

## **Minutes of a Board Meeting of the Penistone FM Board held remotely on the 8<sup>th</sup> of February 2021**

Present: K.Barna (K.B.) S.Dobson (S.D.)  
A Millner (A.M.)-to 19.53  
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 4<sup>th</sup> of January were approved.

1.c Matters arising –

B.R. reported that the change of email server had been delayed as a result of other work commitments.

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

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

Taken as read apart from

A.M. reported that the station needed to complete an online survey from one of the grant funders.

M.S. added that he had sent A.M. the answers to the questions on the survey apart from question 6.

**Action A.M.** to send K.B. the question 6 and to complete the survey.

S.D. reported that we had received a donation. Adding that the person wanted to contribute a regular amount monthly.

M.S. asked S.D. to make sure the person could afford it and to send him a letter thanking him.

**Action S.D.**

M.S. asked if we could put a Donate button on the website.

The board discussed the possibilities and to investigate other stations that did this.

### **Training & Development (C.O.)**

Taken as read apart from

C.R. – updated the board with the progress that had been made on the trainee mentoring scheme. Adding that she would appreciate any comments the board had on the assessment sheet she had circulated prior to the meeting. The board to email comments to C.O. after the meeting.

### **Penistone Media Report B.R.**

Taken as read

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

No report

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

Taken as read apart from

A.M. asked if we had received feedback from a funder about the video's that had been produced to date.

S.D. reported that the funder's feedback was favourable.

M.S. asked if another video interview was scheduled for that week?

S.D. informed the board that we were booked in to the Sports Centre to film that weekend.

M.S. – asked J.R. and S.D. to refresh the advertising leaflet to go out with a letter to advertisers.

### **Action J.R. and S.D.**

### **IT Web Streaming Reports (AM)**

Taken as read

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

Taken as read apart from

J.R. added that there were no big stories to drive traffic to the website.

J.R. asked S.D. to work with her on LinkedIn on the Tuesday to try and raise the stations profile. Adding that on that platform people like to chat to people and not to companies.

### **Technical Report (BR)**

Taken as read apart from

A.M. troubleshoot a problem with the record deck low level buzz or hum. A.M. had ordered a replacement head shell and cartridge for it.

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

Taken as read

**Finance Report (KB)**

Taken as read

**3. Matters for Discussion –**

**Annual Policy Review S.D.**

S.D. informed the board that he would be bringing the station policies to the up and coming board meetings so that they could be reviewed in manageable amounts.

The board reviewed the Obituary Procedure.

Action M.S. to email the updated procedure to the board members for approval.

**A.O.B.**

C.O. reported that the interviews for her series on mental had been done and that the only task left to do was to edit the interviews.

Meeting closed at 20:40 hrs

**Next Board Meeting** – date agreed for **Monday** the 8<sup>th</sup> of March **2021**.