

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

**Date 29<sup>th</sup> January 2014  
Canteen Area, Laindon Community Centre**

### **ATTENDANCE**

Danny Lawrence	Yvonne Williams	Ros Connors
Harry Carnaby	Mel Carnaby	Tony Weaver
Chris Tiernan	Andy Roberts	Travis
Richard Becker	Kelly-Ann Pacey	Steve King

### **APOLOGIES**

Ryan Stokes	Charles Peck	Arfer Johnson
Richard Yates	David Fenn	Zach Watson
Tahra Malik	Gonzo Dawney	Ashwyn Smythe
Neil Matthew		

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

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

My review of the year is one tinged with sorrow at the sad loss of Mike Barlow – yet marked by a further series of qualitative improvements. My thanks go to you all, my colleagues, for your support in this, perhaps the most difficult year to date as we have faced the building works to improve the car park and seen several stalwarts of the station finding their time limited by University or employment.

It is as it should be.

There have been a few departures – our thanks to those who have left for the good work they did while with us – and we welcome a steady flow of new members. Of course, there are plenty of opportunities for skills development with us for those who wish to take advantage of them – some may prefer backroom work in editing or research, others opting for presenting or outreach activity.

We are continuing to support appropriate outside activities – St Lukes springs immediately to mind, the November 5<sup>th</sup> celebrations or various activities in support of the Council. However, it is unduly onerous for us to support every open day, fete or fun day. We will be more selective.

We will also seek additional opportunities to do OBs where appropriate, for having invested in a VHF link equipment and transportable studio; we are in a position to support extended events such as the Leigh Folk Festival or an event on the scale of Kodosai.

It is appropriate at this stage for me to note our appreciation of the support and encouragement we have consistently had from Eastgate and Hans Wustefeld, from our Mayor, Mo Larkin and that steadily growing groundswell of support from local people.

Of course, there is more to be done. Our local Council is ambivalent in its attitude – courting the London-based Global offshoot Heart much of the time and giving far too little thought to the fact that Basildon has its own, relevant, helpful and willing local station – a voluntary organisation at that – which will give its activities far more coverage than Heart would ever consider. Coverage bang on target. Attitudes are changing though.

We need to look to further developing income streams: we are well enough established now to be able to push our advertising and sponsorship opportunities in the knowledge that advertisers gain terrific value. We need to develop business further in terms of training. We need to build a management tier capable of taking some of the load off the Directors – in other words, we have overcome our birth pangs and period of infancy. We must use this year of 2014 to consolidate our position and create the firm foundations of a business well able to generate its new generation of management people and to generate the funds necessary to permit its growth as a significant player in the community related communications business.

Forgive my keeping this so brief, but I have a voice about to give out, so once again, thanks to you for coming.

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

I must advise you that our paperwork will shortly be going to the Accountant to prepare the Accounts. As soon as they are to hand, I shall make .pdf copies available.

It only remains to add that we remain significantly in credit and, without wishing to sound like a politician, I believe our tight fiscal policy should continue.

I now call upon Ros Connors to make her PCs report.

### **PROGRAMME CONTROLLER'S REPORT – Ros Connors**

2013 has been the busiest year yet for all three directors, with some highs and some lows at Gateway. The biggest positive to date was the first live outside broadcast event from the Leigh Folk Festival last June at the Book Inn. There is no doubt at all that being out there at an event such as this, in the public eye, doing what we do best, which is broadcasting, is going to get us known far better, and for the right reasons. I do not believe that the road shows we have been doing, while well intended by our hard working road show team, are the right way to go about our business, and we tended to be seen more as a mobile DJ outfit than a radio station. It has taken time to address this, and thanks to Richard and Andy for building the collapsible portable studio, and Steve for his sterling work with the FM transmitter and receiver, we are in a much stronger position now to be what we should be, and that is the focal point at events. Barleylands and Kodasai 2013 were other successes we were able to enjoy. The school shows have not been deemed successful, and we won't be doing any more.

I am currently looking at upping our broadcast hours at the end of each day by adding more voice tracked programming, and thanks to Danny's contribution just before Christmas, we will be extending from 11pm until midnight Monday to Thursday with a love hour. Fridays, Saturdays and Sundays we are already broadcasting more than the required 16 hour minimum so I have no fear at all that we are meeting our target here.

