

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, September 19, 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 7:09 PM**

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

- The minutes of the BCAT Monthly Board meeting held on August 20, 2024, were unanimously approved.

## Executive Director Report Summary

### **Finance**

- Budget underruns of \$15,294.86 for Q1 and \$7,724.52 for FY25 are projected.
- The station received a reimbursement from the Town for the purchase of three staff laptops, which was drawn from FY25 capital funds.
- There are no remaining terminated employees with retirement accounts through BCAT.
- Revenue from classes has already reached \$4254.47 in Q1; \$6500 was budgeted.

### **Operations**

- The studio lighting and audio cabling will be upgraded after the new audio board is installed.

### **Classes**

- The Intro to Scriptwriting class is ongoing; six students are signed up, assisted by five mentors.
- The Advanced Filmmaking Class started on 9/12.
- The next Intro to Filmmaking class will start on 10/16.

### **Outreach**

- The students who took part in the Crowdsourced Boston film project submitted their finished scene. A screening of the completed project will be held at the Coolidge Corner Theatre on 12/9.
- Planning is also underway for Bedford Day on 9/21. The parade will be covered and a booth set up at the fair as in past years.

### **Productions**

- Bedford Schools sports coverage is ongoing, with fourteen productions scheduled prior to our next meeting in October.
- 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 has resumed. The interview segment 'Bedford Talks' will feature BTV.
- Other upcoming productions include Bedford Day, the Historical Society meeting, and Bedford Common.

## **Deadlines**

- 9/21/24 – Bedford Day
- 9/30/24 – End of FY25 Q1
- 11/1/24 – FY25 Q1 report due to the Town
- 11/1/24 – Deadline for the Clerk to file the 501(c)(3) Annual Report to the MA Secretary of State
- 11/15/24 – FY24 tax filings due
- 12/6/24 – BTV Annual Meeting/Awards Night

## **Strategic Planning**

- SC reported that the working group assigned to identifying new funding sources for BTV will be meeting on 9/24. We reviewed the station's long-term financial outlook, but the consensus was that we needed more updated information to share with the group and for long-range planning. BD arranged a meeting with the Town Finance Director on 9/25, the earliest date that was available, to obtain more current information.
- The Board discussed other matters pertaining to our finances, including the prospect for being relieved of the facilities charge that the Town is currently assessing BTV for the use of Old Town Hall. Other ideas for generating revenue were discussed, including class fees, membership fees, or charging for meeting coverage. These items will also inform the working group's discussions.

## **New Business**

- The Town and Verizon finally agreed to a new cable license renewal, good for five years. The revenue share will be 4.75%, matching the Comcast license which was renewed earlier this year.
- We will begin to prepare a FY26 budget, with a target of early 2026 for completion.

**Regular meeting adjourned: 8:26 PM**

**Next Monthly Board Meeting: Wednesday, October 16, at 7:00 PM**

**Prepared by: Scott Counsell - Clerk**



