

## **Midlothian Community Media Association**

### **Minutes of Meeting held on Wednesday 4<sup>th</sup> February 2009 7.30pm Newbattle Community Learning Centre**

- Present:** John Ritchie (chair), Chris Mackrell, Sharon Colvin, Sandy Florence, Steve Burnett
- In Attendance:** Gordon Clayton, Laurence Reid
- Apologies:** Andy McDonald, Colin McCall

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

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

It was suggested that a 'code of etiquette' should be provided as a package for volunteers. It was raised that the 'code of conduct' should be made mandatory for all who present and co-present shows. Gordon suggested that the code should be reviewed before being made mandatory. The contract was reviewed by all present and changes were agreed. John agreed to edit the contract and send it out to be reviewed before finally being made mandatory.

**ACTION: JOHN RITCHIE**

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

John reported that 'Virtualise' have been paid for the year's licence. He also said that he is organising with Jewel and Esk College to get programme packages made up whilst Geoff works on the main station package.

**ACTION: JOHN RITCHIE & GEOFF RUDERHAM**

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

John has spoken to Lothian and Borders police about getting pre recorded inserts for the community news and information.

It was raised that someone should contact the Council to make sure we are on the list to find out about school closures. It was also discussed about setting up a community news centre to provide content for the news slot. Chris raised that he could use the website to create an 'events diary' for the community events that come in.

**ACTION: JOHN RITCHIE & CHRIS MACKRELL**

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

Chris has handed in his registration form to send to Companies House. Sharon was handed a copy to complete.

**ACTION: CHRIS MACKRELL & SHARON COLVIN**

## **5. Board Roles**

A Review Board to look at the stations shows, presenters and content is being set up. John has asked several people to help him. The hope is to start a rolling review process. This will also help volunteer development and training.

Gordon raised that there should be a membership secretary to act as a liaison with the membership with assistance from other board members. Sharon Colvin volunteered and was appointed. It was agreed that she would monitor the signing of the new volunteers agreement and issue the membership cards.

**ACTION: SHARON COLVIN**

## **6. Constitution**

Laurence reminded the board that the constitution can not be changed in-between AGM's unless we held an EGM. Gordon advised that the constitution should be reviewed before the next AGM if any amendments are needed. Chris told everyone that a copy of the constitution is available on the website if anyone asks to see it.

## **7. Presenter / Board Reps**

Chris raised the letter from the previous meeting. Laurence confirmed that members can nominate members to be co-opted but only Board Members could Co-opt. The board debated and decided to go with the suggestion that there should be one person under 25 and one person over 25 nominated to the Board. After considering both nominations the Board decided the over 25 position should go to Bill Prentice with the possibility of increasing the gender balance with the under 25 representative.

**ACTION: JOHN RITCHIE**

## **8. Marketing Rep**

John reported that Steven Horsburgh is working on the marketing side with Gus and also producing a pack for potential advertisers and sponsors.

**ACTION: STEVEN HORSBURGH**

## **9. Social Meets**

Sharon raised that there should be a 'social secretary' to organise social meets which encourages teamwork. It was decided that it should be raised at the presenters meeting.

**ACTION: SHARON COLVIN**

## **10. Office Space**

The search is still on for premises however capital would need to be raised for its operation.

**ACTION:**

### **11. Recycling**

The issue of recycling was brought up Laurence reported that the centre has its own recycling facilities. Chris suggested that a box be put in the office or the hub for recycling paper to be transferred to the centres box.

**ACTION: CHRIS MACKRELL**

### **12. Cleaning**

Steve raised that bottles and cups were still being left in the studio.

It was suggested that a reminder be put up for people to clean and empty the bins.

**ACTION: CHRIS MACKRELL**

### **13. Station Manager / Volunteer Co-ordinator**

John reported that there is no funding currently for a Station Manager.

### **14. Website Update**

Chris reported that this was in progress and should be finished on time.

**ACTION: CHRIS MACKRELL**

### **15. Mast Movement**

John reported that all is currently in hand for the mast move from Greenhall.

**ACTION: JOHN RITCHIE & GEOFF RUDERHAM**

## **B. Expenses for Larry Donaldson**

It was raised by Sharon that Larry had asked about expenses now that he was regularly covering the afternoon show. Sandy agreed to look to MVA for advice on expenses grants as we currently do not have the funding for handing out expenses.

**ACTION: SANDY FLORENCE**

## **C. Budget for Community Works**

Gordon asked if he could have £25 out of the money raised by Community Works to purchase blank CD's for interviews and pre recorded shows.

## **D. Access to the centre**

Chris raised an issue on behalf of Tony Conlin who had been struggling to get into the Centre as the front door was locked and there was a delay before he could be let into prep his show. Laurence advised the board that the problem is due to the permanent office staff being on maternity leave so the Centre door is locked. A temporary member of staff is starting in a few weeks which should solve the problem. Sharon suggested that volunteers could call in advance so that the on air presenter could look out for them on the CCTV.

**E. New recruitment and training policy**

Chris suggested that he put his draft training policy to the volunteers at the next presenter meeting.

**ACTION: CHRIS MACKRELL**

**F. Media pack for advertisers**

Chris raised the issue for Ian Robertson. This has been covered above.

**G. AOCB**

- Sandy raised that that centre agreement still had to be signed.

**H. Date Of Future Meetings**

- **Volunteers / Presenters Meeting: Wed 18<sup>th</sup> Feb – Chair Geoff R**
- **Board Meeting: Wed 4<sup>th</sup> March 7:30 NCLC**