

# BCAT, Inc. Board Monthly Meeting Minutes

Tuesday, January 12, 2021

**Board Members present:** Gretchen Kind (GK), Bob Dutton (RD), Allan Tate (AT), Tony Melfi (TM), Paul Wittman (PW)

**Board Members not present:** Ann Seamans (AS)

**Staff Members present:** Katie Duval (KD)

**Visitors present:** Emily Mitchell (partial)

**Board Meeting held remotely via Zoom**

**General meeting was called to order at 11:03 AM**

## Approval of BTV Board Meeting Minutes

- The minutes of the BCAT Monthly Board meeting of December 8, 2020, were unanimously approved with the modifications made based on comments received via email previous to the meeting.

## Executive Director Report Summary

### **Financial**

- 2020 1099-NECs (formerly 1099-MISCs) have been e filed and will be mailed to recipients by 2/1/21.
- 2020 Unemployment Insurance (UI) Rate:
  - Due to the economic impact of the COVID-19 pandemic, Governor Baker has introduced legislation that may impact the 2021 UI Rate Schedule. The proposed legislation will freeze at UI Rate Schedule "E", instead of moving to Rate Schedule "G" in January 2021.
  - As of 1/8/21, the rates have still not been posted.
- PPP Loan Forgiveness:
  - The requirement now is a one-page affidavit for businesses that have PPP loans less than \$150K:
    - Affidavit needs to be signed, dated, and state that we have met all the criteria for loan forgiveness, and then our loan will be forgiven.
    - There is no need to provide specific proof.
    - Dental, accounting fees, software purchases, PPE, and other equipment needed to comply with guidelines are now added to approved operational expenses.
    - 60% of total still needs to be spent on payroll costs.
  - This one-page doc has not been created yet.
  - We have 24 days from when the legislation is passed to create the affidavit.
  - We are waiting for legislation to be passed before we create the affidavit.
- FY21 Pay Periods:
  - 1/1/2021 was a pay date, but since that is a holiday, the pay date was adjusted to 12/31/2020.
  - This gives us 27 pay periods in calendar year 2020 and in FY2021.
- 2017-2020 Contract Closeout:
  - The old contract says "BCAT shall return this advance to the Town within 30 days after this Agreement's expiration or termination." Therefore, 30% of \$192,000 (\$57,600) needs to go back to the Town.

- The new contract says “within 10 days after the start of the first year of operation under this Agreement, the Town will advance BCAT an amount of money that is 25% of the approved first year budget, less any funds allocated in the approved budget for capital equipment, for the first full year of operation that begins on July 1, 2020.”
- KD will contact Toni Mertz, the new interim Director of Finance, about amount due to Bedford TV.
- RD asked EM regarding 25% vs previous 30%; EM will ask Sarah Stanton.
- End of Q2 Financial Update:
  - We are projecting to come in right at our budget.
  - Fundraising efforts are notable.
    - FY 20 Fundraising: \$1,485.04 Donations, \$1,947.00 Other Fundraising Income.
    - FY 21 YTD Fundraising: \$1,393.85 Donations, \$247.50 Other Fundraising Income (after \$247.50 donation to Bedford Food Pantry).
    - Income from additional donations, and other fundraising events still to come.
- EM reports that the Select Board is working on the budget, but it is not ready yet.

### Classes

- There were three classes scheduled through Bedford Recreation; unfortunately, there were no signups.
- The Staff is discussing holding outdoor phone videography courses over February break for students and in March for adults. We will advertise them and collect registration fees.

### Operations

- Bedford TV lost power the weekend of Dec 19-20. While not confirmed, we suspect it cause the following disturbances:
  - The alarm at BCAT has not been able to arm since mid-December. A technician is coming in this week to look at our system.
    - RD: Question if the alarm system is owned by Town Facilities or BCAT? BCAT is shown as the account for the second-floor alarm.
    - KD will ask facilities who pays the monthly fee.
    - There was also a question about how the alarm notification is sent.
  - Verizon Channel 40 was out on Monday, December 21, 2020. The technician came by the next day to reset the channel.

### Productions

- We are continuing the coverage of Town government meetings.
- Sports: We are live-streaming all JV and Varsity Basketball games as well as all swim meets.

### Outreach

- Upcoming events:
  - Trivia Night – Friday in March on Zoom. Stay Tuned for more info!
  - GK suggested that we watch the Dollars for Scholars trivia night to get ideas for holding it remotely.
- Discussion with potential new community partners in progress. We are approaching Great Road Gallery & Framing, among others.

### Industry Awards

- MassCreator Awards (from MassAccess)
  - Four videos were submitted: BTV/OFTS Video Fundraiser PSA, BTV/OFTS Video Fundraiser Event, Level Up with Guest Ming Maraj, and BHS 2020 Graduation.
- ACM Hometown Media Awards submissions due March 8, 2021.
- The suggestion was made that we post past award winners on the YouTube channel.

**Upcoming Deadlines**

- Contract closeout deadlines (1/29/21 for BCAT advance return).
- FY21 Q2 report due 2/1/21.
- FY21 Q2 payment due from Town on 2/1/21.

**Old Business**

- RD asked if anyone had any interest in learning about the Treasurer role.
- GK suggested that we should continue to look for non-voting board members.

**New business**

- Prep for FY22 budget discussion with the Selectmen:
  - We are on hold until the Select Board passes the budget.
  - RD suggested that we put together a proforma budget to prepare for the Select Board, assuming a 2.5% increase for next year.
  - The return of the PPP loan money to the Town will help the budget bottom line.
- Review Q2 Financial Reports:
  - Not available yet due to timing.
  - KD proposed that we move the Board meeting to the third week of the month. This was agreed to unanimously.
  - We will do the review of the budget by email this month.
  - The next Board meeting will be Feb 16, 2021.
- Bedford TV is still in Phase 2 and will remain there; this allows 1 – 2 people in office/studio which is within the Town guideline (KD checked this with town); KD says we could allow up to 3 people.
- Due to the increased demand for recording governmental meetings, KD is looking into hiring extra help/interns for 5 to 10 hours a week.
- Capital discussion:
  - RD suggested that we update the capital plan and plan to spend that money in this year's capital plan on equipment that needs to be replaced:
    - KD mentioned that we need a new camera that could be a field camera and use the current field cameras as studio cameras; KD is looking at a camera that can live stream from the camera.

**Meeting Adjourned: 12:36 PM**

**Next Monthly Board Meeting: Tuesday, February 16, 2021, at 11:00 AM**

**Prepared by: Paul Wittman, Clerk**