

Minutes of the Board of Midlothian Community Media Association held on Thursday 16 January 2020 held in Newbattle Community Learning Centre @ 7.00pm. Present: Steven Horsburgh (SH), Addie Thomson (AT), Carrie Campbell (CC), Kim Thomson (KT), Gordon Clayton (GC), Chris Mackrell (CM), David Aird (DA), Bob Miller (BM), Tony Conlin (TC), Suzanne Mackrell (SM)

Minutes of previous meeting held on 21 November 2019: Approved on the proposal of SH seconded by AT

CC & SM joining later

AOCB

GC has emailed Gareth Davies from Midlothian Council for more details on any replacement to the Community Learning Centre

SH raised the potential for presenters doing remote broadcasting/recordings and upload files to google drive. Files would require to be loaded correctly.

Correct procedures would need to be followed to reduce risks involved using multiple locations for live broadcasts.

Sustainer will require upgrade - time involved minimum ½ day man hours - CM

SM joined meeting

Alan Thomson interviewing Owen Thompson - Midlothian MSP. Record and Edit for putting on air.

GC, Alan Thomson and Ian Hunter recording Monday Musical Show - to be aired on Mondays from 10pm.

Tesco bag tokens applications are open - KT has application details

Presenter meeting brought up discussion about when news and weather should be played.

Agreed that a poster would be made with the requirements - SH & AT

Current volunteer heard on air talking about a trainee. SH will speak with presenter to have form completed and ensure trainee is over 18.

DA has contact that will make recording of show to recognise the 75th anniversary of summer hostilities in Far East on 8th May.

BM suggested the recording is played Friday mid morning and repeated on following Sunday

BM confirmed CM & DA signed up for Disclosure ; Ian Hunter already has disclosure set up so can be set up for MCMA. Will also set up TC

Disciplinary Update/Volunteer Meeting - Compliance training Ofcom were informed about, after recent Breach, was completed at Volunteer Meeting 11 January

Power Increase next step - CM contacted Ofcom to check progress. Nothing further to report

Volunteer Handbook - to be completed. confirmed this would be held electronically so volunteers would always have access to the latest copy.

content to be confirmed

to be included - volunteers must inform board member of any new members so membership form is completed, membership fee is paid and we follow necessary rules with under 18s

Security - building & Office/studio would be included:

Re security - padlock for cage missing over Christmas period.

CM attempting to check CCTV; confirmed a satellite dish on the wall of building obstructs the view of the CCTV camera. CM will ask Jill Marsh, centre manager, if the dish is still required or can it be removed.

BM has photos of 'how to open/lock up'. suggested they are put up on wall of office/studio but volunteers should be reminded not to have photographs as a background to pictures being put on social media.

CC joined meeting

Newbattle High School connection - Alan Thomson arranging podcasts with pupils from 6 Secondary schools in Midlothian. Make into a competition - Trophy and £50 worth of amazon vouchers to winning group.

Play on air over school holidays and have recordings on web site.

Gorebridge Police Station - CC will arrange for time to go with CM to check if available space would be suitable.

Raised possibility of sub lease from Ellen and apply for grant to refurbish.

Finance

Balance £10,234.50.

TC looking into grants; applying to Groundworks; CC will pass copy of accounts to TC to allow him to complete application

CC has letter from accounts auditor raising minor concerns; if paying salaries set up on-line banking, also commented that minutes are late onto website.

CC will save copy of letter on One Drive

CC also passing copy of accounts to CM

Membership forms - 4 volunteers still not completed membership forms. SH and CM will contact for completion.

Fundraisers

28 Feb - Quiz Night at Gorebridge Bowling Club

24 April - Pig Racing Night at Dean Tavern, Newtongrange. KT has confirmation email from Dean Tavern and Cracklin Rosie

Pop Up Banners

For indoor venues - SH pricing; CM will price, look at & buy

Jackets/T Shirts with BDFM logo - Ian Hunter has contact for merchandising, AT & TC to check with Ian for prices

CM has details of company previously used

BM informed board of letter received from lawyer dealing with Bill Prentice estate.

Bill has left legacy of £5000 to BDFM

BM will contact family to check if there is anything in particular they would like us to use it for.

Next Meeting 5 March 2020