

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, November 20, 2025

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

Board Members attending remotely: Scott Counsell (SC) – joined at 8:09

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 7:06 PM

Approval of BCAT Board Meeting Minutes of October 15, 2025

- The minutes of the BCAT Monthly Board meeting and Executive Session held on October 15, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- An overrun of \$13,568.93 is projected for Q2.
- An underrun of \$5305.14 is projected for FY26.
- A new expense line item for a hotspot will be added to production supplies. The new hotspot will have greater range and be obtained through a Bedford Public Schools account.
- Bedford TV now has three sports sponsors for the winter season, with The Residence at Bedford joining Red Heat Tavern and Bedford Family Law. It was suggested that BH contact The Edge, a local sports facility.

Operations

- The podcast room upgrade has been completed, with sound proofing panels, mic stands, and a new set. BH will also look into adding 'on-air' lights.
- The Production Coordinator will be on leave from January 2-30, 2026.

Classes

- The first Intro to Filmmaking class just concluded – ten students were signed up. A second class will be conducted from 12/3-17.
- The Advanced Filmmaking Class began on 9/24 and is meeting every Wednesday from 4-6pm. Filming is wrapping up and editing has begun. A screening will be held early in the new year.
- A local Girl Scout troop is currently taking an intro class to obtain their 'digital media badge.' They are working on a video on Girl Scout cookies.
- Adult classes will continue to be offered as requested.
- A recurring podcast class will be offered on Thursdays starting in December.

Outreach

- Bedford TV submitted its scene for the 'Crowdsourced Boston' project. There will be a screening on 12/17 at the Coolidge Corner Theatre in Brookline. Seats have been reserved for Bedford TV members.
- BTV submitted six entries for the Alliance for Community Media/Northeast (ACM-NE) video festival and are finalists for all six. An awards night has been scheduled for 12/8, and BH and the Production Coordinator will be attending.

- The Bedford TV Annual Meeting and Awards Night will be held on 12/5.
 - An Evite was sent out to all Bedford TV members.
 - Awards are being ordered.
 - A food sponsor has yet to be lined up – a request was made to Wegman's.
 - The presentation and decorations are being prepared by the BTV staff.
- Bedford TV will be hosting their first 'Mentorsgiving' event to thank our dedicated mentors for all of their efforts over the past year.
- A volunteer sign-up app has been set up for BTV.

Productions

- Bedford Schools sports coverage is continuing, with two games to be covered before the next Board meeting.
- 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 segments produced by interns and volunteers along with the 'Sports Update' feature hosted by Dan Brosgol.
- Other upcoming productions include Ask Art, Bedford Common, Ben Couvee Holiday Music, Bedford TV Annual Meeting, and the Tree Lighting/Tableau Vivant holiday event.

Deadlines

- 12/1/25 Annual Plan and Proposed Budget due to the Town
- 12/5/25 – Annual Meeting/Awards Night
- 12/8/25 - ACM-NE Awards Night
- 12/31/25 – End of FY26 Q2

Strategic Planning

- The working group assigned to identifying new funding sources for BTV will hold a meeting on 12/3.
- Plans are proceeding to upgrade the AV system in the Select Board Meeting Room at Town Hall. Pro AV is the vendor that will be performing the upgrade, now scheduled to take place in January.
- The Board will review station policies after BH has gotten information from other stations.

New Business

- The 2025 Annual Meeting and Awards Night will be held on Friday, 12/5 in the third floor room at Old Town Hall as in past years. Most plans for the event have been finalized.
- BH is awaiting the ACM salary survey, after which time the Board will review our salary structure and other policies. Salaries will be discussed in executive session.

Regular meeting adjourned: 8:18 PM

Next Monthly Board Meeting: Tuesday, December 16, 2025, at 7:00 PM

Prepared by: Scott Counsell - Clerk

