

Income and Expenditure Statement-Eight months ending 29 Feb 2020

	Actual	Budget	Variance	Full Year Budget 2019/20	Full Year Actual 2018/19	Change 2019/20 vs 2018/19
● Income	59,907.47	57,793.28	2,114.19	93,571.00	92,868.96	702.04
Sponsorship	44,914.00	43,612.00	1,302.00	69,000.00	70,046.00	(1,046.00)
R.P.S.	7,319.28	7,319.28	0.00	12,571.00	12,571.92	(0.92)
Membership	7,674.19	6,862.00	812.19	12,000.00	10,251.04	1,748.96
Deduct(-)Add(+) Defer Income	0.00	0.00	0.00	(539.00)	479.66	(1,018.66)
Sponsorship		0.00	0.00		1,570.24	(1,570.24)
R.P.S.		0.00	0.00			0.00
Membership		0.00	0.00	(539.00)	(1,090.58)	551.58
Deduct Net Commission Expense	(2,542.40)	(2,693.13)	150.73	(4,557.00)	(4,799.80)	242.80
Sponsorships	(4,491.40)	(4,361.20)	(130.20)	(6,900.00)	(8,390.40)	1,490.40
R.P.S	(731.88)	(731.93)	0.05	(1,257.00)	(1,257.19)	0.19
Rep Commission waivers/refunds	2,680.88	2400.00	280.88	3600.00	4,847.79	(1,247.79)
Oktoberfest	5,978.72	10,000.00	(4,021.28)	10,000.00	0.00	10,000.00
Income	5,978.72	10,000.00	(4,021.28)	10,000.00		10,000.00
Expenses			0.00			0.00
Total Net Income	63,343.79	65,100.15	(1,756.36)	98,475.00	88,548.82	9,926.18
● Operating Exp/Overhead	35,441.38	41,095.00	5,653.62	56,710.00	53,712.59	(2,997.41)
Program Costs - News	2,200.00	2400.00	200.00	3520.00	4,464.86	944.86
Insurance	5,295.65	5622.00	326.35	5622.00	5,533.48	(88.52)
Licences & Permits	4,476.35	7225.00	2,748.65	7285.00	5,976.48	(1,308.52)
Electricity	4,164.55	4800.00	635.45	8890.00	8,047.86	(842.14)
Telephone	3,127.65	2340.00	(787.65)	4020.00	4,011.05	(8.95)
Repairs/Maintenance	2,183.17	350.00	(1,833.17)	600.00	760.65	160.65
IT EXT. SUPPOR BLUE CONN.	580.00	1105.00	525.00	1480.00	2,340.68	860.68
Audit Fee	(800.00)	0.00	800.00	2000.00	1,960.00	(40.00)
Bank Charges	154.47	126.00	(28.47)	216.00	218.86	2.86
Community Surveys	435.00		(435.00)			
Employee Amen./Function	429.30	504.00	74.70	864.00	874.69	10.69
Internet Costs		0.00	0.00	590.00	577.83	(12.17)
Postage	885.90	1300.00	414.10	1900.00	1,707.65	(192.35)
Printing & Stationery	1,957.94	1070.00	(887.94)	1920.00	2,158.12	238.12
Promo & Advertising	2,881.80	6849.00	3,967.20	8049.00	5,651.28	(2,397.72)
Rent	7,469.60	7404.00	(65.60)	9754.00	9,429.10	(324.90)
● Operating Surplus(+)Deficit(-)	27,902.41	24005.15	3897.26	41765.00	34,836.23	6,928.77
● All Other Income/Expenses	2,439.84	2,175.00	264.84	-23014.09	(9,713.08)	(13,301.01)
Donations	1,274.20	875.00	399.20	1500.00	2,236.36	(736.36)
Interest Received	1,318.64	1200.00	118.64	2400.00	2,313.03	86.97
Training Fees/Sundry Income	175.00	100.00	75.00	200.00	200.00	0.00
Depreciation			0.00	(21,410.00)	(20,580.23)	(829.77)
Net Gain from sale/scrap of equip.	(328.00)		(328.00)		3,450.00	(3,450.00)
Impairment			0.00		8,371.85	(8,371.85)
Amortisation			0.00	(5,704.09)	(5,704.09)	0.00
● Total Net Surplus(+)Dedicit(-)	30,342.25	26,180.15	4,162.10	18,750.91	25,123.15	(6,372.24)

