

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, January 20, 2026

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

Board Members attending remotely Bob Dutton (BD)

Board Members not present: None

Staff Members present: Brian Hebert (BH)

Visitors present or attending remotely: Jeremy Kaznocha was present

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 December 16, 2025

- The minutes of the BCAT Monthly Board meeting and Executive Session held on December 16, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- An overrun of \$9,510.26 is projected for Q2.
- An underrun of \$6,813.81 is projected for FY26.
- A \$750 grant from the Bedford Cultural Council has been approved. This grant, along with a \$1000 grant from the Rotary, will cover the cost of the Canon DSLR camera to be purchased.
- Workmen's Compensation and Business Owners insurance policies have been renewed. Workmen's Comp increased by \$15 to \$676, while Business Owners increased by \$308 to \$4408.
- BTV's saving account now holds over \$90,000. With the current interest rate at only 1.5%, BH suggested that some or all of the funds be moved to a money market fund or CD for a better rate of return.

Operations

- The Production Coordinator will be on leave from January 2-30.
- BH has 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 to be used and getting input from an insurance representative.
- BTV's accountant has completed and mailed out 1099's to the station's contractors.
- Select Board and Reed Room updates will be done in February.

Classes

- The 'Intro' classes were paused in January while the Production Coordinator is on leave.
- The Advanced Filmmaking Class is finishing up with editing their class project. A screening will be held in February.
- The next Intro to Scriptwriting class will be offered from 2/4 to 3/4 - five students are enrolled.
- The next Intro to Filmmaking class will be offered from 3/11 to 4/1 - ten students are enrolled.
- Prices for classes will be increased from \$150 to \$175 in 2026.
- Adult classes will be offered as requested.

Productions

- Bedford Schools sports coverage is continuing, with eighteen 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.
- 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 Aging with Vitality and Mindfulness, Bedford Common, and the African American History Celebration.

Deadlines

- 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 will hold their next meeting on 2/3.
- The Town is proceeding with plans to upgrade the AV system in the Select Board Meeting Room and the Reed Room at Town Hall. Pro AV is the vendor that will be performing the upgrade. Installation and commissioning for each room will be done in February, with the Reed Room coming first. BCAT is supporting this activity to ensure compatibility with BCAT systems.
- Our guest, Jeremy Kaznocha, expressed interest in joining the Board.

New Business

- The upcoming Q3 financial report was reviewed. BH noted that community outreach costs were higher, as expenditures for the Annual Meeting had gone up. Salaries for Q3 will be lower than projected, as the Production Coordinator was out on leave in January.
- Station policies regarding health insurance and a proposed bereavement policy were discussed and will be taken up at a future meeting.
- BTV will consider adopting a digital donation platform called Zeffy, which can be used by non-profit organizations to track donations to various campaigns. It would be managed by the Administrator and the Outreach Specialist.
- BH stated that BTV would probably not hold a Trivia Night fundraiser this year, as this event has not been generating sufficient revenue. Other fundraising ideas were discussed.
- The FY27 BTV budget was approved by the CMC and will be considered by the Select Board.
- The Board will need to grant approval for BTV to accept Automated Clearing House (ACH) payments, as banks are phasing out donations by check.

Regular meeting adjourned: 8:15 PM

Next Monthly Board Meeting: Wednesday, February 25, 2026, at 7:00 PM

Prepared by: Scott Counsell - Clerk

