic Vertical Mouse with Wireless USB Receiver, Medium, Right Hand (Model# VMDMW) - \$114.95
5/22/2024 – Amazon – Iaiqiuta - Abao Panda Kitchen Bakers Rack, 4-Tier+3-Tier Workstation, Free Standing Kitchen Utility Cart - Rustic Brown (ASIN# B0BTY9MYBS) - \$139.99
5/22/2024 – Amazon – Chefman Countertop Microwave Oven 0.7 Cu. Ft., Digital, Stainless Steel, 700 Watts (Model # RJ55-SS-7) - \$90.00
6/17/2024 – Amazon – Sachtler ACE Tripod System - Black (Model# ACEMMS) - \$825.68

11.3.2.d Assets, acquired and/or disposed

In addition to assets added to the equipment list (11.3.2 c), capital assets are acquired through the Capital Equipment Purchase Request process as outlined in Section 11.5 of the Grant Agreement between The Town of Bedford, Massachusetts and Bedford Community Access Television, Inc.

The following items were suggested by Bedford TV for capital appropriation during FY24.

Lens Kit & Travel Case - \$2,862.83

Studio Camera - \$5,589.99

Streaming Kit - \$6,013.91

All of the equipment above was purchased in FY24. Bedford TV did not dispose of any assets in FY24. We are currently reviewing our inventory to compile a list of potentially disposable assets.

11.3.2.e Fundraising activities

Bedford TV raised \$10,007.50 in FY24 in program revenue from elementary school, middle school, and blended-age classes. This is up from the \$6,787.50 class revenue in FY23.

Bedford TV also sells physical media at our studio and through our website. This year, we sold \$1,090 worth of DVDs and USBs, up from \$1,010 in FY23. A majority of our media sales come from end-of-school-year events such as graduation, prom stroll and from and from selling copies of BHS sports throughout the year.

We also raised funds in FY24 for BCAT, Inc., through the Community Partnership program, our new Business Sponsorship and Individual Sponsorship programs, and donations. Specific monetary donations were made in appreciation for our work at Bedford Day, and Bedford High School Sports coverage. Our gross fundraising income for FY24 was \$10,418.56, up from \$5,391.48 in FY23. Our community partners and sponsors were The Goddard School, The Bedford Citizen, Black Dog Company, Bedford Dental, and Suzanne and Company. We gave a portion of our funds raised (\$1,500 total) to two graduating BHS students who had volunteered extensively with the station through their academic career in Bedford.

Bedford TV received a grant from the Bedford Rotary Club in the amount of \$1,007.52 for the purchase of 4 yearly subscriptions to Adobe Creative Cloud. These accounts were used by students during our many classes.

Bedford TV also received a grant from the Bedford Cultural Council for \$720.22. These funds were used to update our studio and remote audio equipment.

In total, we spent \$4,332.38 on fundraising activities, BCAT Owned Production Equipment, promotional wear and scholarships. This gave Bedford TV a net income of \$6,086.18 in fundraising for FY24, up from \$3,899.02 in FY23..

11.3.2.f Reserve Fund and bank account balances

Bedford Community Access Television
FY 2024 Reserve Fund P & L
July 2023 - June 2024

	Total Year Jul/23 - Jun/24
<u>Fundraising Income</u>	
Fundraising	
Grants	\$ 1,727.74
Donations	\$ 6,081.67
Gift Card Donations	\$ 300.00
Other Fundraising Income	\$ 1,126.00
Bank Interest	\$ 1,188.15
Total - Fundraising Income	\$ 10,423.56
<u>Fundraising Expense</u>	
Fundraising Expenses	
Special Events	\$ 644.09
Fundraising Supplies	\$ 504.41
Fundraising Fees	\$ 21.54
Scholarships Granted	\$ 1,500.00
Production Equipment (BCAT Owned)	\$ 1,683.88
Miscellaneous (BCAT Funded)	\$ -
Total - Fundraising Expense	\$ 4,353.92
Net Income (Loss) from Fundraising	\$ 6,069.64

**Bedford Community Access Television
FY 2024 Cash Accounts**

	Jul/23 - Jun/24	
<u>BCAT Cash Account Balances</u>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$	14,717.73
Middlesex Savings	\$	83,405.72
BCAT Petty Cash	\$	142.25
PayPal	\$	44.01
Total Cash Assets	\$	98,309.71
<u>Allocation of BCAT Cash Balance Total</u>		
BTV Operations - Bedford PEG Access Grant Agreement	\$	16,262.72
BCAT Reserve from Donations & Other Income	\$	82,046.99
TOTAL	\$	98,309.71

11.3.2.g Auditor’s Review Report from an independent certified public accountant on a date to be specified by the Town, but no sooner than July 1.

