

Chairperson AGM 2016  
Dundalk Media Centre Limited

Thank You's

Presenters and contributors and guests for

1. Radio contributions
2. Outside Broadcasts esp GAA and Soccer and Current Affairs
3. 80 hours of live radio each week

Board of Directors for attending

4. Board Meetings
5. Programme and Technical Meetings
6. Finance Meetings

Advertisers

Pobal Community Services Programme (5 f/t staff)

Community Employment Scheme (Reception/Evening and Weekend Duty Manager)

Staff for supportive and welcoming environment.

Listeners for their comments, phone calls, requests.

Dundalk FM a successful social enterprise and a creative community resource for people living in the area.

Manager 's Report AGM 2016  
Dundalk Media Centre Limited

At a glance...

2002 Dundalk Media Centre was formed as a Limited Company.  
2002-2003 Dundalk Weekend Radio 107FM Pilot Community Radio Service.  
2004 - Dundalk FM commences broadcasting.

There are 102 volunteers at Dundalk FM.

Volunteers	Total	Female	Male
Weekly	47	6	41
Occasional	55	20	35
Total	102	26	76
Programmes	42		
Live hours per week	80 hours		
Sports Volunteers	16	1	15
Current Affairs Volunteers	16	4	12
Voices on Air	Jun – Dec 2015	3,661	
	Jan – Jun 2016	3,474	

Our target is 7,500 Voices on Air for 2017.

How much does an hour of live radio cost?

We broadcast 80 hours live per week = 4,160 hours p.a

Our outgoings are €160,000 pa. so it costs €38.44 per live hour.

When we factor in the Pobal contribution to wages the cost is €13.22 per live hour.

We also have 4 people on the Community Employment Scheme (Central CE).

Listenership

4,500 people listen to Dundalk FM every day.

3,800 Tune In App Followers.

We do not yet have a Dundalk FM App.

Social Media

3,342 Twitter Followers.

4,382 Facebook Likes .

*10 editors (volunteers & staff) are making regular contributions. 1 editor using scheduled posts.*

Craol Awards 2016

In 2016 we had two Craol Award Winners: Tracey Hanby's 100% Irish National Chart Show and Jacinta Matthew's The Creative Flow. Congratulations and continued success to you both.

Volunteer Opportunities exist in Music, Sports and Speech programming along with governance, training, administration and promotions.

Research/Produce for sports/current affairs	Mixing console operator	Present a regular show or a series of shows
Join a committee or board of directors	Marketing, promotion and social media	Do a one off Music show for Spotlight series
Present a Volunteer training workshop	Occasional contributor to a show	

### Sound and Vision Successful Applications

- R24 4 documentaries
- R25 4 documentaries
- R26 1 documentary
- R27 Results will be published in December 2016.

Currently being broadcast	Dundalk The Railway Town 1
Final Verification/Imminent Broadcast	Clan, Sophie
Finishing Production	Neighbourhood Map, Louthiana
Starting Production	Animal Rescue, Ruaille Buaille, Community Sports in Louth, Books across Borders, Dundalk Railway Town 2, Special Olympics Dundalk, SS Dundalk and Geo Archaeological Facts and Legends.

### How does the station engage with the community?

1. Community Notices are read out free.
2. Up to the minute local news, sports, weather and bereavement service.
3. Community Groups take part in interviews each week (10).
4. Community groups make their own show (4).
5. Coffee Evenings (3). The next will be on Thursday 28<sup>th</sup> October from 6pm.
6. Invite listeners to events – eg Fadó Fadó in An Táin Arts Centre.
7. We offer schools a one hour FUN radio workshop.
8. 2 day Radio Induction Courses for new volunteers (Marissa/Caoimhe) – next dates 30 Nov and 1 Dec.
9. Run Outside Broadcasts from a community event.
10. Promote community events on our social media sites.
11. Provide regular airtime for musicians, singers, writers, poets, drama groups etc.
12. We run regular competitions and offer prizes.
13. We provide good value advertising and sponsorship opportunities for local businesses.
14. We offer listeners the opportunity to record a one off Spotlight Music show.
15. Offer training to volunteers in Radio Broadcasting skills.
16. We offer QQI Certified Media Expression, Community Radio and Media Literacy Courses (Level 3,4 and 5).
17. Craol Continued Professional Development Workshops/Radio Féile places for volunteers and staff.
18. Provide Work Experience for 3<sup>rd</sup> level, adult learners and TY's.
19. 5 Documentary Making Workshops. The next - voice projection workshop Saturday 22<sup>nd</sup> at 2pm with Geraldine Kieran.

