

## **Midlothian Community Media Association**

*Agenda for meeting to be held on Monday 14<sup>th</sup> May 2018 @Newbattle CLC (GP Room)) between 7pm-9.30pm*

*An electronic meeting had been conducted between formal meetings and it had been agreed by majority that Chris Mackrell and Gordon Clayton be co-opted as members of the Board with voting rights.*

*Present: Robert Miller (BM) Chris Mackrell(CM)David Aird(DA)Gordon Clayton(GC) with web link to Addie Thomson(AT)*

*1. Apologies for absence- Carrie Campbell, Steve Horsburgh and Matthew Ronaldson*

*2. Minutes of the meeting held on 21<sup>st</sup> April 2018- approval BM & seconded by DA*

*3. Business arising (not on agenda as a separate item)*

*a) Business development Manager: An invitation to attend in a voluntary capacity had been extended but there had been no response.*

*i) Start date would be 28<sup>th</sup> May subject to references-details of referees supplied to-day*

*ii) Hours-----20 hours flexible-notified 7 days in advance*

*iii) Nominated Director----SH for performance matters supported in his absence by AT and for employment issues CC-the three members to form a sub-committee if required.*

*iv)Audience survey: It was agree that it would be helpful to conduct an audience survey at Newtongrange Gala and others.*

*v) Other- S1 Jobs fee paid. Volunteer Advert in September was available as part of the fee*

*b) Student Placements: Rachel & Rhona's attendance had been limited at the studio. Have tried to conduct interviews with locals with a view to them going on 'air'. Gordon had been in touch with them and they were apologetic that lines of communication had not been clear.*

*c) Gazebo-Branding- AT to get sizes to CC who was asked to obtain prices*

*d) Studio changes: Postponed from this Saturday due to Bluebell Run at Dalkeith Country Park. CM to contact JJ re a clear Saturday*

*4. Advertising- Enquiry from a taxi company based in Newtongrange-no progress. Another inquiry is likely to take 3 month light advert on the cards - details with (SH)*

*5. Transmitter/OFCOM---Cheque has been sent to Broadcast Warehouse for actual transmitter.CM had done a chase mail to the engineering team—awaiting response. DA to call Alan Stewart @ OFCOM's Edinburgh Office.*

*Medical Practice now offering 2 months notice to remove equipment and mast*

which we will have to accept. Aerial Man on standby to install. BM had contacted Councillor Hackett regarding any cost if trees having to be taken down. Target date for completion of move- end of June. The new kit can be set up and tested prior to switch over. The mast in storage will be used.

Once the formal agreement is in our hands it will be signed and returned by either RM or SH. Need to prepare for an application for increased power or repeat facility in the medium to long-term.

6. Finance: Possible application to the Dean Trust for promotional materials

7. Equipment: Nothing major except small items related to transmission

Possible need to get BDM a mobile & Laptop for Business Development manager- AT to supply an Iphone which CM will try to customise. Possible use of existing but older laptop with a dongle to get internet connection

8. P.A.T. – We have to have this work carried out as part of using a Council building. Arthur McKay had carried out the work on at least 1 occasion in the past as part of the Council contract but this may have been in error. Agreed to ask MR to do the work alongside CM. It was agreed that MCMA pay for recalibration of his specialist equipment at cost of £40

9. Registration of logo, trading name: Contrary to what was stated at the Presenters meeting, the logo is not protected or registered. CM to contact John Handler re copyright to logo. CC to be asked to find out if we can protect the station name and what cost.

10. Presenters' Meeting: CCTV to be installed in corner of studio + wide shot of office. To be carried out along with studio changes. Good meeting but attendance was low in number of volunteers present.

11. Membership Form: single form to be completed on or before the AGM by members and fee paid by cash or Mydonate. CM will tidy up the draft.

12. AGM /retiring members: Bob, David and one other to retire per Article & Memorandum (and of course eligible to be re-elected) A volunteer among the other 4 Directors is required or lots can be drawn to settle the matter.

13. Community Radio Awards---- Board to enter Seniors Hour-BM to talk to Bill Prentice. Facebook page to advertise that others can apply at their own expense

14. Boiler Installation----25/26/27May-----No power Disruption anticipated by Council

15. Succession Planning: GC had consulted Rebecca McKinney from S.E.A.M who works with Lesley Kelly @ MVA-----in her opinion, our Arts &

Memorandum of Association while wordy were still fit for purpose and little advantage in changing to any other model of governance.

She thinks that we can tinker with the membership criteria without pre-approval of OSCR as long as there remains a link to Midlothian. This could involve a pre-residency or employment/study period of 5 years. Another possibility was having parents that would qualify for membership. Any of these changes would not affect 'local' control. Volunteering at Black Diamond but not having any ties as above would not count except that up to 3 persons can be co-opted to the Board. It was agreed that the Board prepare a motion which would be part of the calling notice for the AGM setting out proposals to change the membership criteria along the lines set out above. Discussion on future governance. GC reiterated that he did not want to continue as secretary but would be prepared to remain as a co-opted member if asked. AT asked if there would be any objections to co-opting Geoff Ruderham to the Board. It was agreed that he had expertise in the area of transmission and that he would be a suitable candidate. It was agreed to leave the matter until after the AGM. There was a discussion about the post of secretary and Kim Thomson was a potential and suitable member and she will give the prospect serious consideration.

16. Any other Competent Business: New music was being funded by CM which seemed very unfair. CM will bring a budget figure to a future Board meeting

Blaine off to do Camp America for 10 weeks-----CM to ask Sam Locke/David Wilson for Monday Nights- Slot to be retained for Blaine.

Request for BDFM to provide a young host to cover a Bands Night in a city club- It was agreed not to meet the request

Meadows festival- CM to talk to AT re press accreditation

DA said Heart of the Matter entering Jerusalem Awards. Possible interviews re Billy Graham's grandson. CM to put up link with HOM website.

Midlothian Volunteers Award: DA would create a programme in conjunction with Crystal FM

17. Date of Next Meeting:

The next meeting would take place when BM is out of the country and SH would be asked to chair. Suggested dates were June

14/18/21. Doodle Poll to go out as first step. GC not available to take minutes on 14<sup>th</sup> of June