Statement of Financial Position at 29 Feb 2020

	At 29 Feb 2020			At 30 June Year End			
	Actual	Budget	Cash Flow Impact	Budget June 2020	Actual June 2019	Cash Flow Change	
Fixed Assets	117,152.88	115,620.00	(1,532.88)	128,210.00	106,783.29	(21,426.71)	
At Cost	235,310.48	234,276.00	(1,034.48)	255,976.00	232,300.89	(23,675.11)	
Depreciation	(118,157.60)	(118,656.00)	(498.40)	(127,766.00)	(125,517.60)	2,248.40	
Leasehold Upgrade	21,865.69	21,866.00	0.31	16,162.00	21,865.69	5,703.69	
At Cost	57,040.91	57,041.00	0.09	57,041.00	57,040.91	(0.09)	
Amortisation	(35,175.22)	(35,175.00)	0.22	(40,879.00)	(35,175.22)	5,703.78	
Studio Upgrade in Progress	0.00	0.00	0.00		4,731.32	4,731.32	
Interest Prepaid/Accrued	550.00	600.00	50.00	600.00	550.00	(50.00)	
Prepaid Expenses	1,305.00	1,907.00	602.00	10,831.00	3,318.00	(7,513.00)	
Accounts Receivable	2,298.32	5,778.66	3,480.34	5,802.00	10,106.66	4,304.66	
Total Assets(excl Cash)	143,171.89	145,771.66	2,599.77	161,605.00	147,354.96	(14,250.04)	
Deferred Income	28,576.66	23,036.99	5,539.67	19,455.34	28,576.66	(9,121.32)	
Sponsorships	21,191.00	15,671.00	5,520.00	11,550.34	21,191.00	(9,640.66)	
R.P.S.	2,109.66	2,109.66	0.00	2,109.66	2,109.66	0.00	
Member Fees	5,276.00	5,256.33	19.67	5,795.33	5,276.00	519.33	
Advance Payments	2,951.12	2,500.00	451.12		451.12	(451.12)	
Accounts Payable	2392.18	4,430.00	(2,037.82)	11,085.00	8,161.53	2,923.47	
Accounts Payable-Commission	955.80	193.20	762.60	201.00	928.00	(727.00)	
Accrued Liabilities-Comm.	111.50	577.87	(466.37)	163.00	99.70	63.30	
Provision Audit Fee		0.00	0.00	2,000.00	1,900.00	100.00	
Accrued Liabilities-Expenses	1,177.00	777.00	400.00	777.00	7,737.00	(6,960.00)	
Total Liabilities	36,164.26	31,515.06	4,649.20	0.00	33,681.34	47,854.01	(14,172.67)
Net Assets	107,007.63	114,256.60	7,248.97		127,923.66	99,500.95	(28,422.71)
Equity	268,538.96	263,016.49	5,522.47	255,587.37	238,196.71	17,390.66	
Opening Balance	238,196.71	236,836.33	1,360.38	236,836.33	213,073.56	23,762.77	
C/Year profit(+)/Loss(-)	30,342.25	26,180.15	4,162.10	18,751.04	25,123.15	(6,372.11)	
Cash Holdings	161,531.33	148,759.88	12,771.45	127,663.71	138,695.76	(11,032.05)	

Financial Committee Comments -Eight months ending 29 Feb 2020

● **Sponsorship Income totalled \$44914 with the windfall to budget of \$1302 due to:**

New/Returning Sponsors and or increased sponsorship

Hills & Valley	540
Paul Teague	300
Ray White	540
Sandbox Media	540
Make it Original	540
P&S Sauna	300
Riny Day	300
Stockdale & Leggo Ringwood	600
Aughtersons Lawyers	3600
D&W Bons Electric	540
Pinnacle Living	300
One2One Transport	300
John Howe Music	300
Geyer Accountants	1800
TSElectric	1580
	12080

Non Returning Sponsors/ reduced sponsorship/timing delays

Grocery Discount		4,354
Acorn Bar	Reduced rate	900
Global Confectionery	Reduced rate	1164
Energy Assist		600
Atomic 212 Group	Reduced rate	3100
Happy Family Restaurant		600
Surreal Property(Renewed for \$7000)		60
		10,778

● **Net Commission Expense totalled \$2542 or \$151 lower than budget-Refer Summary below**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Commission on Sponsorship & RPS billings	(A) 5,223	5,093	(130) Fav
Commission refunds from Sponsor Representatives	(1,508)	(2,400)	(892) Unfav
Comm. waived on sponsors managed/administered by Finance	(B) (1,173)		1,173 Fav
Net Commission Expense	\$2,542	\$2,693	151 Fav

Summary of Commission Earned by Sponsor Representative-Eight months to February 2020

	<u>Invoiced</u>	<u>Commission</u>			<u>Total</u>
		<u>Earned</u>	<u>Waived</u>	<u>Refunded</u>	
A.Conway	3000	300			300
R.Reed	4095	410			410
Lillian S.	2205	221			221
R.Robison	23404	(C) 2340		(1,508)	832
P.Smoczynska	7800	780			780
Finance	11729	(B) 1173	(1,173)		0
Totals Invoiced-Net Commission Cost	52233	5223	-1173	-1508	2542

(A) Notional commission cost at 10% of invoice value.