	Dundalk FM
Pop	42,878
Over 15	33,874
83% listen to radio	28,115
Tune in Daily (31.6%)	4,441 (8884/2)
Tune in App	3,500
Twitter	3,342
Station App Downloads	0
Facebook Likes	4,382

On average a person listens to 212 minutes of radio each day.

I would like to thank my colleagues on the Board and Staff  
Padraig, Edel, Paddy, Vanessa, Ruta. Paul, Oliver and Andrew.

I would like to thank the Directors for sharing their expertise in Governance, Finance, HR and Programming and Technical Matters.

Programming and Technical Committee Report AGM 2016  
Dundalk Media Centre Limited

Meet on the first Tuesday of the month at 4.30pm and is open to all members. Sean Callaghan, Marissa Lucchesi, Pdraig Quigley, Alan Byrne and various members called in or came to apply for a show.

Outside Broadcast Sports

Croke Park, Aviva Stadium, Richmond Park, Tallaght Stadium, Dalymount Park, Oriel Park, Louth GAA Grounds.

OB's from the Town and Country

Patrick Kavanagh Poetry Weekend, Clontygora Residents Day, Stephenstown Pond 4<sup>th</sup> July, Dundalk Outcomers, Louth Agricultural Fair  
Dundalk Baptist Church Christmas Carol Service, EU Day from Louth County Library.  
Upcoming - Simon House Christmas Celebration

The Business Brunch decided to more OB's.

Conversations with Dundalk Toastmasters decided to do one show per month rather than two. The Town Talk team will do a review review later this month. The Dundalk Lion's Club did their own review and changed the name and format of the weekly ½ hour Talking Newspapers programme to a live Thursday evening one hour programme involving representatives from community group and called it At Your Service.

New programmes introduced to the schedule this year include: Jason's Jukebox, Only the 80's, the Cover Up and Amplified – all rotating on Saturday nights at 8pm.

This Island Nation with Tom McSweeney began this year.

New presenters were introduced to the 4pm to 6pm Drive Time slot - Danny Farrell, Kris Rogers, Danny O'Hanlon, Colin McDonnell, Ciaran Callan and Shane Mullan.

The committee would like to see more live programming and less pre-recorded programmes for 2016.

We have new demos to listen to such as a TY programme called the Saturday Mix and a new chart show.

We would like to give a special mention to Jacinta Matthews programme The Creative Flow and especially for the CF Awards – Short Story and Poet of the Year.

Programmes that finished include Ability Focus, Untitled.

In an attempt to promote local talent we have made up a folder of Dundalk bands – so please include these in your show. This is where we can differentiate ourselves as a radio station especially when people say 'I like the way Dundalk FM give new dj's and bands a chance to do shows and get their music played'.

Policy wise we decided to ensure that if a staff member who is the producer of a show is not in then another staff member or member is responsible for the producer role.

Our most recent policy is to increase the revenue channels for the company by reducing the number of hours that staff are on air.

One policy to get more migrant voices on air is a work in progress and we are getting Lithuanian and Polish shows from a sister station Phoenix FM in an attempt to encourage a more diverse range of languages on the station.

The committee suggested the establishment of an outreach programme to visit schools, colleges and other relevant organisations, explaining who we are, what we do, and inviting membership/participation and this remains a goal.

We are making an application to the BAI Community Broadcast Support Scheme to have a full Listenership Survey undertaken for the station.

Essential Equipment investments this year included 2 new PC's for the main studio and one for the production studio, a stand-by dual CD desk and three AKG D5 microphones for the studio. We upgraded the cabling and purchased a new antenna for the Oriel Park Site. We purchased data links, new antenna and a communications unit for the transmission site at the Crown Plaza.

The purchase of a USB Sound card which connects to a laptop has improved the quality of our Outside Broadcasts. And although an Outside Broadcast Van remains a goal we have been busy around Dundalk and further afield :

Dundalk FM Stage at Vantasival, Coverage from the count centre for the Marriage Referendum, the first National Community Radio day where we broadcast from the Market Square for seven hours, Tesco Community Room, Polish Cultural Day, the Lithuanian Craft Fair, the Refugee Support Pop Up Shop in the Long Walk SC Louth Tourism Conference, Men's Sheds, Co Louth Agricultural Show, Europe Day from the Louth County Library and the Santa Run.

We will have done 23 soccer commentaries and two GAA OB's this year so far with and if Dundalk beat Longford this Friday, we will be broadcasting for the first time from the Aviva Stadium. Soccer OBs are very popular and this can be seen by the spike in online listening on Friday nights as John and Ger commentate from Oriel Park, Richmond Park, Dalymount Park and Tallaght Stadium. This month we have OB's from Croke Park and the Patrick Kavanagh Centre.

