

## **Minutes of a Board Meeting of the Penistone FM Board held remotely on the 5<sup>th</sup> of July 2021**

Present:       K.Barna (K.B.)       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 – Steve Dobson (S.D.)

1.b Minutes of Board Meeting – the minutes of the meeting held on the 7<sup>th</sup> of June 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

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

Taken as read apart from

C.O. – reported that the software required for the social media campaign for the Active Minds project had been purchased. Cera requested how we could set up paid for advertising on Facebook.

The board discussed and agreed this could be done to promote the project.

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

Taken as read apart from

Board discussed the idea from a volunteer about filming a series around the concept of “Penistone Talks”.

The board discussed and decided that it would only be cost effective if we filmed in the studio.

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

Taken as read apart from

A.M. reported that he had applied to the Penistone Agricultural Show for a free or discounted stall.

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

Taken as read apart from

It was reported that the “I Like Music” service was double charging. There was a report on how the station was trying to resolve this problem with the service provider.

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

Taken as read

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

Taken as read

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

Taken as read apart from

A.M. gave an update on issues with the Studio Internet PC. A.M. reported that he thought the problems probably related to batteries dying in the keyboard.

The board decided to replace with a wired keyboard.

B.R. gave an update on the replacement transmitter reporting that it did not have a silence detector and the additional cost of fitting one to it.

The board discussed an alternative proposal to move the silence detector to the Com’s Room. It was decided that this would make it easier to manage OB’s.

**Action B.R.** to get a price from the engineer.

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

Taken as read apart from

The board discussed the annual PAT test. B.R. informed the board that he didn’t have the time to take the qualification now required to carry out the work.

**Action S.D.** to obtain a quote for the work from an independent contractor.

A.M. raised the question of whether we were going to change the current restrictions put in place as a result of the pandemic when the government restrictions ended of on the 19<sup>th</sup> of July.

The board discussed the issues and decided that we still needed to minimise risk of people contracting Covid-19. The board decided that the screens needed to stay up, sanitising need to carry on. As decision on increasing the number of guests allowed would depend on when we could get additional covers for the mic’s.

**Action B.R.** to source and order some new mic’s for the Training Studio.

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

No report

### **3. Matters for Discussion –**

#### **b) Volunteer Probationary Period (K.B.)**

K.B. proposed that trainees who had completed trainees become probationers (rather than fully fledged volunteers) for their first 12 months post training. Proposing that probationers did not make a financial contribution to the station during that period. To progress from probationer to volunteer the individual would have to demonstrate that they had supported the station in other ways such as carrying interviews and attending outside broadcasts.

The board discussed and decided that all new volunteers being signed off will undergo a 12 month probation period with regular reviews on progress and quality plus station external activity support. They will then be eligible if passing to become a full volunteer at the station with access to additional benefits and roles.

**Action M.S.** to formalise the procedure and induction paperwork.

#### **c) Stockbridge and Wortley (A.M. and M.S.)**

A.M. and M.S. updated the board on the scoping work they had carried out in the area. The board agreed they should carry on with the work.

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

**A.M.** – reported on a former volunteer who had been assisting him with this current programme. A.M. asked if they could be reinstated as a volunteer.

The board discussed and agreed that they could be considered as an associate volunteer under probation provided they had additional training with Cera.

Meeting closed at 20:55 hrs

**Next Board Meeting** – date agreed for **Monday** the 9<sup>th</sup> of August **2021**.