

**Minutes of Board Meeting of the Penistone FM Board held 6th February 2018
at Unit 7 Penistone 1, Penistone**

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

Apologies: A.Millner (A.M.)

The meeting opened at 20.30hrs.

KB was in the chair for this meeting.

1. Meeting Opening

1.a Apologies – A.M.

1.b Minutes of Board Meeting 17th January – approved.

1.c Matters arising Meeting on 17th January –
None

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

a) Outside Broadcasting (A.M.)

Taken as read

M.S. informed the board that the next Outside broadcast would be the Tour of Yorkshire on Friday the 4th of May.

b) Speech Output, Programming, Adverts & News Report (S.D. / J.R.)

Taken as read apart from

S.D. informed the board that the number of interviews recorded in 2017 was 99.2% higher than in 2014.

S.D. reported that one of the volunteers had requested an additional category of music on the Myriad system. There followed a discussion where it was established that the system did not have the capacity to add another category.

M.S. reminded the board of the objectives of some of the grant funding around engaging with business. The board discussed and decided to contact businesses with a view to offering team training.

Action S.D.

c) Station Directors & HR Report (MS)

Taken as read apart from

M.S. informed the board that the new areal was due to be fitted that week.

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

- e) Community Engagement Panel (S.D.)
S.D. reported that he had contacted all the people on the original CEP to establish which days and times suited them. S.D. added that he was researching stations in Australian and the USA to look at how they engaged the community.

- f) Compliance Report (DH)
Taken as read

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

- h) Technical Report (BR)
Taken as read

- i) Health & Safety Report (BR)
Taken as read

- j) Finance Report (KB)
No report

3. Matters for Discussion

There were no matters for discussion.

A.O.B.

B.R - No

M.S. – updated the board on the situation on Car Park Passes.

D.H. – No

S.D. – No

J.R. – No

K.B. - No

Meeting closed at 22.35 hrs

Next Meeting Monday March 12th 20.00