

Minutes of the meeting of the Board of Directors of Midlothian Community media Association held online on Tuesday 24 January 2023

**Present:** Steven Horsburgh (SH); Addie Thomson (AT); Kim Thomson (KT); Tony Conlin(TC); Chris Mackrell (CM); Bob Miller (BM); Alan Thomson (AlanT); Russell Aitken (RA)

AT joining a little late

**Apologies** RA joined part of the meeting from hospital

Minutes of meeting 13 October 2022; Motion to approve moved by SH seconded by TC

Minutes of meeting 1 November 2022; Motion to approve moved by BM seconded by SH

Minutes of meeting 15 November 2022; Motion to approve moved by BM seconded by TC

Meeting started with Board acknowledging the sad passing of long time listener Rosie Wilson. Rosie had been a listener since the start of BDFM and attended many AGMs and Member meetings

Also best wishes to Kim, Addie and family after passing of Kims father.

### **Technical Update**

CM advised there are several outstanding faults and maintenance issues.

Synergy Production PC is faulty. A new PC has been built to replace it and just needs to be installed when CM can get to station.

CM has contacted Clyde to arrange investigation of faults on MPU and consol. There are 2 faulty mic jacks. Clyde charge £105 + VAT to investigate. Board agreed we need to go ahead with this. At serious risk with equipment in current condition.

Telephone system is working as it should.

CM advised the 'Listen Again' services that we have been using are to start charging.

Service currently in use to automatically upload programs will now be chargeable at £29.25 + VAT per month. Mixcloud will be chargeable at £9 per month and can be paid annually.

Board agreed that the service could benefit BDFM and CM agreed to look into costs of other services

CM has renewed AWS hosting for website and email domain names and will advise AT of costs for reimbursement.

AT joined meeting

### **Presenter swearing on air**

Presenter swore on air on 17 January during programme.

Presenter apologised on air and contacted Chairperson to advise of error details and to apologise.

Unanimous decision by Board members present that Presenter would be contacted in writing by Chair and Vice-chair and suspended for 1 week. Board also agreed unanimously that as this is the third time this presenter had been suspended for this, if this was to happen again the consequences would be more severe.

### **Finance Update**

SH invited AT to give first finance update since taking this position

Current bank balance £13659.00

CD player purchased by AT. Refunded £219 by cheque. Several presenters reported CD1 not operating correctly. CM asked [Geoff Ruderham](#) to check cabling which may have been loose. CD player now working ok but CM confirmed good to have spare equipment available and SH advised the CD player purchased was on special offer.

PPL/PRS payment made.

AT confirmed Midlothian Council grant not guaranteed so we should be thinking of other ways to bring in funds.

SH advised we are able to set up QR Code via Sum Up system. Make it easier to receive payments/donations. SH and AT will set up and test and will work with CM to have added to website.

Signatories at Royal Bank of Scotland require to be amended. Currently have Bob Miller (Robert Miller - previous chairperson) and [Carrie Campbell](#) (previous Finance Director).

Finance Director is now [Addie Thomson](#) (Adam Thomson). Board agreed we would request the Bank remove [Carrie Campbell](#) as a signatory and add Addie Thomson and Tony Conlin (Anthony Conlin).

SH advised he had received very clear finance update from AT via email and made sure he was apprised of the latest finance details

### **RA joined to listen in**

### **Clear out of hub/studio/office and redecoration of studio**

Board agreed a major tidy up and redecoration was long overdue and a new fresh look would give volunteers a boost.

CM advised all equipment should be removed prior to cleaning and decorating. Suggested the best time period to use was Saturday 6pm to Monday 10am. Minimal presenters use the studio to present in this period and for a one-off could do pre-record or use WebVT

SH, AT, TC and CM agreed to meet at Station following Sunday morning to make a start on clearing out hub. Agreed to put waste into cars and take to local recycling centre

TC has a contact who may be able to provide new carpeting. Will speak with him and report back to the Board.

### **Keys for station**

SH confirmed he has Chairperson keys - full set

Set of keys to access Station in key safe in cage and also set in key safe at main entrance

### **Fundraising**

KT and AT advised Pig Racing is booked for 17 March in Dean Tavern.

TC advised board he has a contact with equipment to run a race night, for future reference.

### **Membership Renewal**

Board agreed that membership period would run from April 2023 to March 2024

A notice to be sent out on 1 March advising volunteers they require to complete their membership forms and pay membership fee by 1 April. Reminders to be sent out after 2 and 3 weeks and then a final demand advising volunteers who have not complied will be removed from the presenter schedule and the facebook work page.

Membership fee is set as £1 but SH raised that using Sum Up system it could be made very easy for volunteers to contribute more; including being able to set up regular Standing Order. General consensus that we could get more income from volunteers this way.

CM raised that more advertising would bring in a larger income. [Graham Rigby](#) works with Businesses who contact us but we don't have any volunteers actively contacting potential advertisers.

Board agreed that a separate meeting; or Board Meeting with smaller agenda; could be set up to discuss how to take this forward and increase income.

Board did agree that with Midlothian Council projected budget gap, meaning it is unlikely that MCMA would get annual grant, does mean we have to rethink the membership fee. Agreed that we would wait for the outcome of Council decisions and discuss further should the need arise.

### **Commercial Radio Changes**

TC raised the changes to local commercial radio stations.

Board agreed this would not affect BDFM

### **Proposed Council Cuts**

Midlothian Council projected budget gap means possible changes to affect income; eg gala days and Xmas light switch on

Agreed to wait for outcome of Council decisions and discuss further should the need arise

## **AOCB**

AlanT - would like to propose Ian Hunter is co-opted to Board of Directors. As Ian does not live or work in Midlothian he is not a full member. SH advised Ian would need to advise what he can bring to the Board. SH confirmed that other Volunteers have joined board meetings when working on different projects. AlanT will go back to Ian and have him email the Board.

AT - asked CM for list of equipment required to keep station operating smoothly. CM will come back with this

TC - Advised the board that Larry Donaldson would like to join the Board of Directors. TC advised as Larry lives in Midlothian and is a full member he needs full members to propose and second him.

Emails should be sent to [Secretary@blackdiamondfm.com](mailto:Secretary@blackdiamondfm.com)

Subject of amending the constitution, already raised by SH at AGM, to include volunteers if they have previously worked/lived in Midlothian as full members.

Full discussion required and proper process followed - to be discussed at a future meeting.

CM - Asked for agreement to adjust key commitments with Ofcom. Current commitments say we have to produce 8 hours per day of unique local and original content. CM suggested we amend this to say the weekly number of hours; 56. This will cover on days presenters have to cancel without giving sufficient notice to arrange cover. Board agreed and confirmed it makes sense.

CM will submit to Ofcom

BM - advised the Board that Amazonsmile will no longer be available to raise funds for MCMA.

## **Next Board Meeting**

7 March 2023 @ 7pm - held online