

# MINUTES OF ANNUAL GENERAL MEETING OF GATEWAY COMMUNITY MEDIA CIC

Date 23<sup>rd</sup> January 2013  
Canteen Area, Laindon Community Centre

## ATTENDANCE

Danny Lawrence	Yvonne Williams	Ros Connors
Jack Sullivan	Christine Tiernan	Melanie Carnaby
Harry Carnaby	Arthur Johnson	Mike Barlow
Richard Becker	Michelle Durant	Andy Smith
Travis Illsley	Tahra Malik	Andrew Barnes
Ryan Stokes	Richard Yates	Dan Proudfoot

## APOLOGIES

Paul Dawnay	David Fenn	Alison Haythornthwaite
Charles Peck	Tyler Pittaway	Gareth Wathan
Sarah Wathan	Zach Watson	Tony Weaver

There being no amendments, the motion to adopt the minutes of the last meeting was proposed by Mel Carnaby and Michelle Durant.

## Yvonne Williams (Chairman's Statement)

This has been an eventful year. It's highlight was the Queen's Award for Volunteering and, on a personal note, I shall never forget the thrill of being invited to a Buckingham Palace Garden Party to represent you all in company with my colleagues Ros and Danny.

It was a year in which we saw a number of our team gain career breaks and opportunities elsewhere and some who found their time needed to be reorganised. It was a also a year of change as one talented body of volunteers moved on to university. It left a bit of a void.

I would like to thank Jimmy Lindsay, Liz Grant, Gerry Smith, Charlie Sansom, Tony Weaver, Reece Lock, Anthonia Orimolade, Charlie Winch, Anita Moyne, Sherie Griffiths, Ryan Stokes and Zach Watson – for all they have done for us and where applicable, their continuing interest and offers of support.

I would like to record special thanks to Neil Matthew, Ali H, Gonzo, Ashwyn Smyth, Mark Hardie and our not so ancient mariner Tony Weaver, Cat Norris, Tom Berry, Gary Lincoln, David Fenn, Harry Carnaby, Mike Barlow, Jo Overfield and Chris Davison and, of course, Richard Becker for the very different and wonderful qualities they have brought to Gateway 97.8.

And there are those who are not broadcasters, but who keep in touch and support us: our Mayor, Mo Larkin, Reshma Madhi, Beverley Hickey, Joe Edwards – a strong pair of hands and a real character and those who not mentioned, have nonetheless contributed greatly.

Lost shows: Saturday Sport, School's Out, Mike Whittingham's Classic Tracks, Tony Weaver's Magic Memories, African Show, the 90's Revival, Live and Loud. While we lost Saturday Sport in the Olympic Year, our coverage was superb thanks to the untiring efforts of our Members – particular thanks to the sports enthusiasts.

With Southern Comfort and Sounds Familiar in the wings, new shows include Catchup, The Chill Factor, Club Gateway, Club Classics, The Noughties, Tom Berry's Selection, Arfer Johnson's Scratchy Record Show and his Nice 'n' Easy, Let's Talk Business, Best of British and Eurochart.

We have installed a studio at my home in order the more easily to respond to providing emergency cover and to give Ros, as regular breakfast presenter, a more convenient all-weather base.

Our new studios include King John, James Hornsby, Plumleys (my home) and just awaiting final communications connection, Barleylands. We have set aside the equipment to provide Danny with a home studio too: it will be installed shortly.

Basildon Market provided a temporary storage and occasional broadcast base site for us and is, like Ports Premier Paints and Spice Fusion, a new long-term advertiser.

Our plans for Gateway Community Media Trust are on temporary hold pending the completion of car park works. Your Directors are regularly seeking further opportunities to develop both aspects of our work: community and radio.

It is apparent that the moves effected by both the BBC and Heart have strengthened our claim to localness. It is imperative that presenters understand that localness is our critical advantage and use to good effect through local contacts, local information, local artists and referring to matter of local interest.

This year had shown a steady growth of interaction with listeners, particularly through the alliance of broadcasting and social media. They are complementary the one to the other. Use but one and you are limiting your reach. Combine them to optimise it.

