

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Thursday, May 20, 2025

Board Members present: Paul Wittman (PW); Ralph Hammond (RH); Bob Dutton (BD); 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 7:02 PM

Approval of BCAT Board Meeting Minutes of April 17, 2025

- The minutes of the BCAT Monthly Board meeting held on April 17, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- The latest budget projections show an overrun of \$177.58 for Q4 and an underrun of \$11211.95 for FY25.
- Requests for the final capital purchases of a streaming kit and a camcorder have been submitted to vendor B&H Photo & Video.

Operations

- A college intern with a graphics background be joining BTV in June. A second prospective intern will be interviewed on 5/22 and could also join BTV in June.
- The MA Department of Revenue provided an ST-2 renewal form to BTV to renew its tax-exempt status, which is now confirmed until 5/10/2035.

Classes

- The classes for Intro to Filmmaking, Intro to Scriptwriting and Intro to Photography that will run during the summer have been scheduled through the Bedford Recreation Department.
- The Intro to Photography class will begin on 5/21, with seven students enrolled so far.
- The Advanced Filmmaking Class began on 3/7; they have been tasked to create a 'behind the scenes' history of BTV. Filming is almost completed and editing will commence shortly.
- Adult classes will continue to be offered as requested.

Outreach

- BTV had a table at the Bedford Color Run held on May 3. Several new members were signed up and information on upcoming classes was offered to the public.
- BTV is creating graphics for upcoming sponsored events, including the BHS Graduation, Moving On Ceremony, and others.
- Two volunteers will be honored with BTV scholarships at CSF Dollars for Scholars on 5/27.

Productions

- Bedford Schools sports coverage is ongoing, with two productions scheduled prior to our next meeting in May, followed by several playoff games.

- Government meetings are ongoing, with coverage of the Select Board, Finance Committee, Board of Health, School Committee, and Planning Board.
- The weekly news program continues to feature 'Bedford Talks' interviews and segments produced by interns and volunteers. The 'Sports Update' feature is now hosted by Dan Brosgol.
- Other upcoming productions include Bedford Common, Groove & Gab Café, Memorial Day Parade, CSF Dollars for Scholars, Prom Stroll, Holi Event, BHS Graduation, Bedford Pride Event, and the JGMS Moving On Ceremony.

Deadlines

- 6/13/25 – Rules and Regulations deadline for review and approval
- 6/30/25 – End of FY25

Strategic Planning

- The working group assigned to identifying new funding sources for BTV is planning on meeting in June. Select Board member Bopha Malone has been appointed as the new Select Board liaison to the Community Media Committee (CMC) and will be joining the group. Its discussions will include establishing a framework for municipal support of BTV in future years.
- The CMC is planning a community forum during the summer months to explore the topic of municipal support for BTV. The Board took some time to discuss the matter and its ramifications. BD emphasized that a financial rationale should be established for any such change.

New Business

- The Board voted to rescind the 'Resident Agent' designation for SC on the MA Secretary of State's website. The following is a true recording of the vote of the directors revoking the appointment of Resident Agent of Scott Counsell of Bedford Community Access Television Inc. of 16 South Road, Bedford, MA 01730.
 - ▪ Paul Wittman, President, ___Yea
 - ▪ Robert K Dutton, Treasurer, ___Yea
 - ▪ Scott Counsell, Clerk, ___Yea
 - ▪ Ralph Hammond, Director, ___Yea
- SC proposed that some changes be made to BTV's Rules & Regulations to incorporate elements that can be found in other access stations' regulations, including a statement of purpose and clarifications on topics such as social media usage and dispute resolution. It was decided that these changes would be implemented by BH and then shared with the Board for our review before submitting the revised version to the Town by 6/13. Further revisions to the Rules & Regulations can be discussed and implemented during the coming months.
- The Alliance for Community Media (ACM) 2025 Annual Conference will be hosted in Boston this year, at Boston University on June 24-26. There will be no ACM-NE conference next year.
- BH is awaiting the ACM salary survey, after which time the Board will review our salary structure and other policies.

Regular meeting adjourned: 8:16 PM

Next Monthly Board Meeting: Wednesday, June 18, at 7:00 PM

Prepared by: Scott Counsell - Clerk

