



Monthly Meeting Approved minutes

Monday 6th Feb 2012

Present – Alan Sanderson, Raymond Christie, Gordon Dunlop, Steve Holt, Carolyn Venters, Doug McKelvie, Peter Greig, George Brebner, Ian Hunter, Steve Holt, Billy MacKenzie, Tony Langdon, Louisa Greenwell, Chris Ann Holt, Elaine Stenhouse.

Apologies – Elaine Smith, Tom McPherson

Previous minutes – approved.

Chairman report - proposed a monthly meeting procedure. Dates for meetings are set in advance so apologies should be given in advance. LG raised matter from previous meeting about the possibility of removing directors for non attendance. CV stated that this was already in the Articles of Association.

No reports had been requested and as was done previously, the meeting would be again used to set action plans for next meeting.

Secretary report – Carolyn Venters

Carolyn asked whether the changes to the Articles made in Sept 11 had been notified to the appropriate bodies as she had no record of changes. AS stated this had been done by previous secretary.

Some membership forms have been found.

New membership form produced by Elaine for everyone to approve.

Treasurers report – Chris Ann Holt

In addition, Dizzy and Darren raised £800, BAA are donating £1250. However, large bills are coming due. CAH asked for an electric meter reading from Collardo.

SH and TMcP would like to set up a small group to look at funding possibilities and need a volunteer. IH volunteered. LG has a niece doing further studies and being part of this group could help her studies and help MFM source funding.

Events – Gordon Dunlop

Inventory of outside events equipment done. Still waiting for feedback claiming any personal items from members.

Booked and confirmed St Cyrus Gala. A charge had been mentioned in principle and this seemed to be acceptable. Discussion on what should be charged then followed as different events incur different costs.

LG – suggested advertising before gala and broadcasting interviews and charging for this.

AS – Community radio should advertise any local group whether charging or not.

SH – Some groups do not fund raise.

GD & DMCK – to discuss possibility of a paid advert.

Discussion on whether we would have a stall at the Gala and if so what kind and who would staff it? Volunteers required!

For Action – GD to bring an event proposal to next meeting

Sales – Doug McKelvie

Professional ad is £35 not £30 as mentioned at last month's meeting. £60 gives various air time packages. In house produced ads only for community groups/events unless they are sponsored for a professional ad.

DMCK requested a sales budget but there is no money available. GD proposed 15% of airtime sales given back to sales team and this was approved.

RC has started to put advertising flyers into businesses and will follow up in a couple of weeks.

For Action – Professional advert for MFM to be produced and distribution list of businesses to be completed by next meeting.

Communication – Louisa Greenwell

LG is in the Presbytery and is spreading the word of MFM and the church broadcasts. Johnshaven and the Baptist church have been in touch, Dunnottar is thinking about sponsoring an hour and Fetteresso is very supportive. Several other churches are interested in being on air.

For action – LG to meet with AS for training before next meeting.

LG to propose a method for everyone to log what they have been doing for MFM. (See AOB)

Transmitter – Ian Hunter

Damage to aerial and electric box at Collado due to bad weather. Raising the mast is difficult as no one seems to be available in Scotland. May need to use Ofcom. Billy will try and borrow a cherry picker to straighten the mast in the meantime.

For Action – Produce a proposal for lifting the aerial using most costly option for next meeting.

Studio – Steve Holt & Tom McPherson

Trying to tidy cabling and rewire studio without spending money. SH doing an internet session on how to apply successfully to the Lottery.

LG raised concerns about security in the studio. SH replied that because it is a council property we are unable to do anything about this. However they have agreed to a new lock on the side door which would allow access for MFM and all front door keys would be returned. New keys would be given out for a £5 deposit which would cover the cost of the keys. Due to a mix up the council are now asking for £200 not £100 for this lock so SH proposed he approach the Town Hall Trust and ask them to pay £100. This was approved.

For action – Discuss cost with THT and liaise with council.

Scheduling – George Brebner

Procedure for adding music to database presented for approval. AS to put it on website along with other new policies for everyone to read at their leisure. Any comments to the Board, no comments within 2 weeks and they will be adopted.

For action – Autoplay list scheduling, configuring autoplay lists and procedure.

AOB

Coop internship – A meeting is required with all those involved in project when Phil Mills-Bishop returns.

Ofcom commitment- due to be revisited by end of March. AS, PG, CAH and CV do review as soon as possible.

LG asked if interested people can sit in on a show with them. This is acceptable.

Ken Venters has offered to return to help with training and HR policies, this was accepted.

Drop box – is a site for saving and sharing information. Go to dropbox.com and follow instructions. Email Alan at alan@mearnsfm.org.uk and he will grant access.

IH raised concern that a lot of people are doing a lot of work for MFM such as recording outside events, but there is no where to log this sort of information which could be helpful when completing Ofcom reports or applying for funding. LG given the task of finding a way to document this information.

DMCK raised concern about the issue of having two websites and whether it is necessary. Alan Craig is currently working on amalgamating them.

LG reported that when speaking to people about MFM she had been asked some difficult questions which she answered but in the event of not knowing the answers was it appropriate to tell someone to get in touch with SH or AS. They both agreed that it would be appropriate.

DMCK asked what was happening with the Olympic torch day. The answer was nothing at present. It was felt a small group should convene to look at MFM being involved. GD and SH volunteered, others still required.

Holyrood reception for community stations being held on 6th March. All members to be emailed more details, anyone wishing to go let SH know by end of next week.

Disclosure – PG asked to we want MFM to be registered with PG as named person. Board agreed we do. PG meeting with Sarah Bayliss of SCBN.

Next meeting 22nd March 2012 at 7.30pm in Town Hall.