(B) Commission waived relates to sponsors who are managed by Finance.

(C) Rick Robison refund in respect of commission earned in 2019/20

● **Operating Expenses totalled \$35441 or \$5653 lower than budget.**

The saving in Licence Fees is due to the significant reduction in the annual membership and subscription levied by CBAA and a delay in the invoicing of the APRA levy for 2020.

The overspend on Repairs & Maintenance included \$500 to replace the satellite dish and maintenance on MG Set \$539.

The Promo and Advertising savings to budget of \$3967 are primarily a function of timing delays,,while there was a saving of \$800 on the 2018/19 audit fee.

• **Capital Expenditure Overview**

	<u>Current Year Spend to Feb 2020</u>			<u>Forecast 12 months to June 2020</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Over Under()</u>	<u>Est.Spend</u>	<u>Budget</u>	<u>Over Under()</u>
<u>Increase in Fixed Assets at Cost</u>	11010	0	(11,010)	0	45010	34000 (11,010)
UPS				2500	2500	0 (D)
Microphonex2				1000	1000	0 (D)
Prod Equip.-Software				3500	3500	0 (E)
Server &Associated Equip.				25000	25000	0 (E)
Tower Site Controller				2000	2000	0 (E)
HP Printer	480		(480)	480		(480) (C)
PABX	62		(62)	62	0	(62) (A)
Antenna Upgrade	10468		(10,468)	10468		(10,468) (B)
 <u>Deduct Tranfers ex Upgrades in Progress</u>						
Antenna Upgrade-Cost incurred to 06/19	-4731	0	4731	(4,731)		4,731 (B)
 Net Spend in Current year	6279	0	(6,279)	40,279	34,000	(6,279)
 <u>Deduct Deletions</u>	-8000.00	0.00	8000.00	(20,300)	(12,300)	8,000
Old Antenna	(8,000)		8000.00	(8,000)		8,000
UPS Studio 1				(2,000)	(2,000)	0
Microphone Studio 1				(150)	(150)	0
Microphone Studio 2				(150)	(150)	0
Server Control Room				(10,000)	(10,000)	0
 Net Change in Fixed Assets at Cost	-1721.32	0.00	1721.32	0	19978.68	21700.00 1721.32
 Add Balance at 1 July 2019	237032.21	234276.43	-2755.78	237032.21	234276.43	-2755.78
Fixed Assets at Cost	232300.89	234276.43	1,976	232,301	234,276	1,976
Upgrades in Progress	4731.32		(4,731)	4,731		(4,731)
 F/Assets at Cost -per Pos. Statement	235311	234276	(1,034) (F)	257011	255976	(1,034)

Net current year Capex spend totalled \$6279 none of which was provided for in budget.

- (A) Additional Costs for PABX installed in June 2019.
- (B) 2019/20 Budget assumptions had assumed that the Antenna Upgrade would have been completed by June 2019.
- (C) Unbudgeted spend on HP Printer for Studio 4

The unspent budget totals \$34,000 and includes:

- (D) Planned Equipment replacements not yet required totalling \$3500
- (E) Upgrades affecting the Server and Associated Equipment \$25000, Production Equipment Software \$3500 and the Tower Site Controller \$2000, await finalisation of the design, criteria and third part involvement expected to be completed by 29 Feb 2020, with procurement proceeding in March 2020 and project finalisation by 30 June 2020.

