

Minutes of the Board of directors of Midlothian Community Media Association held on Thursday 19<sup>th</sup> June 2014

Present: Caroline Crawford (CC) Brian Smith (BS) Steven Horsburgh (SH) Bob Miller (BM) N Dunk (ND)

1. Apologies for Absence: David Aird(DA) Laurence Reid (LR) of Midlothian Council
2. Appointment of Associate Directors: Chris Mackrell(CM) & Gordon Clayton(GC) proposed by BM seconded by ND
3. Appointment of Company Secretary: Gordon Clayton agreed to continue in the role
4. Appointment of : Chairperson: Norm Dunk proposed SH seconded BS

Vice-Chairperson Bob Miller proposed CC seconded by ND

Treasurer Caroline Crawford proposed by ND seconded by BM

5. Roles of other directors: BM to continue with PVG/Disclosures- Need to contact C. McCall to get him to resign as our lead officer(SH to provide contact details)  
SH to take on role in regard to programmes and scheduling.-It was agreed there was a need to reinstate the interactive schedule so that slots could be filled on a casual basis and SH could oversee this. ND to discuss with Geoff Ruderham and then get back to SH-CM would facilitate any website changes.  
BS to continue with Advertising- BS appraised Board members of reasons why he may not be so active in the immediate future in terms of his involvement with BDFM. The board value his contribution and happy for him to do what he can when he can.  
DA who was not present to be asked to take on a role in terms of publicity.  
CM our technical guru!
6. Minutes of previous meeting on 22<sup>nd</sup> May----approved BM seconded by BS
7. Business arising:  
Windows Upgrade- CM had acquired programmes at low cost through technology trust and Would be installing throughout the studio & office. Compatibility with Synergy to be checked.
8. Linguistic Research: Agreed to participate with university in Germany (GC to confirm with Muenster Uni.
9. Volunteer's Agreement: GC to mail copy to ND-discussion with presenters and back to next meeting of Board.

10. Mast: OFCOM had contacted CM asking where our mast was. Paperwork had gone missing or not been submitted for the Mayfield site. CM would complete submission and indicate that we want 25w in vertical and horizontal directions. CM still to confirm with SKYMAST that the system will cope with up to 50 w output.
11. Schedule: 2 breakfasts now covered but the others + what's new still an issue. The pool is lacking depth but SH 's new role should help.
12. Volunteer development: CM to make training on desk available. Some interesting enquiries from people with experience. Janet helping with administration on mornings when available.
13. Finance/Reporting: Balance £8256- First attempt to upload information for 13/14 to OSCR site had failed but CC will try again with the details they require  
OFCEM have accepted the changes to key commitments but will advise on streamlining the format. We are up to date with officialdom. CC to write an appeal against an HMRC fine for non- return of a form showing that we did not owe anything!  
ND to be added as a signatory on bank account. The others are BM, CC &BS- 2 out of 4
14. Presenters meeting: ND to chair, CC to send out reminder in email-discussed the post-it forms from AGM and issues to raise with presenters related to abuse of equipment, use of social media where BDFM is mentioned on the same page, How to raise issues with new chairperson and the plan for quarterly meetings.
15. Advertising: Couple of strong leads but no contracts. Discussed a sponsorship issue but no decision until a firm proposal comes forward.
16. Promotional material purchased with little outlay thanks to £100 from Settlement. Sales at Newtongrange Gala exceeded costs. Thanks to Carol and BS and the Sales Team.
17. AOCB: SH proposed a de-clutter of office including removal of offensive notice.  
Guest headphones---2 x £12 to be purchased  
Discussed new music emails and how to deal with them- CM downloads or forwards ones that he has time to listen to but local bands/artists are the priority  
Transmedia from Loanhead have submitted a radio play that will go out on 28<sup>th</sup> June @11am  
CM asked to get quotes for 500 car stickers (estimate just under £200)  
We would not have a presence at Gorebridge Gala due to unavailability of volunteers  
Thanks to CM and others for hard work at Newtongrange gala.
18. Date of next meeting: Thursday 24<sup>th</sup> July @ 7pm in Newbattle Community Centre