



Partnership Court, Park Street,
Dundalk, Co Louth, Ireland A91 HH29

Telephone 042 939 5100
Studio sms 087 090 9791
Email info@dundalkfm.com
Website www.dundalkfm.com



15th October 2020

Notice of Dundalk Media Centre CLG Annual General Meeting 2020
via Zoom

7.15 pm Tuesday 10th November 2020

AGM Agenda

1. Welcome
2. Adoption of Minutes of the last AGM
3. Matters Arising
4. Chairperson's Address
 - Manager's Report
 - Auditor's Report and Financial Statements/Treasurer's Report
 - Programme and Technical Report
 - Human Resources Report
 - Sound and Vision Report
5. Appointment of an Auditor
6. Motions
7. Election to the Board of Directors
8. A.O.B.

Directors: Chairperson Joe Duffy, Vice Chair Caoimhe O Malley, Treasurer Emma Coffey,
Secretary Marian Del Duca, Pat Byrne, Sean Callaghan, Gussie Hearty, Alvaro Lucchesi,
Garret Weldon, Pat Hamilton.
Dundalk Media Centre CLG t/a Dundalk FM. Reg No 353615. VAT No 6373615B



Rialtas na hÉireann
Government of Ireland



This project is supported by the Department of Rural and Community Development
and Pobal through the Community Services Programme

Notes

1. There are fourteen places on the board – six community representatives, six individual members and two representatives from statutory organisations.
2. One third of directors stand down at each AGM.
3. To nominate a member for election to the Board, please return the **NOMINATION FORM** by 5.00pm on Tuesday 27th October.
4. Eligibility to vote at the meeting will be determined by Article 4 (e) of the Memorandum and Articles of Association namely where the membership fee has been paid by 1st of September 2020 or either to have enrolled and participated in a fee paying course arranged by Dundalk Media Centre CLG within the last year.
5. If you are eligible to vote and unable to attend, you can give another member your vote by completing and returning the **PROXY FORM** not less than 48 hours in advance of the meeting.
6. To submit a motion to the members at the AGM, please send it by 5.00pm on Tuesday 27th October.

Documentation should be returned to Alan Byrne, Dundalk FM, Partnership Court, Park Street, Dundalk, Co Louth, A91 HH29.

The Zoom invite ID and Passcode will be sent to you on Friday 6th November. I look forward to seeing you at the AGM and if you have a colleague who is interested in contributing to the development of community radio in Dundalk please let them know that they are welcome to attend.

If you need some help to get online or to use Zoom, please send me a message and I will organise one-to-one assistance.

Kind regards

Alan Byrne
Manager

DUNDALK MEDIA CENTRE CLG
ANNUAL GENERAL MEETING
7.15 PM Tuesday 10th November 2020

Proxy Form

A member is entitled to appoint a proxy to attend and vote in his or her place.

I _____

of _____

a member of Dundalk Media Centre CLG and entitled to one vote,

hereby appoint _____

failing him/her _____

as my/our proxy to vote for me/us on my/our behalf at the AGM of Dundalk Media Centre CLG to be held on 10th November 2020 and any adjournment thereof.

Date _____

Signed _____

DUNDALK MEDIA CENTRE CLG
ANNUAL GENERAL MEETING
7.15 PM Tuesday 10th November 2020

Nomination Form

Name of Nominator _____

Address _____

wishes to nominate _____

in the category

- Individual Volunteer
- Community Group
- Statutory Organisation

to stand for election of the position of Director.

Signature _____

Dated _____

I accept the above nomination and agree to allow my name go forward to the AGM.

Signature _____

Dated _____

- Directors must be paid up members over 18 years of age.
- Dundalk Media Centre CLG adheres to a maximum 60% gender balance rule.
- Any change of Directors is subject to the approval the BAI.

Dundalk Media Centre CLG Annual General Meeting 2019
Community Offices, Partnership Court, Park Street, Dundalk
7.15 pm Monday 16th September 2019

Attendance: Cathal Cassidy, Andrew McKenna, Jason Kelly, Pat Byrne, Sean Callaghan, Garrett Weldon, Caoimhe O'Malley, Pat Hamilton, Marissa Lucchesi, Emma Coffey, Charlie Barker, Christina Watters, Marian DelDuca, Margaret Hoey, Donal Carroll, Gussie Hearty, Joe Duffy, Alvaro Lucchesi, Hugh McKitterick, Pdraig Quigley, Paddy McEneaney, Sean McEneaney, Eimear O'Kane, Alan Byrne, Eamon O'Reilly, Michael Dowdall, Peter Kavanagh, Eithne Lambe.

In Attendance: Mary McArdle, CMF Auditors.

Joe Duffy chaired the meeting and Marian DelDuca recorded the minutes.
The minutes of the last AGM were proposed by Alvaro Lucchesi and seconded by Cathal Cassidy.

Chairperson's address-Joe Duffy

- Joe welcomed everyone to the 17th AGM of Dundalk Media Centre CLG and the 15th birthday of our community broadcasting service.
- He acknowledged the work of the staff and volunteers and thanked them for their massive contribution to the work at the station.
- He congratulated everyone involved on the granting of our new 10 year licence.
- He held a minutes silence to remember our late friend and colleague Jimmy Neary and both Marissa's parents Celcie and Declan who passed away recently.
- He also acknowledged his colleagues on the board for contributing their time, skills and expertise.
- To our attentive and helpful staff, our community groups, advertisers-thank you.
- Joe also acknowledged the employment supports from Pobal and the CE scheme.