We are positioned to be, within our area, the station of choice for local people. We must therefore represent a thoroughly acceptable listener option. We can be, and are rapidly becoming, one of the major players. It is going to have to be at a price. More of that in the Training Report. Michelle Durant has qualified as a teacher and is undergoing further teacher training. With her assistance, we will continue to provide opportunities for people new to radio.

Outreach activities continue with roadshows, support for various activities at St Martin's Church, school radio clubs at James Hornsby and King John and by the development of a new base at Barleylands. It is set in the Craft Village and plans to interface with training and other activities at the Farm. The roadshows even became a small profit rather than loss centre for us. It has been a successful roadshow year – special thanks to Harry Carnaby and indeed the whole Carnaby family.

It is also the year in which Ros has been seen less frequently at the Galleries as she does 'Breakfast' from Plumleys and is able to carry out her heavy load of log preparation, scheduling, recording and editing without constant interruptions. Please bear in mind that she is responsible for the output from three broadcast studios in the town centre, one at James Hornsby, one at King John and studios at Barleylands (shortly to go live), Plumleys and the planned unit at Billericay as well as a further rack-mounted back-up unit. She is responsible for the sound of Gateway across the board.

I would like to express my, and I am sure our, appreciation of her handling of a fearsome and never-ending workload.

The complexity of our operation puts a heavy load upon the broad shoulders of our Station Engineer, Richard Yates. He makes it all work.

Danny gained a seat on the Council to add to his social credits that include representation on the CMA board, involvement with Ofcom, Trustee of Age Matters Basildon, School Governor and freelance broadcaster as well as being responsible for activities at his Rotary and being the club's President elect.

In spite of all that, he has had another successful year and will outline key particulars.

On a personal note, thank you all. It is a privilege to work with so many and dedicated and wonderful friends.

### **FINANCIAL REPORT – Yvonne Williams**

A copy of the accounts is on the table for your perusal. I propose to email you a .pdf copy for your perusal at leisure.

We remain in credit for we do not borrow. We are slowly building a reserve to facilitate the anticipated expenditure on the TV plans as well as setting aside a contingency sum to cover major component failure.

A few copies of all Reports are on the able, but all are being circulated as .pdf documents by email to you.

### **Ros Connors (Director and Programme Controller)**

We've now been on the air over two years. Its 2013, we're now into year three of broadcasting.

I think from my point of view, 2012 has been the toughest year so far. Things that have made it tough going for my particular role as programme controller is finding the right kind of people to do the broadcasting, and finding enough of them to fill the many slots we have throughout the week. We total 123 hours across 7 days (including repeats of some shows). For a community station with a very tight core team, I think that isn't bad. However, I will always be pushing for more.

The averages work out at:-

89 live hours a week

111 original programming hours

30 per cent is speech

Number of people trained during the year: 255

Number of volunteers involved during the year: 75

Total volunteer hours per week: 287

I have been asked on a number of occasions why we do not run programmes through the night rather than go over to automation? The answer is quite simple, finding the right people. Past experience has taught me that those who are left in your station overnight have to be trustworthy. Now I am not saying that I do not trust our members, but because of our locale in the shopping centre, and with the complexity of our computer network, it makes life far easier and manageable, to be able to go to automation and keep things simple.

We've added a number of extra studios to our network. James Hornsby, Felmores/ Northlands Park and most recently King John School in Benfleet, which went online for the first time just before Christmas.

Looking ahead to 2013: Ideally I would like to see more local programming on the air, rather than have to take in syndicated programmes from outside. However, there are times when it just isn't possible to fill all of the necessary hours with local programmes, or local presenters. Very soon, further studios will be added at Barleylands Farm in Billericay and at Danny's home. The home studios are to make

programming easier in an emergency situation. We are also compelled by Ofcom to be doing some audience research soon and I will be discussing this with the other Directors. Also it has been suggested that we might have a presenter award competition/ceremony.

