



AGM ~ Minutes
Sunday 10th August 2003
2.45 pm
HBS Glasgow

Sederunt

Charles McVey	HBA Scottish Rep Hospital Radio Lennox
David Ledgerwood	HBS Glasgow (Regional Deputy)
John Watson	Hospital Radio Perth (Acting HBA Regional Manager)
Niall Anderson	HBS Glasgow
Alice Watson	Hospital Radio Perth
Peggy Bayne	Radio Heartbeat
Gordon Stables	Radio Heartbeat
Harold Johnson	Radio Heartbeat
Elaine Fisher	Royal 1 Radio
George Clarkson	Royal 1 Radio

Apologies:

Bridge FM
Radio North Angus
Radio Lollipop
Grampian Hospital Radio
Radio Eastward
Edinburgh HBS
Rose Logan (Regional Treasurer)
Gordon Low (Regional Webmaster)

Previous Minutes:

Proposed: David Ledgerwood
Seconded: George Clarkson

Correspondence

In:

Letters of Appology from all listed above

Out:

To all member stations re Meeting Minutes from HBA not
HBA Scotland

ACTION

Finance

Balance:	£36.54
In:	£0.00
Out:	£0.00
New Balance:	£36.54

Before the meeting started, it was explained the Chris Berezai could not make the meeting due to last minute problems and that he had appointed John Watson as an acting representative of the HBA to oversee the AGM.

Item One

Regional Representative's Report

Charles reported on his actions over the last 12 months. He mentioned that not all stations have played an active role in the regeneration of HBA Scotland and that he will seek on some of these members to host regional meetings.

He also mentioned that Gordon Low has done an excellent job in creating the website for the region. He also officially launched www.shrs.org.uk at the meeting.

Item Two

Webmaster Report

Gordon sent the following report:

Little did I know when I first contacted Charles in May 2003 to offer him my recorded programmes following his programme sharing appeal how quickly things would snowball. In my e-mail I mentioned I had seen that some of the HBA regions had their own website and asked if the Scottish Region had considered something similar.

After the Regional Meeting on 1 June 2003 it was agreed that a website would be a good idea and I was offered the position of HBA Scotland webmaster. It was also agreed that the stations would be collectively known by 'shrs - scotland's hospital radio stations' and that the address of the website would be 'www.shrs.org.uk'.

I then undertook to try and find the most cost-efficient method of hosting the site and informed Charles of my findings. In the end we bought both the domain name and hosting from 'supanames.co.uk' who offered a 'Value Host' package for £13.99 + VAT per year. Without trying to confuse things too much, this package offered us a free domain name, 35Mb of web space and one catch-all e-mail address. For an extra £10 a year we could have had unlimited e-mail accounts but this feature wasn't really necessary. With Charles' agreement I went ahead and paid the necessary fees for the next two years (£32.88) on 3 July 2003 with the renewal/expiry date two years hence.

With everything in place I then set about designing the website and creating the necessary pages. A draft 'skeleton' site was submitted to Charles for approval before all of the content was added. As this process went on it became clear that it may be possible to have the site in place before this meeting, allowing it to be formally launched today.

On 21 July 2003 an e-mail was forwarded to all stations asking them to complete a simple on-line form to give me the necessary data to create an information page for each station. They were also asked to forward a copy of their logo and there was an optional script that could be added to the page giving programme details. This special 'services' menu not only gives stations access to the on-line form and the on-air script but also shrs artwork and posters for promoting the website.

At the time of writing this report some nine stations have responded to the appeal, namely BRIDGEfm, Grampian Hospital Radio, Hospital Radio Perth, The Hospital Broadcasting Service, Hospital Radio Lennox, Radio Lollipop, Royal 1 Radio, Radio Rainbow and Victoria Infirmary Radio. However this still means that nearly 20 other stations have yet to register with the site and I hope this number will decrease not that the site is on-line and word continues to spread.

With everything in place the site was informally launched on 1 August 2003 to give me a chance to make sure everything worked properly before today's formal launch. With the exception of one or two teething problems everything seems to have settled down and I hope that you have all managed to view the site.

As to how this site develops over the coming months, that's mainly upto the member stations themselves and I welcome all of your suggestions. The programme sharing and voiceover volunteers sections are quite sparse and I would ask you to help spread the word by downloading and printing the posters from the website. It may also be possible for some audio to be added to the site. The home page includes a space for 'latest news and updates' and stations can submit 'headline' entries for this section. If you are undertaking a major event then there is the 'special events' section where you can promote it more widely.

I also note from past minutes that the possibility of establishing an e-mail group has been mentioned and this is something that can be looked at as well. Yahoo Groups offer a 'closed group' option that we have used at BRIDGEfm and it means that membership of the group is strictly controlled which eliminates some of the less savoury e-mail that has been featured in other groups recently. It is a simple process to create such a group but it would mean that one member per station would have to accept the role of 'gatekeeper' to make sure that only genuine members from their station join the group.

Item Three

Election of Regional Tema

Under the new HBA Regional Guidelines, the Regional Team is to be elected.

A letter proposing Charles McVey of Hospital Radio Lennox as Regional Rep, David Ledgerwood of HBS Glasgow as Regional Deputy and Rose Logan of Regional Treasurer was received by the meeting from Hospital Radio Perth

A letter seconding Charles McVey of Hospital Radio Lennox as Regional Rep, David Ledgerwood of HBS Glasgow as Regional Deputy and Rose Logan of Regional Treasurer was received by the meeting from Radio Lollipop

No other team was put forward for the position of HBA Regional Team for Scotland, therefore Charles McVey and his team were elected into the post for a two year term of office.

Item Four

AOCB

Gordon Low was co-opted onto the team to act as Regional Webmaster.

The next election for HBA Scotland will be due in 2005.

There was no other business the meeting closed at 2.55 with thanks to HBS Glasgow for hosting the AGM.

The next AGM will be hosted by (tbc) on Sunday 8th August 2004 and will be followed by the IGM

Minutes Proposed by:~

Minutes Seconded by:~