

# Hospital Radio Barnet

## Minutes of the 28<sup>th</sup> Annual General Meeting

Sunday 25th March 2007, in the Meeting Room, Palm Ward, Barnet Hospital

The 28<sup>th</sup> Annual General Meeting of Hospital Radio Barnet was opened by Bob Henderson – Chairman who welcomed everyone.

An overview was given of the order of the meeting and all were advised that only 2 posts were to be appointed during the meeting later.

**Members Present:** Martin Rosen, Fiona Rosen, Paul Gomez, Phil Murphy, Martin Ferdinando, Jonathan Israel, Simon Astrop, Jane Milligan, Val Hope, David Goss, Mel Beresford, Jason Baker, Bob Henderson, Frank Heinley, Liane Pedro, Garry Lakin, Karen Lakin, Steve Chapman, Andrew Edrupt.

**Also Present:** Brian Faller – Chairman, Friends of Barnet Hospital; Julia Lewis – Treasurer, Friends of Barnet Hospital,

**Special Guest:** Dean Martin from Capital Gold Radio, one of our Honorary Members.

**Apologies:** Richard Brooks, Richard Edwards, Barry Wheaton.

**Minutes of the last meeting held on 19<sup>th</sup> March 2006** - These were approved and signed by the Chairman.

**Matters Arising from the above minutes** – None.

### **Committee Report 2006/7**

Bob then handed over to Frank – Station Manager for a Committee Report, which he read out a copy is below:

#### ***Recruitment***

It has been an exceptional year for recruitment and training, so much that we have had to close the doors to new recruits while those we have complete the training.

#### ***Programmes and Presentation***

We have had the usual problems with arranging cover for programmes, but it has all run reasonably smoothly.

#### ***Ward Interviewing***

There has been a vast improvement in ward visiting, largely due to the new recruits. The wards are being visited reasonably regularly, and the number of requests has increased dramatically over the last year. Thanks to all for the hard work on the wards, keep it up, and maybe some of us who aren't visiting the wards can take heart and try it ourselves.

#### ***Technical***

There are still some problems with the studios that are delaying the implementation of the Myriad system. We are working towards resolving these as fast as we can. We seem to have finally cracked the problem of the earpieces and tubes for the patients.

#### ***Library***

We are still losing CDs from the library. If you see anyone taking HRB CDs home have a word with them and let one of the committee know. We are sad that Kerry decided to resign during the year, she was doing a great job with the Library, thanks to Jonathan for filling in.

## ***Fund Raising***

A normal year for fund raising, just the usual fetes etc. We received £234 from the Live On The Park event organised by Tony Steinberg. Steve Chapman also obtained for us a donation of £1000, which is going to be spent on replacing the headphones in the studios, new CD players, and a couple of other things.

## ***Publicity***

We had some good publicity over the year, and the new ward magazine was also well received. Elaine did a good job, and is another member we are sad to see leave the station.

## ***Hospital Broadcasting Association***

Delegates from HRB attended both the Spring and Autumn HBA conferences in Blackpool and Norwich respectively. The London Region HBA Group has been particularly inactive and we cannot recall a meeting being held this year or last. Andrew and the sports team received a commendation in the HBA awards in the spring, while Garry received a highly commended in the special events category. Garry is also in the top 10 for the same award this year.

## ***Conclusion.***

Ward visiting has greatly improved – keep up the good work and lets do even better this year. Myriad has still not been installed, but we are moving forward with this and are optimistic it will be operational soon. The Library still has problems with CDs going missing, and we need to stop that happening.

At the end of the report, Frank asked if anyone had any questions.

David Goss asked -

What was happening to new applicants that applied? The reply given was that the website now states that we have temporarily stopped taking enquiries, but ask applicants to keep watching the website for any changes. If any forms are received they will be advised that they are on hold until we start taking applications once more.

## **Friends Chairman**

The Chairman invited Brian Faller - Chairman of the Friends, if he wished to speak. Brian stated that the Radio was continuing to do a good job and he had not received any complaints, so his advice was for us all keep up the good work and not to ask for too much money!

