

Minutes of a Board Meeting of the Penistone FM Board held by Zoom on the 18th of September 2023

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

The meeting opened at 19.05 hrs.

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

1.a Apologies – J.R. and BR

1.b Minutes of Board Meeting – the minutes of the meeting held on the 8th August were approved.

1.c Matters arising – these will be discussed under the relevant agenda items.

Reports to Note – the reports issued were taken as read apart from the following points:

Station Directors & HR & Compliance Report Training & Development, and Grant Fundraising (M.S. & A.M.)

Taken as read apart from:

S.D. informed A.M. of a small group funder which was accepting applications for up to £500.

Action A.M. to investigate and report back.

Penistone Media Report B.R.

Taken as read apart from:

M.S. – commented that he was expecting a fuller story board for the station video from B.R.

S.D. – added that there are advertising packs in the station that could be of use.

Action B.R. and M.S. to produce the video.

OB Report (B.R.)

Taken as read apart from:

S.D. – informed the board that he was no longer available to attend the 2nd December Xmas Lights Switch On.

M.S. – commented that were being asked to cover more events than usual. M.S. proposed that we verify that both the skilled volunteers and the equipment required were available on the date of the event before we gave any commitment to support.

The board discussed and agreed.

.T. – Webstreaming (A.M.)

Taken as read:

Advertising (J.R.)

Taken as read:

P.R. Social Media – (J.R.)

Taken as read:

Speech Com Prod (S.D.)

Taken as read apart from:

S.D. – commented that we had more interviews and speech content due to the Penistone Show and the monologues. Adding that he had some ensemble and monologue scripts in the pipeline.

Technical Report – (B.R.)

Taken as read

H&S Report (B.R.)

Taken as read:

Programming Report (B.R.)

Taken as read:

Finance Report (KB)

Taken as read:

3. Matters for Discussion –

Stocksbridge Extension (A.M.)

A.M. – reported he was having difficulty chasing up invoices for last of the work done at the new site.

Action K.B. to chase for invoices.

K.B. raised the matter of getting an annual service agreement with our engineer.

M.S. reported that he had discussed this with the engineer, but they were not willing to include emergency calls.

Action M.S. to find out what was included in their annual service agreement.

A.O.B.

A.M. – No

S.D. – No

M.S. – No

K.B. - No

Meeting closed at 20:15

Next Board Meeting on Tuesday 17th of October on Zoom including Finance review – item on the Agenda