Total hours live = 79

Total recorded = 46

Total hours = 125

I mentioned some lows. The biggest blow of 2013 was no doubt the death of Mike Barlow. A huge loss to our team, a very nice and very willing person. I am sure all who knew him are going to miss him. A great help with the King John School shows.

Yvonne, Danny and myself regularly have to cover our weekday daytime output. This is having an adverse effect on us being available to do the

more necessary business things that we need to do every day, such as training, business meetings and generally meeting guests who come to the galleries to see us, so if you are available to help during the weekdays, you've not got work, and if you believe in yourself to be capable to contributing something worthwhile, or training up to present one of our daytime shows, then make an appointment to see one of us, and we'll see what we can do.

With our mainstream daytime output, I would like to see more local guests being invited onto shows for interviews. This is a community station, and I do not always feel that we are reaching out to the community of Basildon and Thurrock in the way we should. Please can all day presenters consider reaching out to those outside, rather than sitting there and asking people to phone or text you. Taking out a mini recorder is one way of gathering and bringing in quality content to your shows.

Sadly, we have lost several of our regular specialist programmes namely, The Noughties, Southern Comfort, Gay Gateway, Global Dance floor, and coming to an end this week, The Euro Chart Show. There are some new shows that I hope you are enjoying. A World of Difference, A year to remember and the Nu Vibe are all on the air now, with some other shows coming in the not too distant future. Essence B a new hip-hop music show, which might sit comfortably near Tom Berry's Friday show. A pilot show is already recorded and ready to go. Again, I will ask for contributions for the Community slot which is at 3pm on a Sunday. I'm still disappointed that there are not more offerings for this slot, the only one recently being from Charlie Sarson who has taken on 'Unsigned' as a semi-regular thing.

I am occasionally being asked about personal Gateway emails. Due to security issues, it is something we don't offer to regular members of the station. However, I think that we might be able to explore the idea of us having 'show' email addresses such as [daytime@gateway97.8.com](mailto:daytime@gateway97.8.com) and so on. A subject for further discussion.

### **DANNY LAWRENCE – Business Development Director**

The Station has had a busy exciting year with our business for education having a major turnaround.

Cut backs 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 business man 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.

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 summer school.

We received funding from the National Lottery as well as Basildon Youth Strategy Group.

We continue Tuesday night sessions.

ECC placements increased to 3 students and 40 weeks work of paid placements – 130 visits.

We received grant funding and the award funding of Jack Petchey apprenticeships over the year have been 2, this is the last year ECC are running the scheme.

We only broadcast from James Hornsby School studio 4 times a year and dropped King John School.

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 Xmas 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.

4000 people have been through the door in the year, up 600 on last year.

We are a provider for SEETEC and Job Centre Plus.

General presenters, back room staff and guests to the station amounted to a total of 20,000 volunteering hours.

In November 2012 we gave our 67 certificates to people at our Awards Evening, a remarkable event, this year we gave out 120 at the Awards Evening in November 2013.

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

The last Ofcom Report of 2013 that I sent in March 2013 put us in good health and the next one will be the same targets and commitments, this 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 send off reports to Ofcom to justify what we have done. The financial side is within the rules and also PRS, PPL MCPS returns are completed quarterly with facts and figures. This is something the normal member does not see.

2014 – I see as an interesting year. I predict there will be fewer courses as students are made to stay at school until they are 18. I predict a rise in referrals from CSS, JCP and SEETEC.

I see it as a year that will be challenging and the figures this year on accreditation have peaked, but because of the changes and cut backs I see it as a year of less money coming in from education and we need to see out the storm, which we will do and change our business to reflect.

I, as one of your Directors was pleased to announce back in July that I was made Executive Director of the Community Media Association.

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 and Ofcom estimates 2 million hours per year that volunteers contribute in total to volunteering across the sector.

Visit by the High Sheriff of Essex to see our work and sample past funding safety ads.

Visit by Thurrock School to record Gateway to Jazz with David Fenn. Yellow Advertiser, Evening Echo and Enquirer ran stories on the above.