## **Friends Treasurer**

The Chairman then invited Julia Lewis – Treasurer of the Friends to give an explanation of the balance sheet that had been given out, see attached for details. Julia explained that she had not been able to sort out stock amounts of the prizes used at fetes, but did not think this was a big problem.

Julia asked if anyone had any questions on the information given on the balance sheet?

Martin Ferdinando asked –

About the telephone line – was this the one used for football? This was confirmed by Julia, everyone felt this was a good investment as Julia confirmed the telephone line is used for calls from football to the studio only by the Sports Team.

Bob added that the telephone line is ‘locked’ at the end of our use and thus cannot be used by others. There was concern over the amount, but when thought about and broken down, there was no cause for concern.

Mel asked if the telephone line was ours or the football clubs? He was advised that it is ours, as a result of this information, Mel asked if we have ever looked for a better deal, e.g. free calls or lines.

Mel was advised that this was looked into some years ago, but because the line is not a personal line, offers cannot be taken up, until the line is transferred to a person. Julia added that the costs were not really out of hand at this stage and so was not a big concern.

Andrew asked the question about the deficiency in the accounts. Bob replied that our fund-raising needs to be greatly improved.

Bob went onto explain that the item called Mushroom Headsets and the cost of these, needs to be reclaimed back from the Hospital. The agreement is that the Hospital should be paying for these, but for awhile there was confusion as to which party should be ordering/buying these and so as many of the wards had completely run out and HRB had too, the Friends agreed to buy them as an emergency. Bob will follow reclaiming the money back from the Hospital back into our funds.

Paul Gomez asked what is item Phonographic Performance?

Frank explained that this is a licence which we now have to buy to enable us to play records legally. The fee per year is £100.

Frank went onto explain that for many years Hospital Radios did not have to pay thanks to the Hospital Broadcasting Association. However, due to a recent court trial in which Student Radio felt that it was unfair that they as an organisation had to pay and our charity did not, therefore as a result of that, all Hospital Radios now have to pay.

Phil Murphy asked if this amount is discounted for Hospital Radio?

Frank replied, yes, but it is just a token payment.

Phil asked, is it likely to stay at that rate? It was thought the amount will be kept as low as possible as PPL does not really want to increase it. However, the HBA does get it back indirectly as monies for other things (It is not actually given back to the paying radio stations).

David Goss asked, is it HBA that negotiates the amount each year.

Frank replied, Yes it is.

Bob then thanked Steve Chapman for his donation from his employers sometime ago.

Frank apologised that this donation had not been spent yet and went onto explain some of the reasons as why it had not been spent.

Steve Chapman asked about our biggest asset – the Studio – could we hire it out but charging an hourly rate to raise some money? Steve was given the idea from schools that approached him, as until recently Steve had access to this kind of facility himself and thought it was something that we may possibly could have done.

Frank will give the idea some thought, but first reaction was that our studios are for technical use and not as recording studio. Other members in the audience felt that Hospital may not like the idea of us letting our space, also the questions of who would be present, could give problems. Therefore, overall it was felt that this idea would not be taking forward.

Julia ended her session by saying to everyone 'keep up the good work'.

## **Elections to the Committee:**

There were no votes to be cast, as all the posts were uncontested.

The following remains in current position: Simon Astrop as Head of Presenters – (Year 2 of a 2 Year position).

New post holders are:

Frank Heinley as Station Manager – Year 1 of a 2 Year position.

Jonathan Israel as Librarian – Year 1 of a 1 Year position.

Press and Publicity Officer remains unfilled.

Recruitment and Training Officer remains unfilled.

Fund-raising Officer remains unfilled.

Head of Ward Interviewers remains unfilled.

All the above unfilled positions will be discussed at the next Committee Meeting.

Membership Secretary will be filled by a nominee and by whom, will be discussed at the next Committee Meeting.

## **Any other Business:**

Martin Ferdinando mentioned that looking at the amounts spent on prizes for fetes and what we get back is not a great deal, could we not think of other cheaper ideas e.g. some years ago we ran the Human Fruit Machine and that did not cost much to run, there must be other similar ideas that we could try.

