

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 10th of May 2021

Present: K.Barna (K.B.)
S. Dobson (S.D.)
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 19.13 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 April 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 & Compliance Report (M.S.)

Taken as read apart from

K.B. updated M.S. on the volunteer contribution payments.

S.D. updated the board on his new advertisers – Caring Bird and Brighter Life.

Training & Development (C.O.)

Taken as read apart from

C.O. going relatively well. Still have a few people left on the My Voice Matters project who need signing off.

C.O. need to sign off all the people on training before we take on any more recruits.

C.O. given a volunteer two weeks to decide if he can figure how it works. At that point he needs to decide if it is for him.

M.S. if the presenter just doesn't get it then it is not good for them so they need to leave.

C.O. hopefully the funding for the Active Minds project will be forthcoming in the Summer.

Penistone Media Report B.R.

Taken as read apart from

S.D. asked for the missing video's and got no response from the funder.

B.R. we take the opposite view and let them know if we don't get a response by a date we will

assume the project is complete.

A.M. we need to work with Brian at the Paramount to show them.

B.R. if we do then we need to go to the British Board of Film censors to get certification.

OB Report (A.M.)

No report

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

Taken as read apart from

S.D. reported Boost Drinks application been rejected.

IT Web Streaming Reports (AM)

Taken as read

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

Taken as read

J.R. asked what subject we wanted to promote in Penistone Living.

The board discussed and decided that mental health should be the focus.

Technical Report (BR)

Taken as read apart from

B.R. reported that he was stripping Studio 2 down to see what is causing a crackle and that new unit would cost @ £200. In addition he taken the voice processor out of S2 as it has failed and that he was going to repair it.

Health & Safety Report (BR)

Taken as read apart from

B.R. do we take out the hour gaps?

A.M. we need to make sure people do not wipe down the desk and the faders only the wooden surround.

The board discussed and agreed that we could remove the hour gaps between shows but should maintain the 1 meter social distancing rule. Prepare shows from the Admin PC in reception.

Presenters to still sanitise and use their own mic shields.

Action M.S. & B.R. to work together to create briefing for the volunteers of the changes in the rules and to send it out.

Finance Report (KB)

No report

3. Matters for Discussion –

M.S. Ofcom Return – sent in.

A.M. – M.S. and I attended a meeting with Lincoln City Radio – they had been fined for not doing the percentages correctly on their returns.

M.S. – they added that they had lots of specialist shows but no one who could do a general music show.

A.O.B.

There was no other business and the meeting closed at 20:45 hrs

Next Board Meeting – date agreed for **Monday** the 7th of June **2021**.