

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 16th of May 2022

Present: K.Barna (K.B.) S.Dobson (S.D.) B.Robinson (B.R.)
 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 – C.O. and A.M.

1.b Minutes of Board Meeting – the minutes of the meeting held on the 4th of April were approved.

1.c Matters arising –

M.S. – reported that since the original complaint against a volunteer he had not heard anything else from them, adding that the volunteer was taking some time away from the station.

B.R. – reported that the fire extinguisher reported by Fire Safety Officer had been removed.

M.S. – reported that the issue with the front door lock would be resolved when the locksmith could repair it.

M.S. – reported that with regard to the volunteers meeting set for the 25th of May he was still waiting for some responses from the volunteers.

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 B.R. was progressing well on the delivering the Community Organisation promotional video's.

Training & Development (C.O.)

No report

Penistone Media Report B.R.

Taken as read apart from:

K.B. – asked when we were going to complete the video about Penistone FM.

The board discussed and agreed to delay production until more was known about the Stocksbridge licence extension.

OB Report (A.M.)

Taken as read apart from:

B.R. – reported that he was still waiting for the details of the Stockbridge Summer Fair from the organisers.

IT Web Streaming (AM)

Taken as read apart from:

M.S. – commented that it looked like lunchtimes are the most popular time during the day. The board discussed why this might be.

Fundraising (AM)

Taken as read apart from:

M.S. – reported that he and A.M. were progressing with applications to several grant funders to support the costs of implementing the Stockbridge extension.

B.R. – added that there were other funds also open for applications which we might try.

Action A.M. to investigate these funds.

Advertising (JR)

Taken as read apart from:

J.R. – reported that attracting new advertisers was difficult but added that one advertiser had increased the number of adverts they had with the station.

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

Taken as read.

Speech Output & Community News (S.D.)

Taken as read apart from:

B.R. – reported that he had asked for one Community Advert to be withdrawn as the organisers were charging for the event.

S.D. – informed the board that the voice over for an advertiser had been completed. He asked J.R. what type of music the advertiser wanted.

J.R. – responded that it needed to be good upbeat backing music.

Action S.D. to send options to J.R. to review.

K.B. – reported that a new advertiser had approved their advert.

Action B.R. – to schedule from 1st of July.

Health & Safety Report (BR)

Taken as read.

Technical Report (BR)

Taken as read apart from:

M.S. - reported that there was a set of broken headphones in the studio.

Action B.R. to check headphones.

Programming Report (BR)

Taken as read apart from:

M.S. reported that he had been contacted again by the person who produced plays.

The board discussed and decided that the productions did not fit with what we needed.

Action M.S. to decline the offer.

Finance Report (KB)

Taken as read

3. Matters for Discussion –

Stockbridge Extension (M.S) –

M.S. – reported to the board that the station had got the licence extension in to Stockbridge.

The board discussed what needed to be done to get the extension on air.

Action M.S. B.R. and A.M. to liaise with all the external stake holders.

Volunteer Evening (M.S.)

M.S. – proposed that the agenda for the meeting should focus on the Stocksbridge extension and the updates to Myriad.

The board discussed and approved the proposal.

A.O.B.

B.R. – reported that we had received an enquiry for sponsorship from a local football club which would cost the station £150 a year.

The board discussed and agreed that the station should sponsor the club.

S.D. – reported that the number of people doing interviews had declined.

The board discussed and decided to try and engage more volunteers in doing interviews and to prioritise training of applicants who expressed an interest in this side of Community Radio.

Meeting closed at 9.00 p.m.

Next Board Meeting – Monday 6th of June 2022.