



Monthly Meeting - Draft minutes

5th January 2012-01-11

Present – George Brebner, Gordon Dunlop, Peter Greig, Carolyn Venters, Raymond Christie, Alan Sanderson.

Apologies – Doug McKelvie, Elaine Smith, Steve Holt, Chris Ann Holt.

Absent – Bill Pirie, Ian Hunter, Louisa Greenwell.

Previous minutes approved by Peter Greig and George Brebner.

Chairmans report – Alan Sanderson

It was proposed that as these meetings are open to everyone, the minutes should be named as monthly meetings rather than board meeting. Carolyn to action.

Alan proposed that directors who do not attend meetings regularly should be automatically removed from the board. He suggested missing four in a row is taken as resignation. This would need to be approved at AGM so will be raised again nearer the time.

It was decided rather than ask departments for reports that the time would be used to commit each department to producing an action plan with a deadline. Other project plans are to be attached to minutes so everyone can see what is required of each department.

Secretarys report – Carolyn Venters

Nothing to report

Treasurers report – Chris Ann Holt

Mearns FM

Cashflow

Account No.: 00607144

Date	Details	DR	CR	Balance
31/12/2011	Brought forward			865.03
28/06/2011	Scott Wallace - Chq 80	57.85		807.18
	Aberdeenshire Council		300.00	1107.18
				1107.18
				1107.18
	Converged	131.94		975.24
	Close Premium	70.80		904.44
	O2	10.00		894.44
	RBS Credit Card	32.00		862.44
	Charges	6.58		855.86
	PRS/MCPS	257.57		598.29
				598.29
				598.29

Monthly Commitments

Converged	131.94
Close Premium	70.76
O2	10.00
RBS Credit Card	32.00
Charges	5.00

249.70

Quarterly Commitments - Oct, Jan, Apr, Jul

PRS	200.10
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MCPS

57.47

257.57

In addition – Money is urgently needed and everyone needs to help with fundraising. Gordon is to approach Gourdon and Johnshaven Churches who have expressed an interest in broadcasting on MFM and would consider donating.

Sales – Doug McKelvie/ Raymond Christie

Raymond proposed a simple price for advertising of £60 plus £30 to make the ad. This should be printed on a flyer and distributed to local businesses.

The existing advert for sales advertising needs to be changed. It was agreed that a new one would be purchased.

Actions for sales team

- Simple leaflet with prices to be printed by 20th Jan.
- Leaflets to be distributed by 6th Feb
- New advert to be produced by 6th Feb

Events – Gordon Dunlop

Action

- Inventory outside broadcast equipment
- Crosscheck what has been purchased and what is on loan by 6th Feb.

Scheduling – George Brebner

George has been working on the music database making sure that files are in the correct format, checking for bad language and tagging who brought the music in for copyright purposes.

Action

- Procedure written for adding tracks to music database by 6th Feb.

Human Resources – Alan Sanderson

Action

- Volunteer policies to be ready for board to read and approve by 6th Feb.

AOB

Planner in studio where all monthly meetings, AGM, events, team meetings etc should be entered so everyone can be aware of what is happening.

Outside events discussed, commitments to fireballs and Olympic torch are made. Gordon to decide which other events MFM should participate in. Discussions followed on charging for MFM services and if stalls for fundraising were possible. It was felt that if arranged in advance it might be easier to get more MFM members involved in helping out.

Charging for membership of MFM was raised as a way of raising money. Peter stated that other community radios do this. Another possibility was charging in volunteer hours rather than cash. Was felt it would have to go to AGM and would need to be discussed again nearer the time.

Protection of Vulnerable Groups certification was raised. Discussions as to who needs it and whether everyone should have it. It is likely that this would incur a cost to MFM. Peter to investigate further.

Next meeting is 6th February in Town Hall committee room at 7.30pm