

Board Meeting Minutes

Monday 17th October 2011

Stonehaven Town Hall

(amended at meeting on 10/11/11)

Present: Alan Sanderson (Chair), Peter Greig (Vice Chair), Steve Holt, Raymond Christie, George Brebner, Carolyn Venters (Sec.)

Apologies: Ian Hunter, Elaine Smith, Louise Greenwell, Tom MacPherson, Chris-Ann Holt (Treasurer)

Open: Previous minutes proposed by SH and seconded by PG. Accepted.

Finance: Report from Chris Ann stating at present there is £240 in the bank account. This includes £500 from Wood Group and £60 from a church donation. We are waiting for £60 and £300 from advert income. The licence has increased to £270.

Steve suggested that we approach Beer Festival committee to see if MFM could be their charitable concern next year. He is also applying to Kincardine & Mearns Arts Forum for funding. Alan has sent 250 letters asking for donations.

Secretary: Carolyn still to meet with Charles for handover. Once she has obtained access code for Companies House she will change directors. In the meantime new directors given forms to complete to return to Carolyn. Nigel Griffiths wishes to ensure his directorship is removed so he will complete his form and send it directly to Companies House. Alan requested that Carolyn check that all members emails are in directory. Please See Codicil - Appendix 1 - Added 10/1/12

Studio: Steve reports:

Logging machine moved into off air studio.

Two hard drives donated, one for logging and one for a music hard drive. All files in music hard drive are MP3. Shows that use Windows media will not be kept on hard drive. It is hoped that soon the drive will be set automatically to copy any new MP3 files. This will be done using donated software.

A Sky box has been donated and appears to be running smoothly.

Time elements not synchronising, this is being worked on.

Studio cabling to be tidied, this will not impact on shows.

Steve also enquired about signal problems, no one else had noticed.

Scheduling: George reports

Autoplay lists to be revamped for empty slots.

Schedule list to be made into a spread sheet.

A copy of this can go on STV website.

Training: Elaine – no report

Events: Steve reports

Snail race Sat 22nd Oct.

Fireworks 6th Nov. Round Table have new banners printed and have included MFM logo on these which will be used at their events. Trailer may be used for MFM stand if weather permits. Issues of power and lighting remain depending on where the stand is. Volunteers needed to help with equipment. Round Table being interviewed on MFM and will make an advert then.

Fireballs – Gordon to contact Shell Hoosie to plan for event.

11th Nov sees the release of CD of Charlotte's show. Doug McKelvie is involved with this. 15% of CD sales will go to MFM and 75% to cancer charities. The Charlotte fundraiser is at Craighaar Hotel on 11th Nov at which Alan is DJ'ing.

Peter Greig is involved with the Xmas tree in the square and hopes to make the lights going on a family affair. He asked if MFM could provide Xmas music which was agreed. It is likely to be 24 or 25 Nov.

Comms: Alan reports:

First email newsletter sent, some names missing, list to be updated. Discussion about simplifying lists from member, volunteer, presenter so one form was needed and everyone would be on one email list. Raymond stated that those without the AB or DD postcodes would still need to be separate for voting purposes.

Transmitter: Ian reports:

Portacabin at Collado has been renovated and made waterproof. With funding agreed for the work and volunteers doing the labour it will have made £400 profit. May need reroofed in the near future.

Wifi system is to be tested as a back up.

Fundraising: Snail night 22nd Oct.

Scheduling: Steve asked for clarification on what is a community group that would qualify for free advertising. Agreed that charitable organisations and local community groups get free adverts. NHS and council ads that are for the wider area must be charged.

Ad/Sponsor: Raymond reports

Some ads being worked on at present.

HR/Volunteer: Peter reports

Peter has signed up for Protection of Vulnerable Groups training, this is new system instead of Disclosure. Charles is named person for MFM at present, this will need to be updated.

Alan would like to commence quarterly training sessions on a variety of topics for anyone interested.

AOB: Raymond has Millennium Volunteer certificate to present to Zoe Davidson. This is for 100 hours of volunteer work with MFM. If she is agreeable he will invite the Leader to attend. This was done through the community centre. Raymond will see if MFM are registered to do this independently.

Steve still awaiting proofs to come back for the calendars. Hoping to sell them at Mill O Forest Sale on Nov 20th.

Alan intends to launch Bonus Ball scheme at Snail night. 49 balls to sell, pay weekly by direct debit of £1. Prizes for most drawn ball £300, £200, £100. If all sell there is a profit potential of approx £2000.

Steve enquired on behalf of the Town Hall Trust whether MFM music licence would cover the Trust when playing music in the hall? Alan unsure but will check.

Also the Trust need to purchase software from the CTX.org (charitable software provider) but need to change details with them. If they cannot do so in time would MFM purchase on their behalf? Board agreed to do so.

MFM credit card is currently with Charles. Alan to discuss new arrangements with Chris Ann.

All four directors to be bank account signatories.

Next meeting 10th Nov 2011 in Upper room Town Hall at 7.30 pm

Codicil – Appendix 1 – A member disputed the minutes, as the minutes had been approved this document shows the actual conversation which relates to the point raised in the minutes, in order to maintain clarity.

Board of Directors

Nigel Griffiths

Sent: 11 October 2011 10:49

To: Alan Sanderson

Cc: Bill Barclay [mearnsfmconvenor@gmail.com]; Charles Sands

Hi Alan

I'm sorry, I do not have Carolyn Venter's email address else I would I have directed this directly to her.

Following the AGM I am no longer a director of Mearns Community Radio Limited and, as such, would like my name and details removed from the records at Companies House.

I assume that following the changes to the Board at the AGM, this will be something Carolyn will be addressing anyway, but I just wanted to clarify my position.

I would be grateful if in due course you or Carolyn would confirm that my name and details have been removed from the records at Companies House.

Regards, Nigel

RE: Draft Minutes

Alan Sanderson [alan@befriendachild.org.uk]

Sent: 29 October 2011 14:14

To: Nigel

Cc: Chris Ann Holt

Hi Nigel,

I already had a note of this, I think Carolyn was a bit hashed taking the minutes. What I actual said that Nigel would like confirmation that he has been removed as a director and I had agreed to pass on a directors resignation form for his peace of mind. This form required signing by a current standing director, so I asked Steve to get Chris Ann to sign it and leave it for you. I have copied Chris Ann in to see if she received the form and if not chase up Steve.

I will ensure they the minutes are correct to reflect this prior to being approved.

Kind Regards

Alan

From: Nigel

Sent: 29 October 2011 12:21

To: Alan Sanderson

Subject: Draft Minutes

Hi Alan

Having just read the draft minutes for the 17 October Board Meeting, I would just like to clarify that I did not actually ask to have my name removed 'immediately' and say that I would complete the form and send directly to Companies House. I emailed for clarification that following the AGM the process would be undertaken by the new secretary and that I would hear from you 'in due course'.

Please could this be corrected before the minutes are approved.

I would also add that I have not yet received the form from you.

Regards,

Nigel