

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, December 17, 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 6:37 PM

Approval of BCAT Board Meeting Minutes of November 20, 2024

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

Executive Director Report Summary

Finance

- The latest budget projections show an overrun of \$3708.86 for Q2 and an underrun of \$7646.17 for FY25.
- The Broadcast Pix Switcher requires servicing – BTV is awaiting a quote to repair it.
- A Venmo option will be offered for donations.

Operations

- BTV was a finalist for Alliance for Community Media - Northeast 'Overall Excellence Budget Under \$300K' award for the second year in a row.
- The new BHS intern is assisting with productions and is also tasked with enhancing the station's social media profile.
- A new college intern will start next May and will work on the news program.

Classes

- Winter classes for Intro to Filmmaking and Intro to Scriptwriting are slated to begin on 1/8/25.

Outreach

- BTV took part in 'Giving Tuesday' on 12/3. Proceeds were shared with the Bedford Food Bank.
- The Annual Meeting and Awards Night was held on 12/6.

Productions

- Bedford Schools sports coverage is ongoing, with fifteen productions scheduled prior to our next meeting in January.
- 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' and segments produced by our intern.
- Other upcoming productions include Bedford Common, Historical Society Display Video, two episodes of the Starfish Storytellers podcast, and New Song Bedford.

Deadlines

- 12/31/24 – End of FY 2025 Q2
- 1/15/25 – Deadline for the Select Board (or their designee) and BCAT to agree on the FY26 budget
- 1/31/25 – Deadline to file W2 and 1099 forms with the IRS
- 2/1/25 – FY25 Q2 report due
- 5/15/25 – 2023 (FY2024) tax filings due

Strategic Planning

- SC reported that the working group assigned to identifying new funding sources for BTV will be meet on 12/23.
- BH met with fellow members of the access community at the ACM-NE conference to discuss funding ideas. One suggestion was to leverage our news coverage to sign up new community partners. Reinstating dues for members is also being considered.
- There were no new updates regarding renovations to the Select Board room.

New Business

- The Board reviewed the standing of its members and held internal elections for officer posts.
 - BD's three-year term expires at the end of 2024, as does the term of former member Tony Melfi, who has resigned. The terms of PW and SC expire at the end of 2025, while RH's term concludes at the end of 2026.
 - BD was re-elected to a new three year term by a unanimous vote.
 - The current slate of officers was re-nominated and approved by a unanimous vote – PW will serve as president, BD as treasurer, and SC as clerk.
- The Board briefly discussed BTV's current financial outlook. Revenue from cable licenses has been flat, but there has been a boost in available funds from capital disbursements.

Regular meeting adjourned: 7:23 PM

Next Monthly Board Meeting: Tuesday, January 21, at 7:00 PM

Prepared by: Scott Counsell - Clerk

