

## **Minutes of an Interim Board Meeting of the Penistone FM Board held remotely on the 12<sup>th</sup> of May 2020**

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

The meeting opened at 19.00 hrs.

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

### **Meeting Opening**

1.a Apologies – none

1.b Minutes of Board Meeting – the minutes of the meeting held on the 28<sup>th</sup> of April were approved.

1.c Matters arising – there were no matters arising.

The normal order of business was suspended to allow the board time to discuss the issues raised by the national lockdown which was imposed on the 23<sup>rd</sup> of March.

During the meeting the board discussed progress around

### **Working from Home**

M.S. reported that

- The landlord had given some indication that they were planning to put measures in place which would allow the building to be reopened.
- There was an appetite from some of the volunteers who could not remote voice track programmes to return to the studio.

The board discussed the measures that might need to be put in place to make the studio a safe working environment. This included

- What PPE would we need
- The management of volunteers doing live broadcasts – the pre and post broadcast sanitising they would have to carry out and the time between live broadcasts.

It was decided that given the shortage of PPE and hand sanitizers that we should source and purchase some as soon as possible. This included wall mounted hand sanitizing units for outside the studios. In addition it was decided to purchase presenter headphone and mic shields which we could allocate to volunteers so that they were the only people using those pieces of equipment.

The decision on whether to allow volunteers back into the studio would be reconsidered in a month's time. In the interim the board would carry out a risk assessment and develop the procedures that would need to be carried out when there was a return to live broadcasting.

### **Supporting the Community**

A.M. reported that he had received some good feedback about the 75<sup>th</sup> Anniversary of V.E. day output. With good comments on Facebook and a mention in the local newspaper.

C.O. reported that the Mental Health Minute initiative was taking place on the following Monday.

Action A.M. to register us with the Community Media Association to access the content for broadcasting and for use on social media.

B.R. reported that we were going to broadcast 15 to 20 minute audio clips from Prime Time aimed at supporting the more isolated and vulnerable in the community.

### **Other Business**

The plans for implementing the work to deliver the outputs for the Awards for All Grant were discussed. The planned start date for this was the 1<sup>st</sup> of July – restrictions permitting.

The stations birthday on the 6<sup>th</sup> of June were discussed. In light of the current restrictions it was decided that who ever voice tracked a programme that day should mention that it was the stations birthday.

Meeting closed at 20:15 hrs

**Next Meeting** – date agreed for the **26<sup>th</sup> May 2020**.