

**Minutes of Board Meeting of the Penistone FM Board held 4<sup>th</sup> June 2018  
at Unit 7 Penistone 1, Penistone**

Present: K.Barna (K.B.)  
S.Dobson (S.D.)  
B.Robinson (B.R.)  
M. Sugden (M.S.)

Apologies: D.Holmes, J Ruston

The meeting opened at 20.30hrs.

KB was in the chair for this meeting.

Meeting Opening

1.a Apologies – A.M, J R and D.H.

1.b Minutes of Board Meeting 8th of May – approved.

1.c Matters arising Meeting on 8th of May –

Add video production to B.R.'s agenda item on Penistone FM Media.

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

**Station Directors & HR Report (M.S.)**

Taken as read apart from:

M.S. requested an update from S.D. on the money received to date from one of the funders.

B.R. updated the board on the equipment that had been purchased in relation to one of the grants received earlier in the year.

S.D. – read the Youth Report from C.O.. The report contained:

A request to remove the block on You Tube as it was useful for accessing training video's. The board agreed the block should be removed.

Action B.R. to removed the system block on You Tube.

A question on when the next volunteer meeting would take place.

Action A.M. to organise the meeting during July. S.D. to enquire what is available in terms of rooms etc.

A question on the protocols around video interviews. The board agreed that the interviewer should get the permission of the people being interviewed.

Action S.D. to relay the boards decisions back to the Youth Section.

## **Speech Output, Programming, Advertising, Grant Funding, News and Community Engagement Report (S.D. / J.R.)**

Taken as read apart from:

S.D. produced a list of the number of interviews done per person.

The board discussed a number of grant applications and the actions that needed to be carried out in relation to each.

## **OB Report (A.M.)**

Taken as read apart from:

M.S. updated the Board on the arrangements for the Mayors Parade and the status of the stations involvement in Armed Forces day and other Summer Gala's and Fete's.

## **Compliance (D.H.)**

Taken as read apart from:

M.S. informed the board that D.H. had submitted the Ofcom renewal application.

## **IT Webstreaming Reports (AM)**

Taken as read

## **P.R. Social Media and Website Content Report (J.R.)**

No report

## **Technical Report (BR)**

Taken as read

## **Health & Safety Report (BR)**

Taken as read

## **Finance Report (KB)**

Taken as read apart from:

S.D. asked which advertisers renewed in June.

Action K.B. to email J.R. and S.D.

## **3. Matters for Discussion**

### **1) Penistone Media (B.R)**

The board discussed a proposal from B.R. to broaden the stations media output into video production.

B.R. argued that video would add an additional dimension to the way we capture content about and report on the work of local community groups. As a result of this it was argued that their ability to attract funding would be improved for all the parties involved.

The board discussed and agreed that through borrowing equipment from station volunteers and with minimal outlay we could produce a pilot video to give ourselves a track record and something to show to prospective funders.

Action S.D. to contact one of the local community groups about being the subject of the pilot.

Action B.R. to source kit to produce the pilot.

**A.O.B.**

**M.S.** – No

**B.R.** – No

**D.H.** – In D.H.'s absence A.M. informed the board that there was suspicious activity on one of its social media accounts.

The board discussed and agreed that passwords should be changed.

**M.S.** – No

**S.D.** - No

**K.B.** – No

Meeting closed at 22:00 hrs

Next Meeting Monday 2nd of July 20.00