

**Minutes of Board Meeting of the Penistone FM Board held 31st October 2017
at Unit 7 Penistone 1, Penistone**

Present: K.Barna (K.B.)
S.Dobson (S.D.)
D.Holmes (D.H.)
A.Millner (A.M.)
B.Robinson (B.R.)
M. Sugden (M.S.)

Apologies: J.L. J.R.

The meeting opened at 20.30hrs.

KB was in the chair for this meeting.

1. Meeting Opening

1.a Apologies – J.R. J.L.

1.b Minutes of Board Meeting – 4th October approved.

1.c Matters arising Meeting on the 4th of October –
J.R. to report back on Shopappy

2.

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

- a) Outside Broadcasting (J.L.)
Taken as read
- b) Advertising (J.R. / S.D.)
Taken as read apart from
S.D. reported on the Xmas adverts which had been agreed. In addition S.D. informed the board that there was a sponsor for one of the shows.
- c) Station Directors & HR Report (MS)
Taken as read apart from
M.S. and the board discussed the feedback from the letter to volunteers.
- d) News Report (SD)
Taken as read apart from
S.D. – informed the board that there had been an increase in the number of volunteers recording interviews..
- e) Speech Output (SD)
Taken as read apart from
S.D. updated the board on the content for the Drama Hour.
D.H. – asked if we put the audio direct on to website.
Action B.R. to investigate.
- f) Grant Funding Reports (AM / S.D.)
Taken as read

- g) IT Web Streaming Report (A.M.)
Taken as read

- h) Community Engagement Panel (S.D.)
Taken as read apart from
S.D. informed the board that no meetings had taken place since the last board meeting. In addition the board discussed possible ways of re engaging with the different stakeholders in the area.

- i) Program Directors Report (DH)
Taken as read

- j) Compliance Report (DH)
Taken as read

- k) P.R. Social Media & Website Content Report (JR)
Taken as read

- l) Technical Report (BR)
Taken as read apart from
A.M., D.H. and B.R. had a technical discussion on the moving OCP to the server.
The board agreed they should agree a solution between them.

- m) Health & Safety Report (BR)
Taken as read apart from
A.M., B.R. and M.S. reported various concerns with the building.
Action S.D. to report to landlord.

- n) Finance Report (KB)
Taken as read

3. Matters for Discussion

(i) Meeting Date (K.B.)

The board discussed potential meeting dates for 2018 and decided that moving to a Tuesday would be better.

A.O.B.

A.M - No

B.R. – No

M.S. – Raised the fact that the stations newspaper advert had not appeared since the move to one edition.

Action KB to investigate.

D.H. - No

S.D. – raised the question of when Xmas Music should start to be played. The board discussed and decided to insert 1 per day from the 5th of December and then one per hour from the 11th of December and then two per hour from Friday 22nd to the 26th of December – between 9.00 to 17.00.

K.B. - No

Meeting closed at 23:10 hrs

Next Meeting 28th of November 20.30 – changed to 29th of November at 20.30.

DRAFT