

## Minutes of the Meeting of the Board of directors of Midlothian Community Media Association

Held on Thursday 29<sup>th</sup> October 2015

1. Apologies for Absence: Chris will attend as soon as possible

2 Present: Bob Miller (BM) Carrie Campbell (CC) David Aird (DA) Steven Horsburgh (SH) Gordon Clayton (GC) and Chris Mackrell (CM) joined the meeting around 8.40pm

3. Minutes of Meeting 3rd September-- approval proposed SH seconded DA

4. Matters Arising

- a) Banners- 2 to be purchased from our funds
- b) IKEA- TBC
- c) SCBN-main point was Sc. Govt. Advertising-----GC to write to MSPs about monopoly Citizens Panel may give an indication of audience figures
- d) Painting of office- Rachel had supplied costs-Budget £33 for a single colour-shade of green
- e) Galas/Events & Donations-generally good reaction and requests coming in.  
Offers to help with fundraising from N Middleton & Newtongrange  
Donation to be sought from Mayfield lights for use of equipment  
Volunteers required for Dalkeith lights who readily agreed to donation
- f) Other Matters-Janet Murray making progress and Rob has returned to airwaves

5. Grants-Small Projects Application submitted----average in old system £800-Hopeful for more this time.

Draft application to Community Radio Fund for Fund-raising a) Grants Officer in conjunction with MVA----b) Advertising and Sponsorship through a freelance.

Application needed a couple of points tidied up (GC) and a financial projection (CC) and submitted by 11<sup>th</sup> Nov .BM as Chair signed the application

CC to try a Coalfields Regeneration Fund application by the same time

OFCOM---amicable meeting re licence although a formal warning issued in writing

Extension to Licence-----hold to 2016 and hopefully be able to project financial health into year 1 as required

6. Finance: Details at the Bank will require a visit to resolve. PRS to be paid for next quarter.

PPL licence received and detail to be checked (CC & CM) web stream capped at 50 concurrent users

Will review if complaints received about access as more people listening using devices and Apps?

7. Advertising: Still a cause for concern-Council Foster Care near to a sale when change of policy

CM had highlighted £30 per week at Christmas consistent with existing rate card.

Need to extend the playing of Adverts into Evening and Weekend shows

A Thank You to Customers and Clients- Christmas Radio card to be offered for £20 with an offer of 20% of normal rates for new advertisers in January 2016. Personalising short messages could be recorded by our volunteers or traders could do audio 'selfies' and email them to sales@

GC to draft flyer but may need some creative input (CM & SH) Editing to be done by SH

8. Equipment: CM updated the Board on the process of upgrading the studio, computers and desk and the improvements and savings of the new telephone system. Upgrade to the portable system will cost about £600 so will be put on hold. The only downside is that should it need to replace the main desk then the library will be an older version.

9. Merchandising: Still items in stock including ordered but not claimed fleeces. Agreed that polo shirts be purchased in black and white and sold for small profit @ £12.50

10. Scheduling: Kenny has moved to Sunday with Barry doing Saturday Lunchtime. Paul taking time out of Talking Points----SH asked GC to talk to Boris about standing in. Clayton Pratt to talk to Geoff and learn our desk and then be considered for a soul show. Stevie B back with Jazz and some breakfasts. Brian Miller nominated for an award. Agreed that Mid-Morning show can go out on other community stations as long as it is not to the detriment of BDFM in terms of branding and any advertising revenue.

Schedule will return on the website when CM completes work in the studio

A school student interested in doing local news coming in on Saturday to discuss

11. Training: Time running out for pre-Christmas course-postpone to mid-Jan. GC to ask centre about charges for rooms

12. Volunteers meeting: Agenda items to be sought through email and addendum to the notice in the studio. SH to get tea/coffee/biscuits in advance as he cannot attend due to work. Café to be used. Board will press the need for off-desk activities to promote the station and generate income.

13. Christmas scheduling to be mix of live and pre-record. CM to complete SH's knowledge of inputting to the Sustainer so that he can assist with the work.

14. AOCB

Bob to attend Tourism meeting

Offers to do shows cannot always be taken up if way below an acceptable standard.

15. Date of Next Meeting: Monday 23<sup>rd</sup> November 2015 @ 7pm