

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Wednesday, July 15, 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:** Wendy Carlton (WC)

**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 June 18, 2025

- The minutes of the BCAT Monthly Board meeting held on June 18, 2025, were unanimously approved.

## Executive Director Report Summary

### **Finance**

- BTV closed out the fiscal year with an underrun of \$209.83 for Q4 and an underrun of \$11,599.36 for FY25.
- 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 and graphic animation. Both will also help with the 'Crowdsourced Boston' project.

### **Classes**

- The classes for Intro to Filmmaking, Intro to Scriptwriting and Intro to Photography have been scheduled through the Bedford Recreation Department for the summer. The fall class schedule will be shared with the Rec Department during August.
- The Intro to Scriptwriting class ran from 7/7-10 – three students took the class.
- The Intro to Photography class is running from 7/14-17 – eight students are enrolled.
- The Intro to Filmmaking class will run from 7/21-24 – nine students are signed up.
- The Advanced Filmmaking Class finished up their video project; it is posted on YouTube.
- 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 organizing volunteers and arranging filming over the summer. There will be a screening in Boston in late September.
- BTV submitted six entries for the Alliance for Community Media/Northeast (ACM-NE) video festival. Awards will be announced in late summer, and an awards night will be scheduled in late fall. The six entries:
  - Overall Excellence <\$300k
  - About Access and Community Media (Behind the Streams)
  - Event Coverage - Single Camera (Trunk or Treat, Pumpkin Smash, Yellow Tulip Project)
  - General Talk Show (The Groove and Gab Cafe - Little Bill Lost)

- Music and Performance (The Groove and Gab Cafe - Ian Galipeau)
- Municipal/Government Programming (Bedford Talks, Government Meetings, Annual Town Meeting Article Videos, Bedford Common)
- BTV staff attended the ACM Annual Conference held in Boston on 6/24-27. Notes from staff members will be available at the next board meeting. Some initial takeaways:
  - Stations are exploring various options to generate additional revenue, such as utilizing pay walls and offering subscription models by the day, week, or month.
  - One MA station based in Westboro was able to secure a \$150K grant from their town.

### **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 FYZICAL voiceover and the 'Crowdsourced Boston' project.

### **Deadlines**

- 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 Board discussed BTV's financial outlook and briefed WC 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 assigned to identifying new funding sources for BTV may convene after the forum.
- 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.
- The Board conducted an interview with Wendy Carlton of BEST PTO for the vacancy on the Board, and we determined that she would be a good addition to the board. She was nominated to join the Board and was approved on a unanimous 4-0 vote. She will fill the vacancy left by former member Tony Melfi.

### **New Business**

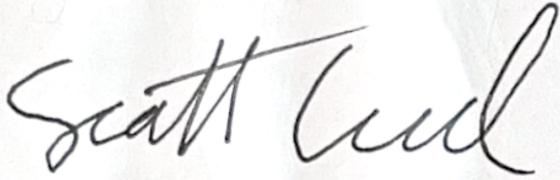
- The Board reviewed the Q4 financial statistics - USB sales were up due to BHS graduation recording requests, while salaries were down slightly and miscellaneous expenses were up slightly.
- The Annual Report is still being drafted. The Board discussed the need to highlight the station's accomplishments as we prepare to seek funding assistance from the Town.
- 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.
- Work on the FY27 budget will need to begin soon.

- RH described a 'Science Center' project he is involved with; this project incorporates the creation of books authored by students with accompanying videos produced with the help of BTV.
- WC made suggestions about fundraising ideas that other organizations have used that she has been involved with.

**Regular meeting adjourned: 8:51 PM**

**Next Monthly Board Meeting: Tuesday, August 19, at 7:00 PM**

**Prepared by: Scott Counsell - Clerk**

A handwritten signature in cursive script that reads "Scott Counsell". The signature is written in dark ink and is positioned below the typed name "Scott Counsell - Clerk".