

Minutes of the meeting of the Board of Directors of Midlothian Community media Association held online on Monday 16 May 2022

**Present:** Steven Horsburgh (SH); Kim Thomson (KT); Chris Mackrell (CM) Gordon Clayton (GC); Tony Conlin(TC); Carrie Campbell (CC)

**Apologies** Bob Miller; Addie Thomson; Alan Thomson

Minutes from previous meeting not available; KT confirmed they would be available by next meeting

### **Technical Update**

CM advised phone and broadband order not done yet. There is an outstanding fault on the print network. CM will try to get to station to fix.

Playout1 licence due for renewal. Board already approved by email. Cost is £963.21 (including VAT) due 31 May

Licence also includes support. CM sending details to CC who will pay straight away in time for renewal.

Webserver has been updated. Virtual server PC was donated by AT & KT.

CM has updated the BDFM logo - much clearer now.

Another radio station, Aive 107.3, has Synergy equipment & MPU and has offered it to us. Could be good for spares; CM checking the cost, if any.

SH thanked CM for updating the logo; this would have been very expensive to have completed externally

SH asks if the name on RDS (car radios) can be amended to Black Diamond (eg) to make locating the station easier. CM confirmed RDS can be a maximum of 8 alpha/numeric characters, including spaces. CM advised the importance of presenters giving station name and frequencies; including playing jingles

We can register the station URL on Radio DNS; so always have access to FM, DAB and internet

### **Finance**

CC confirmed accounts sent to Ofcom a little late; submitted by the 2nd deadline given.

balance in bank is £16427.15

Diva web invoice to be paid. SH will pay and CC will refund SH. Ford group have been invoiced for latest tags.

CM has asked CC to provide finance forecast before she stands down as Finance Director.

CC advised by HMRC VAT submission is now to be digital. CC submitted last file and will submit first electronic file before standing down.

CC has set up Quick Books for accounts; added to her own account at a cost of £1 per month; legacy from Carrie!

CC also confirmed sales of merchandise; mugs etc, require to be recorded correctly

SH advises us we are eligible for card readers to receive payments. Board agreed this was a good idea as nearly everyone makes/takes payments by card.

In a fixed location with wifi this would be ok; at external events (eg) if a member is willing to tether the reader to their phone hot spot then it can be used. Fee of 1.9% on payments

### **15th Birthday**

SH advised press release written by Malcolm Cox, from North Shields. Content was provided by SH  
Press release circulated by Aydan Butt to Evening News and Midlothian View.

Open Day to be held on 21 May at Community Centre. AT & KT have arranged for bouncy castle and GC has advised to check on public liability insurance. CC will check with broker and come back to Board with their response. Also have face painting, tombola and teas/coffees. Brunoj has designed poster which has been distributed across Midlothian.

Owen Thomson, MSP, is hoping to open up a debate in parliament for the 15th birthday and also hopes to attend the open day.

TC has contacted all businesses in Midlothian View to invite them to open day.

### **Events**

Bruno is posting on facebook page about dates of events and asking for volunteers. He has requested we email the details also.

### **Presenters Meeting**

Board agreed we should have a meeting. CM wil put up post and email volunteers to ask which date/time suits and if volunteers prefer in person or remotely.

General consensus from the Board is for a face to face meeting

### **AOCB**

**CM** - Contact from Radio Today; speak to them about 15th Birthday. CM will pass to SH

Membership list - checking everyone submitted form. CC will update list on shared drive with amount paid. Query about Heart of the Matter team. - no members on membership list.

Amazon updated how smart speaker works. Can now say 'Play Black Diamond FM'

Raising £350 from Gala Days/events this year. Lack of giveaway items - fliers, car stickers etc.

SH would like to make items eco friendly

**TC** - would like to do more community awareness. Be out and about in the community meeting the listeners/potential listeners

**SH** - suggested we have tombola at Gala Days; raise funds. Have quality items as prizes. Would require a lottery licence and also pay for stall at Gala Day.

Suggested we discuss further at Volunteer meeting.

**TC** - Jill at Community Centre has advised TC of date for AGM for Centre Management. Suggested TC join Management Committee. TC is happy to do this so BDFM can keep in touch with what is happening at centre since Gordon & Moira Clayton stepped down after many years being part of the committee.

**GC** - raised concerns about being in breach of key commitments particularly with a shortage of local content.

**SH** - Graeme has arranged for ads for 15 year anniversary.

Found missing keys. SH asked who would like to have the 2nd set; TC confirmed he would take them

Well done to TC for showing round Owen Thomson and telling him about the history of BDFM

Well done to CM for press release

Well done to all that organised 21st May open day

KT to send copy of basic schedule to SH

**Next Meeting - 21st June 2022**