

## **Minutes of a Board Meeting of the Penistone FM Board held remotely on the 4<sup>th</sup> of August 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 23<sup>rd</sup> of June 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

S.D. updated the board on two new advertisers who had confirmed their advertising since the report had been produced.

The board discussed how we could support the local businesses who were participating in the Eat Out to Help Out initiative.

Action S.D. to contact current advertisers to establish who was participating and what support they wanted to promote this.

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

Taken as read apart from

The board discussed the current cohort of trainees, their timetable for completion.

Action C.O. to check if the trainees could train in the first week in September.

The board discussed requests from two former presenters who were away at university continuing to deliver remote voice tracked shows. The board agreed that as they had the training, experience and the equipment they could do this.

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

Taken as read apart from

B.R. updated the board that the person who was sourcing the Apple equipment for us had left the

organisation he was working for. Adding that we had been contacted by their replacement.

B.R. reported that the applications for the Community Media Association Awards had closed and that the award ceremony was likely to be held in Chelmsford.

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

Taken as read apart from

A.M. updated the board that the only two events which were likely to happen were the Round Table Bonfire and the Xmas Lights Switch on. He would update the board with the requirements as they became known.

### **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 latest new adverts which were going to air.

A.M. updated the board on the latest grant applications that had been made.

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

Taken as read apart from

The board discussed the costs around webstreaming and Listen Again feature.

B.R. suggested we could do it ourselves.

Action B.R. and A.M. to look at this option.

Action A.M. to contact the current supplier about a cost reduction.

### **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 slowed down in the past month.

The Board discussed the 500 words competition that J.R. was running and the options for generating entries for it.

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

Taken as read.

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

Taken as read apart from

B.R. reported that the hand sanitizer dispensers we had bought were struggling to dispense the hand sanitizer as the alcohol content was evaporating making the gel too thick for the machines to dispense.

Action – purchase more bottles of hand sanitizer from the supermarket until we could solve the problem with the machines.

### **Finance Report (KB)**

Taken as read

### **3. Matters for Discussion**

Station Sound – (D.H.)

D.H. reported that he was compiling a summary of the songs which had been moved away from the “Request only” category in to other categories. Adding that there had been a lot of movement between categories.

The board discussed the impact of the changes to the station sound. They agreed that it was an improvement but would need to be monitored.

DAB (M.S.)

M.S. updated the board about contact that had been made with one of the organisations who were applying for the DAB license for the area when they opened in September.

The board agreed we should support their bid with a view to being on their multiplex.

### **A.O.B.**

B.R. – informed the board that the SIM from BT had not arrived.

Action K.B. to contact BT to establish what was happening with it.

B.R. – informed the board that the materials for constructing the green screen had arrived and the next step was to construct the screen.

Meeting closed at 20:30 hrs

**Next Meeting** – date agreed for the **1<sup>st</sup> September 2020**.