

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, December 12, 2023

Board Members present: Paul Wittman (PW), Bob Dutton (BD), Scott Counsell (SC), Ralph Hammond (RH); Tony Melfi (TM) arrived at 7:25 PM

Board Members attending remotely: None

Board Members not present: None

Staff Members present: Brian Hebert (BH)

Visitors present: None

Visitors attending remotely: None

Board Meeting held at Bedford TV Studio

General meeting was called to order at 7:05 PM

Approval of BCAT Board Meeting Minutes of November 21, 2023

- The minutes of the BCAT Monthly Board meeting of November 21, 2023, were unanimously approved.

Executive Director Report Summary

Finance

- The station is projected to incur an underrun on \$1371.78 for Q2.
- BH is working with the Town of Bedford Finance Director to finalize the capital purchase of a new mobile production kit to replace one of the two SlingStudio production kits. This purchase will count as a FY 2024 capital purchase.
- The Bedford Cultural Council awarded two grants to the station - \$424 for the purchase of two wireless lavalier microphones, and \$320 for two shotgun microphones.

Operations

- No operational updates at this time.

Classes

- The Intro to Scriptwriting class is wrapping up. The next class is an Introduction to Filmmaking class - 11 people are signed up.
- Pro tip videos continue to be produced by the Production Coordinator, with the latest offering on podcast production.

Outreach

- BH is working to line up sponsors for upcoming sports season and is in discussion with the school department to enhance station visibility.
- MassAccess is no longer holding seasonal conferences or their Creator Awards competition, but will continue to offer 'Meet & Greet' sessions hosted at member stations.

Productions

- The winter sports season began in early December, with several upcoming productions scheduled.
- 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 now furnishing recordings of their meetings to be aired on Bedford TV.
- The weekly news program will be resuming a 'Sports Update' feature with Michael Rosenberg of the Bedford Citizen. Other upcoming productions include Bedford Common and On the Spot.

Deadlines

- 12/15/23 - The 2022 Annual Meeting minutes are due to the Town.
- 12/31/23 will mark the end of FY24 Q2.
- 1/15/24 - Deadline for Select Board (or designee) & BCAT to agree on FY25 budget
- 1/31/24 - Filing deadline for W-9's/1099's with the IRS
- 2/1/24 - FY24 Q2 report due
- 5/15/24 - 2022 (FY23) Extension of tax filings due

Strategic Planning

- After examining town financial reports, BD reported that he could not confirm that the last two payments from Comcast to the town have been received; he did take note of the last two Verizon payments.
- Updates for the Select Board meeting room are now included in the FY25 capital plan.
- The Select Board continues to meet in the Reed Room - upgrades to the technology in this space are not part of the station's budget.

New business

- Various business regarding board membership and office holders was conducted:
 - RH was nominated and voted in for a new term on the board - the vote was unanimous.
 - TM announced his resignation from the Board. The board members extended their thanks for his service.
 - PW was re-nominated as President, BD was re-nominated as Treasurer, SC was re-nominated as Clerk, and RH was re-nominated as a voting member. All of these appointments were approved unanimously.
 - There are no further candidates to fill TM's seat at this time. Any candidate who fills his seat would serve out his term, which runs through 2024.
- RH reported that the local chapter of the Rotary's Interact Club is getting underway - they will meet on Wednesdays and will make use of Bedford TV facilities for some of their activities.
- Comcast and Verizon license renewals due in 2025 are still being negotiated. We discussed the efficacy of continuing to set aside a cable channel for the bulletin board.

Regular meeting adjourned: 8:02 PM

Executive Session: was convened at 8:03 PM and adjourned at 8:29 PM.

Next Monthly Board Meeting: Tuesday, January 23, at 7:00 PM

Prepared by: Scott Counsell, Clerk

