

## **Minutes of a Board Meeting of the Penistone FM Board held remotely on the 8<sup>th</sup> of August 2022**

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

The meeting opened at 19.00 hrs.

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

### **Meeting Opening**

The board welcomed S.W. and S.D. to the board as directors.

1.a Apologies –

1.b Minutes of Board Meeting – the minutes of the meeting held on the 12<sup>th</sup> of July were approved subject to an amendment to the reference that K.B. was organising a Newsletter. This was to be amended to the plan was for the board to organise the Newsletter.

1.c Matters arising –

**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. - enquired if the planned training was starting this Thursday.

M.S. – responded that he unable to start this week due to work commitments. Adding that there are 5 people who want to join us, and that he was looking to start the training in August with a session to find out which aspects of the stations work the applicants wanted to focus on.

### **Training & Development (M.S.)**

Taken as read apart from:

M.R. - reported that extra training was being given to current presenters.

### **Penistone Media Report B.R.**

Taken as read apart from:

B.R. reported that he had taken the video to the Penistone Paramount and the quality was very good but the feedback from the Paramount was that they were keen to show them but they needed to be edited to be around 2 minutes long.

### **OB Report (A.M.)**

Taken as read apart from:

A.M. – reported on the different outside broadcasts in autumn and winter.

The board discussed the different technical requirements for each of them.

The board also discussed buying additional tickets for volunteers to get in to the Penistone Agricultural Show.

**Action A.M.** to buy tickets on line, confirm the booking and to ask for a discount on the standard price.

### **IT Web Streaming (AM)**

Taken as read

### **Fundraising (AM)**

Taken as read apart from:

A.M. reported that he was still waiting for the response to our Lottery Funding for the Stocksbridge extension.

### **Advertising (JR)**

Taken as read apart from:

K.B. – reported one confirmed renewals and up and coming advertising renewals. MKB renewed.

**Action J.R. & K.B.** to visit clients with imminent renewals.

### **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 we only had two voices on the Auto Weather Cart.

**Action S.D.** to get more people to record the message.

### **Health & Safety Report (BR)**

Taken as read apart from:

B.R. – reported that he needed to show A.M. how to use the PAT testing equipment.

A.M. – reported that to the electrician was charging £55 for changing the light in S1.

A.M. – reported that the recent issues with the locks was due to the fact that the programme for the lock to the access door was set to sleep. To get in you need to put the fob in the recess rattle the door and the fob will then work.

**Action M.S.** – to brief all volunteers about this.

### **Technical Report (BR)**

Taken as read apart from:

B.R. – reported that he was still waiting for a sim card to test whether his old I-phone would act a replacement for the current text message phone.

**Action S.D.** - to get a £5 pay as you go micro sim to see if it works.

### **Programming Report (BR)**

Taken as Read

### **Finance Report (KB)**

Taken as read apart from:

K.B. – reported that the insurance policy with had been renewed with the current insurer. Adding that he had not received a response from the other company who enquired about the business.

### **3. Matters for Discussion –**

Stockbridge Extension (M.S)

A.M. – reported that he had received correspondence from Wortley Clerk saying they were not going to look at the lease agreement until September.

M.S. – reported that the engineer had been to the site and had taken some photo's of the site with the church warder. He has shown them the pictures of the area with the areal superimposed and reports that the church seem happy.

### **A.O.B.**

A.M. – no

M.S. – reported that he had done a voice over for an agency and that they paid us for it.

J.R. – no

S.D. – no

B.R. – asked the board for permission to record a Vlog on the 22nd and 25<sup>th</sup> in the evening.

The board agreed to the request.

S.W. – reported on the size of the banner at the Penistone football club. Adding that there were a lot of clubs joining the league with large numbers of supporters and that you couldn't see the sign when people are standing.

The board agreed to look at a new metal sign once the new frequencies were going live.

K.B. – asked if we could update the Penistone FM advertise with us jingle as it had the studio telephone number and mentions S.D. by name. Adding that he though the jingle needed to have the mobile number and no mention of a name.

The board agreed.

Action S.D. – to get it re voiced.

Meeting closed at 20:54

**Next Board Meeting – Tuesday 6<sup>th</sup> of September 2022. At Penistone FM studio. We will evaluate how this works for everybody after the meeting.**