

Minutes of the meeting of the Board of Directors held on 24th July 2017 @ Newbattle CLC @7pm

1. Present: Matthew Ronaldson (MR) Addie Thomson (AT) Bob Miller (RM) Steven Horsburgh (SH) Carrie Campbell (CC) from 7.20pm

In attendance: Chris Mackrell (CM) and Gordon Clayton (GC) Company Secretary

2. GC opened the meeting welcoming MR & AT to their first meeting

Apologies for Absence were received from David Aird (DA). Those present agreed that David's proposals for office-bearers would be admissible.

3. Election of Chairperson: RM proposed by DA seconded by AT. Duly Elected

RM took the chair and asked for proposals for Vice-Chairperson SH proposed by DA seconded by AT. Duly Elected

CC was proposed as treasurer by DA seconded by AT. Duly elected

GC was invited to remain as company secretary. Accepted on the basis that the Board should be looking ahead to find someone else to take over the role next year.

Co-opted Directors: CM agreed to continue as a co-opted/Associate member Director

4. Conduct of Meetings: Discussions should be confidential within Board. Brevity would be helpful in terms of increased membership. Four full members are required for a quorum.

5. Minutes of the previous meeting held on 29th June 2017

Approved on the motion of SH seconded by RM

6. Business Arising:

a) CCTV- Still awaiting adjustment to cover cage- Geoff Ruderham in contact with Aerial Man

b) Hub Clear out----SH & RM one Sunday with CM advising on what is surplus to requirements

c) Festival/Fun Days: Lack of clarity as who is doing what. RM to speak to Events Organiser.

d) GC had spoken to Russell Aitken who thanked the Board for the nomination and he will supply the necessary background information. The Board had not made nominations to the Community Radio Awards but disseminated information if individuals wanted to put their show in for a specialist show award.

d) Changeworks: Interview on mid-Morning likely but unlikely to share their grant with a donation for the publicity.

e) Other items: No change with Cupar Ford. Toner for printer supplied. Blanca may have 'cooled' on her offer of creative input. Burli Software installed. Lauren Walker on last week

of her placement contributing News and presenting programmes. Some concern about TD1 postings being a bit terse when we are providing a service to be helpful.

7. Transmission: New members brought up to date on the history and reasons for preferred option of RYZE. Owner was keen to lessen visual impact on his customers ruling out the favoured location. The second option should work but CM had not been able to check out details of power etc. as that section of the complex was currently closed. The owner is not based at Mayfield and insists on email contact although there is a local manager. CM is awaiting a reply but hopes the situation moves in next 7 days to allow the process to move as quickly as possible. A formal written agreement will have to be put in place and CC had made some helpful changes to the draft. Some concern that the relationship is now going to be formal with a business with restrictions rather than informal allowing access at all times of the day.

8. Merchandising: Pens and Mugs had arrived. CC had sought replacements for breakages in transit. Some tee-shirts (non-average size) and Fleeces in stock. CC to check who will do the merchandising at Woodburn. Sale price of mugs £5 initially but if customer resistance reduce to £4.

9 .Income Generation:

a) Details of Pig Race discussed, Poster adverts, Sale of tickets, Bruno to do advertisement. Sponsors, owners and trainers and raffle prizes sought.

Skababs Night- 30th September

AT investigating possibility of Car Boot sale with stalls inside as an option

b) Grants: Awards for ALL – Equipment sought had been costed and submission will follow

GC & CC in conjunction with CM-----10 weeks turnaround after submission. Against rules to purchase in anticipation of award. As they had funded the portable studio (50%) we should show willingness to contribute to its refurbishment. Aviva was another possibility in September.

c) Advertising: CM and Alan Dinsdale following up lead. No word from Border College.

Adjustment to rate card to offer small discount for 3 month placement

AT has a contact who might work on our behalf. David Pearson had mentioned a contact also interested on helping out but as yet had not been in touch.

10. Scheduling: Holidays were causing usual problem with gaps appearing that will hopefully be filled by presenters returning to the fold. We still had not cracked a way of communicating vacancies effectively allowing volunteers to come forward without confusion arising.

11. Equipment: Wi-Fi problem addressed. CM investigating sharing with Centre with both parties having security over their system. The printer now has toner but needs other parts replaced. It was agreed that CM sources a fit for purpose new printer up to £150.

Air Conditioning: Offers to look at it from couple of sources. CM believes that studio unit cannot be repaired. Proposed that the office unit is less of a priority and could be moved into studio. Lighting fault was to be addressed when other electrical work being done. Lothian Electrics (Bob Colvin) were to be contacted by Geoff Ruderham.

12. Data Access: CM outlined the safeguards in place and where information was held at his home and with his Father who has a similar skills set as he has. While no one on the Board wishes to interfere, it was agreed that a copy of information vital to the running of the station be held in the box used currently for PVG information and accessible by the sole key-holder RM for emergency use. Geoff Ruderham and SH have access to the production suite.

A padlock with 4 keys to be purchased for Hub---SH, CM, RM and Geoff Ruderham to hold.

13. AOCB:

Lauren Walker to be thanked for her work and merchandising to be given as a gift

Lorna McKellar to given a card, flowers and wine for hosting the antennae

The cage padlock to be replaced with a new code and that we implement a change when someone leaves the station

Mike Marwick would like his syndicated pre-recorded show reinstated on a Saturday-the only slots are currently before or after the existing schedule. SH to support the message that removing 'Saturday' from the title would make it easier to slot in although it was acknowledged that his format caused additional work for CM

Roles for Directors: GC proposed we have a Director as initial point of contact for new people and AT agreed to take on that role. It was suggested that organising a greet/meet session for a few at a time would be a good way forward and that Saturday Lunch could be a good spot for induction.

PVG: RM will take action to get existing PVG holders clearance to cover work at BDFM- AT & MR and to put forward CM as a Youth Tutor.

Membership Fees: AT proposed that we start the process to introduce a membership fee that would help make up the short-fall in grants and advertising. This would involve a special resolution as the current fee is set in the Articles and Memorandum of Association and a general meeting requisitioned by 10 full members would have to be held and that the resolution would require to be passed by 75% of those eligible to vote. While recognising the need for income, other Directors felt that placing financial barriers to joining would not be good in the area that we serve and might weaken our position in relation to grant-awarding bodies. Level of charge and concessionary policy were added complications. After some discussion, it was felt that we should concentrate on fund-raising and getting more advertising and stressing that voluntary donations are always welcome. RM will post a Facebook message encouraging members to pay their membership(min. £1)

Jingle clear out: Old Jingles to be removed- SH

14. Date of Next Meeting:

Tuesday 15th of August @ 7pm in Centre----CC may participate via Facetime