Report not requested by the Town in FY2024.

11.3.2.h Certificates of Insurance

Appendix A: E-Mail Newsletter



JULY 2024

Welcome to the Bedford TV July Newsletter!

We hope you're having a great summer, and that you are staying cool in this sweltering heat! Summer is quieter at BTV, but productions are still in full swing, and we've been keeping busy with all our classes! We have some upcoming classes and camps that are open for registration, so keep reading to get all the details!

Our Annual Trivia Night fundraiser is coming up next month - stay tuned for more details!

Also, the Bedford Cultural Council's annual community survey is live through August 2. This is a great opportunity to submit your ideas of cultural events and programs you want to see in Bedford. More info can be found [here](#). Here is the link to the survey: bit.ly/4eWNUkU.

JULY VOLUNTEER OF THE MONTH



Congratulations to our Volunteer of the month for July, Lindsey Park. Lindsey has been a member of Bedford TV since the beginning of 2023 and has been very involved in all sorts of productions and classes since she joined. Lindsey is one of our most dedicated mentors and now has over 300 hours of community service. Lindsey continues to help livestream Bedford High School sports games, record our weekly news and help out on other studio productions. Lindsey has also created her own videos and writes scripts for our Intro to Filmmaking classes. No matter the class, or the role on a production, Lindsey has done a great job and she continues to accomplish great things at Bedford TV. We are excited to see what she will accomplish next and for her contributions to the station Lindsey will receive a \$25 Amazon gift card. Be on the lookout in next month's newsletter for our August Volunteer of the Month.

SUMMER CLASSES AT BEDFORD TV

Have you ever wondered how some photos were taken or how to get into photography? You're in luck, because in this class, we'll be learning the ins and outs of digital photography. We'll take photos both outside and in-studio and learn how to make the photos look how YOU want them to look. If you have your own digital camera, feel free to bring it in and we can teach you to work with your own equipment. At the end of this class you will be able to enjoy and be comfortable using a digital camera as well as know how to edit your photos using Adobe Photoshop. We hope to see you there! Please bring your own DSLR camera if you own one.

INTRO TO PHOTOGRAPHY (ent gr 4-9)

Tuesdays 2-3:30PM; 7/30-8/20; BTV

Studio

\$115; Register [here](#).

Want to become an expert filmmaker? First, master the basics with Bedford TV. Learn key aspects of the film making process, such as composition, lighting, and shots & angles. Students will work with both field equipment as well as in the studio on multi-camera productions. Using what they learn, students will produce a show of their choosing (documentary, interviews, sports, comedy, etc.). It can be anything! After filming students will work together to learn the editing skills needed to finish their video. At the conclusion of the final class the students will be able to watch their video as it will be posted on Bedford TV's YouTube page and aired on the Bedford TV community channel.

INTRO TO FILMMAKING (ent gr 4-9)

Thurs 8/1-8/22; 2:00 PM-3:30 PM \$173;

BTV Studio; Register [here](#).

Want to become an expert script writer? First, master the basics with Bedford TV. Learn key aspects of the scriptwriting process, and create your own short stories. Using what they learn, students will write their own script and format it to look just like how the professionals write them. Each script will be reviewed by Bedford TV staff and a select few will be chosen to be made into an actual film during a Bedford TV Intro to Filmmaking course.

INTRO TO SCRIPTWRITING (ent gr 4-9)

Wed 7/31 - 8/21

2:00-3:30PM; BTV Studio; \$173

Register [here](#).

SUMMER CAMP AT BEDFORD TV



Join us at Bedford TV and learn everything you need to know about creating your own news story and being part of our weekly Bedford TV News show. In this week-long camp, students will learn about all of the equipment and planning that goes into making each episode in the studio. Outside of the studio, students will learn to create their own stories, conduct their own interviews, and edit everything together into a segment that will be aired on a future episode of the Bedford TV News.