Frank said ideas are always needed for fund-raising.

One of the other ideas that had been mentioned during last year at the Committee Meeting by Brett was an Auction, but this was felt not to be a good idea as it would need a lot of money put up before the event.

The football stall run over the last year had proved to be popular, but would it this coming year as there are not so many competitions, what else could we do instead?

Dean Martin asked do we ever make collections at the Football Ground?

Bob replied that again this had been talked about at the Committee Meetings, but he felt we should not 'push' our luck at the ground too much, as they are very good to us each we go.

Dean replied, that he felt that once a season would not be a problem and offered to ask the Club, if we wanted him too.

Simon and Julia added that collections like this can be very good, Simon mentioned that Whittington Hospital run a collection at Arsenal and Julia added that she has helped with a collection at the Station (but to collect at the Station - a railway licence is needed, the form for this can be requested at the station).

Liane Pedro raised a question on Security – Liane had been standing in on Tuesday of last week, when there was a knock at the door and 2 people greeted her with we are trainees. Liane did let them in as she was not on her own. Her concern was that if she had been on her own in the studio, she may have thought twice about letting them in and leaving her with that unhappy feeling of leaving people outside. The trainees too probably would not have felt happy about having a wasted journey. Liane asked that people let others know what is happening. The trainee Jane advised that she knew that there was to be a relief presenter a week ago, it was felt that the presenter should have told the relief about others coming up. Therefore, if you are presenter, please pass on any information to your relief cover to avoid any further confusion.

There were no other questions and so the Formal part of the meeting ended at 3.40pm.

Following a short break an informal meeting took place.

Signed ..... Date .....

## **Minutes of the Informal Meeting**

The Chairman thanked everyone for attending this part of the meeting and explained before he asked for any questions, he was going to invite Dean Martin to speak.

Dean gave an introduction as to why he was attending this meeting, for any members that were not aware, he started with HRB many years ago. He started by helping

Carl Young with his programme, he also visited the wards to obtain requests. He then moved onto help Malcolm Cussell. Dean stated at this meeting, that he had enjoyed his time and still does when time allows, and his loyalty is still with HRB. He explained that all the time he had spent with us was great fun, as it should be.

Dean advised that radio programmes need to be entertaining, you need to find out what your audience is like and this can be done by visited the wards. You need to keep the listeners turned in and provide relevant information. To be involved in Radio World you need to be a good presenter, a good communicator, involve local issues, make your personality interesting (be fun, interesting, sound like you are enjoying yourself, even if you are not – remember people cannot see you, but your feelings come across). Make your show personal, be a friend, sound like you are talking to just a few people not lots. Show preparation is important, do not turn up for your show a short time before, give it some thought in advance and prepare bits for it.

Be a team player, care about others in the team, get involved and try to win awards. Be ambitious.

Try to record your show once a month in our case and listen to it, as you listen, do you come across as fun that you are enjoying presenting it, are you keeping the listeners interested? All these things are important to keep your radio audience happy. Would you be a listener to your show!

Dean offered to help anyone if they felt they needed it.

Dean then asked if there were any questions?

Simon asked about timing – Do not end a song early and never talk over an introduction.

Dean talked about get your audience involved, had we thought about texting? No replied Bob, Dean explained a little on what this involves, as a result Bob said he would look into it.

Following this, a general discussion took place after which there were no more questions and so Bob thanked Dean for his time to attend this meeting and for his advice today and for his offers of help.

### **Any Other Business:**

Paul Gomez asked what has happened to the jingle machines and why have they been removed from the studios?

Frank replied they have ‘died’, but copies of the jingles have been made and are now of c.d., so they can be still be played.

At this point in the meeting Frank gave an update on the Myriad System.

He advised that is has come to light recently that the system will not fit into our current desks as originally thought and so it is going to cost a lot of money to make adaptations, so Frank feels it would be better to start again with a complete new studio, however this is going to cost a lot money then planned in the first instance.

Frank would be hoping that a company would come in and fit our studios and then install the new equipment, rather than HRB members trying to do it in whatever spare time was available.

