

**Minutes of Board Meeting of the Penistone FM Board held 2nd September 2019
at Unit 7 Penistone 1, Penistone**

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

Apologies: J.Ruston (J.R.)

The meeting opened at 20.05 hrs.

K.B. was in the chair for this meeting.

Meeting Opening

1.a Apologies – J.Ruston.

1.b Minutes of Board Meeting – the minutes of the 29th July - approved

1.c Matters arising – from the minutes of the 29th July – none

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

S.D. and B.R. reported that they working on a timetable for delivering the remaining grant outcomes.

S.D reported that another funding stream didn't become active again until the New Year.

Volunteer numbers – the board discussed how to strengthen its cohort of adult volunteers.

Action J.R. to adapt the next Barnsley Chronicle Advertisement to appeal to adults.

Penistone Media Report B.R.

Taken as read:

OB Report (A.M.)

Taken as read apart from

A.M. updated the board on the progress he had made organising equipment and support for the

Penistone Agricultural Show and the Round Table Bonfire.

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

Taken as read apart from

S.D. Updated the board with the statistics from August.

Compliance (D.H.)

Taken as read

IT Web streaming Reports (AM)

Taken as read

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

Taken as read

Technical Report (BR)

Taken as read apart from

B.R. reported that

- A number of pieces of equipment had needed maintenance during the last month.
- The Myriad 5 system cannot handle the software for automated news feed. Board agreed we couldn't upgrade to this until this issue was resolved.
- Studio 3 was now back in place and operational with voice tracking.

Health & Safety Report (BR)

Taken as read

Finance Report (KB)

Taken as read

3. Matters for Discussion

Possible Change of Broadband and Phone service –

K.B. had previously informed the board by email about a possible upgrade and cost reduction in relation to broadband and telephone services.

B.R. updated the board on the costs of the additional equipment which would be required to maintain the current features of the system used by the Station.

The board decided these were prohibitive and not to change the service.

A.O.B.

D.H. – no

M.S. – asked if anyone could attend the Community Radio Conference on the 28th September.
The board was to feed availability in to M.S.

S.D. - no

A.M. – no

B.R. – no

K.B. – no

Meeting closed at 21:36 hrs

Next Meeting – date agreed for 7th of October