

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 11th of October 2022

Present: S.Dobson (S.D.) B.Robinson (B.R.) M. Sugden (M.S.) S.Wilson (S.W) K.Barna (K.B) A. Millner (A.M.)

The meeting opened at 19.20 hrs.

K.B. was in the chair for this meeting.

1.a Apologies – J.R.

1.b Minutes of Board Meeting – the minutes of the meeting held on the 6th of September were approved.

1.c Matters arising –

S.D. – reported that S.W. had produced a script for the Auto Weather cart. In addition he had sent the trainee case studies to M.S.

B.R. – updated the board that the faulty logger had been 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. – asked S.W. about the banner planned at the Football club.

S.W. – reported that he had asked some body to measure the current banner.

The board discussed and decided to purchase a metal one when we have the new frequency but to purchase a vinyl one until then.

S.D. enquired about the banners at other locations and offered to put one of them up himself.

The board agreed that if he could he should put the banner up.

Action S.D.

M.S. – reported that we had two trainees training on air.

S.W. – reported that he had contacted a number of organisation and that at least one was going to raise the possibility of a visit to the studio with their members.

S.D. – enquired when we were planning the next volunteers meeting.

M.S. – suggested that it was next March and central to Penistone.

The board discussed alternative venues and the budget for refreshments.

S.D. enquired about the next edition of the newsletter.

The board discussed the current format, the need for collaboration on content and the cost of a number of delivery models. The board agreed the next edition would not be produced until 2023.

Training & Development (M.S.)

Taken as read:

Penistone Media Report B.R.

Taken as read apart from:

B.R. – reported that the Penistone Talks project was finished.

OB Report (A.M.)

Taken as read apart from:

B.R. – reported that he was back on the committee for the Penistone Gala.

The board discussed the remaining outside broadcasts for 2022.

I.T. – Webstreaming (A.M.)

Taken as read:

Fundraising – (A.M.)

Taken as read apart from:

A.M. – reported that one of the funding applications was ready to submit – subject a final review by M.S.

Action M.S. & A.M.

Advertising (J.R.)

Taken as read apart from:

K.B. – informed the board that one of the advertisers was not renewing.

P.R. Social Media – (J.R.)

Taken as read:

Speech Com Prod (S.D.)

Taken as read apart from:

S.D. – reported that the number of interviews were higher than last month.

Community Engagement (S.W.)

Taken as read apart from:

S.W. – reported he was going to speak to a Community Centre to see if we could get a room there.

Action S.W. to progress and report back.

Technical Report – (B.R.)

Taken as read apart from:

B.R. – reported that the last of four audio processors used on the S1 mic's had failed that morning. He removed from the desk and we no longer had any that worked. Adding that in his opinion they did not have any value and should not be replaced.
The board discussed and decided not to replace.

H&S Report (B.R.)

Taken as read apart from:

B.R. – reported that he had removed the screen in S1 as two of the presenters were sharing a mic because they couldn't swing the mic arm round.

Programming (B.R.)

B.R. reported that he needed to schedule to the end of November.

Action B.R. to schedule.

Finance Report (KB)

Taken as read apart from:

It was reported that one volunteer did not have the bank account details to transfer the monthly contribution.

Action K.B. – to email them the details.

3. Matters for Discussion –

Stockbridge Extension (M.S)

A.M. – reported on the progress since the last board meeting.

A.O.B.

M.S. – reported that it was Local Radio Day on Friday the 21st of October – adding that we needed to fill the schedule that Friday.

Action M.S. to promote with volunteers.

B.R. - added that it was the day we were broadcasting a local school's Harvest Festival celebrations.

M.S. – added that organisers had asked for 5 minutes of audio content from us.

Action B.R. / M.S. – to provide the 5 minutes of audio to them.

Meeting closed at 9:30

Next Board Meeting – Tuesday 1st November – via zoom. 7.00 p.m.