

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, November 20, 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 7:01 PM

Approval of BCAT Board Meeting Minutes of October 16, 2024

- The minutes of the BCAT Monthly Board meeting held on October 16, 2024, were unanimously approved.

Executive Director Report Summary

Finance

- The audio board capital purchase has been completed, with a reimbursement by the Town.
- The proposed FY2026 budget is being finalized before being sent to the Town.
- The Annual Plan is also being finalized.

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 Bristol, CT. BH will attend.
- 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 is now underway with the arrival of the new audio board.
- A new BHS intern joined the station in early November and will focus on social media and enhancing the station's online presence.
- A new college intern will start next May and will work on the news program.

Classes

- The Advanced Filmmaking Class is wrapping up – a screening of their work will be shown at the Annual Meeting and Awards Night on 12/6.
- Winter classes for Intro to Filmmaking and Intro to Scriptwriting have been advertised through the Bedford Recreation Department and are slated to begin on 1/8/25.

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.
- Efforts are underway to line up sponsors for the Annual Meeting and Awards Night. Bedford Florist is donating centerpieces and an application for a Wegman's gift card has been submitted.
- The Trivia Night event was postponed until January of 2025.

Productions

- Bedford Schools sports coverage is ongoing, with two 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, the Annual Meeting and Awards Night, the Bedford Tree Lighting, and the Winter Community Breakfast.

Deadlines

- 12/1/24 - Annual Plan and FY2026 Budget are due to the Town
- 12/6/24 - BTV Annual Meeting/Awards Night
- 12/31/24 - End of FY 2025 Q2

Strategic Planning

- SC reported that the working group assigned to identifying new funding sources for BTV will meet later in the year.
- Updates to the Select Board Room are still under consideration. Pro AV is the vendor who has been hired by the Town.

New Business

- Arrangements are being finalized for the Annual Meeting and Awards Ceremony, to be held on 12/6. Invites will be sent on 11/22. Award winners are being determined.
- The Board discussed the FY26 budget, now in its final draft stages. An increase in quarterly disbursements of 2.9% was factored in, while payroll was slated for a 2.5% increase following discussion and revisions. Bonuses will be incorporated into the payroll line item. Various operational expenses were slated for increases. The Board recommended that we project higher revenue from classes, which saw a significant revenue increase in FY2025.
- After BH completes the Annual Plan and FY2026 budget, he will share them with the Board for review, then submit both documents along with a cover letter to Town Manager Matt Hanson, BCAT Select Board liaison Emily Mitchell, and the Community Media Committee.

Regular meeting adjourned: 8:27 PM

Next Monthly Board Meeting: Tuesday, December 17, at 6:30 PM

Prepared by: Scott Counsell - Clerk

