

Minutes of the meeting of the Board of Directors of Midlothian Community Media Association held on Tuesday 7th April 2015 @ Newbattle Community Centre at 7pm

Present: Bob Miller (BM) David Aird (DA) Caroline Crawford (CC) Steven Horsburgh (SH) Chris Mackrell (CM) and Gordon Clayton (GC)

Apologies for absence-none

Minutes of the meeting held on 2nd March 2015- Approval----proposed by CM seconded SH

Business arising (not on Agenda)

- a) Cycle event---Lack of communication but apparently going ahead
- b) Police Contact – BM had spoken to Community Sergeant and it was hoped to have ‘on the beat’ back in some format. Agreed to share with Crystal FM. Views expressed that it would be good to have other emergency services making a contribution.
- c) New membership form tidied up by CM and he would put it on the website and also put copies in the office and a notice asking volunteers to sign up by 30th April -2 months in advance of AGM. Suzanne to create list for AGM
- d) Buses: Drew a blank- DA to consider coach companies as an option.

Finance: CC had prepared trial balance, petty cash return and sheets showing ledger entries

GC explained the OFCOM return and the rules on percentages. CC said that the trial balance included a pre-payment for 15/16 and £850 should be deducted from licences. Otherwise it should be submitted.

Volunteer inputs would be recorded but no financial value claimed as it would appear to break OFCOM conditions on other income.

Balance; £7704.01 after receipt of Midlothian grant and payment to Clyde made but not as yet presented to bank.

CC had indicated her intention not to stand for re-election as a Director for work and personal reasons.

The accountant was currently on holiday so there would be a slight delay in approving the final Accounts.

Helpfully, CC agreed to continue with the accounts and hold office until the AGM while SH and BM explore options to find a replacement. CC said the task was not too onerous if just the accounts and was willing to train a replacement to do VAT returns and payments for licences.

Board: SH proposed the co-option of Paul Renwick to the Board as a full Director, seconded by BM

The appointment would run to the AGM when Paul could be elected by the membership.

Schedule: In good shape with some new people in the wings. Sadly Ginny Hamilton would not be returning and the Airds were taking a break to June.

Through the Night:

SH and CM have been working on an idea to produce a themed programme through the night by using the Sustainer creatively and could include a variety of genres at different times. This development was welcomed by the Board and the initiative commended.

Advertising

SH to visit Cupar Ford to try and get them back and up and running.

Valet company end of April. Repair and Restore now in place.

Presenters Meeting: Minutes not yet available but a good meeting with no pressing issues.

DAB Debacle:

CM had done a lot of work but Crystal FM withdrew leaving us high and dry

Equipment

CM outlined improvements in lay-out and equipment to improve the studio.

In terms of the office, a new telephone and broadband system would save money and Board appreciative of his efforts to make improvements and reduce costs. It may be possible to reinstate a text system and CM would try to source a cheap option. SH to cost a TV for news and sport updates.

AOCB

Insurance renewal seems inaccurate-GC to investigate

CC will check PRS letter as we do not think we owe money

Licence extension post 2017-----5 years available but Board may consider widening the area of benefit. New rules on advertising but unlikely to affect BDFM.

SCBN----SH to visit website and make contact with a view to attending meetings.

Costco- CC to find details of card charges

Access to studio: May need to investigate a key safe although Bob and Janet seem happy with the current arrangements.

Emails----The transfer of incoming mail to home boxes was useful but still a problem about sending messages from sec/chair mail boxes.

Keys: set to be returned by Norm Dunk.

Date of next Meeting:

Tuesday 19th May @ NBCL Centre @ 7p.m