

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 4th of January 2021

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 16th of November were approved.

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

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

B.R. queried one point in the report which indicated that one of the projects was complete whereas there were still outputs to deliver.

S.D. added that the funder was asking for a report on the spend and outputs. Adding that this was difficult as the funding was not received was delayed until the end of the original project timeline.

The board agreed that we should respond with evidence that the equipment had been purchased. In addition we needed to keep all correspondence between the station and the funder as evidence of the delays and the steps we had taken to avoid this.

M.S. reported that the first report on the station sustainability funding was due at the end of February.

M.S. reported to the board that the D.A.B. application had been submitted and that we were one of three organisations applying for the licence. Adding that the decision was now expected between March to June.

Training & Development (C.O.)

Taken as read apart from

C.O. proposed that we introduce a general presenter monitoring system. Presenters would have the opportunity to opt into the system with monitoring and feedback being given once a quarter.

The board decided to adopt the system with the adaptation that it would be mandatory for

presenters with under a years experience. Presenters with over a years experience would have the option to opt out of the system.

A.M. asked about the level of interest generated by the My Voice Matters promotions.

C.O. reported that there had been so much interest the promotions had been paused to allow the trainees in the system to be signed off.

Penistone Media Report B.R.

Taken as read apart from

M.S. reported that green screen had been installed and the T.V. studio had been completed.

OB Report (A.M.)

Taken as read

Compliance (D.H.)

Taken as read

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

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 we were going to move our email to our own email servers and that we should archive our old emails.

A.M. asked when the board wanted to move top the Myriad 5 beta release update. It was thought this would resolve some of the technical issues surrounding the current version of the system.

The board approved installing the update at the earliest opportunity.

Health & Safety Report (BR)

Taken as read

Finance Report (KB)

Taken as read

3. Matters for Discussion – none.

A.O.B.

Woodhead Mountain Rescue Appeal. (B.R.)

B.R. reported that the organisation had to raise money for a replacement vehicle since the sudden demise of one of their rescue vehicles.

In addition to signposting them to potential grants the board approve that we broadcast a community advert to promote their appeal.

A.M. reported that Penistone Cricket Club were also running a crowdfunding appeal.
M.S. requested that we interview them to find out more and to promote the appeal.
The board agreed.

Resignation (D.H.)

D.H. informed the board that he was resigning as a Director of the Station and as a volunteer.

The board thanked D.H. for his service to station both in terms of being one of the founding members who set the station up and in terms of the service he had given since then.

Meeting closed at 20:15 hrs

Next Board Meeting – date agreed for the 8th February 2021.