Fixed Assets at Cost as per the Position Statement totalled \$235,310 or \$1034 higher than budget, which is due to the following factors:

(F) Cost of the Antenna Upgrade not included in 2019 Budget.	10468
Estimated Cost for Antenna Upgrade included in June 2019 Budget Forecast	(10,000)
Unbudgeted spend on HP Printer for Studio 4	480
Unbudgeted additional spending on the PABX installed in June 2019.	62
Estimated Forecast Cost for Audio Dist. System completed in June 2019 was understated in 2019 Budget Forecast.	24
(F)	1034

● **Cash Position**

Actual compared to Budget

	Actual	Budget	Variance	
Net Income	63,344	65,100	(1,756)	Unfav
Operating Expenses/Overhead	\$35,441	\$41,095	5,654	Fav
All Other Net Income	2,440	2,175	265	Fav
Total Net Surplus	30,342	26,180	4,162	Fav
Cash on Hand (Actual vs Budget)	\$161,530	\$148,760	\$12,771	Fav
Made up of:				
CBATrading A/C	\$58,443			
Bendigo Moorabark Term Deposit	\$51,358	Rolled over for 3 months months to 10 April 2020 at 1.45%		
Bendigo Moorabark Term Deposit	\$50,000	(Invested in Dec 2019 for 7 months at 1.55%)		
Bendigo Radiothon Savings A/C	\$1,480			
Petty Cash	\$250			
	\$161,531			

Report

Community Engagement Report FM 98.1 Compiled 6th March 2020, by Greg Wilson

1. Community Engagement liaison

1A. ACMA licence renewal submission:

Regarding the submission of the licence renewal application to the ACMA, on 15 January 2020 – we have not heard anything from the ACMA about the licence application, possibly because they are busy wading through the documentation before they respond.

1B. Working towards interviews spots and other engagement with:

Ongoing – Aboriginal content, with Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation

We have the correct wording for acknowledgement of Aboriginal country, which 3KND sent us:

“We acknowledge the land we’re standing and we broadcast on; the land of the Wurundjeri people of the Kulin Nation. We pay our respects to the elders past, present and future”

Ongoing – Snr Constable for Maroondah Area Police, Victoria Police – as of 4th March 2020, Ray Lawrence is interested in pursuing these interviews

Ongoing – Mooroolbark College, Year 8 Science Podcasts were in the process of finalisation, we will consider publishing about a dozen of them on the FM 98.1 website. With teacher Denise Raven.

Ongoing – Community Service certificates to kids and schools, as approved at most recent CoM, have been sent out.

Ongoing – The burgeoning community in Maroondah and the inner Yarra Ranges of migrants from Burma.

- We have made contact with local Burmese community groups, who are very interested in presenting their music and culture on-air. They have suggested two young potential presenters who are fluent in English. Norma and **GW** to meet with these potential presenters on 10th March 2020.

New – Boronia Community Newspaper, writer Lyn Hayhurst. One area of Community Engagement we needed to pick up on is engaging with other media organisations to encourage active participation in the station. We have had success with the Ferntree Gully Community Newspaper, so it is worth pursuing other similar papers.

New – Julie Reynolds, poet, interviewed by Norma on 6th March 2020

New – Jackson Taylor, Member for the state lower house District of Bayswater, arrangements being made with **GW** and Norma. It had been thought that Roger Broadbent would be very appropriate, agreed by Norma, but it was difficult to schedule a regular spot with Roger. We needed someone to interview who was on regularly and predictably during main listening hours.

New – Wyreena music and art events, agreement reached regarding interviews for musicians and artists presenting or teaching at Wyreena, including in the café. Interviews are only to be granted if they satisfy ‘not for profit’ requirements, being that the musicians or artists are presenting on behalf of Wyreena.

New – February 2020, one-page article about FM 98.1 in Ferntree Gully News community newspaper (**Attachment 1**). Developed with **MS, KJ, GW**, and David Green of Bendigo Bank.

New – Yurunga Community Centre, Croydon Hills, re art show funded by a Maroondah Council community grant

New – Mooroolbark Community Festival, they are still to organise who will be interviewed

New – Interchange Inner East, volunteer organisation for disabled kids

2. Reporting on Australian Content

Australian content was reported to the ACMA, covering the third week of November 2019.

When do we next need to audit Australian content?

Alternatives could be that we wait to see what feedback we receive from the ACMA, or we pre-empt the requirement and schedule an audit before we hear from the ACMA.

3. Procedures for engaging with Interviewees

In progress - The President has asked Community Engagement to develop a set of procedures to standardise the way we communicate with interviewees, particularly new interviewees.

4. Summary of community engagements for January and February by year, 2016 to 2020

The engagements in February 2020 surpassed the numbers for all months of February for years from 2016 to 2019 (Figures 1 and 2, below). In other words, February 2020 has been the best February in the five-year period of the current ACMA broadcast licence. January 2020 was also the most prolific January for the past five years.

