

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, December 16, 2025

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

Board Members attending remotely Wendy Carlton (WC)

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 7:03 PM

Approval of BCAT Board Meeting Minutes of November 20, 2025

- The minutes of the BCAT Monthly Board meeting and Executive Session held on November 20, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- An overrun of \$10,786.65 is projected for Q2.
- An underrun of \$7687.42 is projected for FY26.

Operations

- The Production Coordinator will be on leave from January 2-30, 2026.
- BH requested that we generate an incident report form for when someone has an accident or injury while on BTV business. The Board discussed resources for obtaining a template for a form and how a form should be used.

Classes

- The second Intro to Filmmaking class offered this fall will conclude on 12/17 – thirteen students were signed up.
- 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 in February.
- The next Intro to Scriptwriting class will be offered from 2/4 to 3/4 - four students are signed up so far.
- The next Intro to Filmmaking class will be offered from 3/11 to 4/1 - eight students are signed up so far.
- Prices for classes will be increased from \$150 to \$175 in 2026.
- Adult classes will continue to be offered as requested.

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, winning in two categories and honored as finalists in the remaining four. An awards night was held on 12/8.

Productions

- Bedford Schools sports coverage is continuing, with nineteen 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 Bedford Common & Ask Art.

Deadlines

- 12/31/25 – End of FY26 Q2
- 1/15/26 – Deadline for Select Board (or their designee) & BCAT to agree on the FY27 budget
- 1/31/26 – Deadline to file W2's and 1099's with the IRS
- 2/1/26 – FY26 Q2 Report due to the Town

Strategic Planning

- The working group assigned to identifying new funding sources for BTV held a brief meeting on 12/3. Representatives from the School and Finance Committees attended and were updated on BTV's current funding outlook. Various follow-up tasks were assigned to the group, including ascertaining the value of the services that BTV provides to the Town such as government meeting coverage, along with the current status of the Special Revenue Account (SRA).
- The Town is proceeding with plans 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. Site visits have been conducted; the actual installation date is still uncertain. BCAT is supporting this activity to ensure compatibility with BCAT systems.

New Business

- The three-year terms of SC and PW were slated to end on 12/31/2025. They were nominated to serve new three year terms commencing in 2026 and were approved unanimously by the Board.
- The slate of officers was up for renewal – nominations were accepted and approved by a unanimous vote to continue with:
 - PW serving as President.
 - BD serving as Treasurer.
 - SC serving as Clerk.
- WC suggested that BTV consider adopting a digital donation platform called Zeffy, which can be used by non-profit organizations to track donations to various campaigns. There is no cost to the organization.
- Another idea that was suggested was that a small fee be charged to student mentors in lieu of class tuition. BH will draft a proposal.

Regular meeting adjourned: 8:27 PM

Next Monthly Board Meeting: Tuesday, January 20, 2026, at 7:00 PM

Prepared by: Scott Counsell - Clerk

