

## **Minutes of a Board Meeting of the Penistone FM Board held by Zoom on Monday the 13<sup>th</sup> of May 2024**

Present: K Barna (K.B.) S.Dobson (S.D.) A.Millner (A.M.) B.Robinson (B.R.) J.Ruston (J.R)  
M. Sugden (M.S.)

The meeting opened at 19.05 hrs.

K.B. was in the chair for this meeting.

1.a Apologies –

1.b Minutes of Board Meeting – the minutes of the meeting held on the 29<sup>th</sup> of April 2024 were approved.

1.c Matters arising – these will be discussed under the relevant agenda items.

**Reports to Note** – the reports issued were taken as read apart from the following points:

### **Station Directors & HR & Compliance Report Training & Development, and Grant Fundraising (M.S. & A.M.)**

Taken as read apart from:

M.S. – reported that there were a number of things happening on the 6<sup>th</sup> of June which we might want to promote. Adding that it was also Penistone FM's 15<sup>th</sup> birthday, and we should try to fill the schedule for that date.

K.B. – enquired if we had the details of the other events that are happening on that day.

**Action** – **M.S.** to circulate the details to the board and ask the volunteers to help fill the schedule on the 6<sup>th</sup> of June.

### **Penistone Media Report B.R.**

Taken as read:

### **OB Report (B.R.)**

Taken as read:

### **I.T. – Webstreaming (A.M.)**

Taken as read:

### **Advertising (J.R.)**

Taken as read:

### **P.R. Social Media – (J.R.)**

Taken as read:

### **Speech Com Prod Community (S.D.)**

Taken as read:

### **Technical Report – (B.R.)**

Taken as read:

### **H&S Report (B.R.)**

Taken as read:

### **Programming Report (B.R.)**

Taken as read:

### **Finance Report (KB)**

Taken as read:

## **3. Matters for Discussion –**

### **M.S. – TALL Funding**

M.S. & J.R. reported back to the board on the progress made since the last meeting.

The board agreed with their view that we were on target with the deliverables and had a plan for completing the project on time.

### **M.S. – Myriad 6 Implementation**

B.R. – presented an update of the implementation plan. Adding that he intended to contact all presenters to give them their passwords.

The board agreed the plan.

### **M.S. – Stocksbridge Council Grant**

M.S. – reported that Stocksbridge Council were clear that they wanted us in Stockbridge. Adding that we needed to apply for a grant for equipment that would give us the mobility we needed to promote the station physically in Stocksbridge and to show to the people of Stocksbridge what we did.

A.M. – requested the specification and cost of the equipment to progress writing the bid.

**Action - M.S.** – to send those to A.M.

M.S. – reported that he would work out the number of leaflets we needed to cover Stocksbridge. Adding that he would work with J.R. to design a leaflet. Delivery of the leaflet would be in June and July.

B.R. – updated the board on the plans for the Fox Valley Food Festival. On the 15<sup>th</sup> and 16<sup>th</sup> of June we planned to film and interview.

**A.O.B.**

J.R. – reported she had contacted by a potential advertiser and had sent them the rate card. Adding that she was going to call them to progress this.

As there was no other business the meeting closed at 8.00 p.m.

**Next Board Meeting on Tuesday 4<sup>th</sup> of June on Zoom at 7.00 p.m.**