Figure 1: Number of interviews for January and February 2016 to 2020

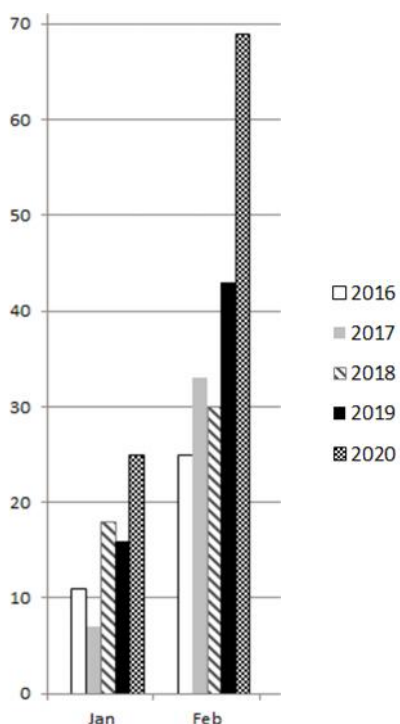
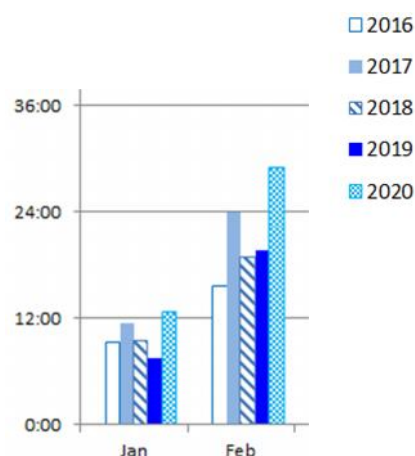


Figure 2: Duration of interviews (hours) for January and February 2016 to 2020



5. Procedures for recording football broadcasts

A schedule of presenters is needed for EFNL football game broadcasts (SEN simulcasts). Dates listed in **Attachment 2**.

As well as running the broadcast from the studio, the presenters will need to record the teams that played that day.

Attachment 1

Article appearing on page 17 of Ferntree Gully News, February 2020 edition.

Eastern Radio – Voices of the community on 98.1

Radio Eastern 98.1 FM is a community radio station staffed entirely by a dedicated group of volunteers. Easy listening music from yester-year is the staple of their programming menu. Local artists both old and new are prominently featured.

Listeners who tune in or stream online are also privy to everything from community service announcements to local news bulletins, to interviews and community service announcements. And that's just the tip of the iceberg with much more to come.

It's been two years since Radio Eastern aired its first talent hour competition to listeners in the outer east. Since then the show has gained momentum and is set to conclude a second successful season of showcasing new local talent. Complementing these efforts, a robust schedule of daily programming reaches a listener base estimated at over 500,000 across Maroondah, Knox, Whitehorse and the Yarra Ranges municipalities.

A host of program choices

Commenting on a recent listener survey, Keith Jessup, President of the Radio Eastern Committee, highlights the importance of community participation and feedback. 'We look to our listeners to know which direction to go with our programming. Listener feedback serves as our guide and we encourage them to participate whenever possible.'

There are a host of community centred programs to tune into. Not for profit organisations and charities such as Community Houses, Rotary, Probus Club and Spectrum Journeys can promote their local events and activities through special announcements and segments such as sport, health, Eastern Regional Libraries and family safety.

What's more, Radio Eastern's portable equipment allows for live updates to be broadcast from events as they unfold. 'Whether it's a carols night, a speech night or a school fete, we encourage communities to keep us informed, so that we can publicise them,' adds Keith Jessup.

Radio Eastern lends itself as a hub of information as well: interviews with subject experts on topics such as gardening and community sports, and free advice from



Caleb and Kyra Lewis singing his winning entry 'Future is bright'

local and state government professionals on consumer affairs, real estate and finance. Another special segment of Radio Eastern is the monthly interview with a council mayor informing the public about council services and projects.

One of the Station's recent endeavours has been to connect with diverse communities across the outer east to promote integration. The Station's Community Engagement Manager, Greg Wilson is currently taking steps to engage with the Myanmar and the Indigenous communities in a bid to showcase their music and activities through dedicated radio programming.

Further emphasising its role in the community, Radio Eastern serves as an official emergency broadcaster. In the event of an emergency such as a local bushfire or a flood, the station receives vital information directly from the state government to communicate to the public.

Win a prize in the Talent Search

There's no doubt that the community is at the heart of Radio Eastern and the annual Talent Search is definitive of what the station aims to accomplish through its airwaves. While championing local talent, the competition also encourages listener participation through a simple voting system.

