

## **Minutes of a Board Meeting of the Penistone FM Board held by Zoom on the 4th of July 2023**

Present: B.Robinson (B.R.) M. Sugden (M.S.) A.Millner (A.M.) S.Dobson (S.D.)

The meeting opened at 19.10 hrs.

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

1.a Apologies – none

1.b Minutes of Board Meeting – the minutes of the meeting held on the 31<sup>st</sup> May 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:

M.S. - reported that the banner at Tesco had been put up.

B.R. – reported that the promotional banner planned for the Penistone Football Ground was now a pitch side hoarding.

A.M. – asked for an update on the five year Ofcom Application form.

K.B. and M.S. updated the board on the progress with the application. The board discussed and agreed the current version of the application.

A.M. reported that he and M.S. would be reviewing another grant application that week. Adding that the PenFM Media CIC was applying for funding from the Healthy Hearts organisation.

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

Taken as read apart from:

B.R. – reported that he had no response from S.W. about Penistone Talks.

B.R. – commented that he was not sure that the Rally could be filmed if we were to commit to doing an OB as well.

### **OB Report (B.R.)**

Taken as read apart from:

B.R. – suggested that we purchase the tickets for the Penistone Agricultural Show with the application for a space as this was the lowest cost option.

**Action A.M.** – to place the order.

M.S. asked for confirmation of attendance for the 2<sup>nd</sup> of Dec Xmas Lights switch on.  
S.D. K.B. and A.M. confirmed they would be there.

M.S. – reported on other requests and the service requirements that had accompanied the requests.

The board discussed and agreed to support the request's, providing funding was available to purchase the additional equipment that would need to be purchased to deliver the service required.

### **I.T. – Webstreaming (A.M.)**

Taken as read apart from:

A.M. commented that on line listening numbers were consistent.

M.S. commented that the peaks were around live presenters and that we needed to get more people on air.

Action M.S. – to progress with training potential volunteers.

### **Advertising (J.R.)**

Taken as read:

### **P.R. Social Media – (J.R.)**

Taken as read:

### **Speech Com Prod (S.D.)**

Taken as Read:

### **Community Engagement**

No report –

### **Technical Report – (B.R.)**

Taken as read apart from

B.R.- informed the board that we needed to plan when we move to Myriad 6. Adding that the software was free.

The board discussed and decided the implementation could not progress without the necessary funding to upgrade the hardware.

### **H&S Report (B.R.)**

Taken as read:

### **Programming Report (B.R.)**

Taken as read apart from:

B.R. – suggested that we revised one of the community group promotions using one of the regular visitors to the studio.

The board agreed.

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

Taken as read apart from:

K.B - informed the board that there was a need to increase revenue with additional sponsorship or advertising.

The board agreed and M.S., J.R. and K.B. were to produce a strategy for this.

### **3. Matters for Discussion –**

Stocksbridge – (M.S. / A.M.)

M.S. – reported he had looked at the stations sweepers that need re-recording. He requested permission to send the list to S.D. to get them re-voiced.

The board approved.

**Action – M.S. & S.D.**

A.M. – reported that the lightning rod work had been done. Adding that the Fire Safety company was visiting the site tomorrow to carry out the smoke detector work required. A.M. informed the board that the next action would be the commissioning work at the relay site.

M.S. – reported that our engineer had reported there was a reduction in the signal from the studio to the main transmitter site. Also reported there are some trees growing at the side of the hut and could be causing a problem.

**Action M.S.** to get clarification from the engineer on what was needed and to organise for the trees to be cut back.

**A.O.B.**

M.S. – no

**S.D.** – reported that a supporter was keen for us to have another talent show to raise money for the station.

Board discussed and based on the experience of losing money on similar events would not approve this if we were to be the financial backer.

A.M. – no

B.R. – no

K.B. - no

Meeting closed at 21:25

**Next Board Meeting Tuesday 8<sup>th</sup> of August 7.00 – . Zoom.**