

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, March 18, 2025

**Board Members present:** Paul Wittman (PW), Ralph Hammond (RH); Scott Counsell (SC)

**Board Members attending remotely:** Bob Dutton (BD)

**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 7:08 PM**

## Approval of BCAT Board Meeting Minutes of February 26, 2025

- The minutes of the BCAT Monthly Board meeting held on February 26, 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 \$6669.08 for FY25.
- The final capital purchases for a streaming kit and a camcorder will be finalized at the end of Q3/beginning of Q4.
- Blue Cross/Blue Shield medical insurance rates will increase in May. The monthly increase (for one employee) will come to about \$80, half of which is defrayed by BTV. BH will generate short and long term projections for insurance costs going forward into the next fiscal year.

### **Operations**

- A second college intern with a graphics background will join BTV in mid-May.
- 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.

### **Classes**

- The Intro to Filmmaking and Intro to Scriptwriting classes that will run during the summer have been scheduled through the Bedford Recreation Department.
- The next Intro to Filmmaking class will begin on 3/19, with eight students and five mentors.
- The Advanced Filmmaking Class began on 3/7; they have been tasked to create a 'behind the scenes' history of BTV.

### **Outreach**

- BTV will be hosting its Annual Trivia Night at the American Legion in Bedford on March 29.

### **Productions**

- Bedford Schools sports coverage is ongoing, with eight productions scheduled prior to our next meeting in April.
- 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. The 'Sports Update' feature will now be hosted by Dan Brosgol.

- Other upcoming productions include two Historical Society meetings, Annual Town Meeting Article Recordings, High School Tenacity Challenge, Job Lane House Annual Meeting, Town Meeting, Bedford Common, the Jacob Wren Throckmorton Art Show, and Pole Capping.

#### **Deadlines**

- 3/24/25 – Annual Town Meeting
- 3/29/25 – BTV Trivia Night
- 3/31/25 – End of Q3
- 4/30/25 – Q3 Report due to the Town

#### **Strategic Planning**

- There are no new updates from the working group assigned to identifying new funding sources for BTV. A new Select Board liaison to the Community Media Committee (CMC) will be asked to join the group after their appointment.
- The next CMC meeting will be held on 3/19.
- There were no new updates regarding renovations to the Select Board room or Reed Room, which may include improvements to audio and video capabilities. BCAT's involvement is in an advisory capacity to ensure compatibility with BCAT equipment. Town funding (NOT from the PEG Access Special Revenue account) may still be available in FY 2026.
- No candidates have emerged to fill the vacancy on the Board.

#### **New Business**

- The BTV 2026 budget will 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: 8:02 PM**

**Next Monthly Board Meeting: Tuesday, April 15, at 7:00 PM**

**Prepared by: Scott Counsell - Clerk**

