

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 1st of November 2021

Present: K.Barna (K.B.) A.Millner (A.M.)
 S.Dobson (S.D.) 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 –

1.b Minutes of Board Meeting – the minutes of the meeting held on the 11th of October were approved.

1.c Matters arising –

K.B. reported that the Advent Calendar Radio had been purchased.

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

B.R. – reported that one presenter had four guests and not three in the studio and we do not have that many microphones for guests.

The Board agreed to monitor the situation.

Training & Development (C.O.)

Taken as read

Penistone Media Report B.R.

Taken as read apart from

B.R. updated the board that the next available dates for recording one of the presenters were in January 2022.

Action B.R. – to arrange recordings in January 2022.

OB Report (A.M.)

Taken as read apart from

A.M. – reported on arrangements that had been made for the equipment needed for the Bonfire. Adding that he would finalise the details by Friday of this week.

S.D. - advised that it would be best to keep it simple and do the countdown on the field and not from the studio.

A.M. reported on the details for the Remembrance Day Parade. Adding that the final details were to be discussed at a meeting on the 7th of November at the Royal British Legion Club.

Action A.M. – to inform the board of the final details after that meeting.

A.M. reported on the details for the Xmas Light Switch. A.M. adding that there was also an opportunity to participate in activities in The Market Barn.

The board discussed availability and it was decided to focus on the Light Switch on unless some volunteers could be found to do Tascam recoding from the Market Barn.

IT Web Streaming (AM)

Taken as read apart from

S.D. requested that the reports were made available to the volunteers.

Action A.M. to put the reports on the notice board on a weekly basis.

Fundraising (AM)

Taken as read apart from

A.M. reported he was working on a bid with M.S. to fund a possible range extension in to Stockbridge.

Advertising (JR)

Taken as read

S.D. reported he had created a video pack for advertisers and digital media agencies. He would be able to finish when M.S. had recorded a piece for it.

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

Taken as read

Speech Output (S.D.)

Taken as read apart from

S.D. asked K.B. about recording two more Doris and Percy plays.

K.B. agreed to record the Doris and Percy plays.

Health & Safety Report (BR)

Taken as read apart from

C.O. - reported that supplies of cleaning and sanitising materials were getting low.

B.R. - volunteered to order some more.

Technical Report (BR)

Taken as read

Programming Report (BR)

Taken as read

Finance Report (KB)

Taken as read apart from

K.B. updated the board on the search for a replacement bank account. K.B. informed the board that NatWest were the only bank currently accepting applications for free community organisation accounts. Adding that he wanted to apply to the Natwest.

The board agreed.

3. Matters for Discussion –

Stockbridge range extension (AM)

A.M. reported that he had received letters of endorsement from a number of local organisations. Adding that he was still pursuing others.

A.O.B.

M.S. – reported that he thought we should hold a virtual volunteer meeting last week in November.

The board agreed.

Action C.O. – to set up a doodle poll to get an agreement on dates.

S.D. – enquired about the progress of getting a replacement banner for the one that went missing went missing from outside Tesco.

J.R. – reported she was still progressing this.

S.D. - reported that the Bowling Club would like to keep the banner they had. This would facilitate them promoting us all the time.

The board agreed.

M.S. - proposed that we do a reconciliation of the banners and the locations and decide if we need new one's.

Meeting closed at 20.50

Next Board Meeting – date agreed for **Monday** the 29th of November **2021**.