

**MINUTES OF ANNUAL GENERAL MEETING
OF GATEWAY COMMUNITY MEDIA CIC**

**Date 27th January 2017
Gateway 97.8 Studio Suite, Eastgate Centre**

ATTENDANCE

Daniel Lawrence	Ros Connors	Christine Tiernan
Ari	Vishal Bhatnagar	Laura Anderson
Steve King	Judy Bell	John Taylor
John Anderson	Tyler Pittaway	Jack Carter
Richard Yates	Saida Sheehan	Kelly-Ann Pacey
Steve Shrimpton	Richard Becker	John Jenkins
Liam Corrigan	Paul Scarlett	Tahra Malik
Andy	Liz Tuckett	

APOLOGIES

Aston Avery	Kurt Wilson	David Webster
Neil Matthews	Ashwyn Smythe	

There being no amendments, the motion to adopt the minutes of the last meeting was proposed by Chris Tiernan and seconded by Richard Yates.

Ros Connors – Programme Controller

We are starting this year's AGM with a minute silence as we remember founder Director and Chair of these meetings – Yvonne Williams.

2016 was my worst year in the job. There is no doubt that Gateway itself took a blow with the death of two of our best loved people, Arthur Johnson and Yvonne. Not only did we lose a good friend in Arthur, the Scratchy Record Show is much missed.

With Yvonne, the effect it has had on me, as her best friend, has been tremendous. Having to sort all of her personal affairs, while continuing to run Gateway at the same time has been very difficult, and I have also been displaced in the process. I'm now having a 74 mile round trip every week just so that I can be at Gateway for some of the time is very difficult indeed. However, I have been determined to keep all of Yvonne's contacts, those who guested on her shows, and the legacy she has left to us all, is still alive and very active and the company – Gateway Community Media – is in a healthy financial position.

I have to thank Danny and Chris, as without their support, I don't think the station would work. We have to talk about the future of Gateway tonight, possible new blood when the FM licence comes up for renewal. While I am 100 per cent committed to this project, members have got to understand that things for me have changed, and I do not feel the same way as I used to for obvious reasons.

Programming hours:

These are the same as last year for those who were not here then, are as follows:

Total of 18 hours broadcasting every day + additional 5 hours Sunday – Friday, Saturday 6 hours

I want to thank all presenters for contributing, particularly with peak time shifts.

At last year's AGM I mentioned through the night programming and what our commitment hours were. At the end of 2016 we introduced 'Through the night', a voice-tracked service that covers out of hours.

I would like to commend Steve King and other members of the engineering team for all of our outside broadcasts in 2016, in particular the monthly link ups with Basildon Hospital Radio and Chelmsford Hospital radio on two occasions. I would like to mention the subject of engineering issues and the time it takes to get certain things done, such as correcting the time on the RDS. Communications between engineers need improving.

Telephone calls and other messages out of hours – calling either directors or Chris out of work hours is still an issue. One perhaps we need to discuss tonight. Emails generally won't get answered at weekends. Phone calls to Directors at weekends or to Chris are unacceptable unless it is an emergency. Then at the same time a Director would expect to get a call if it is a genuine emergency, and not an email. What can we do to appease members and provide support if anyone needs help at the weekends?

Show content – I feel that local show content, connecting with the community is weak during daytime and good afternoon on weekdays with regards to interviewing guests. While the office will try to feed through some interesting features and guests, there is also an onus on the presenter to be pro-active in seeking out local content.

DANNY LAWRENCE – BUSINESS DIRECTOR

During the year we had over 4000 visits to the station. Membership has increased. The Radio club was given a revamp and relaunched with children in need funding which has seen an increase in membership and outreach work including trips and tours.

We remain a provider for ECC/CSS work placements, this has been running for 5 years and we currently take students. We offer courses to our placements rather than fixed week courses, we have had to change our business plan. On a personal note I passed my teacher qualification.

We have taken on more advertising this year as well as Christmas time promotions. Sponsorship has increased. Website has changed and improved. We have had grants from National Lottery, Let's Celebrate, CIN, OFCOM, Jack Petchey Scheme, Jack Petchey grants, private donations from Mike Barnard for education adverts, High Sheriff Awards and Basildon Council.

Marketing – we held an Open Day which was a great success. We have adverts in the Yellow Advertiser, Borough Diary, Panto and Towngate brochures, Bowers football club advertising boards. We had new flyers printed, new t shirts and merchandise.

LP/DAB. Noway is switching off FM, not in UK, We are not part of low power DAB trials but I am keeping tabs on progress. £60,000 p.a. To be on multiplex, we could apply, with several partners, looking at being community based or we could sit back and let someone else apply and we be part of their, but there will be a cost. Radio hub – I have over 55 stations over the country.