NCFE Level 1 course – Existing students start x 4

NCFE Level 1 course – James Hornsby School start x 6

NCFE Level 1 course – SEETEC unemployed young people x 10

NCFE Level 1 course – public x 1

Above course = 20 people on it with 13 passes.

Battle of the Bands promotion starts on radio and the Yellow Advertiser.

Funding received from Ladies football team, with a donation for the above competition.

Ofcom funding continues throughout the year.

ECC work placements continue throughout Spring/Summer/Winter terms 2013/2014.

Tony Ball, Stephen Metcalfe and John Baron hold regular surgeries.

Paul Costin, Essex Police – regular on the beat

Brian Mansfield, Fire Rescue service.

Yellow Advertiser and Evening Echo – good coverage

Jack Petchey Leaders Award to Danny Lawrence

Rotary Community Service Award for Yvonne Williams by Rotary Club of Basildon Concord.

Big Society Award Badge – Gateways idea.

Lottery Grant - £10,000

High Sheriff Award 2013/Essex Police Cup Community Award to Danny Lawrence.

High Sheriff Grant accepted - £900

Sony Award nomination for Ros Connors

Thurrock Police spot on radio

Essex Arts Award to Harry and Charlie plus Charlie with Alison Haythornthwaite show.

Essex Arts award to Luey Archer for Alison's show.

We took on a disabled person on the ECC Scheme for disabled people.

Radio Club Essex Arts Award – Jack Petchey Award to Owen Hunt – April 2013.

This year we have battened down the hatches so to speak as the country has a third year recession, there is not much money out there, but we have been lucky in getting some considering everybody is chasing the same pots.

James Hornsby School and King John Schools continue to July with James Hornsby from September only.

Nominations for the Basildon Council Awards for Young people, Jack Sullivan, Charlie Sarson, Harry Carnaby and Tahra Malik all nominated by us for an award.

Local artiste used our studios for TV filming – Harry Cash.

The end of Swan Foundation Grant – big success and 50 people on it, was originally only 40.

Big Ben visit again by some of our team this year.

BBC Broadcasting House trip via CMA for some of our team.

Work experience continues throughout the year including presenting, Engineering and Admin.

Job Centre Plus and SEETEC placements continue.

Princes Trust – Placement.

Extra NCFE course for Swan = 3 on it

Gateway new lease signed in May 2013 for Keating and Galleries

Tahra Malik – Jack Petchey award autumn 2013

CMA – Conference in Manchester attended

Trip to Parliament for some members.

Battle of the Bands 2013 was a big success with £1600 raised for local charity.

More groups being introduced to Gateway as Danny Lawrence becomes Deputy Mayor of the Borough

Rotary Media Conference – schedule for Autumn/Winter 2013

Arthur Bugler School and Pitsea Junior School make fire and road safety adverts.

Apprentice – Charlie Sarson

Visits by the new High Sheriff

Visits by the New Police Crime Commissioner

As at halfway through the AGAM year at July, there has been 2000 signings into the signing in book

CMA Council hold their conference meeting at Eastgate, Rotary also hold their meetings at Gateway.

Chief Constable visit in October 2013

120 Certificates handed out to volunteers and Course placements et – November 2013.

Rotary Media day held at the Station

50 Essex Arts awards handed out during the year.

Finally 4000 people have signed into Gateway, either as guests or volunteers etc. during the year.

It has been a good year.

Next year will see application to extend our licence period and also my involvement with low power DAB with the CMA

### **TRAINING REPORT – Yvonne Williams**

We run a training evening on Tuesdays, we have different people, some useful, some have no clue, some no hope, but we have to try and adapt, trying to give them project work on a specific project, plan, record, edit, with skills good enough to go on air.

Harry Carnaby conscious of the work load on Yvonne, offered to continue running a Saturday morning radio club for the younger generation. We have 4 attending having learnt everything needed to do their own show including vox pops. They are invited on trips, ie BBC studios in London. The training is for 6 months and then on to the NCFE course which Harry considers them ready for.

### **ROADSHOW REPORT – Harry Carnaby**

My job as road show co-ordinator has been an extremely difficult job. I don't really think that you all know what goes into the road shows. I'm going to just read you the normal day for a road show.

