

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, January 21, 2025

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 7:05 PM

Approval of BCAT Board Meeting Minutes of December 17, 2024

- The minutes of the BCAT Monthly Board meeting held on December 17, 2024, were unanimously approved.

Executive Director Report Summary

Finance

- The latest budget projections show an overrun of \$8276.59 for Q2 and an underrun of \$6313.04 for FY25.
- A service plan for 2025 was purchased from Broadcast Pix for \$1500 to cover the expense of servicing the studio switcher, which needed repairs. We will evaluate whether to continue to renew this service plan for coming years.
- The station's insurance policies for workmen's compensation and business owners are renewing in February; both policies will incur a slight rate increase.
- BTV was awarded a grant for \$520 from the Bedford Cultural Council for editing class software.

Operations

- A new college intern will join BTV in May and will work on the news program.
- Federal and state taxes have been filed. W-2 and 1099 forms were provided to BTV staff and contractors.

Classes

- Winter classes for Intro to Filmmaking and Intro to Scriptwriting began on 1/8/25. The Intro to Filmmaking class has 14 students and 5 mentors.
- The Advanced Filmmaking Class will start on 3/7; class signups have been posted on the BTV website and will be advertised in the station newsletter.

Outreach

- BTV will be hosting its Annual Trivia Night at the American Legion in Bedford sometime in March; the date is still being finalized.

Productions

- Bedford Schools sports coverage is ongoing, with fourteen productions scheduled prior to our next meeting in February.
- 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 features the 'Sports Update' segment with Michael Rosenberg, 'Bedford Talks' interviews, and segments produced by our intern.

- Other upcoming productions include the BHS Junior Parent Night, the Lunar New Year event, the Historical Society meeting, Groove and Gab Café, and an episode of the Starfish Storytellers podcast.

Deadlines

- 1/31/25 - Deadline to file W2 and 1099 forms with the IRS
- 2/1/25 - FY25 Q2 report due

Strategic Planning

- SC reported on the proceedings of the working group assigned to identifying new funding sources for BTV, which met on 12/23/24. A consensus is emerging that the Town should consider absorbing BTV as a town department to ensure its long-term viability. Possible organizational parameters were discussed, including whether the station would be a stand-alone department or would be incorporated into an existing town department, and what its scope of duties might entail. A timeline of 2-3 years was projected to execute this transition; letters of recommendation would be sought from the Select Board and the Community Media Committee before eventually bringing a proposal to the Town's voters for approval. Turning to BTV's current financial outlook, town manager Matt Hanson asserted that waiving BTV's facilities charge paid to the Town was not a realistic course of action, due to various logistical and financial contingencies. The working group will meet again later this spring.
- There were no new updates regarding renovations to the Select Board room.
- No new candidates have emerged to fill the vacancy on the Board.

New Business

- The Board reviewed the Q2 quarterly report; the service plan with Broadcast Pix will exceed its corresponding line item by \$1000. Janitorial fees are also going up. But increases in class revenues are offsetting added expenses in other areas.
- The Alliance for Community Media 2025 Annual Conference will be hosted in Boston this year, at Boston University on June 24-26.

Regular meeting adjourned: 8:26 PM

Next Monthly Board Meeting: Tuesday, February 18, at 7:00 PM

Prepared by: Scott Counsell - Clerk