### **Danny Lawrence (Business Development Director)**

The station has had a busy, exciting year with our business for education having a major turn around.

Cuts across the board means that not many schools provide courses as before and therefore the project has had to be diverse. We have done this by our continuation of ECC funding to help excluded students or students with health problems, this area of our business has taken over the core part of our dealing with schools. Where once it was schools on courses, our work has shifted to helping people needing alternative education and this is where the funding lies.

We have also received funding from several grant providers to continue running short courses as well as a businessman giving us some funding to fund students who come from ECC or we feel are in need of courses. So, in all, we have changed our ethos on our training side.

The above will be reflected in the stats below:

During the year we ran 10 courses either OCN or NCFE with over 300 visits by students to complete the courses and a grant from Swan Foundation to complete this.

- We ran a 4 week summer school – a course plus wrapped around the Olympics – 50 visits
- We ran a range of on air events to celebrate the Jubilee
- We received funding for Olympics and Jubilee from Basildon Council grants
- We ran 3 public courses and continue Tuesday night sessions
- ECC placements increased to 3 students and 40 weeks work of paid placements = 130 visits
- Schools Out show finished, but we opened new studios in James Hornsby School and King John School, offering more students access to radio than ever before and operating a radio club at both = 30
- We provided 50 work experience students the chance to work at the Station via HCS, covering 26 weeks of the school year
- Visits to the Station by local infant schools at Christmas time as well as Rotary Junior School show
- We won the High Sheriff grant and made road safety and fire safety ads and involved the fire service.

What does this amount to in figures?

3,400 people have been through the Gateway door in the last year (2,000 up on last year). We are also a provider for SEETEC and Job Centre Plus.

General presenters, back room staff and guests to the station 1,500 people signing in This amounts to a total of 15,500 volunteering hours, an increase of 1000 signings in the last year.

### Achievements

- OCN learning centre continues
- NCFE learning centre continues
- High Sheriff grant/certificate
- Volunteer award from Volunteering UK
- OCN passes and NCFE passes
- Diana Awards for 30
- Essex Arts Award for 80
- Basildon Volunteer Award across Borough – Tom Berry
- Visits by Lord Petre and his deputy Lord Lie
- No 10 visit to meet the Prime Minister
- The Queens Award for Voluntary Service – The MBE, the highest award we could hold
- Buckingham Palace Garden Party
- Digital blues nominated for Blues Award
- Sony Award Schools Award for Canvey floods (Michelle), Kent Elms
- New studio at James Hornsby and King John School now launched
- Film made for Community Channel – and aired on TV
- BBC/CMA digital switch over scheme
- Basildon Market sponsor the Station for a year
- Film Essex Girls scene made at the Station
- Swan Foundation Grant
- Basildon Council Olympic and Jubilee grants
- Host of Sparks will Fly event
- Visit to Big Ben
- Jack Petchey status approved and able to award young people – 3 per year
- Young Diamond winner – Jubilee
- Apprenticeships x 3 with ECC
- Our volunteers having picture taken with Olympic torch
- OFCOM/DCMS Fund grant awarded

To add:

The ECC apprenticeship scheme meant that ECC offered to employ over 200 young people across Essex. Gateway was a part of that and has 3 on a 6 month contract, funded by ECC.

OFCOM/DCMS Fund is given to stations to fund posts to support the Project. We have identified management and development as a role that needs to be supported.

In November 2012 we gave out 67 certificates to people at our Awards evening, a remarkable event, we have given out about 200 certificates across the year.

The year ahead to continue to build the business and more groups involved and to work on new ideas for Thurrock end of our tx area.

The last OFCOM report of 2012 that I sent in March 2012 put us in good health and the next one will be the same targets and commitments is what OFCOM want to see, and that we reach what we say we will do.

Gateway is regulated and members should be advised that we are not just left to get on with it. Every year I have to sent off reports to OFCOM to justify what we have done, the financial side is within the rules and also PRS, PPL and MCPS returns are completed quarterly with facts and figures. This is something the normal member does not see.

Bid and grant writing takes time, people do not just give money to us!

