

Minutes of the Board of Midlothian Community Media Association held on Thursday 28 May 2020 held by Google Hang Out @ 7.30pm. Present: Steven Horsburgh (SH), Carrie Campbell (CC), Kim Thomson (KT), Gordon Clayton (GC), Chris Mackrell (CM), David Aird (DA), Tony Conlin (TC)

Apologies: Addie Thomson (AT), Bob Miller (BM)

#### Technical Update at Station

Drop in signal between 2 dishes; suggested 'something' hit one (eg bird). Would need to be checked by professional.

CM confirmed that everything was ok while visiting Station.

Suggested a voice mail message was added to telephones.

Office telephone could be set up remotely but Studio would need to be when in the Station.

#### Programming

CM gave details of new possible software to allow improved quality on recordings and allow more presenters to be able to present shows:

CLyde - does not support remote voice tracking

Playout 1 - price includes license for up to 5 machines. Potential for long term use

Myriad - price is for 1 machine; add more as required.

CM will send out links to videos to Board members to give opinion.

New software would require USB headphones and microphone; presenters would use the BDFM library.

Board agreed we should prepare to be out of Centre long-term; perhaps into next year.

#### Community Centre

GC spoke with Midlothian Council. They are completing scenario planning. No decision as yet however possibility that rooms in the Centre to be used as places of learning so not likely BDFM will be allowed access to centre.

Centre manager checking if BDFM could possible have access in evenings and/or weekends or possible use back door to enter. Board confirmed that if presenters use toilet facilities they would need to be cleaned after each use as part of necessary cleaning procedures.

If allowed back in:

Remember physical distancing. Allow maximum of 2 presenters but only 2 if from the same household - eg Gordon and Moira Clayton; Kim and Addie Thomson.

Allow 1 hour between shows for cleaning.

Suggest if already pre-recording a presenter would continue doing so.

CC has priced cleaning products:

Hand Gel and dispenser

wipes for kit

dettol wipes/surface cleaner

toilet cleaning kit

refuse bags

Suggested we ask members if they would like to contribute towards cost of products.

CC confirmed the money raised at recent raffle (£285) would cover cost of initial outlay.

CM proposed suggested schedule - not allow 'what's new' slot but Board agreed important to have Drive Time show live and for the full 2 hours.

Suggested we would speak with what's new presenters and offer other times if possible.

### Finance

Unsuccessful with application for Ofcom Grant.

GC looking at grant from CORRA - Community Wellbeing Fund. Apply for grant to purchase new software, headphones, microphones.

### AOCB

Suggestion that the office/studio are decorated before going back in. Would be discussed further but confirmed could be difficult due to access and social distancing

Midlothian Red Cross looking to record a show; they are to contact Viv Wallace. Agreed BDFM should be mentioned on show.

Message to go on Facebook page to update members - SH

Next Meeting to be called as required