

Midlothian Community Media Association

Minutes of the Meeting of the Board of directors held on Thursday 14th November 2013

Present: John Ritchie, Caroline Crawford, Steve Horseburgh, Bob Miller, Brian John Smith,

David Aird (Full directors) Chris Mackrell 7 Gordon Clayton (Associate directors)

Apologies for Absence: Laurence Reid (Midlothian Council)

Minutes of Meeting held on 19<sup>th</sup> September: Approval proposed By David Aird, Seconded by Brian John Smith.

Business arising (not on Agenda)

a) Clyde repair Bill-Work still outstanding-Payment withheld

Roles of Directors: Bob Miller welcomed to his first meeting and invited to take on role of collator in regard to Disclosure Matters. Bob would contact MVA to see what needed to be done following the changes in the system.

Advertising: Discussion on the issues and the need to ensure reasonable equity to all advertisers while having flexibility to attract new business. An email would go out from Caroline setting out the current advertisers and play frequency augmented by a notice in studio. Caroline would authorise Geoff when Advertisement were loaded into the Library.

We need to be vigilant that the number of advertisements needs to be kept under review.

An approach from a quasi-religious group to advertise was rejected. The Settlement had donated a further supply of T-Shirts.

Taxi companies are still circulating the station in respect of advertising but nothing in place.

The additional revenue between now and the end of the year was very welcome and Brian's efforts were bearing fruit.

Finance: Balance if last cheque clears will be £8614 with £99 VAT due – Clyde Account

Major discussion on the purchase of a new aerial at a cost of £1500 approximately. This would allow vertical and horizontal transmission and may improve signal. It was agreed that John Ritchie ask OFCOM to confirm in writing that it will be possible within the terms of our licence. If all in order, the new aerial would be purchased and installed.

The accountant was working on the cashbook to forward Accounts for 11/12 to OSCR

The 12/13 Accounts are with both OSCR and Companies House.

Brian mentioned that he had attended a seminar where OSCR representative had indicated

That they may accept the accounts in the same format as Companies House but no implementation date given. A historical problem related to a Corporation Tax return had arisen with a £200 fine attached. HMRC accept we do not owe tax but a requested return was omitted. Caroline is anticipating that the fine will be waived. Caroline had attended a training course for Trustees that had help clarify the role of treasurer.

Volunteer Recruitment: Now becoming vital as presenters leave due to work commitments etc. Geoff was offering to use second studio but getting a match between his availability and space in the Centre may be a problem. Gordon would speak to Jill @ the centre. Approaches to existing Presenters to do additional programmes might bear fruit although some members of the Board felt that specialist Presenters were comfortable with what they do without taking on extra work. Chris thought a trawling email to Presenters would be worth

trying.

Scheduling: Chris had prepared a chart that illustrated that the gaps in the day-time schedule were at a level sufficient to cause concern. Additionally, the What's New slot was also proving difficult to fill. Chris had managed to access the 'Admin In-box' where some interest in volunteering had gone unanswered. (This address is on the advert for volunteers)

An up to date schedule on the wall and on the Web-site would be helpful to Presenters/Volunteers.

Protracted discussion without any firm ideas emerging. An improved sustainer system is being developed by Chris and it was suggested that the paid for Advertisements are built in as we are in default of the plays promised when the sustainer covers for lack of a presenter.

While young people and women would be a key target group for Presenters, we need to build up the profile of the station and ensure that full training is offered quickly to allow new recruits to get up to a reasonable standard to go on air. Barry Dickson and Bob Wood were both returning which is very welcome. The quality of our female presenters was acknowledged.

Christmas lights: Chris would put a team together to promote the station in Bonnyrigg.

Volunteer Night Out. It was agreed that an evening meal would be arranged on Tuesday 10<sup>th</sup> December at a Chinese restaurant. £10 per head not including drinks is the cost with MCMA subsidising the event as a 'Thank You'. John to inform the volunteers.

Fire safety: New Action Plan in place. The gate out of the garden to be fitted with a 'push bar'

Concern about security outweighed by Health & Safety.

CCTV- Visual Intrusion to neighbouring estate. Camera angle needs to be adjusted and John said that he would get the split screen reinstated,

Security: The withdrawal of the Janitor was a cause for concern and the dismantling of the Yale lock without consultation left the station vulnerable to someone with the code hiding themselves in the building. However, we should be mindful that the station is unique in having round the clock access to a community centre and that raising issues might result in restrictions. Lone presenters should lock outer door and use fire exit route in an emergency.

AOCB: It was agreed that Russell Aitken should be nominated as a baton carrier for the Commonwealth Games event in Midlothian (Caroline)

Tune-It: Our information on the App is out of date but Chris explained it was also out of our control although he had been in touch with them.

Printing from studio: This facility should work in the normal PC way but there seems to be a problem.

Web-site: Accounts, Minutes and Changes to Articles & Memorandum need to go up.

Gordon will re-send to Chris.

Promotional Material: A Christmas gift package has been put together by Brian.

Volunteers to be asked about willingness to buy fleeces @£15.95-Cost of design £50 which would become property of MCMA for all time.

Watchnight Service: David Aird to investigate what could be offered. Rough and Ready Choir (Newbattle Abbey College) preparing recordings of Carols.

Volunteers sought for Christmas day (wed)

Date of Next Meeting: 16<sup>th</sup> January 2014

