

Minutes of the Board of Midlothian Community Media Association held on Thursday 23 August 2018 held in Newbattle Community Learning Centre @ 7.15pm. Present: Bob Miller (BM), Steve Horsburgh (SH), Carrie Campbell(CC), Chris Mackrell (CM), Addie Thomson (AT), Gordon Clayton (GC), Matthew Ronaldson (MR), Kim Thomson (KT)

1. Apologies: David Aird (DA)
2. Minutes of previous meeting held on 19 July: Approved on the proposal of AT seconded by CM
3. Minutes of previous meeting held on 27 July: Approved on the proposal of MR seconded by AT
4. Business Arising:
  - a. New CCTV system for Studio; require new TV. **AT** advised he has a TV that should be suitable. Will check and report back to Board
  - b. **BM** confirmed he has checked with Volunteer Scotland and we are only required to have members complete PVG check to work with young people. Not required to work with people with disabilities
  - c. **BM** has new padlock for gate. New code was agreed
  - d. Advertising – New campaign agreed with K&C Kitchens. Christmas advertising campaign to include adverts to commence on air from 1 December. Agreed that Christmas section of the music library would not be unlocked until 8 December.
  - e. **SH** working with Geoff Ruderham and Graham Rigby with regard to minimum standard for presenting. Agreed a set format for Breakfast and Drive shows. To be shared with presenters.
  - f. Presenter absent for some time hoping to come back in September. **SH** looking after the arrangements
5. Transmission Update: 3 visits to new site; first visit for cabinet set up, confirmed IP Link ok, no issues with trees. Second visit resulted in issue with antenna. Third visit to check connectors – no issues, checked for water ingress – no issues. **CM** confirmed issue with MMU Combiner. Part has been sent back to Company for repair/replacement. No confirmation of price or timescale. Price for Aerial Man to take down and reinstall MMU £216. **CM** keeping in touch with Ofcom. We have permission from Ofcom to switch on at new site and then Ofcom will come and inspect.
6. Extension Application: Suggested repeat transmitter to cover Hawkerston. Require grant to cover costs but turnaround time of application being accepted would allow time to apply for grant.

To allow extension to cover Pathhead and Gorebridge support from local councils and community groups would be helpful. **BM** has some support letters in the pipeline. **CC** will speak with appropriate groups in Gorebridge. To be passed to CM.

CM also raised subject of Multiplex DAB which covers up to 5 stations, linking geographically. Agreed to enquire **CM**

7. Fundraisers: Quiz Night arranged for 28 September; Dean Tavern booked, Geoff Ruderham setting questions and arranging promo, Craig Duncan will compere, David Wilson asked to make posters. **AT** and **KT** will ask members to display posters in local shops/centres and request raffle prizes are donated.

Coffee Morning suggested for Relaunch after switch on from new site. **KT** Suggested this could continue at Newbattle Community Learning Centre to help raise profile of BDFM. **GC** has contacted Centre Manager and to hold this on regular basis would incur charge for the use of the kitchen. **CM** suggested we take the coffee morning out to other locations in the community. Also take portable studio and broadcast from location. Would require presenter to still be available at Newbattle Centre.

Charitable Donations:

**AT** suggested we approach the Rotary Club. **BM** will contact Dalkeith Rotary Club

**AT** will speak with Manager at Asda Straiton

**SH** will speak to Graham Rigby about approaching other retailers.

**KT** will approach Sainsbury Straiton and Tesco stores about bag-packing. **SH** providing contact details for Tesco.

Asked to provide assistance with Brownies to help with attaining badges. **SH** has potential time to take portable studio out to Brownie packs. **CM** will speak with Suzanne Mackrell, Brownie Leader at local pack.

8. Outstanding Membership Forms/Fees: Updated list has 6 members who have not provided completed form and £1 fee. **BM** writing reminder letter to each person. Given til 14 September to comply or may not be allowed to continue Broadcasting; each case will be dealt with separately
9. Doors Open Day Newbattle Campus: 8 September 2018. **GC** been in conversation with Lynne Cochrane to arrange to have Outside Broadcast from Campus. Agreed **GC** will be at Campus and work with Saturday Matinee Show with **AT** and Alan Stuart.
10. Midlothian Science Festival on 14 October. Potential for more dates.
11. Gazebo replacement. Agreed that condition of 2 gazebos currently in use means they are not fit for purpose. New gazebo would require to be purchased for the start of the Gala Season in 2019. **CC** located website of company that provide commercial use gazebo; [www.rockawnings.co.uk](http://www.rockawnings.co.uk). Price would be circa £600.

12. Rock Show replacement presenter: Brett King leaving Rock Show for foreseeable future. AT arranged for new volunteer, Dougal Murray, to sit in with GC and Moira Clayton and also Brett King before leaving. Dougal happy to take on Rock Show.
13. Presenters continually not covering shows. **BM** would put post on FB work page to ask presenters to give as much notice as possible.
14. PAT Testing: MR confirmed studio and office all complete. HUB and mobile studio still to be tested. MR will liaise with CM regarding HUB equipment.
15. AOCB
  - a. Local artist Caroline Gilmore emailed about BDFM using pre-recorded show. SH confirmed we would not be interested but would certainly consider a live show.
  - b. **BM** to send information to AT regarding another potential presenter.
  - c. **CC** confirmed Insurance policy will require to be adjusted to include new equipment at new site.
  - d. Free advert still available with S1 Jobs – appeal for presenters to come to training in new year.
  - e. GC raised potential of winning £50K from National Lottery. Ideas are required to enter competition. **ALL**
  - f. Contact Peoples Postcode Lottery for charitable donation.
  - g. **CC** setting up BM, SH, AT to have access to Internet Banking for BDFM. Process ongoing
  - h. BM spoke with Jill Marsh, Centre Manager, with regards collection box for Midlothian Food Bank. Jill is happy to have this in place inside door of centre. **KT** to contact Jill to make arrangements.
  - i. Potential award winners; Bill Prentice and David Aird – contact local newspaper. **BM** to contact DA to arrange this.

Date of next meeting: 27 September 2018

