

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 24th of January 2022

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

1.b Minutes of Board Meeting – the minutes of the meeting held on the 29th of November were approved.

1.c Matters arising –

Replacement Banner – got one but need one for Tesco – C.O. to measure the banner in S2 and send to J.R.

S.D. reported that he had checked with the new Tesco manager and they were happy for it to be replaced.

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

M.S. enquired what progress had been made on the Community Volunteering Promotion project.

B.R. said he would check with A.M. where he has got with organising this.

Training & Development (C.O.)

Taken as read apart from

M.S. reported that at a meeting with council and they had discussed the possibility of additional for funding to support the mental health of young people.

Penistone Media Report B.R.

Taken as read apart from

The board discussed and approved ordering a screen to enable the filming of Steve Wilson's interviews.

OB Report (A.M.)

Taken as read apart from

B.R. reported on the details of the Mayors annual charity event.

IT Web Streaming (AM)

No report

Fundraising (AM)

No report

Advertising (JR)

Taken as read

J.R. reported on a possible contra deal with an organisation wanting to advertise in exchange for doing some social media promotion for the station.

S.D. reported that the voice over for Barnsley Chronicle promotion was in production.

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

Taken as read apart from

The board discussed the Instagram account and how to share the log in.

C.O. reported on the activity on the Tik Toc account.

Speech Output & Community News (S.D.)

Taken as read apart from

S.D. updated the board on the number of interviews that had been done since the report was issued. Adding that eight additional Word on Health promotions had been added to give greater variety.

B.R. informed the board that the Penistone Scouts are running Squirrels for 4 and 5 year old's this year. Adding that he would send the details of the best person to talk to it about it.

Health & Safety Report (BR)

Taken as read apart from

B.R. – reported that he had ordered more headphones (for Covid 19 protection) but they have not yet been delivered.

Technical Report (BR)

Taken as read apart from

B.R. – reported that A.M. had carried out all the software updates this week.

Programming Report (BR)

Taken as read

Finance Report (KB)

Taken as read apart from

K.B. reported to the board that closing the HSBC Bank Accounts due to a lack of communication from the organisation.

3. Matters for Discussion –

The matters to be discussed had been covered elsewhere on the agenda.

A.O.B.

M.S. – asked for the boards opinion on what we should do with regard to the relaxation of Covid Restrictions in England.

The board discussed and decided that we still needed to sanitise and keep the screens in place.

Action M.S. to inform volunteers of the need to clean up and sanitise between shows.

C.O. – reported that she had talked to one of the advertisers and they were willing to come and talk to us about their area of expertise.

Meeting closed at 20.40

Next Board Meeting – date agreed for **Monday** the 21st of February **2022**.