

Minutes of the Board of Midlothian Community Media Association held on Saturday 21st April 2018 held in Newbattle Community Learning Centre @ 10.30am

Present: Bob Miller(BM), David Aird(DA), Steve Horsburgh(SH), Matthew Ronaldson(MR), Carrie Campbell(CC) & Gordon Clayton(GC) Addie (AT) Chris Mackrell (CM)

Apologies-None

Minutes of the Meeting held on Monday 19<sup>th</sup> March 2018- approval proposed by MR & SH

Recruitment of BDM: There were 5 candidates. After discussion, it was agreed to interview 4 . The plan would be to start at 9.30am on Saturday 28<sup>th</sup> April and there on at hourly intervals. MR will meet the candidates who will go in front of a panel of 3 chaired by BM with AT and one of SH/CC. Potential questions were already on Drive and all Board members were invited to contribute by 5pm Wednesday. The main complication will be getting a suitable evening if any candidates cannot make it with exactly the same panel.

GC to contact candidates including the rejected one.

Business Gateway had withdrawn their offer of HR advice due to change of job remits. However GC and CC had collaborated on a draft contract and CC had started to develop a comprehensive Staff Handbook which would have the potential to double as a Volunteer handbook.

Business arising from Minutes of 19<sup>th</sup> March 2018.

No apology from the owner of Esk Valley View for his no show at the last meeting

Studio Changes: Time pressures plus the complication of the office PC needing rebuilt had caused a delay.

CM & AT agreed to work together in studio down time . As Brian D. on a Saturday was giving up after 5<sup>th</sup> May so a Saturday evening might be a possibility.

Cabinet had gone to recycling and batteries to follow to-day.

Police Messages: No Update

Contingency Video: Members will be able to view on drive. CM distributed a diagram explaining how transmission will work.

PC rebuilt -thanks to CM with Office package to be installed.

Printer donated through CC had been enhanced and was working well in the office. A 2<sup>nd</sup> printer of the same make would become available and will be held as back-up.

Transmitter: Equipment had arrived and was being built in advance of going up to medical centre. Still a lack of paperwork from the owners and approval from OFCOM but hopefully both will be a formality.

Finance: Bank balance was £26 K of which £24K is restricted funds. AT had met with David Gillan who had donated £700 to the Association.

Equipment: It was agreed that the cabinet should be delivered direct to the medical centre. BM asked that the Practice manager should be advised. It was agreed to purchase the transmitter from Broadcast Warehouse despite the rise in price(different model). The Portable was with Clyde and we will get a refurbished unit for the quoted price.

There had been some damage to the studio desk which led to a discussion on the merits of CCTV in studio:

Pros included protection of equipment and safety of lone workers

Cons included legal issues and protocols to ensure the protection of presenters and the Board.

GC felt strongly that the consent of the membership should be sought and that the AGM might be an appropriate time to consult.

Presenters Meeting/issues : As yet no concerns or agenda items have been submitted and 14 presenters have shown interest. It was suggested that some new presenters would just like to meet fellow presenters so a 'Bring your own mug' event was proposed for either Saturday 5<sup>th</sup> or 12<sup>th</sup> May. BM to consult on which morning. The Facebook work page had been used to express some strong and personal comments that were out with the spirit of the page. As a result an informal meeting was held by BM & SH with one volunteer who had issues about the way the station was run and he was told that he should not be 'championing' other peoples issues and direct any of his own through the proper channels. He did apologise if his comments had been received as criticism of the Board and clarified what he had meant. It was agreed within that meeting that a line had been drawn under the matter. Some Board members felt that this could have been within the disciplinary procedure but that had not been the view of those attending the meeting on 19<sup>th</sup> March. The description of the work page was that it was a friendly means of communication of items of interest to the body of presenters and it was agreed to add Kim Thomson to the Admin. Team to support Moira Clayton so that inappropriate posts could be deleted at the earliest moment.

The issue of Jingle 'ownership' still seems to cause concern. All material in the Library is technically the property of MCMA but some common sense and manners would help smooth matters such as asking whoever had provided the jingle. Any jingles that are for exclusive use could be kept on a pen drive or labelled within the Library needs to be clear to avoid misunderstandings. Advertising: Itihaus is a possibility which SH will follow up

Grant Applications: Funds received from Council----Calor: we are not eligible. Scotmid-Laptop etc for BDM post----GC & MR to supply CC with membership numbers- Danielle Rowley MP to act as referee

AT to donate Gazebo and contact based at McSense may 'brand' it at low cost.

AGM date: Thursday 26<sup>th</sup> July

Galas: Agree Danderhall as well as Gorebridge on same day- CM to G/B and Bruno to the new venue.

No approach from Mayfield who did not make the promised donation. Agreed that we do not provide a service without the donations for last year and this year.

AOCB:

New Journalism student, Rachel Mackie will start in May

Succession Planning for next agenda

Potential changes to Memorandum of Association to be discussed at next meeting

Keys to Hub: To be provided to Bruno to facilitate the moving of equipment for events.

Date of Next Meeting; BM is away from 18<sup>th</sup> May and AT not available 11<sup>th</sup>-25<sup>th</sup>

GC to send meeting options to Board