This is the St. Lukes Fun Run on the 28<sup>th</sup> February.

4am – I wake up with my mum and brother  
5am – Leave home  
5.30am – Arrive at Gateway, get all equipment ready  
6am – Meet at Gateway with Yvonne to load van  
7am – Arrive on site  
7.30am – Briefing from St. Luke's  
7.45am – Set up  
9am – Event start  
1pm – Event finish  
1.15pm – Start to pack up  
3pm – All packed up and loaded in van  
3.30pm – Leave site  
4pm – Arrive at Gateway to unload  
5pm – Finish unloading  
6pm – Home

This is a normal day for the road shows.

Overall, we have had some really fantastic road shows and some really bad road shows because of the weather. I could not have done it without 3 people, Yvonne, my mum and someone who is no longer with us – Joe Edwards. Joe was a massive help with the road shows. He was our muscle man. He did all the heavy lifting for both me and Yvonne. This year we have had the most amount of road shows in years. Overall, we have had 50 – 15 more than we had last year. We have now got the contract with the Basildon Round Table to do the stage and sound for the next couple of years. This year they have asked me to mix the music to the fireworks (pyrotechnics).

I am still very disappointed with the members at Gateway. We have over 300 members, whether they are presenters or members of staff, and yet the road shows are still left to the same few people. As much as I love doing the road shows, I honestly cannot do it all on my own. I said it last year and have sent out many emails over this, but one can be bothered. If you would like to help please just let me know, the more the merrier.

I love the road shows and always have done. It's just amazing with the businesses, acts, people and community groups that I meet regularly, which is just brilliant.

The road shows that we have booked already this year are:

St Lukes Fun run  
St Lukes Fun Day  
Busy Bees  
John Barons Fun Walk  
Northlands Park Firework night 2014-02-03

And it's only January

Also, we are very pleased to announce some new equipment that was ordered – a mobile broadcasting system. This means we are able to go to any event/road show, attach the aerial to the roof or building, point it in the right direction and we are able to broadcast back to Kelting House – the HQ. This has been an amazing success for not just us but for the Engineering team – Richard, Steve, Gareth, Gonzo and myself.

So overall, I am amazed at what we have done this year. Once again, I would like to thank Yvonne & my mum for the continuous support of the road shows.

By the way, if anyone knows where we can get a cheap van from, please let me or Yvonne know.

### **STEVEN KING – Engineering Team**

New FM link equipment arrived and to be put to use at Barleylands in September. I would like to say a fantastic thank you to Richard, Gonzo, Gareth and Aston for their outstanding contribution for the FM link on both OB at Barleylands and at the Holiday Inn.

In September 2013 we built Danny's first home studio with complete TT and barrix box. Although there were initial teething problems with TT, that has now been rectified and is now 100% functioning.

Kelting House studio is 80% functioning, minus TT.

Studio three had a major problem with TT power supply, which blew due to age. Has been replaced and now functioning. Windows computer monitors have been calibrated and BIOS battery has been replaced.

The network for accessing the stereo screening logger is now accessible for Ros and the Directors.

The back screening/logger server has now been rebuilt and re-programmed and on standby.

All of the training computer area have been serviced and drop box have been uninstalled due to build up of data on the hard drive, which was also slowing the network down every time it updates on the task bar. After sorting this problem the network is running a bit more effectively.

3G network is 90% complete for outside OB, if the FM link cannot reach to base or not cable broadband is available, 3G yet to tested with the barrix box with a small studio.

A test with the 3G network was tested in December, sending sound report live from a notebook with a dongle with 11db aerial, 90% of the time very successful. The signal was a bit iffy around the Basildon market area, only because of the stalls made out of metal cage. The signal path from that equality was fantastic.

Working alongside Richard for future things to do.

In the next couple of weeks to gain access to the roof with our FM aerial to inspect the aerial after the strong winds and adjust the FM link aerial ready for battle of the bands.

I would like to say thank you to Yvonne, Danny, Ros and Richard for the hard work of 2013. A great station to work with.