2013 will be an interesting year for the Station as we continue to juggle what we do and the new Barleylands studio and possible studios in Billericay Special School looking likely.

It will be a year of more and more people wanting accreditation from us.

### To Finish

I, as one of your Directors, was pleased to announce back in July that I had been made Director of Community Media Association (CMA), a position that has a deep insight with OFCOM and DCMS of community radio as its the CMA who help advise OFCOM. I am pleased to announce a Council meeting of CMA will be taking place in September 2013 at Gateway and this position sees me flying to all parts of UK at various times.

I was recently involved in proposed legislation changes to do with community radio, and its future.

I am also pleased to announce that 2013 will see my 30<sup>th</sup> year of working in the media

and recently received Long Service Awards.

- 200 community stations are on the air
- 40,000 volunteer hours are reported across the sector each week to producing
- 15,000 each week of original radio output
- OFCOM estimates 2 million hours per year volunteers contribute in total to volunteering across the sector.

### **Jack Sullivan – Station Manager**

Over the years we have had very loyal members of the community who have supported us all the way and believe in what we do.

I would like to thank all the presenters who have not only volunteered their time but gave the Station their time, expertise and commitment.

My average week works as being responsible for the day-to-day operation of the Station including scheduling on and off air presenters, dealing with issues as well as handling all complaints.

Gateway 97.8 has been growing from strength to strength, with new volunteers joining and attending our training sessions. These range from students who may or may not be studying a media related course, unemployed, not in education etc.

I am proud to say that we have not had any major complaints at Gateway 97.8 and on behalf of myself and the rest of the team, I would like to welcome all the new presenters and trainees that have recently joined the station, and once again say thank you to the people that have been with us over the years, your efforts are being noticed.

Something I would like to address is the gender balance of our on air staff, as at the moment we have more male than female presenters, this should be equal, with new members being fast tracked from training.

Something I believe in, and hope Ros does too, is that we need to increase our production input for shows and step up the number of produced shows for Gateway Community. In my opinion, there could be far more produced programmes for Sunday afternoons in the 3pm slot. Another thing I would like to do is to have voice track shows through the night, which are pre-recorded, such as One Hit Wonders, Chill out Tunes, Classics, 70's show etc.

Another thing I want to mention is more presenters covering shows. Luckily, when I'm not at University in Manchester, I'm pretty much doing the Brighter Breakfast or Drivetime weekdays, but when I am not, it is very hard to fill the gaps.

At the moment, Ros Connors is doing the Brighter Breakfast and Danny Lawrence is doing Drivetime. Now with both of these being Directors, it can put things on hold within the Station. Please, if you are free and available, step in and help if you can.

Listeners will be encouraged to participate and offer their opinions through interviews, phone ins, outside broadcast opportunities and round table discussions as well as through text messages, web forums and social networking sites.

Something that does concern me is listeners being encouraged to call or text the studio. Please can we keep this to a low minimum, especially on specialist shows, as some shows could be repeated. Social networking sites are attracting listeners to the station from their participation.

Another thing I am concerned about is, some areas are not picking up our frequency, especially those in Wickford and Corringham, where many members of the community have said they hear scratching and others saying it sometimes blends into 97.7FM, even though Gateway 97.8 and BBC work together. The reception is loud and clear in other reception areas such as Canvey, Benfleet, Pitsea, Basildon Laindon etc.

I also want to start up a kind of profile, which features Station House Rules, OFCOM, format clocks, equipment, tunetracker and so on. Lately as well, the facebook and twitter has been updated regularly which develops the social networking side of things. A diary of events and roadshows also to be uploaded on our website.

### **Richard Yates – Station Engineer**

Thanks to Gareth, Gonzo and Harry for their help with IT and Engineering last year. I am always on the look out for new volunteers to help with the never ending list of things to do at the Station, so if you, or you know someone who is a tech head with some free time who would like to get involved, then contact myself or one of the Directors.