We ran 4 Radio Documentary Workshops (thanks to Kevin McHugh) earlier in the year. Two of the participants have put forward ideas for Sound and Vision programmes. There will be another two workshop before the end of December.

We record the names of individuals and community groups who are interviewed and send these twice yearly to Pobal. We can this the VOA or Voices on Air and it is a good way to measure our community engagement. So you will see the Running Order has a place for you to fill out this information at the bottom – please fill it in. The data is then categorised by sector for example: arts and drama, Community Groups, businesses, sports interviews, politicians, musicians, primary, second level, third level and adult education, creative writing and religious and spiritual programming.

HR Committee AGM 2016  
Dundalk Media Centre Limited

HR Committee

Aidan Noone, Bernadette Breen and Stephen Murphy.

Our main duty was to interview and select staff for CE Scheme positions and the Part Time Radio Documentary Researcher position.

Thank you to CE Staff who finished up this year.

Shane Tipping, Evening Duty Manager

Danny O'Hanlon, Weekend Duty Manager

Cynthia Iso-Demudia in reception moved to work as finance administrator for Central CE.

Krisztina Czlitan who moved on to Jobbridge Programme with a local business.

Welcome new Staff Members

Paul O'Neill as Evening Duty Manager,

Oliver Holland as Weekend Duty Manager

Ruta Nomeikiene and Andrew Nulty as Receptionist/Administrator.

Alison Lennon joined in June 2016 as Documentary Researcher. Alison worked with our members to submit sound and vision ideas and she also helped to run a number of Radio Documentary Workshops.

Thank Kevin McHugh who was with us for the previous round of applications.

Joe Duffy has joined us in the short term to help with Advertising.

The Committee would like to acknowledge the staff - Paddy, Edel, Pdraig, Vanessa and Alan for their professionalism and dedication.

Chairperson AGM 2017  
Dundalk Media Centre CLG

This is our 15<sup>th</sup> AGM and the 13<sup>th</sup> Anniversary of Dundalk FM.

We remember our colleague and friend Vanessa Ryan who sadly passed away just over a year ago and we would also like to pass on condolences to Marian Del Duca's husband Emilio and to any of our members who have had a bereavement during the year.

On behalf of us all I would like to thank the Presenters and contributors and guests for

7. Radio programmes - 80 hours of live radio each week
8. Outside Broadcasts esp GAA, Soccer and Current Affairs
9. Radio Documentary programming featuring local history and people

Staff for creating a supportive and welcoming environment – Edel, Celine, Kate, Thomas, Paul, Andrew, Paddy, Padraig and Alan.

My colleagues on Board of Directors for contributing their skills and expertise for

- Board Meetings
- Programme and Technical Meetings
- Finance Meetings
- HR Meetings
- Sound and Vision Meetings
- Management and Operations Meetings

Advertisers and Sponsors – without whom we would not have radio station.

Thank the Flag Collectors.

Continued support from the Pobal Community Services Programme (5 f/t staff)  
and the CE Scheme (Reception/Evening and Weekend Duty Manager)

Listeners for their text messages, social media posts, phone calls, requests and comments.

Thanks to all of you, Dundalk FM is now well known and established as

- having a full schedule of locally made radio programmes
- a point of reference for news, views, sports and entertainment and for programming made by a wide range of individuals and local community groups
- and as a great place to meet people who have similar interests as yourselves.

Congratulations to Tracy Hanby and her Takeover Show and to everyone who submitted a Spotlight show for broadcast – you all contributed to the winning of a Craol Achievement Award for the station.

Manager 's Report AGM 2017  
Dundalk Media Centre CLG

Our Sound and Vision Documentary workshops were well attended and I would like to think that everyone here has a documentary in them.

The original idea was that we could broadcast for ½ a day from areas and community halls around Dundalk such Muirhevnamor, Coxes Demesne, Louth Village, Hackballscross, Knockbridge, Blackrock, Bay Estate and from events that take place around the town such as the St Patrick's Day Parade, Maytime Festival, Santa Run and Frostival.

That we could be like the Mobile Library and feature news, view, entertainment and sports.

The only stations that I know that have an OB vehicle are Near FM who have a hiace that is used for moving equipment and Community Radio Youghal who have a mobile library.

The quality of our broadcast from an OB is just as good as from the studio.

So for 2018 I would like to think that a group of us could focus on bringing the station out on the road and fundraise or apply for grants for an OB Van.

