

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

Date: 26th January 2011, 7.30p.m.

Venue: Laindon Community Centre in the Canteen Area

### **ATTENDANCE**

Yvonne Williams, Danny Lawrence, Ros Connors, Irene Farmer, Andy Reeve, Rik Moran, Allan Sheldrake, Gary Lincoln, Charles Peck, Dewey Bedson, Angela Thompson, [REDACTED] Liz Grant, Mark Crosby, Ryan Stokes, Mike Beecher, Richard Yates, Jimmy Lindsey, Michelle Durant

### **Apologies**

Paul Dawnay, David Ayres, Ryan Beeden, Paul Chinnery, Zach Watson, Ron Dangerfield, James Sutherland, Tony Weaver, Ashwyn Smyth, Chris Coleman-Wood, June Coleman-Wood, Reece Lock, Neil Matthew, Andy Roberts, Brian Wesley, Louis Beeden, Lawrence Ladbroke, David Bishop, Lewis Blaney, Mark Hardie, Gerry Smith, Rickey Everett, Andy Coleman-Wood, Colin Grant, Robert Thompson

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

### **Financial Report**

**Yvonne Williams** stated the Company has remained solvent and has never been overdrawn. It retains a sufficient contingency balance to enable your Directors to feel that howsoever great the pressures of recession, the Company can continue to grow.

A motion of confidence in the financial management of the Company was proposed by **Liz Grant** and seconded by **Mark Crosby**.

### **Yvonne Williams (Chairman's Statement)**

A year ago we were anticipating going into what then looked like rather luxurious surroundings in the Isobel Suite. It offered ground floor access from Eastgate.

As the weeks rolled by there was little sign of movement in the Isobel Suite. I met Hans who had a possible alternative we might be interested in: it would need less conversion work and provide more space.

We moved into the Galleries just a few weeks short of our launch. The area offered far better teaching space, facility for 3 studios and a production area. We also lost the First Floor 'goldfish bowl' to subway.

We have tried to future proof our electrical and communications cabling have installed high speed switching and fibre optic links. We have received wonderful support from members with their miraculous donations of equipment a level of hard work and commitment that left me speechless – well almost.

We moved from one studio and two occasional link sites to what will eventually be four studios and an occasional link site (others possibly in the offing).

All this was happening against a backdrop of continuing delivery of training and outreach work for which the Roadshow Team deserves our recognition and thanks.

From running two 28-day RSLs a year we have, from September, maintained a 24/7 service.

Our income has always been predicted upon delivery of training supplemented by advertising, roadshows and sundry other activities. We have enjoyed a durable relationship with the Basildon Academies in particular, but are aware that it is important to seek to broaden the base from which we derive our income.

Above all, I must thank you for all your contributions and pay special tribute to those who have given so generously of their time, given so generously the items we need: cabinets, mixers, computers, screens, uninterrupted power supplies, projectors – your generosity is fantastic.

In addition to our planned developments with Gateway 97.8, we must remember that it is but one key component of our overall Gateway Community Media plans. To secure the radio licence for our Community Radio service was that vital first step: the foundation upon which the rest of the work can be built.

We are fortunate indeed to have the green light to be able develop the next phase: a charitable trust providing video training and local output via an enhanced website. We have prudently kept a small reserve to enable us to start a charity for the purpose: an important consideration in terms of being able to access a deeper grant funding pool as well as considerable relief from business rates and the opportunity to attract funding with tax benefits. Under the proposal, we would secure the former creche space effectively free of charge to enable us to deliver the next phase of our aims: the video training creative hot-shop.

It is a major development that has come to us far earlier and in a far better way than I had envisaged: I must admit it has the quality of a dream that might well come true. It will need extensive electrical and computing works, extensive redecoration and building works, extensive computing works and the creation of a multi-purpose studio complete with lighting and camera rigs; a production gallery, teaching areas, a newsroom and the re-organisation of catering, toilet and engineering areas. Of course, we will need cameras, powerful computers and professional quality editing resources.

Our radio experience is an asset: the next phase a great challenge but, when complete will be the start of a multi-media centre providing high quality output to the benefit of our local communities as well as a hot-shop for development of media skills, artistic, creative, performance, dramatic performance and journalistic, in the real-world environment of a busy set of studios.

