

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, October 16, 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 7:37 PM

Approval of BCAT Board Meeting Minutes of September 19, 2024

- The minutes of the BCAT Monthly Board meeting held on September 19, 2024, were unanimously approved.

Executive Director Report Summary

Finance

- Current projections show a Q1 underrun of \$14,374.92 and a FY25 underrun of \$7,779.58.
- The audio board capital purchase has been completed. A reimbursement request for this purchase has been sent to the Town.
- An engagement letter was sent to the station's CPA, Paolilli, to begin FY24 tax filings.

Operations

- BTV is a finalist for Alliance for Community Media - Northeast "Overall Excellence Budget Under \$300K" award. The award winners will be announced at the ACM-NE conference scheduled for December 8-10 in Connecticut.
- The wiring for the new studio lighting on the news set is complete - excess lights were removed, the fill lights were softened, and the cabling was cleaned up. Audio rewiring will take place when the new audio board has arrived.

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.
- An adult class on shooting and editing for the Lane School teachers will start on 10/17.

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.
- A Trivia Night event is planned for November at the American Legion.

Productions

- Bedford Schools sports coverage is ongoing, with eleven 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.
- The weekly news program continues to incorporate the 'Sports Update' segment with Michael Rosenberg along with the interview segment 'Bedford Talks'.

- Other upcoming productions include Bedford Common, Trunk or Treat, Ben Couvee Music Recordings, the Historical Society meeting, Yellow Tulip Project, Groove and Grab Café, & Kristallnacht.

Deadlines

- 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 meet later in the year, after the Special Town Meeting.

New Business

- The Board discussed the Annual Meeting and Awards Ceremony, to be held on 12/6. As in past years, there will be a brief formal meeting, during which the minutes of the 2023 Annual Meeting will be approved and financial reports presented to the audience. This will be followed by an awards ceremony and a screening from the filmmaking class.
- We will begin to prepare a FY26 budget, with a target of early 2026 for completion.
- BD was able to meet with the Town Finance Director and get updated financial information on the town's Special Revenue Account (SRA). This account bears both operating funds as well as capital funds for BTV. The SRA is still running a positive balance, but with declining cable TV revenues, it projects to be drawn down to zero in about 3-5 years. The Board will continue to make the case to get the annual facilities fee assessed by the Town to be waived.

Regular meeting adjourned: 8:50 PM

Next Monthly Board Meeting: Wednesday, November 20, at 7:00 PM

Prepared by: Scott Counsell - Clerk