#### Craol Achievement Awards 2017

In 2017 we had two Craol Achievement Award Winners:

- Tracey Hanby's The Takeover - Don Baker, Declan O Rourke, the Heathers, The Four of Us.
- The Spotlight Show – 30 new shows next year?
  - We have six Information Evenings and 5 weekend training sessions lined up.
  - If you would like to join in the new volunteer training please let me know.

#### 2) This time next year

1. preparing an application for our 10 year licence (August 2019 to 2029)
  2. fundraising committee – van
  3. fundraiser – keep the station going
  4. more OB's
  5. listenership survey - 30 people to ask 20 houses each (Liffey Sound)
- A special word of appreciation for all our volunteer presenters of your dedication and commitment to providing listeners of Dundalk FM with a professional service.
  - I would like to thank the volunteer directors for sharing their expertise in Governance, Finance, HR, Sound and Vision, Programming and Technical Matters.
  - I would like to thank my Dundalk FM staff crew, my work colleagues for facilitating and supporting volunteers and supporting new volunteers to submit programme proposals and for keeping the station going from strength to strength.

#### Pointers.

- 80 hours of live programming every week / 42 programmes
- Our target is 7,000 Voices on Air.
- Listenership
  - 4,500 people listen to Dundalk FM every day.
  - Over 4,000 Tune In App Followers
  - 3.758 Twitter Followers.
  - 5,219 facebook followers and 24 editors on Facebook

Finance Committee AGM 2017  
Dundalk Media Centre CLG

Committee Members

Cathal Cassidy, Stephen Murphy, Emma Coffey, Pat Byrne, Pat Hamilton, Andrew Nulty, Alan Byrne.

We meet on 2nd Tuesday at 7pm. Our remit is to

- keep track of income
- approve payments
- examine the credit control list
- recommend changes to the rate card
- agree fees for training courses
- come up with ideas to generate income for the station

Income

Advertising

Sales have been strong with two sales people – Andrew Nulty and Joe Duffy working hard to bring in advertising revenue.

The move is definitely towards online marketing and we will concentrate on using the large facebook following we have to leverage on line and on air promotions for local advertisers in 2018.

Flag Day

Thank you to Andrew Nulty for organising the Flag Day in April and to our collectors. The money raised was spent on audio equipment and to have a sound engineer make improvements to the sound processor, broadcast pc and settings on the sound desk. We are applying for a Flag Day again for 2018.

BAI Sound and Vision Fund

Thank you to Alison Lennon and all the documentary makers who came along to our workshops and put in a proposal. The next round for applications closes in December. There will be two rounds in 2018.

Alison in her Sound and Vision Report has a list of the projects we completed this year and the ones that going in production.

Membership Fees

Anyone who has yet to pay, we can take your fee here tonight! And thank you to all who have paid, it helps to contribute to the overheads such as insurance, broadcast licence fees and light and heat among others.

### Sponsorship

We will encourage all new programme proposers to look for a sponsor and if you have someone in mind who would like to sponsor a show, talk to Andrew or Joe.

### Grants/Applications

We received a grant of 550 euro from the Louth County Council for Outside Broadcast equipment so we are buying 3 mics, a small sound desk, 3 mic stands, mic cables and promotional items for giveaways.

### Expenses

We are following our payment plan for arrears for rent and rates. We have used the Reserves to pay for the rent arrears.

Looking to the year ahead - the forecast is for a shortfall in funds – (rent and rates alone cost 250 euro per week) so we will be looking to make savings where we can and will need your support with a fundraising drive in the New Year. There was a call to set up a Fundraising Committee and it would be good for this committee to meet the Finance Committee so we can agree the way forward.

Advertising costs 25 euro for one week so please promote this where you can.

I would like to thank Mary McArdle from Auditors Connolly, Fee McGailey.

HR Committee AGM 2017  
Dundalk Media Centre CLG

HR Committee Members

Aidan Noone, Eamon O'Reilly and Stephen Murphy.

Our main duties were to

- to interview and select staff for Pobal CSP and CE Scheme positions
- to revise and update the Volunteer Registration Form
- to revise and update the Employee Handbook
- to run a Child Protection Awareness Training Course for staff and volunteers
- to introduce Garda Vetting for staff.
  
- Thank you to CE Staff who finished up this year.
  - Oliver Holland, Weekend Duty Manager
  - Ruta Nomeikiene, Reception.
  
- Welcome new Staff Members
  - Andrew Nulty as Advertising Representative.
  - Kate Darcy and Celine O Hanlon at Reception,
  - Thomas McDermott as Weekend Duty Manager.
  