Nothing is signed or sealed, but we have been given a very clear nod to proceed. I have therefore put in motion the setting up of the enabling charity, for its existence is a condition precedent to our securing the space proposed.

### Ros Connors (Director and Programmer Controller)

Thanks to everybody who contributed to the launch of the station and who is continuing to do so to keep it going.

The station is now four months into broadcasting on 97.8 FM from its new home in the 'Upper Galleries' of the Eastgate Shopping Centre.

It is successfully achieving its 16 hours of broadcasting per day, as stated in the licence application. Weekends are achieving 17 hours.

The programme schedule is more streamlined than that of the four-week broadcasts and is done to make scheduling easy. Community shows, and hour long music interest shows are currently scheduled to appear twice a week (Tuesdays and Sundays). We have strengthened Sunday daytime hours with volunteers regularly anchoring 'Sunday Breakfast' and 'Sunday Roast'.

We intend to step up traffic and travel bulletins to twice an hour during off-peak daytime shows. All daytime presenters should know, or learn how to present travel bulletins. This will not apply to evening genre shows.

We will increase production input for shows, and step up the number of produced shows for 'Gateway Community'. There could be far more produced programmes for the Sunday 3pm slot.

Cat Norris is now producing the 'The Record Shop' weekly for Tuesdays. Essex Folk is once a month on Sundays. For 2011, the African Show, on Thursdays, has been extended to two hours at the end of the evening. If any member can think of particular subject matter or would like to have a go at producing and/or presented a recorded genre type show for this slot then please come forth with ideas.

### Danny Lawrence (Business development Director)

Last year our AGM was very close to the results of our licence bid - in fact some 2 weeks after our AGM on 14<sup>th</sup> February 2010 I received the news that we had won the licence.

We continued to run business as normal until July 2010 when the schools broke up, honouring our commitments and then spent the whole summer moving into new premises thanks to Hans and the Eastgate.

Then was the start of the commissioning process and the clock ticking and all the hoops we went through on the technical side, from maps/charts to detailed information regarding our Company. Then the Ofcom visit and then the sadness we all felt when pirate were on our frequency.

We were advised to have 2 antennas (vertical and horizontal) so that more power could be gained and to improve our signal overall.

We stated internet broadcasting in the summer and were allowed to start testing in August 2010 for 4 weeks. We launched the full time service on 25<sup>th</sup> September 2010, congratulations to everyone.

From January 2010 to January 2011, here is a list of stats:-

- During the year we ran 24 school courses with local schools, we also ran 26 weeks worth of special placements for various students needing extra help.
- We also ran 10 weeks of a radio club at a local school.
- We provided work experience via Tridents (and directly) for 24 weeks of the year plus visits to the station by local junior schools and talks to NEETS at groundwork on top of this.
- A total of 300 young people have been through our door in the last year.
- In addition, we have been a provider for TNG with 6 placements for adults in the past year. Life Skills: 6 placements in the past year. Basildon volunteers: 6 placements in the past year. Other agencies: 6 placements in the past year. A total of 24 adults throughout the year on short placements.

Mix that with our volunteers who present and who work in technical work and on roadshows and we have had in excess of 400 people in total to the station.

**Achievements:** Winning the licence; OCN learning centre from volunteering in England; 12 ONC passes for students levels 1 or level 2; 13 young people gaining the Diana of Excellence Certificate; The station gaining Diana Crystal as a Centre of Excellence; One young person gaining the Diana Award; 40 young people gaining the Essex Arts Award over the course of the year; and visits by VIP's such as Lord Lieutenant of Essex, The Chief Constable and a British Land Director.

**The year ahead:** We shall continue to build our volunteer base, broadening our output and to engage more schools/colleges in what we do. Grants are very hard to find and we are lucky to juggle grants and now take advertising. We plan to increase our sales in all relevant areas.

**Ofcom Commitments:** It is very important that as a station we hit our commitments; this is not just about how many hours we agreed to broadcast live or recorded output. It is also about how many people we have through the door, how many courses we run, how many placements we have, how many guests on shows we have at the end of the licence year or Ofcom Period. If I will be asked to provide numbers against how many we predicted would take part. Luckily, having been down this road before I set our targets at a reachable target, that is why it is so important that in due course when I ask you for a breakdown of your show it is important that everybody keeps the following, a list of guests they have had on their shows and the topics covered and list of days that you come in and present. All this will help me when it comes to give stats at the end of the year.

