

Minutes of the meeting of the Board of Directors of Midlothian Community media Association held online on Tuesday 21 June 2022

Present: Steven Horsburgh (SH); Addie Thomson (AT); Kim Thomson (KT); Gordon Clayton (GC); Tony Conlin(TC); [Bob Miller](#)(BM); Alan Thomson (AlanT)

Apologies Chris Mackrell; Carrie Campbell

Minutes of meeting 23 March 2022; Motion to approve moved by AlanT seconded by SH

Minutes of meeting 16 May 2022; Motion to approve moved by SH seconded by GC

Finance Update

Update provided by CC by email:

Balance in bank £16,822

‘Sum Up’ set up. we have received card readers to enable us to accept payment by card as use of cash is minimal. Cards can be scanned or pin number entered.

Charge of 1.6% per transaction, therefore £1 membership fee costs 2p. SH enquired if we can increase membership fee to £1.02 if paying by card to cover charge. Some members pay more than £1; confirmed that whole fee and donation should go through as one payment so only one charge is incurred.

QR code can be emailed - CM will brand this.

First statement received - tested with donation of £1

Query about progress of moving bank account to Co op bank. SH confirmed this was not going ahead and we will remain with RBS.

New Volunteer Procedure

KT emailed the board prior to volunteer meeting to inform new volunteers and remind existing volunteers of the procedure to follow for new volunteers.

Not raised at the meeting but will post the procedure on facebook page.

Discussion whether more than one board member should deal with initial contact but confirmed not required at present. **KT** will post on facebook page.

Technical Update

Update provided by CM by email:

Broadband Order: On hold until I have time to visit at the same time as the engineer.

TX Link drop outs: Signal quality on the tx link to the medical centre had some packet loss earlier in the month leading to short blips in the transmission. I've increased the delay on the link to compensate and increased the power a bit. I think the loss is due to the extra tree growth in the summer. I've suggested to Geoff it might be worth us getting Arial Man to check the dishes (since they have been up a while) as maybe they have shifted slightly out of alignment. They are also due a firmware update but I'd only be confident in doing this when we can visit the medical centre in case of failure. I'm still investigating the best option for a 4G backup.

Studio MPU: The MPU blew a fuse just before the open day, this fuse has now been replaced but the unit still needs to be tested and the faulty mic socket diagnosed.

Portable MPU: (Currently in the studio) Russel reported a faulty mic on Saturday, it looks like another faulty mic port so I've moved it to another channel temporarily.

TBU: Russell is still unhappy about TBU quality. I've told him to hold fire until we get the new broadband line fitted so we can rule that out.

Alive 107.3 Spare Synergy equipment: I have re-approached them but have not heard back. Will chase again.

Radio DNS: Not sorted yet.

PlayoutOne Licence: Licence has renewed. Thanks to Carrie for payment. There are some minor updates due to the system, these will be carried out on my return. They are due a 'major update' at some point this year.

Amazon Alexa Skill: Still in the works, forms have been submitted to amazon to have the skill created.

BM raised concern about cost of repairs to equipment and how long Synergy equipment could last. Should we be thinking about replacing the equipment.

Board confirmed it was preferable to have something easy to use.

TC confirmed Myriad equipment is compatible with Playout1

SH confirmed that Roadcaster equipment was available for around £800 where Synergy equipment repairs cost around £1000 each time

The board agreed that we would check with CM before making any decisions

MVA

TC updated the Board with details from a meeting with Jill Bunyan from MVA. MVA advertise voluntary positions. Jill deals with funding for charities. TC has a meeting arranged with Planning Department and will report back to Board.

Jill also confirmed Midlothian Council have other properties available and that Newbattle Community Learning Centre is set for demolition but no timescale has been put on this yet.

News Writing Workshop

Alan Thomson has been in touch with Alex Kocic; Journalism lecturer at Napier University.

Alex has funding to run workshop on News Writing

Board are happy for AlanT to get more details and agree that it would be beneficial to our members.

Job Centre - work placement

TC spoke with staff at Job Centre about work placement at BDFM.

AlanT happy to be involved with this. TC will get more information

Scheduler email address

KT confirmed a post would be put on facebook page to have members contact AT regarding scheduling. Members are currently approaching KT. KT to check with CM that scheduler emails are directed to AT.

Presenter Meeting updates

TC pointed out that at the meeting one of the suggestions was to have weather announcements after the news at 2 minutes passed the hour. Presenters don't seem to be following this. The board confirmed that points made in post from SH were currently more important.

AGM

Date for AGM will be set at next board meeting

Appoint Board Member

Board made decision to appoint Russell Aitken as board member before AGM. There were no objections from any board members.

SH and CC already informed the board they are standing down at the AGM.

BM advised he may also be standing down and GC advised he would not be accepting a co-opted position this year.

GC pointed out that both himself and BM; and also SH and particularly CC could continue as a Patron.

KT will advise Russell Aitken of his appointment and update Companies House.

AOCB

CM (by email) - Spoke to Graham Rigby about repeating his Big Band Hour on a Sunday 11pm to Midnight after Night Moves. It wouldn't count towards key commitments as it's a repeat but I think it would fit well in that slot. Kim and Tony were also supportive when it was raised but wanted to check first. AT confirmed he had gone back to CM to confirm this was ok.

BM - raised the issues of keys not being available for presenters. SH confirmed it was believed a set of keys were missing but were located in a safe place and passed to TC.

On 2 occasions the set of keys used by all volunteers to open and lock up were not put back in the key box and therefore presenters were unable to present their show.

SH confirmed that the issue had been resolved.

BM suggested we go back to the previous procedure with the keys in that 1 set are kept in the key box in the cage and only used if the community centre is locked. 2nd set of keys would be kept on the hook beside the sign in sheet. Board agreed this should be implemented and TC will put the set of keys back on the hook and an instruction put on facebook page and emailed to volunteers.

AT - reiterated new volunteer procedure as one member had gone ahead and brought someone in to be on their show without asking for the correct procedure. Confirmed that the correct procedure would be shared with all volunteers.

GC - Informed the board he is taking a break from his Monday programme; currency Mellow Monday, previously Monday Musicals. The board expressed they were sorry to hear that and hoped after a break he would feel he wanted to come back.

AlanT - informed the board he cannot present Breakfast show on Fridays

SH - requested the help of any board members to assist with having a clear out of 'rubbish (old chairs etc) from the office. Suggested there would be old equipment that could be disposed of but agreed to check with CM before any of this was disposed of.

Next Meeting - 26th July 2022

AlanT given apologies