Manager's Report-Alan Byrne

- Alan introduced everyone briefly.
- BAI compliance committee was satisfied with the performance of Dundalk FM and made three recommendations.
 - The importance of the continued focus on financial matters and income generation to ensure the ongoing sustainability of the station.
 - We must increase our membership –we have only a handful of community groups registered with us as members.
 - We must make the studio wheelchair accessible.
- Alan gave us a programme of works and a timeframe for completion of studio upgrade.
- Trainers are needed to help deliver two projects this Autumn--the Dept of Justice project entitled Dundalk International and the Anne McGeeney Trust Fund project Women On Air.
- He thanked each individual staff member and acknowledged their dedication, service and commitment which drew a round of applause from the audience.
- Alan wished everyone success and satisfaction with all our broadcasting activities in the coming year. "Everyone here is part of something that is more than a radio station".

Auditors Report

Mary McArdle delivered a run down of the year end accounts.
Everyone was given a copy of the accounts for year ending 30/04/2019.

Finance Report-Emma Coffey

- We need to generate more income.
- She thanked the fund raising committee for the successful Christmas fund raiser which is happening again this year.
- Actively looking for new cheaper premises but nothing suitable found yet.
- Emma encouraged ideas and suggestions for sound and vision projects, next closing date is 8th November. One of our Round 32 applications was successful. We expect the Results of Round 33 before the end of September and we have submitted nine applications.
- Advertising and sponsorship not as strong as in previous years but we have a large customer base so that bodes well for the future.

Capital Expenditure

- Wonderful news for all of us is that we will shortly receive new studio equipment.
- We are getting an Axia Digital 14 channel desk and an Audio over IP deck along with a production studio digital desk, new microphones, OB equipment and PC's.
- We have two grants - one from Louth LEADER and one from the Louth County Council Community Enhancement Programme and the remainder of the cost will be funded by a donation from the Fundraising Committee.
- We have taken out a bridging loan and it will be completely repaid in the first quarter of 2020.

Programming and Technical Committee Report---Sean Callaghan

- The Station's aim is to engage every community group in Dundalk each year either by doing an interview, reading out a community notice. doing an OB or by training people to do their own programme. We do this with over 90 volunteers. Our target is to have 7300 VOA in 2020.

Radiothon 2019

- To celebrate our new 10 year licence we will organize an Outside Broadcast on Friday 4th October.
- Equipment upgrades this year means that we can do a high quality OB with a 4 second delay over the internet.

Volunteer Progression

- We held information Evenings in January, March, May, July, and September.
- A documentary workshop in April.
- An Afternoon script reading and drama workshop in February as part of the Clan 11 radio drama hosted by Geraldine Kieran -attended by 7 members.
- We ran 4 Radio Courses, 2 OB Training sessions and 3 sound desk training evenings.

New Shows started this year.

- Saturday Night 80's with Andy McKenna-1st Saturday at 10pm
- Saturday Night Show with David Larkin -2nd Saturday at 10pm.
- Boots 'n Roots with Kerry Fearon-3rd Saturday at 10pm.
- Odds And Sods with John Englishby-1st Saturday at 11pm.
- My Week In Tunes with Danny O'Hanlon-2nd Saturday at 11pm.
- Your Song with Margaret and the mystery man 4th Saturday 11pm
- Alpha Beats –Sundays 3pm and 4pm.
- Build Up With Bellew-David Bellew, Orla Crilly and Ciaran Callan.

- Match coverage live from the Brandywell Stadium from CR Drive 105fm.
- A number of Irish music shows with Tony Moran, Pat Byrne, Cathal McCooey, Mike McMahon and Alan Byrne.

New daytime Radio Presenters.

MaryRose Muckian, John Englishby, Cathal McCooey.

Outside Broadcasts

Dundalk FC and summer league games, Rotary Club, Creative Spark, Louth County Library, Election and Referendum coverage, Carlingford Vigil, Age Friendly Conference, Birches Coffee Morning, LMETB Open Day, Vantastival, Volunteering Week, MND fundraiser, Dundalk Pride, Rehab Coffee Hub and Knockbridge Vintage Festival.

HR Report –Caoimhe O’Malley.

- We would like to thank Edel McMullan who joined DMC in 2002 and who left us this year.
- Congratulations to Marissa Lucchesi who has been appointed to the fulltime research staff position.
- Thanks to Liam Gormley and Paul O’Neill who left during the year and welcome to David Bellew and Billy Lyons.
- Alison Lennon was employed on a short term contract as Sound and Vision projects developer.
- Joe Duffy continues to generate advertising for us.

Suggestion box at reception-we welcome any comments or suggestions.

Appointment of Auditors : CMF were appointed as auditors proposed by Pat Byrne and seconded by Garrett Weldon.

Election of Directors

The following directors were elected:

Community group category:

- Pat Hamilton/Young Irelanders proposed by Pat Byrne and seconded by Caoimhe O’Malley.
- Pat Byrne/Dundalk Lion’s Club proposed by Alvaro Lucchesi and seconded by Caoimhe O’Malley.
-

Individual category

- Joe Duffy proposed by Emma Coffey and seconded by Marisa Lucchesi.
- Sean Callaghan proposed by Emma Coffey and seconded by Marisa Lucchesi.

No Motions raised or no AOB.

Chairperson thanked everyone and closed the meeting.