### **RICHARD YATES – Engineering**

Thanks goes to Gareth, Gonzo and Harry for their help with I.T. 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 a 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 of Haiku and one of the studios will be going live with this new system in due course to trial 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 will be so much slicker, error free and contain most UK top 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 time to songs then please let me know. The new database will be rolled out to all the 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 Programme 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, then 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 to Gareth JPAW for his help with setting up this difficult and complicated computer.

### **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 Harry Carnaby and Andy Roberts.

### **Any Other Business**

Yvonne commented that VHS system is good, when you are in a place all day, it needs a chunky antenna, specific things need a special licence, is very easy to use. We put in car, went to Lain don for a test transmission with a flexibility we never had before.

Andy Roberts suggested having a meeting about sound broadcaster, putting on web where people can chose their track, not one FM station in country uses this system, Yvonne thanked him for suggesting this and Steven King seconded the request for a meeting.

Harry Carnaby asked if there was any progress on purchasing a van for road shows. Yvonne said no, but we can still borrow a van from Cribbs when needed, but enquiries are ongoing about purchasing a van.

Kelly-Ann Pacey asked if we could purchase some sort of communication device for road shows, so that communication would be easier between staff, Yvonne said no – mobile phones were sufficient for this.

Danny Lawrence commented that the Directors were on air for 6 days a week, and this was getting too much and resulting in the Directors not

being able to do their own work. Steve King said Steve Shrimpton will be able to lighten the load now.

Yvonne said that there were new people interested in doing shows, but Ros said most of them want to do specialist shows, but we need day to day presenters, need fresh blood and just to say, this is the fewest attendance of AGM ever. There was great excitement when station started, now we need long-term commitment, Harry commented that people work, so they cannot commit.

Ros said about changing our live commitments, more shows are pre-recorded. We need people taking on more responsibility, looking after people at the weekend, perhaps a weekend manager solving any problems that may occur, so that the Directors get a break on the weekend, Harry Carnaby said he would be happy to do on a Saturday. Harry could look after Kurt and Tom, then after take phone calls if need be. Ros commented that Harry has to be sure that you are capable of looking after tune tracker for example.

Yvonne said that it was our baby and it is up to us to run it, but if you can spare time, then take on more commitments, she said she is a few years older and that eventually she will want to wind down and there needs to be someone who can replace her, Ross and Danny at some stage.

Ros said that Ryan sent a couple of emails about show blogs and why don't people do them. She said that maybe they don't know how, so suggested arranging a training night. As yet he has not replied. Harry said he would do the training.

Steve King mentioned about paying daytime presenters, and then just have volunteers in evening/weekends.

Yvonne said it is a volunteer organisation, some paid, some not, will cause ill will. We need to find additional monies, advertising/sponsorship, we have not pushed advertising, too busy building business, perhaps we can look for funding for certain slots. Changes will need to be made as we do not want to get away from volunteering ethos, on Agenda for development and recruitment. Major discussion needed for this year, we are under stress with work load considerable, accounts not done because always on air.

Ros commented re advertising, somebody selling sales would be good.

Yvonne said moves in place to recruit someone to do advertising, possibly in a few months time. Ros said it won't be an easy job, he will be asked how many listeners we have and there is no way of knowing. Yvonne mentioned that presenters could have their shows sponsored. This would help us build up our reserves, we have been careful with money.

Danny said that Ofcom expects 50% of revenue from advertising, last year overall income from advertising is only 13%, and our education is 40-46%.

Danny said he has had meetings with Towngate Theatre, he said we get free tickets from a theatre in Dartmouth, but nothing from Towngate, and as yet he has not had any response back from the Towngate Theatre.

Yvonne has been asked to make contact to apply a little bit of pressure.

Richard Becker asked about Presenters Award Certificate, is that going to happen? Ros said that we have been very busy, but she will look into it. Good idea and morale booster and will be discussed. Danny mentioned that we have already given out awards at our Annual Awards night.

Richard also commented that Chris has not been thanked for her work. Yvonne said it is very difficult to mention everyone but wanted to say thank you to all members.

Danny added that they wanted also to thank all presenters who could not attend this meeting. Ros agreed and said they were very grateful for all the help.

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

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