

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, September 16, 2025

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

Board Members attending remotely: None

Board Members not present: Wendy Carlton (WC)

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 7:07 PM

Approval of BCAT Board Meeting Minutes of August 19, 2025

- The minutes of the BCAT Monthly Board meeting held on August 19, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- An underrun of \$17,607.87 is projected for Q1.

Operations

- The two college interns have finished up for the summer. They completed community partner videos and updated numerous animated graphics for various shows.
- The podcast room will be updated with sound proofing panels, mic stands, and a new set.
- The BCAT tax filings are completed and are undergoing a final review by the station's accountant.

Classes

- The Intro to Scriptwriting course is ongoing with ten students enrolled. An Intro to Photography will be held next, followed by two Intro to Filmmaking classes.
- The Advanced Filmmaking Class will begin on 9/24, meeting every Wednesday from 4-6pm.
- Adult classes will continue to be offered as requested.
- A recurring podcast classes will be offered soon on Thursdays.

Outreach

- Bedford TV will be finishing a scene for 'Crowdsourced Boston'. The movie serving as a model this year is 'Matilda'. Filming is being completed and editing has begun. The entry is due on 9/26. There will be a screening in Boston later.
- BTV submitted six entries for the Alliance for Community Media/Northeast (ACM-NE) video festival. Awards will be soon, 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. The booth will highlight upcoming classes, a free giveaway, \$2 popcorn, donations and more.

Productions

- Bedford Schools sports coverage is resuming, with nineteen games to be covered before the next Board meeting. Graphics and the OBS production platform have been updated, and staff and volunteers have been 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. Other committees and boards have been contacted and asked to submit Zoom recordings.
- 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 Board & Committee Training Meeting, Crowdsourced Boston filming, Senior Parent/Caregiver Night, Bedford Day, Community Spaghetti Dinner, Bedford Common, Financial Aid Night and Groove & Gab Café.

Deadlines

- 9/20/25 – Bedford Day
- 9/30/25 - End of FY26 Q1
- 11/1/25 – FY26 Q1 Report due to the Town
- 11/1/25 – Deadline for Clerk to file 501(c)(3) Annual Report on MA Secretary of State website
- 11/15/25 – FY25 tax filings due
- 12/5/25 – Annual Meeting/Awards Night

Strategic Planning

- The working group assigned to identifying new funding sources for BTV had no updates.
- There have no updates regarding upgrades to the Reed Room at Town Hall.
- The Great Room at Old Town Hall will receive audio upgrades, a new projector, and connections for BTV productions.

New Business

- The Board agreed to schedule the 2025 Annual Meeting and Awards Night on Friday, 12/5. It will be held in the third floor room at Old Town Hall as in past years.
- 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.
- BH is awaiting a consultation with the Town's new finance director.
- 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.
- RH suggested that the Board consider adding a 'volunteer' member to represent students and volunteers. Parameters and language for such a position will need to be discussed.

Regular meeting adjourned: 8:11 PM

Next Monthly Board Meeting: Wednesday, October 15, at 7:00 PM

Prepared by: Scott Counsell - Clerk

