



Board Meeting Minutes

Monday 26th September 2011, 7.30pmm
Stonehaven Town Hall

Present: Alan Sanderson (Chair), Peter Greig (Vice Chair), Gordon Dunlop, Steve Holt, Tom MacPherson, George Brebner, Ian Hunter, Alan Craig, Louisa Greenwell, Elaine Smith

Apologies: Carolyn Venters (Secretary), Chris Ann Holt (Treasurer), Doug McKelvie, Raymond Christie, Bill Pirie

Open: Alan opened the meeting and welcomed everybody; he thanked everybody for putting themselves forward at the AGM and stated it was great to see so many people taking an active interest in the station.

Finance: Alan presented a cash flow report prepared by Chris Ann this showed that with the current cash at the bank minus our commitments due this month shows we will be around £600 overdrawn by the end of the month. Alan also presented a cash flow report based on last year's accounts; this showed that we need around £800 per month just to cover the very basic costs of running the station. A small discussion took place around fundraising and income, SH mentioned that an advert invoice was outstanding, AC mentioned the collection tins that required emptying and AS mentioned £500 award due from Wood Group. Alan highlighted the need for everyone to consider the issue and the need for everybody to work together to look for ways to address this.

Action: SH – Chase outstanding Invoice, AS – Find placement of fourth collection tin and ensure they are emptied, AS & CAH to follow up with Bill re Wood Group donation, All – Look at ways of addressing funding.

Dept & Project Plans: Alan put forward a template of departments and outstanding projects, based on Ian's diagram from the AGM. The aim would be for directors to take the lead in a department while also taking a support role in another department. These directors would then be empowered to run their departments, without having to consult the committee unless a major decision was required or there is a cost associated. This allows us to spread the workload, ensure there is a clear chain of responsibilities and allow the station to move forward completing projects rather

Than just continual discussion about them. For future meeting each department would send an update to Alan before the meeting, and Alan would compile these to produce a monthly update which would go out to all directors prior to the meeting. This will allow the meeting to concentrate on making decisions, solving problems & issues or allocating new projects. It was agreed that this seemed like a good system and would help the station move forward and we would put this system into place. Ian asked for clarification of the process if somebody was unhappy i.e. a volunteer approaches the person responsible for scheduling as he wants to change his slot but is told no by that director. It was agreed that anybody could attend the monthly meeting and have the issue discussed by the whole board to come up with a resolution, but it was also agreed that as a matter of courtesy directors should have prior warning of the issue being brought up. It was therefore agreed that any member / volunteer that has an issue can contact Alan or any of the directors with an outline of the issue and ask for it to be put on the agenda.

The following people put themselves forward for various positions:

Lead Roles

Tom MacPherson - Studio Equipment & Maintenance.

George Brebner – Scheduling

Elaine Smith - Training.

Gordon Dunlop - Events.

Louisa Greenwell – Communications

Ian Hunter – Transmitter Maintenance

Support Roles

Steve Holt - Studio Equipment & Maintenance, Scheduling & Ad Production & Scheduling

Gordon Dunlop - Fundraising

Alan Craig - Communications (Website)

Ian Hunter - Ad Production & Scheduling

Over the next month it was agreed to look at the gaps and look at ways to address these. It was also noted that Doug is interested in sales and Raymond is interested in community engagement roles.

Action – *Department Leads to start working on their projects and asking other volunteers / members for assistance.*

Communications: It was agreed that we need to make sure we maximise communications in a structured way. Sending out group emails with all recipients email address visible can and has led to problems. Moving forward Louisa will send one group email at a set frequency (Either weekly, fortnightly or monthly) with a roundup of what's going on. Anybody who wants something to be communicated to all members should pass this information to Louisa to include in her group email. The only other time a group email would be sent out was if there was an emergency situation i.e notification that we would be off air for a period of time. This would hopefully help keep members informed without them being swamped with emails that mean nothing to them.

Alan stated that he wanted everything to be transparent and there proposed to upload minutes, working plan updates etc to the website for all to access. Everybody was in agreement with this as long as all confidential information i.e. personal matters are removed.

Alan Craig is currently working on a contact system for the website which will give all members information on what department each director is responsible for and a method of contacting them if required.

Alan S also stated he would like to implement a wall planner in the station with all key dates added to it so volunteers & members could see at a glance what's on and when.

AOB: Alan advised that we had new membership applications from John, Mandy & Dave, Michael and the following people had request to change from associate members to full members Margaret, Craig & Billy. All passed no objections or concerns.

Alan showed a new copy of the articles of association which had been updated as per the agreement at the AGM. Alan also stated that as new directors everybody should be aware of what's contained in these and the OFCOM broadcasting guidelines.

Alan to email links to the documents to all the directors.

Steve stated that he had secured a last minute cancelation for the town hall for Saturday 22nd October and it was proposed that we run a quiz night. Ken Venters had been approached to host the quiz but was unsure of his availability. If Ken was unavailable it was proposed to run a snail race night. Given the current state of the finances it was agreed to definitely go ahead with one of the options in order to raise some funds.

Peter proposed that we call these monthly meetings rather than board meetings; this clearly shows the meetings are open to all, but also allow the board to call a closed board meeting if a situation arouse and it was considered necessary. This was agreed.

Gordon enquired as to any outstanding works / new policies etc implemented by the old board that we should be aware of. Alan had met with Charles and got some information which will be passed out as per the departments & project plans for example volunteer code of conduct. Ian stated the only new policy that was implemented was that if outside events are being done during somebody's show they should be entitled to be involved and event should be seen as part of their show. Everyone agreed to continue this policy as it's not putting undue pressure on the presenter.

Tom brought up a technical issue with backing up the network drive and ideally we should have another drive to backup the stations information to, as if anything happens to the shared drive that's three years' work down the drain. Tom understands the financial situation and has asked if we can make this a priority for when funding is available, meantime he will investigate options.

Tom also asked if Alan would send out a reminder to departments to send in their monthly update, Alan agreed to do this.

Dates of Future Meetings Alan admitted that he failed to take into account Carolyn's work patterns into account when he sent out the previous email so proposed the following list of dates.

Monday 17th October
Thursday 10th November
Thursday 8th December
Thursday 5th January
Monday 6th February
Thursday 22nd March