

Minutes of the Board of Midlothian Community Media Association held on Thursday 3 September 2020 held by Google Hang Out @ 7.00pm. Present: Steven Horsburgh (SH), Carrie Campbell (CC), Kim Thomson (KT), Gordon Clayton (GC), Chris Mackrell (CM), David Aird (DA), Tony Conlin (TC), Addie Thomson (AT), Bob Miller (BM)

### Return to Studio

Community centre opening up to Midlothian Council and Childrens Nursery. BDFM allowed access from Monday 21 September and must follow strict rules and guidelines:

BDFM & Midlothian Council produced Risk Assessments and instructions

Presenters will require to sign and confirm they have read, understood and will comply.

KT to send CM details for email. CM will add link to email and AT will forward to presenters that are scheduled to come into the studio.

Any member entering the Community Centre; this will ONLY be Board members and authorised presenters, will be required to complete Track & trace information which will be available to Midlothian Council and BDFM Board members.

Cleaning materials are available for use and instructions on what requires to be cleaned will be provided.

One household policy will apply.

AT will make schedule for 4 week period from 21 September and all presenters will refer to Addie who will have final say.

BM will post on facebook and CM will email to members.

CC will forward sample Track & Trace form to CM

Hour gap between presenters to allow for cleaning and air change - extractor fan not working as it should. SH will contact Centre Manager to ask if Midlothian Council have electrician available to check and repair.

SH will contact Graham Rigby about advertising.

Member Nita Ewart has a new business venture and she approached AT about advertising on BDFM. advised Nita should contact [Sales@blackdiamondfm.com](mailto:Sales@blackdiamondfm.com)

AGM -

Virtual AGM to be held 22 October 2020.

Email/Facebook post to go out to all members by 30 September with notice of date and invitations to nominate new board members.

Notice also to go on website.

CM to confirm how many members can connect via remote access to AGM.

Board Meeting - via Google Hangout - on 15 October to discuss AGM.