

Minutes of the Board of Midlothian Community Media Association held on Monday 19th March 2018 held in Newbattle Community Learning Centre @ 7pm Present: Bob Miller(BM), David Aird(DA), Steve Horsburgh(SH), Matthew Ronaldson(MR),Carrie Campbell(CC) & Gordon Clayton(GC)

1. Apologies: Addie (AT) Chris Mackrell (CM)

CM had been held up in London and sent an update by email.

G. Chadwick of Esk Valley View had been invited to discuss possible collaboration but did not attend

2. Minutes of previous meeting held on February 15th: Approved on the proposal of MR Seconded by DA

3 .Business Arising:

- a) Studio changes-----delayed-will require purchase of 2 smaller keyboards. It was suggested if CM could establish a link between the website and Community News
- b) Cabinet-Still ready to go but BM reluctant to clear a path without knowing what was in boxes.
- c) No movement on Police Messages—GC meant to send reminder and will do post meeting
- d) Contingency Video-CM will bring to future meeting
- e) Caledonian Media- 2 programmes had been broadcast but none had been received since. CM asked that we do not agree to any more pre-records meantime.

4. Transmitter: OFCOM approval pending as was final documentation from Building Owners. Planning permission not required. Costs to be sought for tree removal after Council agreed that they could be felled as long as native trees were planted.(GC)-The Board agreed that initially we should test the equipment and only if it did not work effectively then we should pay the charge or ask Councilor Hackett if it could be waived.

5. Finance: Reports to Companies House/OFCOM both in. OFCOM require some supplementary information (CC) End of year Monitoring form for Council Grant due in April GC to let CC know what financial information required. CC would use information from Aviva application to target Scotmid Fund and if the information requested by CM comes in from Clyde then that can be part of applications to other funders such as Cala together with some of the costs not covered by the Community Radio Funding for the post of BDM. Race night had been very successful but the donation from the Skababs night was still awaited.

6. Equipment: Supplier being awkward over means of payment. Electrical work pending and will be carried out by the council. Unlikely that batteries in emergency system will be provided.

Office Pc had not survived an outage but the extent of damage not known to CM returned. The printer kindly supplied by CC did not have a network card and probably not suitable for our purposes.

7. Business Development Manager: The Job Description document was discussed and amendments to be made (GC) The Post will be advertised in S1 Jobs if they agree to a discounted figure of £250. Universal

Job search is free. The advert to go on our website, the BDFM Facebook page and MVA Newsletter. recruitment@blackdiamondfm.com has been set up to receive applications other than the S1 system. An assessment day was agreed as Saturday 21st April, one day after the closing date. The interview process will include a task and a formal interview. SH to come up with a task and CC to devise some potential questions. It was agreed that a test of communication, numeracy and I.T. skills could be used before a final decision was taken. As the post is temporary, there would be no complications if the person appointed had to be asked to leave.

8. Newtongrange masterplan: The plan as outlined by senior officers made it clear that Newbattle Centre and Newtongrange Leisure Centre would be replaced by a smallish Community Hub with existing groups encouraged to go to Community Campus if they cannot be accommodated in the Hub. It was suggested that the Easthouses PS planned for 2020 would provide childcare facilities. Representations have been made and the Centre management committee has been informed that the masterplan will not now go to the Council on 27th March 2018.

It is hoped that a re-think is being undertaken by officers and/or Elected members.

9. Advertising: 'All about Bathrooms' at Eskbank are planning to take a 'Heavy' campaign for 12 months.

As this would bring in £1K-SH proposed that we absorb some production costs to get 2 or 3 versions made that in themselves would be a good advert for BDFM as an advertising vehicle.-Agreed

10. Employability: GC had participated in 4 webinars on the subject and while SHMU in Aberdeenshire were finding it lucrative, they had built an infrastructure beyond our capabilities. If MCMA were to be involved it would require a partnership with say Heavy Sound and Lifelong Learning and Employability at the Council.

11. Presenters meeting: BM would seek opinions as to desirability of holding a meeting among the volunteers together with suggestions of day of week and an anonymous box for possible agenda items.

The Facebook work page was not appropriate for the airing of grievances and these should be directed to the Board. (See AOCB)

12. OSCAR had asked for a review of policy on protection of Children and Vulnerable Adults. It was agreed that the policy adopted in 2016 was still fit for purpose but will be reviewed annually. An email address will be set up to receive concerns (CM to be asked) and a notice on office wall will be displayed (GC). The policy should be added to the documents available on Website. Transparency was a theme of their advice. Accordingly any member subject to disciplinary action will be named in the minutes of the Board meeting where the decision was taken.

13. AOCB:

a) Newtongrange Gala Day----We would not take part in parade

b) Ownership of Jingles or other material uploaded to the library. This was covered in the Volunteers agreement. Anyone wishing exclusive use of material could use their own clean USB stick

c) Children in studio/office: It was agreed that this was not ideal unless the child was contributing in a meaningful way to the programme. All under 16's should be supervised and it was difficult to do so when broadcasting. However it was recognized that sometimes parents cannot make childcare arrangements at short notice. It was agreed that children over eight years could on occasion be in the studio/office. It was the responsibility of the parent to arrange a quiet activity that did not involve the office computers. Children under eight could be in the office under the supervision of an appropriate supervisor. The studio rules about food and drink apply to children as well as Adults.

d) Volunteer offer: MR said that Louise Sullivan had offered to help the Association in any way.

As LS has experience and a qualification in administration, it was suggested she might provide support to the BDM when in post.

f) Heart of the Matter were establishing a website-----A link to BDFM website would be good
DA/CM

g) Continuing support to TD1-----Discussed whether OFCOM might be critical of BDFM for providing morning programme to Galashiels as it was like a repeater signal. It was felt that the onus was on TD1 to be upfront about the number of hours locally produced when they completed their annual finance report to OFCOM.

14. Date of next Meeting: Saturday 21st April 2018---including Leeting for Interview—10.30am @ Newbattle Community Centre.