

Midlothian Community Media Association

Minutes of Meeting held on Tuesday 6th January 2009 7.00pm Newbattle Community Learning Centre

Present: John Ritchie (chair), Colin McCall, Chris Mackrell
In Attendance: Andy McDonald, Gordon Clayton

Apologies: Sharon Colvin, Sandy Florence, Steve Burnett

A. Minutes of the last meeting

Carried forward to next meeting.

B. Matters arising

1. Studio Etiquette

John raised that simple rules of studio etiquette are not being followed. Some examples were given of recent behaviour that is not acceptable while on air and in the studio. Colin stated that some of the studio etiquette 'rules' are in the membership/broadcast contract. It was agreed that the rules should be laid down to remind existing presenters and to inform the new ones at a future volunteers meeting. It was also suggested that the rules should be sent out via e-mail and posted on the studio wall. Chris suggested that the rules should be told to new volunteers in an orientation.

2. Contact With External Bodies

John raised that many volunteers have been contacting external bodies in-particular the Council about BDFM policy and internal affairs without the consultation or the knowledge of the Board. Andy suggested that a form of 'quarterly review' in the form of a 1 to 1 meeting should be set up so that volunteers can raise any grievances and receive feedback.

3. Encouraging Teamwork

John raised that teamwork within the station should be encouraged. This could be strengthened with social meets and more regular meetings so that volunteers who are not in that station as often can get to know each other.

4. Jingle Package

John reported that BDFMs current station jingle package had been renewed for one year for £120.00 to allow for a transition to a new package being organised by Geoff Ruderham estimated to begin in March 09.

5. News

John stated that there is a severe lack of up to date and relevant community news. It was suggested that presenters should be encouraged to get local news from their area providing interesting and informative stories. Chris suggested that there should be a community appeal for news both on air and on the website. It was also suggested that there could be a tie in with the 'Advertiser' to get a pre recorded news feature to be put into shows and possibly turned into a podcast. The group discussed other organisations that could send press realises including Lothian and Borders police and MVA.

John also raised that the IRN News at the top of the hour is a must for every show and that it is an important time check as well as informative for the listeners.

6. Festive Cover

John thanked the efforts of all who helped cover shows over the festive season. Special thanks have been sent to both Tony Conlin and Russell Aitkin.

7. New Board Members Registration

Colin raised that the new Board members must be registered with Companies House. Forms were handed out to those present to be returned ASAP.

8. Board Roles

Colin proposed that the roles of Board members should be decided. This was postponed for a full meeting.

There was a debate about getting volunteers checked by CRBS. Colin stated that CRBS were refusing to process applications as station volunteers do not have regular unsupervised access to vulnerable children and adults. It was agreed that Colin would speak to CRBS to get applications processed for both Just Gus and Russell Aitkin due to the new Fun Factor show.

9. Constitution

Colin raised that he had proposed changes for the constitution. It was suggested that this be put on hold.

10. Presenter / Board Reps

Gordon raised the issue of how the presenters could be represented on the Board.

Chris reported that a letter had been received from some members asking to nominate two volunteers that they wanted 'Co opted' onto the Board. It was suggested that John should e-mail the volunteers to ask the views of all volunteers on the possibility of a vote to nominating one under 25 rep and one over 25 rep.

11. Marketing Rep

Gordon suggested that a marketing adviser should be co-opted onto the Board. It was suggested that Steven Horsburgh may be interested in the position.

12. Social Meets

Chris raised that some of the volunteers were unhappy that there had been no Christmas party. He also suggested that more regular social meets would allow the team to bond and work together better. It was agreed that the volunteers should be asked for a date they would like to go out for a meal. It was suggested that we could visit Dalkeith for a curry.

13. Studio Re-wiring

Chris advised that Board that the cabling situation in the studio was dire and that shorter length cables should be bought to ease the situation. It was also suggested that the Synergy Rack could be moved to an alternate location in the room to free up space. It was agreed that shorter length cables should be sourced and that a survey should be carried out to move the rack.

14. Office Space

Chris asked about the possibility of sourcing more space for admin and storage. It was suggested that there may be space at MARC in Bonnyrigg for storage.

