

**Minutes of Board Meeting of the Penistone FM Board held 4th October 2017
at Unit 7 Penistone 1, Penistone**

Present:

D.Holmes (D.H.)
A.Millner (A.M.)
Stephen Dobson (S.D)
J.Ruston (J.R.)
M. Sugden (M.S.)

Apologies:

K.Barna (K.B.)
B.Robinson (B.R.)
Julie Lukey Taylor (JLT)

The meeting opened at 20.25hrs.

AM was in the chair for this meeting.

1. Meeting Opening

1.a Apologies – KB, JLT, BR.

1.b Minutes of Board Meeting – 5th of September approved.

1.c Matters arising Meeting on – 4th of October

Love Where You Live – now updated on the Website. Looking at obtaining extra funding to support this.

2. Reports to Note – the reports issued were taken as read apart from the following points:

a) Outside Broadcasting (J.L.)

Taken as read apart from:

AM updated the board on the equipment for the Bonfire.

SD informed the board that he would provide his PA for the Remembrance Event.

b) Advertising (J.L. / J.R.)

Taken as read apart from

SD updated the board on new adverts, and

JR updated the board on the sponsorship of the stations leaflets and a potential advertising package.

c) Station Directors & HR Report (MS)

Taken as read apart from

M.S. informed the board that the installation of the new aerial had been rescheduled to the end of October 2017.

d) News Report & Speech Output Report (SD)

Taken as read apart from

S.D. informed the board that there were currently 4 Dramas at various stages of production.

e) Grant Funding Reports (AM)

Taken as read

- f) IT Web Streaming Report (A.M.)
Taken as read apart from
BR advised that OCP were to move to the Server
Action BR
- g) Community Engagement Panel (A.M.)
Taken as read
- h) Program Directors Report (DH)
Taken as read apart from
D.H. updated the board that a Reggae hour had been created and Rewind hour of Number 1's
- i) Compliance Report (DH)
Taken as read
- j) P.R. Social Media & Website Content Report (JR)
Taken as read
- k) Technical Report (BR)
None
- l) Health & Safety Report (BR)
None
Fire door in corridor needs actioning
- m) Finance Report (KB)
None

3. Matters for Discussion

(i) Volunteer contribution (M.S.)

MS updated the board on the feedback from volunteers and the board discussed the current position. The board decided to review at next meeting.

ii) Shop Appy. (J.R.)

J.R. updated the board on the Shop Appy software.

The board discussed a proposal to support a Champion to encourage shops to get onboard with the Shop Appy campaign for 1 month. The board decided in principle to support the project subject to funding.

iii) Business Development Code of Conduct updated by SD and approved by the board.

A.O.B.

DH – Xmas Adverts.

The board discussed and SD was asked to think about pricing and frequency.

Meeting closed at hrs 23.00 hrs.

Next Meeting Tuesday 31st of October 20.00