

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 7th of June

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 19.08 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 10th of May were approved.

1.c Matters arising – Grant funded video's. B.R. talked to the Penistone Paramount and reported that there were a number of issues with showing the video's – the main one being that the format needs to be DCP format. The cost of the software is £80 a time or several hundred's to buy outright. Waiting for Penistone Paramount to contact us with a date and time to go and try out the films.

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

S.D. updated the advertising and grant funding totals for the report.

M.S. reported that two of the volunteers had made a request to do a specialist late night dance show. He added that he had already asked them to provide more detail about the show and what they were planning to do.

The board discussed the request and decided that a late night dance show was not appropriate for the station.

Action M.S. – to inform the volunteers about the decision.

Training & Development (C.O.)

Taken as read apart from

C.O. updated the board on the pre project interest in the Active Minds project starting in July.

Penistone Media Report B.R.

Taken as read

OB Report (A.M.)

B.R. reported that Mayors event on the 28th and 29th of August is a different format to previous years and would be centred on the Market Barn.

A.M. added that the council are aiming to enrol the pubs into a live event.

The board discussed how the station could engage safely with that.

A.M. reported that the Penistone Agricultural Show is ticket only in advance event. Adding that the only other likely outside broadcasts were likely to be the November Fireworks and Christmas Lights switch on.

Action A.M. to confirm if we had been allocated a space at the Penistone Agricultural Show.

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 contacted the local police officer and they have agreed to do an interview.

IT Web Streaming Reports (AM)

Taken as read apart from

A.M. reported that the station got complaints on Sundays when we do the windows updates as it interrupts the web stream.

Action A.M. – investigate when the least disruptive time might be.

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

Taken as read apart from

A.M. reported that a number of small businesses were now following us. Adding that this could be a potential avenue for us to contact businesses about advertising with us.

J.R. added that we could produce a video about advertising with us.

A.M. asked S.D. if he had updated the video piece he had recorded about the difference between Community and Commercial radio.

S.D. he had started to do it and got interrupted he would look at it again.

Action S.D. to correct the video.

Technical Report (BR)

Taken as read apart from

B.R. reported that the laptops we could no longer use were being donated to Penistone Grammar School.

Health & Safety Report (BR)

Taken as read

Finance Report (KB)

Taken as read apart from

K.B. presented the 2020 Draft Accounts to the board for approval.

The board approved the draft accounts for 2020.

Action K.B. to sign and ask the accountant to file.

3. Matters for Discussion –

Email Migration (B.R.) updated the board on the plan to move from Zoho to Outlook. It plan is to go controlled migration to go to a new system.

Stage 1 make new accounts for everyone @penistonefm.uk

Stage 2 you can drag the email archive across to the new accounts.

Stage 3 the penistonefm.co.uk accounts will be closed and it will be run on our server.

What we can't do is share things the same way as we do now.

A.M. asked for a reminder on why are we changing.

B.R. explained that because a number of people are struggling to get into their Zoho accounts from web browsers. In addition Zoho are trying to replace free accounts like Penistone FM's with a paid for subscription account.

A.O.B.

M.S. – A.M. requested somebody join him on his show on a Sunday morning. The person is a former volunteer. Adding that he would support him assisting Andy on his show.

The board agreed to this with a review of their performance in four weeks time.

Meeting closed at 20:50 hrs

Next Board Meeting – date agreed for **Monday** the 5th of July **2021**.