15. Recycling

Chris raised that because of the amount of paper being used that BDFM should look at recycling. It was agreed that recycling should take place and that there were can and plastic bottle recycling bins available in the centre cafe. The centre will be asked if they have any paper recycling available if not then it was recommended we could contact the Council to get a blue recycling box.

16. Online Shopping (buy.at)

Chris told the Board about an online commission service (buy.at) which allows MCMA to collect money when their supporters go through a special website. This service costs nothing to run and the users pay the same price too. It was agreed to set up an account and to publicise it on air and to the volunteers.

17. Cleaning

Chris raised that the studio and office are being left in a mess by many of the volunteers not cleaning up after themselves. Some examples were given and it was agreed that volunteers should be encouraged to keep the space tidy for themselves and others to use.

18. Random, Unknown Co Presenters

Chris read out a statement for Mark McCafferty about unknown co-presenters and guests turning up randomly on air. It was agreed that presenters should inform others when guests are coming in and to inform the Board of any new co-presenters. Chris suggested that regular Co-presenters should go through an orientation to learn rules and etiquette along with any new presenters.

19. More Recorders

Chris read out a statement for Mark McCafferty asking for more sets of recording equipment. It was suggested that presenters look for funding for recorders for their own show. John gave the example of the Fun Factor which has just purchased a recorder for their use using money raised in sponsorship. Gordon enquired on the price of a

reasonably good recorder. It was estimated to be around £150 although for better quality it would cost more money.

20. Travel Expenses (Mad Mark)

Chris read out a statement for Mark McCafferty asking about the possibility of travel expenses for a set of interviews he will be doing in Glasgow. It was agreed he would not get any expenses. Gordon raised that an application should be made to provide 'general' expenses to volunteers.

21. Press Coverage

Chris read out a statement for Mark McCafferty about a lack of local press coverage. It was suggested that a volunteer could act as a Press Liaison Officer for the station to update the schedules in the newspaper and send press releases.

22. Scheduling

Chris read out a statement from Ian Robertson about recent problems with scheduling. A few examples of problems were given out. John reported that the current schedule was three weeks ahead. It was agreed that the Board is satisfied with the work currently being done on the schedule and that it was essential that a member of the non broadcast personnel was running it.

23. Programming

Chris read out a statement from Ian Robertson recommending that the stations way of programming should be changed. It was agreed that plans for a 'scheduling and programming panel' continue headed by John.

24. Station Manager / Co-ordinator

Chris read out a statement from Ian Robertson asking that a Station Manager / Co-ordinator be put in place. There was a short debate on how the management structure of the station be set up. It was agreed that there will currently be no station manager / volunteer co-ordinator position due to the lack of finances. However we are looking for funding for an admin assistant.

25. Internal Communication

Chris raised that internal communication needs to be sorted as some volunteers are being left out of group e-mails and others are being included when they do not need to be. It was agreed that a form of database be set up for volunteers contact details and a 'synchronised' e-mail list be set up. It was suggested that Steve Burnett may be interested in maintaining and updating this.

26. AOB

- a. John stated that he was disappointed in not receiving a grant from 'Fairer Scotland' and that a meeting had been organised with them to get pointers for further applications. It was agreed that John and Gordon should attend the meeting.
- b. Chris reported that the website was being updated with a new look and that he hopes it will be ready to go live with the new jingle package in March.
- c. Gordon informed the Board of the Scottish Mining Museum losing its local Council funding. He reported that a campaign could be set up to get the museum nationally recognised by the Scottish Parliament allowing it to get new funding. It was agreed that any campaign would be supported by Black Diamond.
- d. Chris asked for permission to purchase an amp for the TBU phone line from the RNID (approx £30). This will hopefully improve volume on air. It was agreed that the amp should be bought.
- e. John reported that a team have been set up to oversee the movement of the FM mast from Greenhall Centre.
- f. Gordon stated that he will start looking for alternate sources for grants after the failure of the 'Fairer Scotland' application.

27. Date Of Future Meetings

- General Members Meeting (Must have sent signed membership form) – Tuesday 20th January - NCLC
- Advertising / Marketing meeting – TBC
- Next Board meeting – Wednesday 4th February 7:30 NCLC