

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, August 19, 2025

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

**Board Members attending remotely:** Wendy Carlton (WC)

**Board Members not present:** Bob Dutton (BD)

**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 7:05 PM**

## Approval of BCAT Board Meeting Minutes of July 15, 2025

- The minutes of the BCAT Monthly Board meeting held on July 15, 2025, were unanimously approved.

## Executive Director Report Summary

### **Finance**

- BTV closed out the fiscal year with an underrun of \$11,599.36, which has been returned to the Town.
- A request for the first capital purchase of FY 2026, a mirrorless DSLR camera, has been submitted to the Town.
- Revenues from classes have already reached \$5K in Q1.
- Payroll expenses will increase 5% starting 8/15.

### **Operations**

- The two college interns have finished up for the summer. They focused on graphic animation and community partner videos.
- BTV's tax exempt status has been renewed with all recurring vendors.
- The podcast room will be updated with sound proofing panels, mic stands, and a new set.

### **Classes**

- The classes for Intro to Filmmaking, Intro to Scriptwriting and Intro to Photography were run as weeklong camps and were very successful. The fall class schedule has been submitted to the Recreation Department.
- An Advanced Filmmaking Class will also be offered in the fall.
- Adult classes will continue to be offered as requested.
- Podcast classes will resume in the fall and will be offered as requested on an ad hoc basis.

### **Outreach**

- Bedford TV will be creating a scene for 'Crowdsourced Boston'. The movie serving as a model this year is 'Matilda'. Filming is complete and editing has begun. 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 Programing (Bedford Talks, Government Meetings, Annual Town Meeting Article Videos, Bedford Common)
- Bedford Day preparations are underway – spaces have been reserved, raffle items collected, and live music and parade coverage are being organized.

### **Productions**

- Bedford Schools sports coverage is resuming, with seven games to be covered before the next Board meeting. Graphics and the OBS production platform have been updated, and staff and volunteers are being trained on changes to production procedures.
- 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 First Teachers Day video, Bedford Common, and the Veterans Creative Arts Performance.

### **Deadlines**

- 9/20/25 – Bedford Day

### **Strategic Planning**

- There were no updates from the working group assigned to identifying new funding sources for BTV.
- The next Community Media Committee (CMC) meeting will be held on 8/27.
- BH mentioned that the station has obsolete equipment to be disposed of; as the equipment is the property of the Town, a course of action will need to be decided on by the CMC.
- 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**

- The performance evaluation of BCAT that is to be conducted by the CMC has not been scheduled. It is the CMC's responsibility to schedule and conduct this evaluation at a mutually agreeable time.
- BH is awaiting the ACM salary survey, after which time the Board will review our salary structure and other policies. There have been no policy changes implemented recently.
- FY2025 capital expenditures have been fully reconciled.
- Work on the FY27 budget will need to begin soon. Costs for medical insurance will be going up this fiscal year and next, as coverage will be added for an existing employee.
- The Board discussed the feasibility of establishing a BTV 'store' to sell BTV merchandise in order to raise funds.
- The Board agreed to schedule the 2025 Annual Meeting and Awards Night on Friday, 12/5. It will be held in the third floor meeting room at Old Town Hall as in past years.

**Regular meeting adjourned: 7:50 PM**

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

**Prepared by: Scott Counsell - Clerk**

