

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Thursday, July 18, 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 6:01 PM**

## Approval of BCAT Board Meeting Minutes of June 20, 2024

- The minutes of the BCAT Monthly Board meeting and Executive Session held on June 20, 2024, were unanimously approved.

## Executive Director Report Summary

### **Finance**

- Three staff laptops have been purchased from FY25 capital funds.
- Q4 expenses will project an overrun of \$2396.83, due to expenses for summer camp along with travel expenses for the Alliance for Community Media (ACM) conference.
- Overall expenses for FY24 will show an underrun of \$12,679.41. A check for the underrun amount will be issued to the Town.
- BH suggested some changes to accounting procedures. Under conference expenses, he suggested that we add an entry for conference meal expenses to differentiate from other travel expenses like hotels and airfare.
- BH also suggested that entries in the P&L category for contract labor videography, other contract labor and CORI fees be deleted. This was discussed and the Board decided to not make any changes in the interest of maintaining continuity.

### **Operations**

- No operations updates to report this month.

### **Classes**

- The summer scriptwriting, filmmaking and photography classes are ongoing. The first Summer Camp will focus on news and will run from 7/22-26.
- Fall classes are being submitted to the Bedford Recreation Department. The Advanced Filmmaking Class will be offered again in the fall.

### **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, with a due date of 9/5.



## **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.
- 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 graphics for the news are being updated by the Production Coordinator.
- Other summer productions include On the Spot, Bedford Gems, the Bedford VA Art Show & Writing Showcase, Right at Home Bedford Talks, and Bedford Common.

## **Deadlines**

- 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 the fall.
- Upgrades to the Select Board Room are under consideration.
- There has been no word on the fate of the streaming legislation under consideration by the MA state legislature.

## **New Business**

- The Board reviewed the Q4 quarterly report. Expenses were higher for certain categories, such as miscellaneous expenses (dinner/gifts for staff), conference travel (two ACM conferences in FY24), production expenses (camera repair and other expenses), and professional services.
- The Annual Report is due to the Town on August 1 - the Board will review.
- Negotiations continue between the Town and Verizon for their cable license renewal, due in October. This license will run for five years and the 4.75% revenue allocation will match the allocation in the Comcast license.

**Regular meeting adjourned: 6:48 PM**

**Next Monthly Board Meeting: Tuesday, August 20, at 6:00 PM**

**Prepared by: Scott Counsell - Clerk**

