

Minutes of the board meeting of Midlothian Community Media Association held on Thursday 19th September 2013 @ 7-30pm Newbattle Community Centre

Apologies for Absence: Bob Wood, Bob Miller Chris Mackrell Caroline Crawford & Laurence Reid

Present: Brian Smith, David Aird & John Ritchie,

In Attendance: Gordon Clayton(Company Secretary)

1.Election of Office-Bearers:Postponed to the next meeting due to numbers attending.

2.Associate Directors:Chris Mackrell, Gordon Clayton invited to serve.

Company Secretary: Gordon Clayton to continue in the role.

3.Roles & Responsibilities: Brian Smith (Advertising) Need to get a Director to be responsible for dealing with PVG/Disclosure matters.

4.Finance: balance around £7K---- Over the summer, licences including £1K to PPL

and the provision of UPS to provide back-up in power cuts had been purchased. Gordon suggested that some of the money in the bank be earmarked as reserves.

PC replaced in office. Clyde bill still outstanding but the repair not complete.

5.Equipment: Discussion on some of the issue that had arisen over the summer.

A fan had been replaced and some problems caused by over zealous tidying and cleaning had caused disruption. Monitors to be doubled up and possible change of lay-out to improve efficiency. Powder extinguisher required in case of electrical fire.

6.Advertising:Issues around non-payment to be resolved. The income from this source had funded replacement equipment. Brian Smith outlined a number of leads including

an aerial company, private hire companies,soccer centre etc. It was agreed to accept United Hire on a deal including a journey per week and only have one company of each type. Discussion on a regular quiz with prizes from a local company took place.

John Ritchie reported on success of a 'name that tune' slot on the Seniors Hour and the the number of telephone calls generated. Restaurant vouchers might be an alternative prize. Brian Smith would give these ideas active consideration.

7.Scheduling/Recruitment: The pool of presenters was considered to lack sufficient depth especially if any existing people left. There was discussion on staffing issues and John Ritchie agreed to talk to the individuals concerned. It was important that a Community Radio station was open to embracing and training local people to become involved in their station. Re-instating training and promotion of the station through attendance at the galas was seen as a priority. Brian Smith agreed to get prices for promotional materials. Fleeces could be offered at £15.95.

8.National Developments: A paper being prepared to support a Scottish news service.

9.Centre Access/Staffing: Day-time Janitorial cover withdrawn. A keypad system may be introduced. The centre co-ordinator was only part-time and CLD workers appeared to pass through rather than be based in the centre. While this may not affect the operation of the station it could lead to problems for the centre as a whole. Discussion on our needs for more space and Gordon will broach the subject with the management committee.

10.Date of next meeting: Thursday 24th October 2013 -Newbattle Centre 7.30pm

