

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Wednesday, February 25, 2026

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

Board Members attending remotely: Bob Dutton (BD); Wendy Carlton (WC) (left at 7:39)

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 January 20, 2026

- The minutes of the BCAT Monthly Board meeting held on January 20, 2026, were unanimously approved.

Executive Director Report Summary

Finance

- An underrun of \$5,641.79 is projected for Q2.
- An underrun of \$11,486.03 is projected for FY26. Class revenues and sales of accessories & media continue to be strong.
- With BTV's saving account with Middlesex Bank now holding over \$90,000 and earning low interest, a motion was made and approved to authorize BH to move \$50,000 to a Middlesex account with a higher yield.

Operations

- As the BOD Clerk, SC needs to update the Certificate of Officers and Directors form on the Secretary of State website.
- IRS and MA tax returns have been completed and filed.
- The Reed Room upgrade is complete. BTV will purchase a processing device known as a 'Decimator' to facilitate video ingest.
- The Select Board upgrade is underway.

Classes

- The Intro to Scriptwriting class is underway - six students are enrolled.
- The next Intro to Filmmaking class will be offered from 3/11 to 4/1 - ten students are enrolled.
- The next Advanced Filmmaking Class will be held in the spring.
- Classes through the summer months have been posted through the Recreation Department.
- Prices for classes have been increased from \$150 to \$175 in 2026.
- Adult classes will be offered as requested.

Outreach

- The screening of the work produced by the recent Advanced Filmmaking Class will be held on 2/27. Blackbird Café will donate coffee and food.
- BTV has three sponsors signed up for the spring sports season.

Productions

- Bedford Schools sports coverage is paused and will resume in the spring.
- 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 Celebrate Life - Wayne Braverman, Bedford Common, Processing Stress and Anxiety Workshop, Advanced Filmmaking Screening, League of Women Voters Candidate Messages, Upcoming 9th Grade Information Night, and Aging with Vitality and Mindfulness

Deadlines

- ASAP – Certificate of Change of Directors & Officers on MA Secretary of State website
- 3/31/26 – Deadline to inform BCBS of policy changes

Strategic Planning

- The working group assigned to identifying new funding sources for BTV held a meeting on 2/3. SC reported on the progress of proposed state legislation that would create a revenue stream for access stations derived from fees imposed on streaming providers. The working group also discussed the current fiscal status of the Special Revenue Account from which funding for BTV is drawn, along with the future outlook for financial resources, which are slated to experience a significant shortfall in the next few years. The group agreed to meet again in the spring to further explore these topics.
- Our guest, Jeremy Kaznocha [JK], confirmed his interest in joining the Board. RH offered to take a non-voting role so that JK could then fill that vacancy and serve out RH's term.
 - First, it was moved and approved to nominate RH as a non-voting member of the Board.
 - It was then moved to nominate JK to fill RH's term. His nomination was accepted on a unanimous vote.

New Business

- BTV will move forward with 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. WC will work with them to finalize documentation and responsibilities.
- Station policies regarding health insurance were discussed, including whether BTV should plan on increasing its share of employee insurance costs from 50% to 60% and if BTV's saving account should be tapped to defray these costs. BH will compile more data to make a case for a change at a future meeting.
- BH will finalize a draft of an incident report template to be used to report injuries and property damage incurred by individuals on BTV business.
- A proposed bereavement policy will be taken up at a future meeting.
- The Board granted approval for BTV to accept Automated Clearing House (ACH) payments, as banks are phasing out donations by check.

Regular meeting adjourned: 9:16 PM

Next Monthly Board Meeting: Tuesday, March 17, 2026, at 7:00 PM

Prepared by: Scott Counsell - Clerk