2010 to 2011 is going to be an exciting year as we bed into the community. We have been approached by an education establishment outside of our area to run courses in addition to what we already do. We aim to become a charity so our education and our social gain arm grows. The Lord Lieutenant of Essex, Lord Petre, tells me that in the south of the country we are unique in what we do; so much so that he has told some very important people. Watch this space is all I can say. Once again, I thank everybody for an enjoyable year.

Around 11 million people are now able to tune into Community Radio Stations across the UK, a record 181 Community Stations are broadcasting and another 30 are preparing to take to the airwaves.

### **Election of Directors**

The Chairman explained that according to our constitution, at least one third of our Directors is to stand down/or for re-election each year at the AGM. **Danny Lawrence** is thus standing for re-election. There being no other candidates the motion to elect him was moved by **Charles Peck** and seconded by **Mike Beecher**.

## **Roadshow Report (Angela Thompson)**

The Roadshows are to be re-branded with new Gateway 97.8 signage. The 2010 season has been busier than ever and bookings for 2011 are well ahead of expectation. Angela thanked the roadshow team for their fantastic support.

## **Engineering Report (Richard Yates)**

I would like to thank the following for their help and contributions to Engineering/IT since the wonderful news of our 5 year licence was received in March 2010.

Gonzo, Andy Coleman-Wood, Mark Crosby, Ryan Stokes, Dewey D, [REDACTED], Zippy, Gary Lincoln, Rob Thompson, Alan, James and Gary.

For the help from outside:- Ricky and Kirsty from Everett Electrical, Jimmy Lindsey for IT, Neil Munday from Sound and Light Company, Mike Beecher for studio mixers, Gordon Macfee for transmitter help.

I would like also to give thanks for the long hours spent by individuals working overnight at Kelting House and on the roof at weekends.

There is now a new Master Tune Tracker controlling the station's audio/sky output which is located in the comms Rack. This has been moved away from the Kelting Studio. This move has been very successful and has removed any potential problems with audio switching.

Studio 3 in the Galleries is now broadcasting live and now has eased the pressure on studio 1. Studio switching is still under development and there will be a desk switching system in place soon. I have a long list of engineering odd jobs 'to do' list so contact me if you would like to help out.

It is hoped that the current level of sound proofing in the Galleries will be improved at the earliest opportunity.

Tune Tracker Systems is about to launch some exciting new features which will be announced soon.

The current music database needs to be expanded. We have over 14,000 songs on our database but there is room for another 14,000. If you would like to help with the database then get in touch. This will go towards making the stations' output sounding better with a wider selection of music.

## **IT Report (Mark Crosby)**

Over the last year, we have expanded the station in to new premises, with extra studios, computer systems and telephone systems. We've had a few growing pains setting this up, but things are now starting to settle down.

The website is still slowly being upgraded. Some parts of the site can now be instantly updated by admin staff.

We have live links set up with the Lower Academy (which wasn't an easy task due to a very complex computer network at the school), and we testing a link at the Basildon Recording Studios.

On to the future, Yvonne has outlined a line of development that we know will involve significant IT planning time and maintenance. We are looking at ways of developing wireless networks to enable us to broadcast from many different areas of the Borough, live to air when required.

I'll be stepping down as head of ICT with immediate effect.

I can no longer do the hours to head ICT myself, as I have to concentrate more on paid work, but I will be continuing to take an active role in the organisation.

I'd just like to thank the whole of the ICT and the Engineering Team, Ryan, Richard and Robert, plus a few others who have helped along the way. We've done many over nights, making sure that the systems are running as efficiently as possible.

A new management structure with ICT being coordinated by upper management is being put into action. None of the ICT or Engineering team are here all the time, so Yvonne will act as co-ordinator.

## **Any Other Business**

**Charles Peck** proposed that there should be more social meetings around the local areas and **Mark Crosby** seconded this.

**Ros Connors** raised the acceptable use policy issues relating to blogs and social networking. Any issues are to be cleared with Danny, Ros or Yvonne. Guidelines are being set up to prevent any inappropriate issues.

The formal matter being concluded at 20:40, those present retired to the Bar to continue informal discussion.