So far, an impressive range of MP3 submissions - some sophisticated, some delightfully rough around the

edges - have received airplay. Aspiring artists, up and coming musicians, composers, students and hobbyists have been aired on weekly rotation, culminating in a winner selected through listener votes. Sponsored by Bendigo Bank's community branches since its commencement, February marks the last of the current monthly rounds of competition. Monthly winners are awarded a cash prize of \$500 while a cash prize of \$1500 awaits the final winner selected in March from the pool of monthly winners.

Murray Smith, Presenter and Committee Treasurer of Radio Eastern, has been running the Talent Search every Sunday morning at 10 am. 'The response has been enthusiastic this season with around 15 entries a month and we've also picked up new listeners along the way,' he says of the competition, which has drawn listeners across

a broad age demographic. Entries have ranged from teenage participants to a submission by a 75-year-old and the genres of music have been equally diverse. 'The feedback has been very positive this year and the artists are highly appreciative of the opportunity and the exposure they gain for their music,' says Murray.

The competition came to fruition when David Green of Bendigo Bank approached Radio Eastern with a concept for a talent search. 'I was looking for a way to work together to promote local artists. We often hear overseas music on commercial radio but not a lot of local music,' he says. 'Radio Eastern is unique in the outer east for playing music by local, aspiring, unsigned musical talent.'

Central to the success of the competition is the user-friendly software for registration, song submission and voting. Listeners log in and listen to all the entries of the month and submit one vote for any number of entries. The single platform presents an efficient means for both entrants and listeners to participate in the competition. Another highlight is the in-studio live performance afforded to each monthly winner. Much like many of Radio Eastern's efforts, the Talent Search is an opportunity for community participation. Listeners and entrants can join in via <http://radioeasternfm.awardsplatform.com/>

Prasadini Nanayakkara

Attachment 2

Dates for EFL football simulcasts, requiring a presenter roster:

Date	SATURDAY	Date	SUNDAY
4/04/2020	EFL Gameday 1PM-6PM		
Easter	NO Gameday		
18/04/2020	EFL Gameday 1PM-6PM		
25/04/2020	EFL Gameday 1PM-6PM		
2/05/2020	EFL Gameday 1PM-6PM		
4/05/2020	EFL Gameday 1PM-6PM		
9/05/2020	EFL Gameday 1PM-6PM		
16/05/2020	EFL Gameday 1PM-6PM		
23/05/2020	EFL Gameday 1PM-6PM		
30/05/2020	EFL Gameday 1PM-6PM		
Q B'day	NO Gameday		
13/06/2020	EFL Gameday 1PM-6PM		
20/06/2020	EFL Gameday 1PM-6PM		
27/06/2020	EFL Gameday 1PM-6PM		
4/07/2020	EFL Gameday 1PM-6PM		
11/07/2020	EFL Gameday 1PM-6PM		
18/07/2020	EFL Gameday 1PM-6PM		
25/07/2020	EFL Gameday 1PM-6PM		
1/08/2020	EFL Gameday 1PM-6PM		
8/08/2020	EFL Gameday 1PM-6PM		
15/08/2020	EFL Gameday 1PM-6PM	16/08/2020	EFL Gameday 12 noon-5PM
22/08/2020	EFL Gameday 1PM-6PM	23/08/2020	EFL Gameday 12 noon-5PM
29/08/2020	EFL Gameday 1PM-6PM	30/08/2020	EFL Gameday 12 noon-5PM
5/09/2020	EFL Gameday 1PM-6PM	6/09/2020	EFL Gameday 12 noon-5PM
12/09/2020	EFL Gameday 1PM-6PM	13/09/2020	EFL Gameday 12 noon-5PM
19/09/2020	EFL Gameday 1PM-6PM		

Human Resources - Procurement Report for February 2020

HUMAN RESOURCES:

Unfortunately we say good bye to Robert Bonte (office Volunteer) who has now gone onto Yarra Valley Radio.

PROCUREMENT:

Purchases for February.

Badges for new Presenters and Office staff.

New Toner cartridges for Office printer

New Sign in Sign out book

Jodie Sposito

PRODUCTION REPORT TO CoM - FEBRUARY

The production team have been working in the following areas:

- Sponsorships
 - Aughtersons were removed from DJ2000 while contract renewal took place. Sponsor has now renewed with us.
 - Energy Assist Solar 4 You – message recorded, blended music and reviewed and in DJ2000.
 - Geyer Accounting – Client came into do the voice recording of 3 messages. These have had music blended, were reviewed and are now in DJ2000.
 - Bendigo Bank new message added to their existing messages.
 - U3A message was removed and now returned to DJ2000 after contract renewed.
 - Bronze Plumbing script drafted for approval by client.

- CSAs
 - CBAA now have links to recorded CSAs available for our use. We have so far prepared 5 messages suitable for our area.

