

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Wednesday, June 18, 2025

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

Board Members attending remotely: Scott Counsell (SC)

Board Members not present: None

Staff Members present: Brian Hebert (BH)

Visitors present or attending remotely: Wendy Carlton (joined remotely at 7:25pm)

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 May 20, 2025

- The minutes of the BCAT Monthly Board meeting held on May 20, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- The latest budget projections show an underrun of \$560.73 for Q4 and an underrun of \$11,950.26 for FY25.
- Total operating income exceeded projections by \$7,477:
 - Income from classes was \$7,167 higher than projected, for a total of \$13,996.67.
 - Income from DVD & USB sales was \$310 higher than projected, for a total of \$1,060.
- Income from donations was \$2,207.68 higher than projected, for a total of \$6,207.68.
- Income from fundraising came to \$4,730.
- All FY2025 capital purchases have been completed.

Operations

- Two college interns started in June. One will focus on graphic animation and community partner videos; the other will focus on social media short videos, graphic animations and the 'Crowdsourced Boston' project.

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 Scriptwriting class will begin on 7/7 and will be a weeklong camp style class.
- The Advanced Filmmaking Class will be finishing up on 6/20; they have been tasked to create a 'behind the scenes' history of BTV.
- Adult classes will continue to be offered as requested.

Outreach

- Bedford TV will be creating a scene for 'Crowdsourced Boston'. The movie serving as a model this year is 'Matilda'. The BTV Production Coordinator is gathering interest from volunteers for this project over the summer. There will be a screening in Boston in late September.
- BTV will be submitting entries for the Alliance for Community Media/Northeast (ACM-NE) video festival. The deadline is 6/27, with an awards night scheduled for late fall.
- BTV staff will be at the ACM annual conference held in Boston on 6/24-27.

Productions

- Bedford Schools sports coverage is concluded for the summer. The Production Coordinator, along with the interns, are creating graphics for the 2025/26 season.
- 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, along with the 'Sports Update' feature hosted by Dan Brosgol.
- Other upcoming productions include the Starfish Storytellers podcast.

Deadlines

- 6/30/25 – End of FY25
- 8/1/25 – FY2025 Q4 Report due to the Town
- 8/1/25 – FY2025 Annual Report and Inventory due to the Town

Strategic Planning

- The working group assigned to identifying new funding sources for BTV met on June 17. SC, along with Select Board member Bopha Malone and Town Manager Matt Hanson, convened a brief meeting to get Ms. Malone up to date on the plans for establishing a framework for municipal support of BTV in future years. Both near term plans of securing funding assistance from the Town along with a long term plan of absorbing BTV into town government were discussed. The Community Media Committee (CMC) is planning a community forum in the coming months to explore the topic of municipal support for BTV, and the working group may convene again after the forum.
- The Board discussed cable revenues, which continue to decline at an annual rate of 7-8%. The long-range funding plans under consideration may need to be incorporated into the next contract renewal between BTV and the Town, coming up in FY2027.
- There have no updates regarding upgrades to the Reed Room at Town Hall, but funds have been appropriated in FY2026 for this purpose. BTV will need to be engaged as these plans take shape.

New Business

- BH is awaiting the ACM salary survey, after which time the Board will review our salary structure and other policies.
- FY2025 capital expenditures have been fully reconciled.

Regular meeting adjourned: 8:08 PM

Next Monthly Board Meeting: Tuesday, July 16, at 7:00 PM

Prepared by: Scott Counsell - Clerk

