

Gfm Directors Meeting

Friday 17th July 7pm - Zoom

MINUTES

Chair - Ian Liversidge, Joanne Schofield(Minutes), Mell Turford, Alan Philpot, Aimee Coelho, Liz Gilbert

Guests: Kellie Chubb(Website), Katherine Thompson(Treasurer)

Minutes from 3rd March and 15th June

Agree accuracy - Action from minutes - Outstanding Directors to read and will be done at next meeting.

1 – Director Reports

Chair/ Events – Ian

Adverts coming through from Avon and Somerset Constabulary. Just waiting for Script. Somerset Introducing bringing their advert back in August.

Not much going on in the way of events Wells Jazz Picnic for 300 volunteers on August 31st Bank Holiday have asked for gfm to provide MC Allan Trinder, and PA equipment. PA will be provided and managed by Gfm's Technician Lee Simpson.

Glastonbury Calling still to be decided for 2021. Additional funding is being sort by Ian independently of gfm.

Station Development Manger – Joanne

- **Equipment {studio desk}**

Phantom power was lost to the desk in Studio 1 which powered the microphones. Temporary measure was to replace mics with SM58. Joanne investigated problem via 'community media people' facebook page. Gfm's Bruce Williamson picked up comments and repaired desk. The issue was a capacitor that had failed (gone short circuit) in the voltage regulator circuit in the mixer. Bruce replaced it and a resistor which was showing signs of heat damage. Bruce will also be working with Joanne to do a complete inventory of the studio kit which will be documented.

Expense claim for Bruce was approved for his travel costs.

ACTION: Pay Bruce upon receipt of a claim from him.

- **Content**

New Shows

- Rottenham drama series, coming soon
- Joe Thompson, Wrong Speed music show Sunday 9pm
- Tony Goslin, Policitics show live stream Friday 6pm – Move Shoutout to Saturday 10pm?

Dave Beach mentioned to Gfm that Glastonbury TC may be doing an outdoor event and asked about the possibility of a gfm host stage in August. Ian was not aware of this event and Glastonbury TC had not made any approaches to Gfm.

- **Premises decoration**
The studios need to be given a freshen up after the first 6 years of wear and tare. Joanne will be doing this during lockdown and asked for help.
- **Studio opening back up? Health and safety policy update**
Live 9am – 10am The public service broadcast name should change now people are allowed to travel and not just key workers. Those live broadcasts should still stay as the profile of gfm has been raised. The name should change to the Community Morning Shows Live and the website adjusted to show this.

ACTION – Kellie to update website

A general opening up of the studio to all presenters was discussed. The Directors decided to postpone an opening up of the studios except to the Community Morning Show Presenters that can not broadcast live from home. The Directors will reconsider again in September. Gfm want to be responsible to our community and volunteers whilst there is no vaccine and will follow national and/or local Government policies were possible but our main concern and our ongoing policy is ensuring the safety of our volunteers, community and Directors.

- **Funding**
 - o There are no outstanding funding applications
 - o 2 x local funding applications are being completed and will be submitted in August.
 - o Gfm are working towards being included in the larger Glastonbury Town funding which has come in from Central Government.

Social Media – Aimee/ Kellie

- Policy document [DRAFT attached] The document was discussed, Mell asked for access to post on social media as 'Gfm'. Joanne explained that no one except the social media team should have Admin rights otherwise anyone can post publically as Gfm. This has been an ongoing issue with posts which were not in line with Gfm – process to be confirmed. Mell has set up a LinkedIn and Instagram account for training purposes to help his students and offered to pass the passwords to the social media team. Mell offered to help with any social media requirements. Aimee and Kellie will progress the Social Media Policy..
- It was decided that the LinkedIn account is more suited for the sales role and for the purposes of advertising. Ian will use the LinkedIn account for this purpose and discuss access with Mell.

Treasurer – Liz/ Alan/ Katherine

Current Account £4,398.20

Reserve Account £3,687.36

Liz will chase unpaid advertiser invoices.

Katherine will take over from Liz actively doing the accounts and Liz will cover if needed.

Avon and Somerset new advert has been invoiced.

Training – Mell

- Most Presenters that wanted to broadcast remotely are now doing so. Directors to encourage anyone else to do so until we can open up fully.
- T-Level is still to be confirmed by Strode College and Mell will chase this up.
- Alan Philpot will order the computer needed for gfm outside broadcasts that will be used for Ian to remote broadcast.

ACTION – Alan Philpot/ Ian Liversidge

ANY OTHER BUSINESS

- 1) Newsletter – Mell
Mell asked about re starting the Newsletter. This was discussed in the previous meeting and it was agreed that the Facebook Presenter page was the preferred platform for communication with the presenter as this had been made in consultation with the presenters at the time.
- 2) Facebook presenters group page – Mell
Mell expressed concern that the Facebook presenters page is not being fully utilised to communicate with the presenters and volunteers and felt that presenters were leaving because of this lack of communication. A general discussion followed and it was agreed that all information that needed to be communicated to the presenters and volunteers was being done on this platform and was being accessed by the presenters as is evident from the statistics.

The meeting ended and the following to be discussed in next meeting.

- 3) Technical Support/ Emergency power pack for short power cuts/ Technical sessions – Mell
- 4) New Shows – Mell
- 5) RSS Feed – Alan Philpot
Add the national news content to our web page, once Kellie has set it up it updates automatically (RSS feed). We can then sell advertising space on the news page to pay for the service, which will be about £15 per month. It will cost £184 per year. Their basic package includes:
24/7 news bulletins 60 seconds in duration followed by a 30 second advert. (delivered to Dropbox)
Breaking news file dispatched for major incidents.
UK weather forecast 10 seconds in duration updated three times per day.
Access to RSS feed with the latest stories from www.radionewshub.com.
Daily prospects
- 6) Joanne asked to claim expenses for time/ travel to studio during lockdown a discretionary payment of £150 for period to end of July.

Date of Next Meeting
Monday 3rd August 7pm

