

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 12th of July 2022

Present: S.Dobson (S.D.) B.Robinson (B.R.) J. Ruston (J.R.) M. Sugden (M.S.)

The meeting opened at 19.00 hrs.

A.M. was in the chair for this meeting.

Meeting Opening

1.a Apologies – K.B.

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

1.c Matters arising –

M.S. asked on progress of the Community Adverts. A.M. and B.R. reported that they were chasing the remaining groups to set a date for recording.

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. – reported that we had a volunteer on long term sick leave. In addition we had one volunteer who was not responding to texts and calls to return their key and fob.

Action M.S. to try again.

M.S. – updated the board that there was a training and induction evening planned for the 26th July. This would be followed on the 9th August by weekly training sessions for 4 new volunteers. Adding that this initiative was being run by M.S. and B.R.

M.S. – reported that Age UK have a lunch meeting on 27th July which A.M. will attend, this meeting will discuss the different services that can be offered to support older people in the community.

Action A.M. to report back

Training & Development

No Director nominated for this function. To be discussed under Matters for Discussion.

Penistone Media Report B.R.

Taken as read apart from:

B.R. reported he was going to contact the Penistone Paramount to arrange a meeting to discuss community media promotion on the Paramount screen.

OB Report (A.M.)

Taken as read

IT Web Streaming (AM)

Taken as read

Fundraising (AM)

Taken as read apart from:

M.S. & A.M. – reported on the applications that had been made and other potential sources of funding for the Stockbridge extension.

Advertising (JR)

Taken as read apart from:

J.R. – reported on the current renewals.

M.S. – proposed that we send out a newsletter update for Winter distribution.

The board discussed and agreed.

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

Taken as read

Speech Output & Community News (S.D.)

Taken as read apart from:

S.D. reported that one community group had asked us to remove a promotion which referred to a group which it was not affiliated to. Adding that he had actioned their request.

Health & Safety Report (BR)

Taken as read apart from:

B.R. – reported that the smoke detector test did not sound an alarm in the studio. Adding that the engineer had visited for the test and was investigating the fault.

Technical Report (BR)

Taken as read apart from:

B.R. – reported that he and A.M. were to liaise to commence PAT Testing. A date for training and familiarisation of A.M. was to be arranged

Programming Report (BR)

Taken as read apart from:

B.R. reported on the Myriad BETA release. The board discussed and decided not to implement it but to wait for the full release.

Finance Report (KB)

Taken as read

3. Matters for Discussion –

Stockbridge Extension (M.S) –

M.S. & A.M. - reported on the progress made with external stakeholders.

A.O.B.

AM – reported that he had attempted contact with former presenter but no response to date. Proposing that we visit their address now as repeated attempts at contact have been ignored.

B.R.– requested an update on the SIM only card to replace the one in the Nokia text phone.

Action: S.D.

M.S. – proposed that we increased the membership of the board.

The board then discussed appointing an additional Director. The board agreed that M.S. should contact S.W. ask if he would join the board.

M.S.– reported that he had responded to a mailshot asking for background filler sound effects for a promotion which was sent to studio email account.

Meeting closed at 8:56 p.m.

Next Board Meeting – Monday 8th of August 2022.