

Monthly meeting – unapproved minutes

Thursday 19th April 2012

Present – Ken Venters, Gordon Dunlop, Raymond Christie, Ian Hunter, Doug McKelvie, Peter Greig, Carolyn Venters, Alan Sanderson, Stuart Campbell, George Brebner, Tom MacPherson, Elaine Smith.

Apologies – Louisa Greenwell, Steve Holt, Chris Ann Holt.

Previous minutes – not approved as not everyone had seen them, will be brought to next meeting after distribution.

Chairman – disciplinary had been conducted appropriately and with Chairmans approval. The issue is the lack of policies and procedures and we need to get them in place.

Secretary – Ken Venters and Louisa Greenwell are officially directors with Companies House. Working on updating the membership list, may take a little while to get it up to date.

Treasurer – The bank account balance at the end of April will be £753.13. I have received £180 (included in April total) sponsorship from Doug and all outstanding bills have been paid. The £2000 donation expected from Nexen has not as yet been paid into the account. The direct debits for May will total £249.70 and our next big bill is the Ofcom licence of £750 due to be paid in June.

£1000 is expected from the COOP for the internship project.

Human Resources – KV spoke through the policy. Proposed that all presenters, new and old, should go through training on new policies and procedures. He volunteered to undertake this training.

Alan suggested that anyone on witnessing poor conduct can activate the complaint/ disciplinary process.

All directors present accept the responsibility of disciplinary duties.

HR policy to be put in Dropbox, everyone to read it and respond to Carolyn with any changes or whether they accept it as it is.

PG commended KV for his hard work in putting the document together.

Events - Gordon Dunlop

Another event has come into the event's calendar, The open air pool team has asked if we can open the pool on the 26th May, still awaiting times from the committee. Have not agreed any prices but I feel we should maybe try and get prizes so we can try and run competitions.

We had a trial run with Johnshaven church committee, they would not allow us to broadcast this, as they felt they had too many mistakes within their service, but once I had edited the recording it sounded excellent.

They are however requesting another service to be recorded, but personnel I feel a little let down.

Questions have been raised over the feein market, we have been chased a number of times by the Lions group and this looks highly unprofessional. The events team must make a decision and respond to the Lions asap with this decision.

After discussion -Outdoor pool – interviews only.

Feein Market – table £75, bottle stall, cake stall, guess the bear

St Cyrus gala – 23rd June

Fireballs

Shaveathon – 30th Nov

Fundraiser with THT and Befriend a child – 28th July

Harbour Hi Jinks is a possibility.

In addition – Microphone had been lost after an outside event. Discussion around a procedure to prevent this happening again, will need two people to check

ACTION – Gordon to write a procedure for checking equipment into store after an outside event.

Technical Transmitter Department – Ian Hunter

Boggarty Aerial Upgrade

Tony and I have done a check on what is required at Boggarty

We have a pole and sufficient cable for the installation.

We will require

An aerial with carriage will be around £130.

We will allow £30 for fittings.

Loft flooring to make the floor safe. A £100 worth should be fine.

A grab bar at the top of the steps needs to be installed for safety reasons. £20 should cover that.

So we are looking for around £280.

We must however get the use of a cherry picket as trying to do it from a ladder would be dangerous.

The work should take around 2 hours on site

Nothing has been bought yet as I understand we are trying to get a contribution.

OTHER – PG spoken to Groundwater and they are willing to help with cherry picker if they are given a few days notice.

Round Table have agreed to fund transmitter and barrix box.

KV volunteered to help with the flooring.

Board agreed to proceed with the work, Ian will organise.

Sales – Doug McKelvie

3 sales completed and another 3 potentials.

Indian restaurant are interested in sponsoring a show with Indian music.

Have BAA been given a letter of thanks? AS to check. Could they be given their logo on the bottom of MFM website as a sponsor? Agreed by board.

Training Department – Elaine Smith

Catriona Yule & Haworth Hodgkinson will cover my show for the summer, so they will submit volunteer forms and I will train them over the next few months.

A training sign off sheet has been produced and is included in the HR pack.

I have received no other requests for training.

I was wondering about offering presenters a bit of coaching in setting up & managing a FB page for their show over the next few months, unless you have any more pressing training needs in mind?

Scheduling – George Brebner

Update on two people he has been training over the last month.

Michael Gordon: Has sat on with me on my show once and has done his own slot with me mentoring on 12/3/12. I will continue to mentor him for the next couple of weeks and review the situation then. He is doing a rock show called “Rock Lobster”, Mondays 8-9 initially, then 8-10 once he is confident. Membership form completed and left in off air studio. Progress has been very good.

Tom Heavens: He has sat on with me on my show on 14/3/12. He will start his own show on Tuesday 20/3/12 at 9pm called "That 80s Show". I will mentor him through this and for the next couple of weeks, although he is in the media industry and he probably won't require much more mentoring after that. The only training that was required was on the use of our equipment and software. Programme production will not be an issue. Membership form completed and left in off air studio.

Religious programmes set up to run automatically.

Online forms available for reporting poor quality tracks, bad language in songs or mistitled tracks so George can take appropriate action.

AOB

KV – elections special in Town Hall on Wed 25th April to be broadcast live on air. Anyone willing to help please contact Ken.

Potential new presenter in Lawrence Kirk interested in doing a show for Polish people and people new to the area.

Board members met - resignation of Billy Mackenzie was accepted by all.

Next meeting 17th May 2012 in Town Hall at 7.30pm