- Seasonal Messages
 - Autumn Gardening messages have been loaded for use in DJ2000 and Summer messages removed
 - Presenter Autumn messages have been loaded for use in DJ2000 and Summer messages removed
 - Australian Ent Legends have been swapped in DJ2000
 - Health Messages have been swapped in DJ2000

- Kevin Carr continues to prepare the recorded programs for broadcasting which is a huge job and his work is invaluable.

- Roger and Everett prepare recorded programs for the Presenter's Choice spot.

- Ken Earp has prepared recordings of the "Did You Know" messages and the production team will be working on preparing these for inclusion in DJ2000

- Religious programs, RADD, Country Music etc., are continued to be downloaded as required for broadcasting.

The Production Team.

Programme sub Committee Meeting 26 February 2020



Venue: Studio1, Radio Eastern

Date: 26/02/2020

Time: 0930

Present: Lyn Woods (LW) Kevin Carr (KC) Rex Shields (RS)
Norm Wright (NW) Peter Mikecz (PM)

Apologies: Norma (N)

Welcome to meeting by LW

Minutes of the previous meeting accepted. Moved xx Seconded xx All agree.

Business Arising from previous meeting: Wurrundjeri greeting. (below)

Inward Correspondence: Grid Application, CSA suggestions from PM

Outward Correspondence:

Submitted Reports: Attached - OB Ken Donnelly, Training LW

- Moved; LW, Seconded RS, all agreed.

General Business:

From COM Meeting: Programming Subcommittee.

- Instruct all presenters to keep an accurate log of when they play GSAs or make “off-the-cuff” encouragements on-air to the audience to participate formally in the life of the station in ways such as submitting CSAs. Memo to be sent to presenters.
- Also discussed was the desirability of producing GSAs that promoted involvement in other ways, such as membership, encouraging suggestions from the public and community groups
- The CSA format needs to be fine tuned to create a better flow of the information. It is also desirable to have a section to help with difficult pronunciations.
- The Portable broadcast equipment is not being used to its full potential. A Radio Eastern presence is desirable at even some of the smaller community events. Even a four-hour shift would promote RE. The short interviews are not publicising RE.

- Someone to control the breakfast stand by program from the CBAA. Check with tech support.
- CoM approves that Roger B can record appropriate acknowledgement of country to be aired before we go live each morning. Tech staff will adjust timing of religious programs to allow for this.
- Grid overview: Application from Vlad Slavnic. for Sundays 1700-1900 with a Latin music-based program Presenters Agreement not signed and returned. (Lyn will expand on this)
- EFL relay going ahead. Rostered person to enter game details in interview folder. There will be no Sunday wrap up of Saturday's games.
- RE regional news – possible journalism student to assist with bulletins. Keith Jessup and Peter O'Brien to evaluate the potential of said student.
- Possible Burmese Program. Normal RE training of presenters is required before this can proceed. They need to be aware of the 25% Australian content.
- Finalise Grid.
- New recordings for station promos – ongoing.
- Application for a RE presenter received from Alwin Bird.
- It has been suggested to record the segment with "Richard the Renovator". This to be used as general community information.

Next Meeting 25 March 2020, 9:30am

Outside Broadcast Report for February 2020

From Ken Donnelly

Arrangements are now well underway for an Outside Broadcast from the Warrandyte Festival.

OBs will be conducted using the OB Audio Van on the following dates

Saturday the 21st of March 2020 10 AM to 4 PM

Sunday the 22nd of March 2020 10 AM to 4 PM

Training Report February 2020

Training is continuing for Fred Stuart, Justin Cox and Mim Elsworth. Rob Isles has put in his application and will start with Norm Wright once Fred is on New Presenters.

Justin is progressing; he is also sitting in the Everett to observe/ask questions etc, and to see how it all fits together when on air.

We have had more enquiries, and have replied asking for details re availability, genre etc.

Julia and I plan on taking a break of approximately 1 month once the current trainees are all up to New Presenters level. This will allow us to concentrate on Production work.

Lyn Woods

Promotions Group Report for February 2020

Membership

Number of members 391 which includes 5 members whose membership fees are overdue. These have been followed up.

1. New members since last COM Meeting:

00982*

Bayswater Makers'
Market

Action Items:

Action Item

Applications for membership to be accepted.

