

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 16th of November 2020

Present: K.Barna (K.B.) S.Dobson (S.D.)
D.Holmes (D.H.)
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 – A Millner (A.M.)

1.b Minutes of Board Meeting – the minutes of the meeting held on the 19th of October were approved.

1.c Matters arising – 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

M.S. reported on the latest developments on DAB radio including the costs of being on the system.

D.H. queried the bandwidth that was in the package.

M.S. assured the board that it was the standard bandwidth being offered to other organisations on the system. Adding that the outcome of the application would not be known until February or March 2021.

Training & Development (C.O.)

Taken as read apart from

C.O. updated the board as a result of the lockdown which had come in to force on the 5th of November the station had bought a zoom licence to facilitate the on line training sessions that were being delivered. Adding that that sessions were going well and the trainees had adapted well to on line delivery.

M.S. asked C.O. to get a report from the trainees about the experience.

Action C.O.

Penistone Media Report B.R.

Taken as read apart from

B.R. reported that the shortlist for the 2020 had been published. Adding that Penistone Media would be putting the awards video's together.

S.D. reported that 8 of the 10 video's associated with the grant award had been completed. The two that were outstanding were proving difficult to do because of the different lock downs. M.S. asked S.D. to ask the funder if they had a list of other organisations who we could use as substitutes.

Action S.D.

M.S. reported that the green screen would be installed in the coming weeks.

OB Report (A.M.)

Taken as read apart from

B.R. updated the board that we had supported Remembrance Sunday. Adding that the next meeting for the Penistone Gala was due to be held in January.

Compliance (D.H.)

Taken as read

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

Taken as read apart from

S.D. informed the board that he had done an interview with the organisation who had requested the station did an OB from their premises.

S.D. reported that he had updated the bank of interviews on the system.

IT Web Streaming Reports (AM)

No reports

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 the B.T. backup dongle had finally arrived.

Health & Safety Report (BR)

Taken as read apart from

B.R. reported that additional sanitizing wipes had been put into the station.

Finance Report (KB)

Taken as read

3. Matters for Discussion

Specialist Programmes (C.O.)

C.O. put forward a request from some of the new presenters that the station add another specialist show to its roster.

M.S. reported that they had contacted him with their idea's. He was in the process of looking at them.

A.O.B.

C.O. reported that she had organised an interview with a local band and an exclusive first play of their forthcoming single which was due to be released for Christmas.

C.O. also reported that she was putting together a three part series about how to look after your mental health during lockdown.

S.D. – reported that Santa's daily messages were ready to air.

J.R. reported that she had organised an interview with another locally based artist who had an international reputation.

J.R. informed the board about the Speak Up campaign in support of the hard of hearing. The board agreed to support this initiative.

The meeting closed at 20:40 hrs

Next Meeting – date agreed for the **4th of January 2021.**