- Joe Duffy has stayed with us in on a rollover contract as Advertising Representative.
  
- Alison Lennon joined us on a short term contract basis in January and May and November as Documentary Researcher.
  
- Alison worked with our members to submit sound and vision ideas and she also helped to run a number of Radio Documentary Workshops.

Programming and Technical Committee Report AGM 2017  
Dundalk Media Centre CLG

P & T Committee Members

Marissa Lucchesi, Pat Byrne, Sean Callaghan, Pdraig Quigley, Alan Byrne

We meet on the first Tuesday of the month at 4.30pm.

Community Outside Broadcasts from the area included

Dundalk Simon Community, Patrick Kavanagh Poetry Weekend, Dundalk Outcomers, Co Louth Agricultural Show, Dundalk Baptist Church Christmas Carol Service, Dundalk Rotary Club and Stephenstown Pond on Pancake Tuesday, International Women's Day at the Market Square, St Gerard's Hall, St Peter's Dromiskin, the Louth Volunteer Centre, the IRTS AGM at the Crowne Plaza, St Vincent de Paul showcase from the Nuremore Hotel, Gino's Diner, and Coffee Lounge in Clanbrassil Street.

Sports OB's

Dundalk FC home and way matches and GAA coverage of the Sean O'Mahony's and Gaels GAA matches in Dunleer and Drogheda.

- Seorise McCann and John Englishby also trained as OB sound desk operators.

Shows that finished up during the year

The Rugby Show, The Chart Show, Saturday Mix, The Red Sesh, Castaways, Storm the Orchard and the Creative Flow.

Thanks to Kevin McHugh, Shane Mullan and Danny Farrell. Kevin worked on Jobbridge with us a few years ago, went on to study computers at the DKIT and has taken up a job in Dublin. Danny moved to Spain to work as an English Teacher.

New programmes introduced to the schedule this year include:

- 3) An Alternative Ireland with Seoirse McCann
- 4) Brilliant Music with Colin McDonnell
- 5) Rocksteady Rhythms is the new name for Andiamo Sounds and it is now a 2 hour Tuesday evening show
- 6) Radio Dogstar with Alan Byrne
- 7) Damage Case with Gerry Keane
- 8) The Press Box is a general sports show and it replaced In off the Post at the same time on Thursdays (6pm)
- 9) Under the Cover with Jacinta Matthews
- 10) New show just commenced last month – Health and Wellbeing with Marian Del Duca and Charles Barker

In other news

- We introduced a CE Job Slot which is broadcast twice each weekday.
- The Community Notices are now broadcast every day four times a day during the week and on the hour at the weekend.
- The Takeover and the Spotlight series of shows received Distinctions at the Craol Achievement Awards.
- Our Irish Music playlist is steady at 25% per day.
- Our Voices on Air annual target is 7,000 – and we are on target.
- Joe Mulligan, Philip O'Brien and Marian Del Duca joined Town Talk.

- On the 3<sup>rd</sup> Monday at 8pm we ran a sound desk training hour.
- We especially welcome community group broadcasters such as the Summer League, Citizens Information Service, Community Garda News, Dundalk Toastmasters and the Dundalk Lion's Club – at your service and we would encourage more community and sporting organisations to consider doing their own weekly or monthly programme.

Sound and Vision AGM 2017  
Dundalk Media Centre CLG

S & V Committee Members

Alison Lennon, Marissa Lucchesi, Alan Byrne

11 Completed Projects in 2017

1. The Railway Town of Ireland Part 1
2. Ruaille Buaille Óg
3. Dundalk Municipal District Neighbourhood Map
4. Louthiana
5. Sophie the Superhero
6. Animal Rescue Louth
7. SS Dundalk
8. Clan Radio Drama
9. Community Sports Clubs of Co Louth
10. Special Olympics Dundalk
11. Dundalk The Railway Town of Ireland Part 2

15 Upcoming Contracts which will be completed in the next 6 months.

1. Teenage KiX
2. Heritage and Heroes
3. Living with the Border
4. History of the Automobile Association
5. Clan II
6. The Life of Harold O'Sullivan
7. Books across Borders
8. Ruaille Buaille III
9. St Brigid of Faughart
10. SS Connemara
11. Louth Women in War
12. Musical Chances – Exploring Music Generation in Co Louth
13. The Buildings Built by the British in Dundalk
14. The Romantic Landscape
15. The People and History of Rehab Care Dundalk

- We are working on submissions for Round 30 which closes on 1 December.
- There will be 2 rounds in 2018.