

## **Midlothian Community Media Association**

### **Minutes of Meeting held on Wednesday 2nd March 2009 7.30pm Newbattle Community Learning Centre**

**Present:** John Ritchie (Chair), Chris Mackrell, Sharon Colvin, Sandy Florence, Colin McCall

**In Attendance:** Gordon Clayton, Laurence Reid, Andy McDonald, Ian Robertson

**Proposed:** Sandy

**Seconded:** Sharon

John Ritchie opened the meeting by expressing regret at losing Stevie Burnett from the team due to work commitments. All expressed thanks for his contributions towards the station.

#### **A. Minutes of the last meeting**

##### **1. Studio Etiquette**

More copies of the volunteers agreement need to be printed and handed out. John raised that a deadline is needed for the return of the forms.

**ACTION: Sharon and John**

##### **2. Jingle Package**

Craig Fraser has been told to e-mail and contact all presenters and get a list of shows and features that need jingles made. These jingles will be made by Esk Valley College. Meanwhile Steven H and Geoff R are working on the main station package.

**ACTION: JOHN RITCHIE & GEOFF RUDERHAM**

##### **3. News**

John reported that Sky News is now the provider of the 'on the hour' news service. The sustainer has been edited to allow the proper timings.

**ACTION: N/A**

##### **4. New Board Members Registration**

Colin advised that registration for Companies House can now be done online for a £15 fee which he will claim back. Sharon is still to hand in her form.

**ACTION: COLIN McCALL & SHARON COLVIN**

##### **5. Board Roles**

John has spoken to Bill Prentis about contributing towards the Board. There was a discussion about the possibility of co-opting others.

**ACTION:**

## **6. Centre Agreement**

Sandy raised if the Community Centre agreement had been signed. It was decided that this should be signed ASAP by representatives of the Board. John stated that a letter had been received from the centre pointing out what issues they would like resolved. It was agreed that Presenters would be told about the points at the next Volunteers meeting.

*(The agreement has now been signed)*

**ACTION: Representatives and CHRIS MACKRELL**

It was raised that Gus and Russell had still not been 'Disclosed' for the Fun Factor show. Colin reported that he had received a form from Russell but was still waiting on a completed form from Gus. There was a short discussion about who needs 'Disclosed' and how to get the current situation resolved with CRBS.

**ACTION: GUS AND COLIN McCall**

## **B. Grants**

Gordon reported that it could be possible to get a Leader Plus grant to raise 45% of the money needed for a second studio. 'Awards For All' could provide 50% of the money this would mean the Board would have to raise 5% of the money to meet criteria. The Board agreed to this. The grants involve training in rural areas. Gordon raised there could be money for volunteers to train new volunteers in using the desk and some presenting skills. Gordon said he would consult the volunteers at the next presenters meeting.

**ACTION: GORDON CLAYTON**

## **C. Transmitter Move**

It was raised that Greenhall was going to be demolished quickly after it is closed in the summer. John reported that a final move location was to be set, however this would be done over the next few weeks. He reported that a site previously ruled out may be possible due to a technique that allows microwaves to 'arc'

**ACTION: GEOFF RUDERHAM**

## **D. Gala Days**

Chris and Sharon raised the need to attend the gala days this year as it was a huge success last year. The Board agreed that attending the gala days was essential and we should endeavour to attend as many as possible. Chris raised a letter from Gus who said that to attend the events we would need to purchase a generator to power PA equipment. Chris raised that Black Diamond has very little PA kit. Laurence raised that the council was looking at re-housing some PA kit and that this could be used at the gala days. Chris and Sharon were nominated to liaise with the gala volunteers and groups. It was agreed to search for the prices of buying a generator.

**ACTION: CHRIS AND SHARON**

## **E. Minutes of last Volunteers Meeting**

### **4. Cleaning**

Andy raised that any building complaints should be reported to the Centre and not to Black Diamond as time was being wasted getting repairs done.

### **7. Zong Money**

John made it clear that no money from the 89892 text number goes to John H.

## **F. New Sign**

Chris raised that there is no sign to say that BDFM is in Newbattle Centre and should have a sign outside. John reported that someone had offered to make a sign for little cost.

**ACTION: CHRIS MACKRELL**

## **G. AOB**

- Sandy reported that he had looked at various organisations and could not find a source of funding currently for Larry's expenses. However people will keep an eye out for any relevant funding.
- Colin reported that the studio was in a mess when he arrived on Saturday morning. It was agreed to remind presenters to tidy once they leave the studio.
- Chris raised a e-mail from Craig asking to be first informed if there was any Friday lunchtime cover. John stated that Dani is in fact covering for Keith and that any cover would not likely be known about in advance.  
*(This show is now covered permanently by Maggie)*

## **H. Programme Sponsorship Proposal – Ian Robertson**

Ian reported that he had an offer of sponsorship from Dalhousie Press. The cost of this would be £900 for two months. Ian raised the point that advertisers want to advertise when they need it and that Black Diamonds response should be quicker. It was agreed that the sponsorship ads would run twice an hour. John stated that the sponsorship would have to be clear from the news by at least five minutes. Ian was asked if he wanted a percentage of the money raised, he refused. Sharon raised that an advertiser's pack is essential and that a clear price structure needs to be implemented. It was agreed that payment for the sponsorship should be made in advance of going to air.

**ACTION: It was agreed to run the Mid Morning sponsorship. Work is to continue on the Advertisers Pack.**

## **I. Date Of Future Meetings**

- **Volunteers / Presenters Meeting: Wed 15<sup>th</sup> April – Chair Norm Dunk**
- **Board Meeting: Thu 2nd April 7:30 NCLC**