

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Wednesday, February 26, 2025

Board Members present: Paul Wittman (PW), Bob Dutton (BD), Ralph Hammond (RH); Scott Counsell (SC) arrived at 7:24pm

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 7:14 PM

Approval of BCAT Board Meeting Minutes of January 21, 2025

- The minutes of the BCAT Monthly Board meeting held on January 21, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- The latest budget projections show an underrun of \$9704.30 for Q3 and an underrun of \$8608.79 for FY25.
- The station's Fidelity Bond is in the process of being updated and will be managed by a new company. The rate for the new policy will be \$149 for three years and will provide coverage for \$50K.

Operations

- A new college intern will join BTV in May and will work on the news program.
- BTV's tax exempt status expires on 5/25. The MA Department of Revenue will issue a new certificate about thirty days prior to the expiration and will provide an ST-2 renewal form.
- The service plan for the Broadcast Pix switcher is in place. The switcher recently overheated but regained function.
- The most recent capital purchases were for a streaming kit and a camcorder.

Classes

- The Intro to Scriptwriting began on 2/12.
- 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 on March 29.
- BTV is a Gold Sponsor of this year's Best PTO color Run.

Productions

- Bedford Schools sports coverage is ongoing, with one production scheduled prior to our next meeting in March. There will be additional playoff games to cover. The spring sports schedule has been released and production graphics are being created.
- 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 feature 'Bedford Talks' interviews and segments produced by interns and volunteers.

- Other upcoming productions include the Music Hootenanny at St. Michael's Church, the Historical Society meeting, two Starfish Storytellers podcasts, the League of Women Voters Candidate Introduction, the African American History Month Celebration, Bedford Common, and Groove and Gab Café.

Deadlines

- 3/10/25 – ACM Hometown Video Festival submissions due
- 3/29/25 – BTV Trivia Night
- 3/31/25 – End of Q3
- 4/30/25 – Q3 Report due to the Town

Strategic Planning

- No new updates from the working group assigned to identifying new funding sources for BTV.
- There were no new updates regarding renovations to the Select Board room or Reed Room, but funding may still be available in FY 2026.
- No candidates have emerged to fill the vacancy on the Board.

New Business

- The BTV 2026 budget was forwarded from the Select Board to the Finance Committee. It will then be subject to approval at the March Town Meeting.
- 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: 8:04 PM

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

Prepared by: Scott Counsell - Clerk

