

## **Minutes of the meeting of the Board of Directors held on Monday 25<sup>th</sup> April 2016 @ Newbattle Community Learning Centre**

Present: Carrie Campbell (CC) David Aird (DA) Chris Mackrell (CM) Gordon Clayton (GC) Bob Miller (BM from 8.05pm)

In attendance: St. Stuart Aitchison (Police Scotland)

Apologies for absence: Steven Horsburgh & Paul Renwick

As BM had already spoken to Stuart from the Police, the initial discussion was about the contribution of the local police to the station, content, frequency and timing.

It was agreed that the contribution would be live where possible and be fortnightly on a Saturday around 11am with content covering a range of current issues and dealing with local problems and clarifying the law on points where there was the possibility of ignorance leading to infringements.

Stuart will email GC to confirm the arrangement and starting date. It was agreed that both parties could benefit.

Paul Renwick has resigned as a Director due to work commitments and is happy that the slot on Saturday be allocated to someone else. He is still interested and would like to be involved in the future. The other director's appreciated his reasons but accepted his resignation. GC to ask him to sign a letter in accordance with the Articles of Association.

The minutes of the meeting held on 30<sup>th</sup> March were approved: proposed CM, seconded DA

### Business Arising

a) Sustainer weekend feedback: Went to plan with no complaints. One presenter forgot and turned up without getting entry due to BM having the foresight to remove keys.

b) Banners: Design discussed and agreed as similar to car sticker with tag line-CM to email to BM

c) Electrics: Bob Colvin had checked loading and other electrical matters relating to UPS etc. but CM unsure if intermittent problem with lights has been fixed.

d)) Gifts: Vouchers-CC putting it on her 'to list'---Present to Scott should have been passed to him.

e) Aerial Man: deal on work for advertisement agreed. Nicola to check existing audio and decide if new one required

f) UPS batteries: Not yet procured but hope will come through so that they can be deployed to the transmitter as an outage is planned by Scottish Power on 11<sup>th</sup> May 2016 from 10am-4pm. CM will inform OFCOM if he can get the reference number. Possibility that the period of no electricity may be shorter than the 6 hours mentioned.

g) Polo Shirts/Merchandise: Delivered and looking good- CM plans to move stock from Home to Hub once he can get storage into situ and secured

4. Advertising: Two leads discussed but no details as yet. GC will access rate card and try to get words for a brochure/agent to use. Lack of audience numbers still the main problem.—

5. Finance- Bank balance around £5K assuming Council grant is in as advised. Insurance renewal in from Zurich with increase. The balance between buildings and equipment needs adjustment. Zurich were not good dealing with correspondence/calls as we had asked for changes last year. CC will try to get alternative quotes before renewal date. Delegated to CC

Accounts 15/16 would be finalised on receipt of bank statement. The details of the account require

to be confirmed with the bank and CC was going to start the process again to avoid the delays in getting statements.

Signatories: Two out of three persons named below are authorised signatories on all bank Accounts held with the Royal Bank of Scotland

Robert Miller (existing) Chairperson

Steven Horsburgh (Vice-Chairperson)

Carrie Campbell (Treasurer)

External Examiner: W. Hay appointed in place of M Howe

c) Fund raising: G. McLeod is working on a proposed Country Evening at Bilston involving the Texas Rangers and local line-dancers. Hopefully this will provide the nucleus of an audience. Details of fees and ticket prices to follow. Autumn would be the target. Russell Aitken had reported that the proposed football tournament had support but not in the form that GC suggested.

The timing would be late August to September due to work on grounds and would involve youth teams and maybe 'veterans' rather than the first elevens of local Junior Clubs. Newtongrange has offered ground and clubhouse for day and evening for free. Services of referees on offer. Craig and Owen Johnstone (former presenters) had offered a Disco for the evening. While a lot of this was positive and thanks to Russell for the spadework there were concerns that entry charges might have to be low if the competitors are youngsters. Cost of Shield and medals might also be a drain. Members thought it may be more promotional than fund-raising but would await more details at the next meeting.

6. Extension to Licence and other OFCOM matters: CC will prepare projected income and expenditure once the 15/16 accounts are complete. The original declaration forms need details of Directorships and roles in the management of churches and other organisation together with involvement in politics. The Key Commitments set target of 8 hours a day of locally produced material which we exceed by a considerable margin. New Companies House requirements do not affect MCMA

7. Scheduling/New Presenters: Sat am will look like: Sharon Hill 8am-9-30am, Ed Witkowski 9.30-10-30 on Weekend Works, Moira Clayton 10-30-11am & 12-1pm GC with Sat. Matinee including the police input 11-12noon. SH had invited bids for Sat. Eve slots but no details available if anyone had responded to date. GC to mail trainees not in the fold. Concern about one presenter and it may be that a note be kept of shortcomings for future reference. GC to advise SH

8. Political Coverage: Second 'Meet the candidates' on 30<sup>th</sup>. Napier Univ. will provide a link to their election coverage which we would take –Midnight to 6am on 6<sup>th</sup> May with Geoff waking up Midlothian with a special election programme. CM will provide a programme on the desk to help GC oversee the link and ensure output is maintained.

9. AGM-27<sup>th</sup> July 2016 @ Newbattle CEC 7pm for 7.30pm

Membership Subscriptions will remain free for the forthcoming year.

Renewal of membership to keep list current will be required by 27<sup>th</sup> June

Full Members wishing to become a Director need to send in a letter/note of their wish to stand for election with the names of a proposer and seconder who also must be full members. These letters to the Secretary must be received 7 days before the AGM---CM to advise on website and Facebook.

Consider marking the contribution to the station by one volunteer (-re-visit at next meeting)

Audio-CM Name tags CC-membership list from CM

Presenters' Meeting proposed for 9<sup>th</sup> July at centre 10.30---12noon CM to advise

10. Equipment-Software Update: The update had been installed without any significant problems. Some minor matters to be resolved---CM was in touch with Clyde Broadcast over one issue but will try to sort them out ASAP. As usual CM's technical expertise and time was appreciated. Listen Again facility internal due to licences issues. Presenters directed to Mix cloud who take that responsibility for any licences for music played.

11. AOCB:

DA: will follow up possibility of Faye Lenore contributing to Bill Prentices programme.

Will cover Midlothian Volunteer Awards, Recording walk with Lord Lieutenant for Heart of the Matter. GC & DA attending Lasswade Careers Day in June

Galas: Mayfield at the moment is the main commitment (4<sup>th</sup> June) with Gorebridge and Dalkeith in the offing but details are awaited. CM to seek volunteers including those for beginning and end of the day!

Stepping Stones in Bonnyrigg: BM to liaise re publicity for the group

Licence Extension: As BM may not be contactable easily for 5 weeks, CC will circulate accounts and financial projections by email to get acceptance without a meeting with a view to progressing the application for the 5 year extension in the near future with the hope that it will be granted by OFCOM in time for the AGM

12. Date of Next Meeting: Monday 13<sup>th</sup> June 2016 @7pm in Newbattle Centre