In brief – the station has had a successful year in business. Income is up. We have signed a new 3 year lease with Eastgate, however there is still a question mark as to whether we may have to

relocate within the centre, but we will take each as it comes.

Please be aware that I am receiving more and more calls out of office hours and I will not be contactable out of hours unless there is an emergency, systems are in place with engineering issues and numbers are on the tune tracker screen.

RICHARD YATES – STATION ENGINEERING

Firstly, many thanks to the engineering team, Steve, Ari, Paul, Tyler and Simon.

If there is an emergency at the studios, you can ring me and leave a message, I am always available.

Station equipment status – UPS batteries replaced in September. IT weather not working from Dane Scott. Looks like the US National Weather Service has limited reporting now to just the US, so we are going to need to start rooting around for another resource. Likely to take time, and unlikely to be something we can adapt to anytime soon, so I thought I'd better give you a heads up on that. We will be scouting around for good international reporting source.

Emergency procedure – the top 3 dramas at the station are in terms of recurrence.

- 1) Sky news failure
- 2) Studio internet failure
- 3) FM transmission or web stream audio failure

Cameras in Gateway – Paul Scarlett said at the moment there are 2 up and running, but would like to get some more, the way the cameras are at the moment they can be tampered with, Dan said we cannot spend too much as we are not sure whether we are staying, but maybe in the future. Paul has looked at HD cameras, they range from £40-£120 per camera, not cheap. Dan has said we need to be more vigilant, need to take responsibility for items being secure.

Portable studio in training area – I would like to see the portable studio back in the training area with a tunetracker so members can play with it without affecting the studios. If there are any members that would be willing to learn how to load programs into tunetracker, which would help lighten Ros's load. Please contact me.

Tunetracker and music database - The station has purchased 3 new Haiku TuneTracker licences and one new Haiku upgrade costing around £2,500 and in the process of buying £700 worth of new computer hardware. I am hoping to hold TuneTracker training sessions soon and please let me know if you are interested.

STEVEN KING – ASSISTANT ENGINEERING

I would like to see Gateway do more outside broadcasts as this would promote the station and use of a PA service as this would be an income for the station. Would like to suggest a two way and three way broadcast via BHR 1287 as a request show on a monthly basis. I will be working alongside Richard to develop a new player system for both studio one and two.

SIMON TURP/TYLER PITTAWAY – IT

Simon mentioned that last year there has been a massive change, lots of help from various people, website is looking better. Optimise feed – make faster uploads, setting up website accounts, local internet for important news. Tyler mentioned that we had one and a half thousand visitors last year, referral traffic down by 60%, rebuild links, local businesses, social traffic to website up by 19%,

people spend 2 minutes on average. Tylers/Simon's guides to writing a blog, please if uploading images, make it as small as possible. Ros asked about spell check. Draw traffic to website using facebook etc. Aston is good at that, ST/TP maybe run a course, links put in for presenters are a new thing. Helpdesk website with both Simon and Tyler potentially with engineering. Phones have been modified. Simon looking at software, check in needs updating.

RADIO CLUB – LAURA/ARI

Pleased to see radio club up and running. Revamped with 8 regular young people. They take over the airwaves at 11am. They have gained confidence and is a great success. Ros – great to hear, both Laura and Ari have stepped in and taken it to another level. Dan mentioned you have got guys from radio club going to mainstream presenting. Radio drama nearly done. Josh and John have been doing a wonderful job in presenting. Ros – training is working, lots of visitors at radio club, need to have young people visiting the show, eg scouts/brownies. Laura and Ari would also like to say a huge thank you for John Anderson for coming in every Saturday and helping with the radio club.

CHRISTINE TIERNAN – ADMIN

I would like to have a chat about some things that may seem trivial to people. Firstly, I feel part of my job is to protect the Director's when they are trying to work. I notice at times people tend to gather in the reception area, oblivious to Dan or Ros trying to work, they may be trying to do the accounts or edit a show. Please be more aware. If you need to speak to me then I will come into the training area.

Please be aware than Dan and I must be the last point of call if there is an engineering issue, the engineers numbers are in the studios and in reception, please call them before you call me or Dan. We work a full day and when we get home we would like to wind down and relax.

ELECTION OF DIRECTOR

We have decided to defer the election of Director because of Yvonne's passing.

ANY OTHER BUSINESS

We have changed our accounts period, so accounts will be sent out as a pdf if members wish to see them, please let Chris know.

Ros Connors – twitter – do not add anyone on twitter business account. Do not add your friends, this is not allowed. Danny can see who and when has accessed the twitter account. Radio club member set up account, this has been dealt with, Ari and Laura will police. Simon Turp – has said that he can make a restricted function so that you cannot add followers. Danny Lawrence – we will change password every month.

Danny – we have two new printers.

Ros and Danny thanked everyone for attending the meeting and that the date of the next meeting will be the equivalent date next year.

Buffet is served