Its been a busy year and as previously mentioned, there have been new remote studios installed in 2 schools and at Barleylands, creating a need to appoint a studio caretaker who can go over and check that all is in working order before a broadcast. Gareth is responsible for King John School, Gonzo for James Hornsby School and Harry for the Barleylands studio.

We now have a new version of Tune Tracker operating with the current BeOS operating systems replacement Haiku and one of the studios will be going live with this new system in due course to trail it. Haiku is still in 'Alpha Release' and there is still a lot of work to be done by the programming team before it can be distributed in

'Beta Release' before all the nasty bugs are removed.

The Gateway 97.8 music database is continually being improved and I am now building up a master copy which be so much slicker, error free and contain must UK top 40 songs from the last 60 years. Thanks goes to Jimmy Lindsey for letting me have a copy of his large MP3 database. There is still much work to do here on the database and if you fancy helping out with its improvement such as creating new artists folders or adding ramp times to songs then please let me know. The new database will be rolled out to all studios when I am happy that it is ready and possibly with the future new Haiku version of Tune Tracker.

Gateway 97.8 is looking into investing into a 'Peak Program Meter which is a 'BBC standard' calibrated audio meter scaled, from 1 to 7 for setting up audio levels for broadcasting. We now have a potential of 10 different audio sources coming in from different locations and this unit will ensure they are all set up correctly. I would like presenters to get used to monitoring audio output from the studio using a PPM meter in the future. This is specialised kit and although a new unit can cost up to £800, there are some nice second hand units on Ebay going for a lot less. If anybody knows of such a unit that is available, please let me know.

We now have a new computer handling the web audio streaming and logging. A new copy of Air Check has been purchased and is recording the output at 192 Kbps. Thanks goes out to Gareth JPAW for his help with setting up this difficult and complicated computer.

### **Harry Carnaby – Road Show Co-Ordinator**

2012 was a very successful year for roadshows. Overall, there has been 35 roadshows, some were a success and some were not, most were wet, some were dry.

Gloucester Park firework night was our biggest and best roadshow to date.

All the hard work seemed to be left to the same people, myself, Mel, Joe, Yvonne and Richard.

A big thank you also to Kelvin for the loan of his van for taking time off work to help us.

I would also like to take this opportunity to thank Yvonne for driving the vans and Joe for all the heavy lifting and making us laugh.

Despite having over 300 members at Gateway, I am a little disappointed that the roadshows are left to the same few people every time.

I have brought this up before on emails, I am now asking you in person to give your

help in this matter, many hands make light work and that is what being a volunteer means, giving 'help' and support not just leaving it to the others. We already have 6 roadshows booked and it is only January, so please, let's have your help.

Now I would also like to thank a very special person who does not know I am going to say this but that is my mum. My mum has driven me everywhere, she has been at every roadshow and has helped me get here today, so thank you!

If you have any ideas, queries, suggestions to help improve our roadshows then please see me after or send me an email, I am open to suggestions.

Last, but not least, let's hope 2013 is a good year for Gateway.

### **Training Report – Yvonne Williams**

In order to be perceived as a serious contender for meeting audience loyalty, we will need to up our skills and to this end, are looking at a comprehensive change in the way we deliver training and develop competencies.

Our in house training activities serve two distinct functions:

1. To provide nationally accredited courses at levels 1, 2 or 3 to paying external students funded via schools, colleges or via a bursary enabling us to offer such courses to particular identified needy groups or individual applicants. This programme of activity will be augmented by tailored development courses for people who have experienced problems with school or college or are placed with us while not in education, employment or training. Danny has given you the statistics: we are training a good many people and can show a commendable pass rate.
2. To grow and develop multi-skilled talent from within the Membership that ensures a level of professional competence to set us on a par with leading commercial and public service broadcasters in the perception of listeners.

We are looking to develop a set of competency based stages that prospective broadcasters need to achieve in order to have the necessary skills to go on air or to perform their other intended role/s.

Within the framework we envisage various levels of achievement pertaining to different functions: Programme Assistant, Researcher, Producer, Presenter (Jock), Presenter (News), Presenter (Sports), Presenter (Features), Editor, Technical Librarian (checks, edits, assigns and preps), Journalist (radio and web).

