

Minutes of an Interim Board Meeting of the Penistone FM Board held remotely on the 9th of June 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 19.30 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 12th of May were approved at the interim meeting held on the 26th of May.

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

Given the current restrictions the board discussed reinstating the normal order of business. The board decided to revert to the normal order of business.

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. updated the board that he had contacted all the volunteers to establish who wanted to broadcast live and who wanted to carry on doing remote voice tracking. The objective being to replace remote voice tracks shows with live presenters as safely as possible.

M.S. updated the board on the Studio 1 refit and the progress in regards to the joinery work. He had finally managed to get one joiner to quote for the replacement desk and was waiting for a second quote. The quote was significantly higher than the original quote.

A.M. asked if the donation from the Mayors Charity fund could be used to part fund this.

The board agreed it could.

Training & Development (C.O.)

Taken as read apart from

Penistone Media Report B.R.

Taken as read apart from

B.R. updated the board on the latest developments in terms of sourcing the Apple equipment being funded through the Windfarm grant. The prices of the equipment had risen significantly

since the grant application. In addition the availability of machines of the right spec for the job were also limited.

The board discussed the price increase and what the grant would now buy and the effect that would have on delivering the objectives of the grant funding. The board decided that to deliver the objectives either the station or the funder would have to find the cost difference.

Action S.D. to contact the funder and ask if there was any chance of them funding the difference.

Action B.R. to report back as soon as equipment of the right specification was available.

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 apart from

J.R. reported that the stats confirmed that having local news on our social media feeds seemed to drive traffic to them.

A.M. asked J.R. to collate the stats from the social media feeds to use in future funding bids.

Technical Report (BR)

Taken as read.

Health & Safety Report (BR)

Taken as read apart from

B.R. reported that all the recommendations on the risk assessment had been implemented.

Finance Report (KB)

Taken as read

3. Matters for Discussion – none.

A.O.B.

D.H. – informed the board that the engineer had been in contact and voiced concerns that our current RDX encoder at 11 years old was getting to the end of its expected life. The engineer had

added that a new unit would come with scrolling radio text. The engineer had given D.H. a price including fitting which the board agreed to pay.

S.D. reported that he had not hear back from the voice over artist working on the Smart Speaker ad.

Action S.D. to chase.

Meeting closed at 20:00 hrs

Next Meeting – date agreed for the **23rd June 2020**.