Newsletter

- The new internal newsletter (working title "Behind the scenes") has been put on hold for the moment.
- I am awaiting a decision from Editor of our Newsletter, Tricia Ziemer, as to whether she wishes to continue in the role as she recently advised me that she may stand down. I have followed up with her and am now waiting for her reply.
- As soon as the Editor's position is clear I will be sending out a notice on Message Book seeking input from station workers. I may also be advertising the potentially vacant position.
- It is proposed that we include, as an insert, in the next Newsletter a copy of the article which was posted on our Facebook page covering the outcome of the recent survey.

Group Talks

The following Group Talks have been booked or have taken place:

- Clocktower Community Group 13 March 2020 (Lyn), and
- Lilydale Probus Club 13 August 2020 (Everett).

Mail Outs

Nil

Publicity (Shirley Wood)

Nil

Other Items being actioned by the Promotions Group

- The process of the Membership Officer contacting former members whose membership had lapsed in the last twelve months has borne fruit with seven former members re-activating their membership. The process is continuing.
- The community information distributed in our Promotional Packs for not for profit groups which are members of ECB are running low and I am in the process of replenishing our stock of their brochures. New member Bayswater Makers' Market has agreed to provide us with their marketing information.

Everett Hargreaves

Membership Officer and Manager Promotions Group

Sponsor Rep. Report for FEBRUARY 2020.

1. No change from last month

**Russ Read.
Tricia Ziemer**

Action Items:

1. As above

Report by:

Pheona S

1. Aughtersons

Action Notes

- 1 Agreed to a further 6 months, slight delay due to a main signatory to sign the contract being on holidays.

Report by:

Rick Robison

1. U3A
2. Eview Property Solutions
3. Outback Traders
4. One2one Removals
5. Acorn Bar
6. Bendigo Group
7. Knox Club
8. Global Confectionary
9. Dainty Dentist
10. Tabulon Homes
11. Megadry Carpet care
12. Mannagum Beauty
13. Integrity Blinds
14. Bronze Plumbing
15. Burma Restaurant
16. Martial Art training (Monash Uni)

Action Items;

1. Renewed for 12 months
2. Keen as mustard. Wait decision on Package size
3. Discussions to take place end March. Excellent outlook
4. Waiting on Script
5. Returned from O/Seas. Meet soon to discuss 12 Month deal
6. Won Next 12 month contract to follow on from existing
7. Invitation issued to sponsor our 2020 EFL broadcast. Await approval

8. Invitation issued for a Easter campaign
9. Up for renewal. Believe they will continue
10. No decision yet. Our contact will advise soon as it is known
11. Very keen to message again. Owner expects to have his needs advised end March or earlier
12. No response to follow up suggests we are too dear for her operation
13. New in Mooroolbark. No interest at this stage
14. Keen. I need to get with him a,s,a,p to discuss
15. Great people however I suggest our pricing is expensive for them
16. A group formed to teach self defence. Meet soon to discuss...maybe a CSA ?

Another month of good prospects ..much follow up is required

Compiled on behalf of our Rep Sponsors by Rick Robison 18/02/2020

Technical Support Report for February 2020.

1. Internet Streaming outages are on the increase. A number of listener complaints received. We think there are two issues 1) Total loss or Break of audio streaming service, 2) Intermittent loss of audio packets listeners hear disjointed audio. Tech support has observed both situations. Very difficult to determine the cause, frequency and duration. At this point we think there is a problem between the station and the streaming server located in Sydney. As we don't have any control over the usage demands placed on our ADSL link, we are fast tracking the implementation of our new security architecture. It will give us the capability to "RESERVE" a portion of the ADSL upload capacity solely for the Streaming service. It will take a number of weeks to design, configure and implement the architecture.
2. The TELBUS problem has been resolved. Live crosses using the VIA unit are working well from a technical perspective.
3. Work continues on upgrading Studio4 to be a fully functional backup studio, including Telephone interface system and Outside broadcast functionality upgrades. Presenter can use the facility for refresher training, especially on the use of TIS and OB/VIA.
4. Cross fade and Remote CD start is progressing. Equipment has been ordered. Studios 1,2 and 4 will receive the upgrade.
5. New server hardware configuration agreed, quote received and payment is in progress. Due to the global supply chain delays we are not expecting the server till May at best. More work is being done to determine the services and hardware required for server changeover and data storage.

Program Out outages

Month	No of Outages	Outage minutes	Alternate Audio active
July	5	175	
Aug	13	403	311
Sep	3	85	
Oct	2	7	
Nov	2	23	
Dec	4	34	
Jan	2	8	
Feb	3	37	

Internet Streamer Outages

Month	No of Outages	Maximum Minutes
NOV	3	135
DEC	4	60
JAN	6	90
FEB	15	255
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		

Action Items:

Report by: Greg Maggs