

WCA-TV Board Meeting Minutes, May 21, 2024

Present: **Chris McKenzie, George Skuse, Elaine Mello, James O'Connor, Robert Romano, Samantha Henry, Jen Nicholson, Andrea Santopietro and Samantha Dudley.**

Absent: **None**

Vacant: **One seat**

The meeting was called to order at 6:06 pm on 5/21/2024

Handouts:

- Agenda for May 21, 2024
- Minutes for Apr 23, 2024
- Treasurer's Report through 3/31/2024
- Account QuickReport as of 3/31/2024
- Profit & Loss Prev Year Comparison for March 2024
- Profit & Loss Prev Year Comparison for January Through April 2024
- Balance Sheet Prev Year Comparison as of 3/31/2024
- Quotes
 - Signs by Tomorrow (E-24256) exterior signage for \$5548.38
 - Ockers (Quote # 005412 v1) fiber switches for \$4950
 - MGT&L (May 17, 2024) Audit Agreement for years through 12/31/2022 and 12/31/2023
- Programming month comparison by year for April 2024
- KP Law, Letter dated 5/11/2024, re: M&T Bank credit/reimbursement for fraudulent checks

Approval of Minutes

A **Motion** to accept the Minutes for April 23, 2024 was made by **Elaine**, seconded by **David**, and unanimously approved.

President's Report

Chris: A meeting with the City Manager, Chris, and Andrea is scheduled for Tues May 28th. We're still hoping to fill the vacant board seat ASAP, but there's a lack of candidates.

A **Motion** to accept the President's report was made by **George**, seconded by **James**, and Unanimously approved.

Treasurer's Report

James read through the Treasurer's report as submitted, the narrative portion of which is quoted below. Current liabilities are ~\$15,000:

On May 3, a grant from the Watertown Cultural Council was deposited to our WSB checking account in the amount of \$1,000.00

On May 7, the Q1 Comcast check was deposited to our WSB checking account in the amount of \$99,072.56

On May 11, I was informed by Margaret Chrusciel at KP law that M&T Bank made “an internal decision to honor the full amount of your claim for reimbursement.” On May 20th, The reimbursement funds totaling \$13,750.00 were deposited to our M&T Savings account. I asked Margaret if we should request that M&T cover our legal fees regarding this situation, but have not yet received a response.

James also made a correction his previous month’s report that the recently received Comcast check was for the fourth quarter (ending 12/31/2023), not the first quarter.

Chris thanked **James** for his diligence regarding the check fraud and asked that he compile the documentation into one document in case it’s needed later. **Andrea** suggested that we might need to provide it for the audit.

A **Motion** to accept the Treasurer’s report was made by **David**, seconded by **Elaine**, and unanimously approved.

A **Motion** to close the M&T bank accounts and transfer the funds to our existing Watertown Savings account was made by **Elaine**, seconded by **Robert**, and unanimously approved.

Executive Director’s Report

Finance Update

Andrea gave a short update on our finances year-to-date. The one-time Employee Retention Credit almost covers the projected deficit for the year. Subscribers (RCN and Comcast combined) have again dropped.

- 2020: 8496 households
- 2021: 7576
- 2022: 6695
- 2023: 5907

Facility Updates

Mural: The mural is complete and looks great. The staff are planning to have a reception for the mural with the artists on Mon Jun 17th at 4pm. Liz Helfer will be involved.

Custodial Services: The building custodians are still cleaning the WCATV space, but we need a firmer agreement with the city.

Air Conditioner in MDF: Stopped working due to “condensate alarm” error. The issue has been corrected.

Project Updates

ARPA documents have been signed and submitted; Professional liability and automobile insurance requirements were removed.

Motion to engage for a financial audit per their engagement letter made by Elaine, seconded by David

City fiber connections

Motion to procure network switches and related accessories to connect to the city’s fiber network, per Ockers’s quote (#005412v1) for \$14730, made by **Elaine**, seconded by **Robert**, unanimously approved. These will be used at WMS, 3 elementary schools, senior center, library, and Parker building.

Watertown Recreation Dept. is interested in collaborating with WCATV to run a filmmaking summer camp/academy. Andrea and Sam met w/ the rec. dept. and FC (Filmmakers’ Collaborative) Academy. The program will run July 15th-19th (the week before WCATV’s own camp)

Programming

See the “Programming April 2024” document

Quotes

Motion to engage Signs by Tomorrow for exterior signage as per their quote (E-24256) for \$5548.38 made by **George**, seconded by **Elaine**, unanimously approved.

Upcoming Events

Watertown Cultural Leaders will be meeting onsite on Thurs. April 25th. 28 people are expected (including WCATV staff). Our Watertown Helps Out project will be digital archiving on May 4th. Looking to inventory our archives of DVDs, tapes, etc... The Business Coalition’s “Coffee Connect” will be on site later in May.

Motion to accept the Executive Director’s report, made by **Robert**, seconded by **James**, unanimously approved.

Assistant Director’s Report

Legislative updates: The **Streaming bill** was voted favorably out of committee! It was rewritten; the new bill number is S.2771. The new version will create a commission that will meet annually to establish the amount that providers must contribute to make up for the local

access' loss of revenue. It's likely that this bill will be attached to a larger bill in order to make it to the floor.

Workshops

Summer workshops have been scheduled and released to the public through our new platform (Isaac). Summer camp sign-up (ages 9-17) will open up on June 7th.

Fundraising: Grants & Sponsorships

We received the grant from the Marshall home fund (\$737) to run four workshops; Sam and Andrea will attend a reception to accept the grant.

Dan Hogan and **Sam D** are working on an application for an open funding call through "Press Forward", which is focused on local journalism philanthropy. The grant is \$50k/yr for two years. Press Forward doesn't have a local chapter in Massachusetts (yet), but may open one in the future.

Press Future is partnering with another organization to provide coaching, advice, and feedback on the application process.

Elaine put together an outline for an Accessibility Plan for WCATV; a meeting to discuss next steps will take place soon. This is a strong step toward increasing and highlighting our inclusivity.

Motion to accept the Asst. Director's report made by **George**, seconded by **Elaine**.
Unanimously approved.

Old Business: none

New Business:

Andrea: Elaine will give an Accessibility Update at the next meeting. WCATV will be hosting the City Manager on 6/3 and 6pm. He'll be giving a presentation on zoning and taking questions.

Next Meeting

Our next meeting will be June 18th at at 6pm in the WCATV Conference Room.

Motion to adjourn by **James**, seconded by **Elaine**. Unanimously approved.
Meeting adjourned at 7:55pm.