

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, March 17, 2026

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

**Board Members attending remotely:** Bob Dutton (BD)

**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 February 25, 2026

- The minutes of the BCAT Monthly Board meeting held on February 25, 2026, were unanimously approved.

## Executive Director Report Summary

### **Finance**

- An underrun of \$7,579.36 is projected for Q~~2~~. Q<sup>3</sup> S.C.
- An underrun of \$13,351.10 is projected for FY26. Class revenues and sales of accessories & media continue to be strong with additional revenue now projected at \$10,466.
- BCBS health insurance rates starting May 1 have increased \$151.12/month, and dental insurance rates are up \$3.09/month for the upcoming plan year.

### **Operations**

- The Reed Room upgrade is complete.
- The Select Board upgrade is in progress.
- BTV was given several surplus mics from the Reed Room – six goosenecks and two handhelds.

### **Classes**

- The Intro to Filmmaking class is currently underway - fourteen students are enrolled.
- The Intro to Photography class will be offered from 4/8 to 5/6 – three students are enrolled.
- The next Intro to Filmmaking class will be offered from 5/13 to 6/3 – one student is enrolled.
- The next Advanced Filmmaking Class will be offered from 3/18 to 6/10.
- Adult classes will be offered as requested.

### **Outreach**

- BTV has three sponsors signed up for the spring sports season.
- The majority of community partnerships expire in the next two months. The Community Outreach Specialist will work with the Administrator to ensure that they are renewed.

### **Productions**

- Bedford Schools sports coverage has resumed, with 11 games 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, Annual Town Meeting Article Videos, Upcoming 9th Grade Information Night, Middle School Tenacity Challenge,

Historical Society Meeting, Annual Town Meeting, Bedford Common, and the High School Tenacity Challenge

### **Deadlines**

- 3/31/26 - Deadline to inform BCBS of policy changes
- 3/31/26 - End of FY Q3
- 4/2/26 - Performance Evaluation Hearing by the Community Media Committee (CMC) to be held between 4/2 and 9/29, per the grant agreement between BTV and the Town

### **Strategic Planning**

- The working group assigned to identifying new funding sources for BTV will next meet on 4/8.
- The CMC will next meet on 4/15.
- The Select Board Meeting Room upgrade is still ongoing, with camera installation to be finalized.

### **New Business**

- BTV's FY27 budget will be subject to final approval at the upcoming town meeting.
- Station policies regarding health insurance were discussed; BTV will maintain its share of employee insurance costs at 50% for now.
- BTV has adopted the digital donation platform Zeffy to track donations to various campaigns. It will be managed by the Administrator and the Outreach Specialist, and WC will work with them to finalize documentation and responsibilities.
- A proposed bereavement policy will be taken up at a future meeting, as will a proposed incident report.
- Upcoming capital purchases are planned for mirrorless DSLR cameras, a laptop to be used for streaming, and a dimmer board for the studio lighting system.
- Due to various scheduling conflicts, the next board meeting will be held on 4/28.

**Regular meeting adjourned: 7:48 PM**

**Next Monthly Board Meeting: Tuesday, April 28, 2026, at 7:00 PM**

**Prepared by: Scott Counsell - Clerk**