This plan is designed to produce thoroughly employable well-rounded professional radio personnel who will be able to cope with the sort of real world problems experienced in radio and will necessarily take time.

It is our aim to give listeners a quality product that stands comparison with BBC Essex and with Heart, therefore we must guard the quality of output by putting on air only those who have attained the appropriate competencies. At the same time, we must continue to give opportunities to relative newbies and this we will do through enabling listeners to access our 'Open House' archive - or some such – where trainees can post material for download and play.

### **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. Ros Connors is thus standing for re-election. There being no other candidates the motion to elect her was moved by Mel Carnaby and seconded by Michelle Durant.

### **Any Other Business**

Harry has asked that we purchase a dongle for roadshow use, we have had to use Joe Edwards personal dongle on occasions.

Ros mentioned the roadshow at Cameron House, which saw Plumleys being dismantled and transferred to Cameron House. The show was very successful, thanks to Harry, Mel and Richard and would like to do again.

Harry suggested maybe getting a vehicle for outside broadcasts. It was agreed that we look at how we can set up. This would be good for branding as logo etc would be visible at shows etc. Andy Smith offered us help in setting up if we needed it. Yvonne suggested that Richard and Andy liaise.

Tahra had several questions to ask – she why asked why WiFi was non-existent at Gateway, Richard answered that it will be reinstalled by the end of the week. She mentioned that the stereo logger in studios need sorting. She asked why we did not broadcast in Eastgate. Ros answered that Eastgate had canned music set up. Speakers are set up in Eastgate as part of emergency system and sound is not good enough. Our shows have a lot of talk. Ros did add that she thought it would be a good idea in principle but Gateway is played in some shops. Quite a few of the shops complain about music being too loud. Tahra also asked about advertising for Gateway, as she felt people do not know we exist. Is there a way of making people aware, we need to get out and about and we need to use twitter and facebook, get knowledge across and that presenters are consistent re facebook and twitter. It was mentioned about asking whether we can play Gateway in the car park. This will be looked into,

Andy Turner questioned whether we could set up a play-out system, in answer it is illegal for us to do according to OFCOM. We have looked into this and we would

require a different licence and it is agreed by the Directors that it is not worth risking the possible loss of the licence for which we have all worked so hard.

The idea of a Saturday training club for young people was suggested, we need volunteers to run it. Maybe a rota in could be set up where trainers could come in once a month on a rota system. Harry to get project underway, co-ordinating with Jack, Ros, Danny, Yvonne, Michelle etc. as appropriate. It was suggested this be part of a 6 month programme to get on air, plus operation of TuneTracker in training.

Jack brought up the subject of members not getting reception in Wickford and in Corringham, Directors said there was nothing we can do as the licence was offered for Basildon and East Thurrock with a limit of 25 watts output vertical and horizontal: we work to the full limit. Might be able to get a robust signal over a larger area one day, but we need to look at financial and FM implications as and when a DAB option might present itself.

Ros mentioned marketing of Gateway. It was suggested printing business cards, pens and stickers to be given out at Roadshows, it was added that we cannot re-brand our licenced product entirely, for there has already been a considerable investment in time, effort and expense in establishing Gateway's name. A rebrand is not an option: reinforcement and refinement of the brand always is. It was agreed that we can proceed with car stickers. Members were asked to submit design concepts.

Need to approach Basildon Academy about equipment.

Jack spoke about the need for identification badges/logos. This will be looked at for particular occasions. Tahra said badges would be useful when doing roadshows or vox pop etc. Ryan said he would bring some in.

Richard Becker asked what about studios in East Thurrock. Directors replied that they were looking into the possibility of studios in that area, but need to look at staff to man them and we have to be realistic as to where to extend and develop. Watch this space. Mike Barlow asked whether we might get complaints from other stations, Directors need to discuss any changes.

Ros mentioned that we had 600 facebook hits on Monday.

Date of next meeting will be equivalent date next Year.

Members are requested to pay their £1 membership renewal to Chris.

