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Newbattle Community Learning Centre  
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**Minutes of Board of Management Meeting, February 28<sup>th</sup> 2013**  
**Held in Newbattle Community Learning Centre, 7.30PM.**

**Present :- John Ritchie (JR), Jim Ritchie (JSR), Gordon Clayton(GC) Brian John Smith(BJ),D. Aird(DA) Chris Mackrell (CM), Bob Wood (RW) Caroline Crawford (CC),**

**In Attendance Laurence Reid (LR) Midlothian Council CLD**

**1. Apologies: - Steven Horsburgh (SH)**

**2. Minutes of 10/01/2013 Approved as correct record proposed by CM Seconded by DA after amendment removing LR from the list of those present to correctly listing his role as 'in attendance'.**

**3. MATTERS ARISING from MINUTES**

**a) Cleaning still an issue; Sugar found near office computer. Rota not drawn up but some improvement. Wipes to be placed in high profile location for use to avoid spread of infection. Discussion on replacing badly stained carpet with carpet tiles. BJ will try to get quotes. Suggested that advertising spot could reduce costs.**

**b). Desk: Original returned but refurbishment unsatisfactory. CM to contact Clyde. Payment to be withheld until work done to our satisfaction.**

**C) BJ distributed examples of promotional materials purchased/produced for sale. Costs were more or less met by income to date and future sales would be profit. Thanks to BJ and Carol for their hard work. Donation from Settlement covered costs of Tee-shirts.**

**d) Listings: Still absent from Advertiser and new style Evening News Guide has dropped local stations. CC will contact Advertise with up to date programming.**

**e) Scheduling: Geoff was doing a lot of the work and his efforts were welcome and it was agreed that this arrangement should continue with CC maintaining an overview.**

**f) Transmitter Location: Geoff & CM thought that there would be losses in our target area by moving transmitter and it was agreed to leave the transmitter in its current location.**

**g) Programme Formats for Breakfast/Drivetime: After discussion it was agreed that initially Breakfast Presenters should be emailed for proposals and then a format would be introduced with Presenters being invited to a meeting/training session and then follow the same pattern for Drivetime. (JR/CC)**

**h) Website: CM would demonstrate changes after the meeting as he planned to go 'live' with them shortly.**

**i) OSCR: JR had responded strongly to an email from OSCR outlining sanctions available for non-compliance. JR to re-send accounts for the last year and other details required.**

**j)Revenue Grant: Submitted by due date. The overall budget is being reduced by 13% and a smaller grant may be awarded.**

**4. Advertising: Cupar Ford requires a monthly email to trigger payment (CC). BJ made the Board aware of other potential advertisers including a Taxi firm, Leisure facility, an Accountant and a Restaurant. A promotion for Physiotherapists may lead to an advert. CC had a competition for a prize from a Hair Stylist.**

**5.Systems and Office Equipment: John Handler coming over within the next 10 days to assist with updating systems under the usual arrangements to cover his travel**

3 refurbished pc's purchased from Silicon at a net cost of £180. CM to exchange one that was not working. It was agreed to buy a large Hard Drive to allow storage of programmes. It was agreed that CM get a costing for Traffic Announcement facility that might help to raise BDFM's profile. A new printer had been acquired at no cost. The improvements in the office were welcomed by all.

6. Financial Position Approximately £7500.00 in Bank

7. Reports: OFCOM report required in April---GC had started the process and JR would complete the report. Financial information also required. It was agreed to attach signatures from Penicuik residents wishing a better signal with the report. Companies House return due in next 28 days. GC will complete online, pay fee and claim it back.

8. Newbattle HS had been in touch about contributing a programme. It was suggested that initially they could provide material for a 'What's new' slot currently presented by Barry Dickson. GC would continue the discussions with the school.

9. Council meeting on the New Newbattle Community HS was held on Tuesday. Site at Easthouses Road chosen and further consultation on a proposal to close 8 facilities including Newbattle CL Centre. Presenters to be reminded that we are required to be impartial. (JR)

BDFM will provide a platform for concerns from the community while giving the Council the right to put their argument forward. As the site chosen may speed up the building process, the Board has to consider their options as a School location was unlikely to provide 24/7-365 days of the year access. The position would be clearer once the next stage of consultation is completed.

10 Research: Worker from Volunteer Development would be at the studio from 2pm on Sunday.

11. Team Work at Radio Exhibition was praised and it's hoped to carry this on to the Galas.

12. SCBN: Last Meeting postponed---- JR/BJ Meeting with Castle FM to discuss joint advertising

13. AOCB: None

14. Date of Next Meeting: Thursday 18<sup>th</sup> April @ 7.30pm @Newbattle CL Centre

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