

**Minutes of Board Meeting of the Penistone FM Board held 7<sup>th</sup> October 2019  
at Unit 7 Penistone 1, Penistone**

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

Apologies: A.Millner (A.M.)

The meeting opened at 20.05 hrs.

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

**Meeting Opening**

1.a Apologies – A.Millner.

1.b Minutes of Board Meeting – the minutes of the 2<sup>nd</sup> September - approved

1.c Matters arising – from the minutes of the 2<sup>nd</sup> September – 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. updated the board on grant application decisions and current applications.

M.S. asked S.D. to consider writing a bid for The Arts Council for the production of plays.

M.S. informed the board about a CMA offer to go to London to do some news training with SKY News.

**Penistone Media Report B.R.**

No written report. B.R. gave a verbal report on:

- The progress on the construction of the Green Screen and,
- The editing facilities which had been put in place to complete production of the video's.

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

Taken as read apart from:

B.R. updated the board on the technical solution to getting the studio output to the additional PA unit for outside broadcasts.

M.S. asked the board who was available to attend the Bonfire as both D.H. and A.M. were not

able to attend.

B.R. informed the board that the gates to the bonfire were going to be opened half an hour earlier than previous years.

The board discussed the idea of supporting events in The Market Barn at Christmas. As there were no definite plans and the station would be stretched supporting the light switch on at church the board did not feel it could offer any support.

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

Taken as read apart from:

S.D. reported that there were a number of interviews being played out which were too distorted and or too loud to be played out. The board discussed this and decided that if they could not be edited they should be dropped. In addition further training on the technical aspects of recording interviews would be given to volunteers.

S.D. Updated the board on

- The number of interviews etc. recorded in September. The sixth highest of the year.
- The latest drama in production. While some recording had been done there were more voices to be recorded.
- Programming – the Folk show would be updated in the next few weeks.

### **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)**

No report but B.R. gave a verbal report on:

- The new router. This was configured and it was planned to install it the following week between 3 and 5 on Wednesday.

B.R. confirmed that the remote dial in facility would be available once this was done.

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

Taken as read

### **Finance Report (KB)**

Taken as read

### **3. Matters for Discussion**

Volunteers – B.R.

The board discussed the recruitment and retention of volunteers. The board decided to advertise for volunteers.

Action. J.R. – to produce an article in Darton Arrow. In addition to promote the opportunities through social media and Linked In.

Action M.S. – to approach other volunteer organisations with the opportunities at the station.

**A.O.B.**

D.H. – no

J.R. - no

M.S. – no

S.D. - no

B.R. – no

K.B. – no

Meeting closed at 21:30 hrs

**Next Meeting** – date agreed for the 25th of November.