Phil Murphy asked what had caused the extra costs?

Frank advised that it was mainly due to the current channels- they are not suitable for the Myriad equipment.

Asked if things were moved about, it could use some of the spare channels

Dean Martin asked what is Myriad, Frank went onto explained, Dean acknowledge that he knew of these systems, but had not heard of Myriad, but felt after Frank explanation it was like other systems he knows about.

Garry Lakin made the suggestion that perhaps a group could be bought together to write out for grants, we had tried this in the past and it had proved successful.

Simon Astrop asked about sponsorship for programmes – everyone agree this would be a good idea, but it does need careful monitoring to make sure that no-one says anything out of place, otherwise it could be classed as advertising. If sponsorship was taken up, it would be a god idea for words to be recorded and played that way.

Patient Line was another raised item, what was happening with this?

Bob explained the reason for the delay, which was not our fault, this was mainly down to the fact that an investigation had to be made regarding the costs of the telephone calls. This has now been resolved and the Government has indicated that the Patient Line can now start to introduce their services into hospital once more. This has been completed at Chase Farm, but Bob is still trying to find out what is happening with the Barnet site.

Martin Rosen said that this service could be affected now that mobile phones have been cleared for use within hospitals. Bob will keep us updated.

Jonathan Israel is to ask his family about a Trust Fund that provided us with some money a few years ago as to whether we can apply again.

Andrew Edrupt asked if we could run some kind of scheme where Companies donate so much money and then we match it internally, this idea will be given some thought.

Bob gave out the date of Barnet Hospital Fete:

The Hospital Fete is to be held on Saturday 2<sup>nd</sup> June 2007.

The Friends Annual General Meeting is to be held on Thursday 26<sup>th</sup> April 2007.

Mel Berisford asked about posters being displayed on walls around the hospital. Bob explained that posters had been produced and looked for reassurance that they had been put on display, confirmation was given that Elaine Grimes had produced some posters and Karen Lakin advised that these had been taken to notice boards on the wards. Bob is to check to see what happened to the posters that were on the Friends display cabinets in Main Reception as these now appear to have been removed. Other than the ward notice boards, we are not allowed to put any on display anywhere else within the Hospital, we rely on our Ward Interviewers for publicity and to give out our magazine. The suggested was once again made that something is done in Main Reception e.g. a team of people standing in Reception handing out magazines. This will be given some thought.

Jonathan Israel advised that the cd's had now been entered on the computer under title

Andrew Edrupt advised that he and Nick Long had agreed at the Members Meeting to arrange a social event. This has now been done and a meal is to be held on Saturday 14<sup>th</sup> April at the Wylotts Manor in Potters Bar. Andrew will be e-mailing out a note with the details.

As there were no further questions the informal meeting closed at 5.10pm.

Signed ..... Date .....

# Hospital Radio Barnet

## Year Ended 31<sup>st</sup> December 2006

### Income

Subscriptions	960.00
Donations A King	75.00
Gift Aid Tax Refunds	208.15
Glaxo Smith Klyne Donation	1000.00
St Albans Scouts Quiz	70.00
Barnet Hospital Fete	120.00
Potters Bar Carnival	104.01
QE Boys School Fete	105.29
Woodridge School Fete	36.16
Jazz On The Park Concert	234.02
T Shirt bought by Simon Astrop	10.00
Old Key Deposits	105.00
Excess of Expenditure over Income	1448.13
	4475.76

### Expenses

Fund Raising	270.59
Alarm System Monitoring And Maintenance	94.78
Insurance	262.51
HBA Annual Subscription	37.00
Telephone	247.44
Maintenance on Equipment	96.84
Phonographic Performance	117.50
PDC Wallets for ID cards	31.25
Mushroom Headsets	1354.42
24 hour Broadcasting Computer equipment cost £9817.13 (depreciation 3 <sup>rd</sup> year)	1963.43
	4475.76

Funded by Friends, depreciated over 5 years Mixer / Transformer / Mic cost £10006.22 (5 <sup>th</sup> & final year)	2001.25
---	---------