

Midlothian Community Media Association
Thursday 7th December 2006 - 7pm
Newbattle Community Learning Centre

Present :- G. Ruderham, C. Mackrell, C. Anderson, D. Watson, S. Findlay, B. MacDonald, J. Ritchie, P. Johnson, M. Cohen, G. Clayton. C. McCall.

B

1. **Apologies** G Logan, D. Cowan, K. Hampton. D. Thomas. S. Florence.

2. **Minutes of meeting of 16th November 2006**

To be amended at 9a to Ruderman to replace Rudderman and at 9b Straight to replace strait.

Proposal of acceptance - Bob MacDonald, **Seconded** - G. Ruderham.

3i) Matters Arising

3a) Stationary / Petty Cash

Marla indicated that a system was in place and was working well.

The system involved recording particulars in a book and retaining receipts

3b) Insurance

Bob MacDonald indicated that this was being attended to.

3c) Radio Regan

Cash for toolkits to be submitted with order. It was revealed toolkits had been bought for studio use and 3 were purchased privately. One copy could not be accounted for.

Marla agreed to circulate a reminder to return the missing toolkit.

3d) Mini Disc Recorders.

A Mini Disc recorder was reported as missing. Ian is using three but as these belong to MVA it was agreed to seek its whereabouts. Chris indicated a need to store such equipment with greater care.

4. Admin / Budgets / Data

Bob MacDonald stated that he had been ploughing through MCMA files and discovered documents offering funding amounting to £7000. He revealed that a number of communications required to be responded to. The subject of insurance required attention and would be dealt with by him and Colin. He also highlighted the need to ensure funding was available for a performing rights license. Marla agreed to investigate the procedure and cost of securing a performing rights license.

8. Transmission

Geoff and John confirmed that the preferred location was Greenhall and that the signal should reach most parts of Midlothian. John stated that if Greenhall was demolished it was important that continuous transmission was ensured from a suitable replacement. To secure funding the point was made that it is essential to be broadcasting by 31st March 2007.

9. CMA

John indicated that he had been unable to find out more information for Kris Hampton relating to his request to attend the CMA AGM in London.

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3ii) Business Arising.

- A) Public Meeting at Greenhall
- B) Insurance update - This would be dealt with by Bob and Colin.
- C) NCLC - Christmas Closure - Paul indicated that the centre will be closed for two weeks but as Davie, the janitor would be around entry could be possible by liasing with him.
- D) Financial Status, Meeting - Bob indicated that it would be necessary for Heather to sign off the accounts. It was accepted that Ronda should act as bookkeeper in the meantime. It was agreed that Colin be appointed as Secretary of MCMA and that he becomes one of the company signatories.

4. Outstanding Bills and Funding

- a) Paul submitted the final office bill and the delay in paying the telephone bill was discussed.
- b) Bob intimated that correspondence needed acknowledgement including some with funding offers such as from Drug & Alcohol Support, Local Miners Association and Janet Bee's offer of £100 from MAGA.
- c) John indicated that funds were available for staffing and highlighted the need to be up and running by 31st March 2007 to secure funding from ofcom.
- d) Gordon provided a list of funding sources and possibilities and discussed the criteria relevant to particular grants.
- E) Bob informed the meeting that a photocopier, A3 toner cartridges and a filing cabinet had been donated to the association.

5. Reports

Marla indicated that an end report had been submitted to the Save the Children Fund and Community Radio. She agreed to investigate the special deal available for Community Radio.

John stated that it was imperative that all end reports are completed and submitted on time.

6. Decoration of store room.

Bob MacDonald asked who was going to paint the storeroom and requested that a dead lock be fitted for security. He indicated that this would be the location for the photocopier and other office essentials.

Geoff asked if it would be possible to purchase a small vacuum cleaner for use in the studio. There was general approval for this.

7. Disclosure Registration Update

Paul stated that he and Derek would be responsible for updating and implementing Disclosures and personal safety training.

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8. IKEA Event Feedback

Bob reported that the radio station and MCMA had been advertised well at the IKEA event. Graeme had worked tirelessly promoting the station. The Board appreciate this and extend sincerest thanks for such a sterling effort. Bob revealed that Sheila had produced a program of interviews around the IKEA festival.

9. Ofcom Meeting

John informed the meeting that four members had attended the Ofcom meeting in Glasgow. The meeting was interesting, intense and well presented. Links to others in a similar situation to ourselves were made as was awareness to the complete ofcom code of compliance.

Much was gained from this visit.

10. OSCR

Bob and Colin attended the OSCR workshop organised through MVA. This workshop focused on Charitable status and the Law.

11. Transmission

John indicated that clearance has been given to position the aerial on the roof of the Greenhall building. Geoff indicated that there will be a stereo link between Newtongrange and Greenhall. The necessary equipment will cost between £7000 and £12000 to set up and install.

John indicated that the Festival FM squad would be involved from February to assist with the launch. There is a need for programming teams to be set up for News, Sport, local involvement etc and a training schedule must be put in place. This means that all interested parties should be contacted to determine their area of interest and level of commitment. He informed the group that many avenues of feed were available to tap into.

12. AOCB

Chris stated that there is a need for a list of email contacts, youngsters for the website and a list of Radio websites.

Paul Distributed information sheets and application forms relating to forthcoming MVA courses.

13. Date of Next Meeting.

21st December 2006