

Minutes of the Board of Midlothian Community Media Association held on Thursday 29 November 2018 held in Newbattle Community Learning Centre @ 7.00pm. Present: Bob Miller (BM), Carrie Campbell(CC), Chris Mackrell (CM), Addie Thomson (AT), Gordon Clayton (GC), Kim Thomson (KT), David Aird (DA), Graham Rigby (GR)

1. Apologies: Matthew Ronaldson (MR)
2. Carrie Campbell arriving late (CC)
3. Business Arising
 - a. New TX site update - Ofcom test concluded antenna was picking up signals we shouldn't be. Investigated with manufacturer who confirmed this was a known fault if using less than 150W; BDFM only to use up 50W
Antenna has been repaired and is back on. Final adjustments to be made to enable CM to make adjustments remotely; currently has to be on site to make any changes and also during site business hours. Ofcom re-test due to be completed in around 2 weeks.
 - b. Extension Application - still ongoing - first wave is at start of 2019. BDFM in second wave; half way through 2019
 - c. Small Scale DAB consultation - no further update

Desk has been returned but is no better than before. CM arranging to show engineer the faults.

4. Relaunch - To be discussed at next board meeting; after final tests by Ofcom. Have details of media personnel to contact when ready.
5. Update from SH and GR regarding new proposed jingle package. GR let the board members hear samples of styles suggested for BDFM and Board agreed to go ahead. Standard jingles would be provided and named jingles for presenters. Adhoc jingles could be requested, and paid for, by presenters - agreed these should be approved by SH and GR to ensure consistency.
Agreed a jingle was not necessary for TD1, presenters to mention when TD1 are joining a BDFM show.
GR has potential sponsor for 'What's On' slot. Once per show would be sufficient. Agreed that listeners are used to having longer Community News piece on some shows, eg MR, and this should continue.

6. Fundraisers

- a. Xmas messages (also advertising potential) - Russell Aitken signed up and arranged the recording of 12 messages and raised £300 for BDFM. Well done to Russell and thanks for all his hard work.
Messages to be played separately from Ads - post on work page and details in studio for presenters
Christmas Music to be played from 10 December onwards.
- b. Easyfundraising - Ads being played on air and MR posted on work page.
- c. Joint fundraisers with Gorebridge Development Trust and Black Diamond Cheerleaders; carry forward

7. Grant Applications

- a. Asda Foundation Grant - CC to pass form to AT
(Asda Grant was to pay for gazebo and PA equipment; GC confirmed NCLC has a new PA system which BDFM have the use of)
- b. Midlothian Council Grant - submitted and waiting for response

CC joined

8. Increase membership fee - next step - agreed work page on facebook would not capture all members so agreed that a secret ballot of all full members would be carried out. suggested that instead of increasing the membership fee a broadcast fee could be introduced. To be brought up at presenters meeting early 2019.

9. 2 functions for each member - initially raised at previous board meeting - agreed to bring up at Presenters Meeting.
10. Removal of non members from facebook work page - BM to confirm to KT when ok to go ahead. BM will put post on page to give notice.
11. Events new co-ordinator - carry forward
 - a. Xmas lights switch on at Dalkeith and Mayfield. BrunoJ to post on work page for assistance
12. Update members with details of Board Members - CM updating details in Station - low priority
13. Text Service - carry forward
14. Links with Napier University - no update
15. Presenters Meeting - date to be decided at next Board Meeting
16. Volunteer Recruitment - CM suggested Aydan is asked to put together a plan to give the training structure. Have to put training on hold while Desk is being repaired and spare Desk is in use in the Studio.
17. Key Commitment/Local Issues - GC suggested 'Question Time' style evening in collaboration with Newbattle High School. Suggested School may have debating team To be discussed further.

AOCB

GR has 2-3 potential advertisers to add to current business.

GR finding delay in receiving Admin emails. CM checking with Suzanne Mackrell

CC presented accounts - approved and authorised by BM

CC found underspend in Ofcom grant so offered further month of employment to GR as BDM. GR happy to accept.

UPS not currently working remotely. CM to make necessary adjustments

Next meeting 17 January 2019