

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, May 21, 2026

Board Members present: Paul Wittman (PW); Ralph Hammond (RH); Jeremy Kaznocha (JK); Bob Dutton (BD); Wendy Carlton (WC); Scott Counsell (SC)

Board Members attending remotely: None

Board Members not present: None

Staff Members present: Jenn Puhle (JP); Michael Russillo [MR]

Visitors present or attending remotely: None

Board Meeting held at the Bedford TV Studio

General meeting was called to order at 7:21 PM

Approval of BCAT Board Meeting Minutes of April 28, 2026

- The minutes of the BCAT Monthly Board meeting held on April 28, 2026, were unanimously approved.

Director of Operations Report Summary

Finance

- An underrun of \$2820 is projected for Q4.
- An underrun of \$15,135 is projected for FY26.
- The last two FY 26 capital purchases for a MacBook Pro and lighting equipment have arrived.
- TechSoup no longer offers discounts on Zoom, so BTV will have to budget for the full cost of a Zoom account.
- Twenty orders were received for copies of the Dance Recital; pre-orders are being advertised for recordings of other school events.
- The EMAC MA tax is no longer required since BTV has less than six employees.
- \$3850 was received from the Bedford Recreation Department for classes.
- A donation of \$750 was received from Bedford Cultural Council for a grant to purchase a DSLR camera, and a second donation of \$335 was received from The Residence for a spring sports sponsorship.
- A 40" TV on a stand being donated by Jeff Wong, parent of a student in the photo class.
- Community partners are now asking to pay with credit cards, but BTV will be assessed fees.
- Venmo payments via the BTV website are now being processed in BTV's PayPal account.

Operations

- Rules & Regulations are due to the Town by 6/13/26.
- With staffing down to five employees, current staff are putting in extra hours.
- A visit to Chelmsford Telemedia will be scheduled to discuss their transition from a non-profit to a municipally run department.
- The Comcast cable feed to the studio is not working. Follow-ups will be arranged with town facilities and if needed, with Comcast.
- The QNAP server has two faulty drives – solutions are being investigated.
- JP attended the MassAccess virtual meetup and the MassAccess 'Meet & Greet' at the Massachusetts State House on 5/6.
- A new student intern will be tasked with digitizing VHS tapes and possibly offering that service to outside parties.

Outreach

- BTV now has four community partners signed up:
 - Suzanne & Co. – Basic Level and BHS Graduation
 - Goddard School – Standard Level and BHS Graduation
 - Residence at Bedford – full year sports sponsorship, along with BHS Graduation this year and next year
 - FYZICAL – Basic Level
- A screening for the Advanced Filmmaking Class will be held on 6/18.
- A BTV open house will be planned for the summer.
- Visits to local businesses Euphoria and Gianna's Diner are planned, with possible collaborations to be considered.
- Other local businesses are being approached to gauge their interest in providing gift cards.
- Signups for Bedford Day will be offered in June.
- A BTV scholarship in conjunction with CSF Dollars for Scholars was awarded to Matt Dill.

Deadlines

- 4/2/26 - Performance Evaluation Hearing by the CMC to be held between 4/2 and 9/29, per the grant agreement between BTV and the Town
- 6/13/26 – Rules and Regulations deadline for review and approval
- 6/30/26 – End of FY26

Director of Production Report Summary

Classes

- The Advanced Filmmaking class is underway and will run until 6/10 – a screening of their work will be held on 6/18.
- The Intro to Filmmaking class was cancelled due to a lack of signups.
- "Behind the Screens at Bedford TV", a documentary produced by a prior Advanced Filmmaking Class, won a national award at the Hometown Media Awards. MR, along with some of the filmmakers and their family members, will attend the award ceremony in Madison, WI on 6/24.
- Classes have been submitted to the Recreation Department through the summer.
- Adult classes will be offered as requested.
- There are currently nineteen active mentors, with three volunteers close to completing their testing for mentor status.

Equipment

- The equipment checkout system is being updated and will be implemented during the summer.

Social Media

- Facebook: 10.2K views on FB Posts, 4K+ views on JUST Reels, 13 new followers
- Instagram: 19K views on IG Posts (including Reels), 6500+ views on JUST Reels (past 30 days), 17 new followers
- YouTube: 9.3K views, 25 new subscribers, 5.3 monthly views

Productions

- Bedford Schools sports coverage is ongoing, with one game along with playoff 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 volunteers along with the 'Sports Update' feature hosted by Dan Brosgol and a 'School Gossip' feature. The new format introduced this spring has been successful so far.

- Other upcoming productions include: the Memorial Day Ceremony, CSF Dollars for Scholars, Prom Stroll, Bedford Common, Historical Society Meeting, BHS Graduation, Holi Celebration, Arts & Music Fest, Bedford Pride Celebration, and the JGMS Moving On Ceremony.

Programming

- The Comcast cable boxes in the studio are not working and will require servicing.

Select Board Meeting Room

- The camera tracking system is not working properly – further testing is underway.

Strategic Planning

- The working group assigned to identifying new funding sources for BTV will meet on 6/17, as will the Community Media Committee.

New Business

- The Board completed a review of BTV's Rules & Regulations and approved them on a unanimous vote.
- A new bereavement policy was also reviewed and approved unanimously.
- JP will undertake a review of BTV's various forms in an effort to standardize the collection of data to foster more consistency in the way that information is gathered.
- The next board meeting will be held on Tuesday, June 16 at 7pm.

Regular meeting adjourned: 9:11 PM

Next Monthly Board Meeting: Tuesday, June 16, 2026, at 7:00 PM

Prepared by: Scott Counsell - Clerk