\$200/student

Session 1: July 22-26; M-F; 12-3PM Register [Here](#).

Session 2: August 26-30; M-F; 12-3PM Register [Here](#).

CONGRATS CLASS OF 2024

Graduation USBs are available for purchase!

\$25/USB

WWW.BEDFORD.TV/
[BUY-VIDEOS](#)

We are now taking Graduation USB orders! You can purchase your copy [here](#). Prom Stroll USBs are also available for purchase on our website.

UPDATED RULES AND REGULATIONS

We've updated our [Rules and Regulations](#). Click the link for more info.

INTERN WITH BEDFORD TV

VIDEOGRAPHY INTERN
 Help Bedford TV keep the wheels turning by becoming a Videography intern. Responsibilities may include recording government meetings with OBS, recording sporting events and town events, converting and uploading content, video editing, and digital video archival. Selected candidates will need to have reliable transportation to and from Bedford TV and on-site locations.

NEWS JOURNALISM INTERN
 Share the facts and information about what's happening in Bedford with the community. News Journalism interns will research and attend public events in town, record b-roll and interviews, then edit the footage into short stories with voice-overs for BTV News. Selected candidates will need to have reliable transportation to and from Bedford TV and on-site locations.

COMMUNICATIONS INTERN
 As a Communications Intern, the selected candidate will be responsible for information sharing on social media (Instagram, Facebook, Twitter, occasional YouTube), articles for The Bedford Citizen, our monthly newsletter, and our community bulletin board. This is a remote internship.

WORDPRESS INTERN
 Bedford TV is looking for an intern that is familiar with using Wordpress and Wordpress themes to help redesign, edit, and develop our website. This is a remote internship.

If you know someone who might be interested in one of these opportunities, please email staff@bedford.tv.

BEDFORD TV SCHEDULE

Watch us on:

Comcast Ch8/Verizon Ch38 - Shows by local, independent producers, educational shows, and more.

Comcast Ch22/Verizon Ch40 - Government meetings, religion and political shows, and more.

YouTube - <https://www.youtube.com/BedfordTVMA>

View our [weekly schedule highlights](#).

SUPPORT BEDFORD TV

[Become a Community Partner/Sports Sponsor](#)

Bedford TV offers partnership opportunities for local businesses and non-profits. This is a great way to gain exposure within the community while also supporting our organization. For more information, email events@bedford.tv.

[Intern at Bedford TV](#)

Bedford TV offers unique, hands-on internship opportunities.

[Produce A Show on Bedford TV](#)

Individuals, families, organizations and businesses of Bedford can become Bedford TV members, take training classes and produce their own shows!

CURRENT COMMUNITY PARTNERS



GUIDING YOU HOME

COMPASS



THE BLACK DOG GROUP



THE GODDARD SCHOOL FOR EARLY CHILDHOOD DEVELOPMENT

THE BEDFORD CITIZEN



GRANTORS



Rotary Club of Bedford



THANK YOU TO OUR DONORS AND SPONSORS

Bedford TV would like to recognize and thank our donors and sponsors for 2024. We are truly grateful for your kindness and generosity.

2024 DONORS/SPONSORS

- Chris Gittins
- The Emily and John Mitchell Charitable Fund
- Lora Goldenberg
- Barbara Perry
- Laura Bullock
- League of Women Voters
- Carolyn Savage
- Art Smith
- Asha Henderson
- Sabrina Lewis
- Paul Wittman
- Wendy Carlton
- Ralph Hammond
- Bedford Embraces Diversity

Want to see your name on this list? There are two ways to make a donation to Bedford TV.

1. [PayPal Giving Fund](#): Fees are waived and Bedford TV receives 100% of your contribution. (PayPal account required.) Click below to make a donation via our PayPal Giving Fund.

DONATE NOW

2. [PayPal Donation Page](#): Fees are deducted from your contribution and covered by Bedford TV. (No PayPal account required.) Click below to make a donation via our PayPal Donation Page.

DONATE NOW



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Our mailing address is:
16 South Road Ste 2 Bedford, MA 01730

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