

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 1st of September 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 4th of August were approved.

1.c Matters arising –

J.R. – 500 Words Covid Diary competition – the number of applications to date was disappointing. J.R. pursuing different opportunities to promote.

B.R. – the Apple equipment had been sourced and the order had been placed and paid for by K.B.

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 that the work on cabling the new desk was almost complete.

Training & Development (C.O.)

Taken as read apart from

C.O. asked if the station had a method of prioritising applicants for training.

M.S. said he would review the applications with Cera to support the process and her development.

Penistone Media Report B.R.

Taken as read apart from

B.R. informed the board that the delivery of the Apple had been delayed by a day.

B.R. informed the board that the work on the green screen needed to be completed as soon as possible. This would need to studio to be de cluttered and decisions would have to be made on what was being kept and what was to be discarded.

OB Report (A.M.)

Taken as read apart from

A.M. updated the board that whether the Bonfire Night could take place was under review.

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. updated the board on the visit from Dom Chambers to promote Local Radio Day on the 12th of October.

The board agreed that we should promote the day.

A.M. updated the board on a grant funding opportunity for local groups.

The board discussed the opportunity and the way we could deliver the outputs.

Action A.M. to develop a bid for the funding.

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 to the report that the data indicated that the stations social media traffic had been static in the last month.

Technical Report (BR)

Taken as read apart from

B.R. updated the board on the snagging list from the S1 refit.

A.M. thanked B.R. and M.S. on behalf of the board for all the work they had done to make it happen.

Health & Safety Report (BR)

Taken as read apart from

B.R. reported that A.M. had completed the PAT testing of S1 and was going to do the testing in S2.

Finance Report (KB)

Taken as read

3. Matters for Discussion

DAB (M.S.) reported to the board that it was unlikely we would hear anything about the

application until January 2021 at the earliest.

A.O.B.

M.S. – reported that there had been a number of applications to volunteer from semi professional presenters from other stations.

The board discussed why this might be happening and asked M.S. to process the applications in the approved way.

Meeting closed at 20:30 hrs

Next Meeting – date agreed for the **28th September 2020**.