

Community Engagement Report for November 2020

1. ACMA license renewal submission

We await responses from the ACMA to the broadcast license renewal submission and to the submission we provided about the formal complaint, but we have received our one year “Studio to Tower” apparatus license.

2. Outside broadcasts

None due to COVID-19 virus.

3. Interviews

After the best January and February for five years, the number of interview engagements has declined sharply because of the virus. However, they are improving since lockdown restrictions were eased. The low for this year, caused by the virus, occurred in September.

Duration of interviews							
	2015	2016	2017	2018	2019	2020	
Jan	-	9:20	11:30	9:25	7:32	11:50	
Feb	-	15:35	24:00	18:50	19:39	28:15	
Mar	-	19:35	46:47	29:00	36:12	20:40	
Apr	-	47:20	53:39	67:50	47:20	7:27	
May	-	55:40	77:20	64:15	51:57	10:48	
Jun	-	54:35	68:28	56:20	53:50	11:54	
Jul	52:45	54:55	58:53	58:05	52:37	8:29	
Aug	57:50	53:18	78:23	52:35	56:45	6:30	
Sep	32:55	38:22	72:50	54:27	59:59	4:20	
Oct	11:04	18:35	50:50	26:35	21:45	6:05	
Nov	21:50	21:45	21:04	24:10	42:45	9:13	
Dec	13:05	18:45	10:49	14:20	16:45	0:00	Total
Total	189:29	407:45	574:33	475:52	467:06	125:31	2240:16
Numbers of interviews							
	2015	2016	2017	2018	2019	2020	
Jan	-	11	7	18	16	25	
Feb	-	25	33	30	43	68	
Mar	-	38	74	44	62	50	
Apr	-	41	57	58	57	31	
May	-	61	62	64	64	35	
Jun	-	52	67	47	67	31	
Jul	51	46	53	49	68	29	
Aug	54	47	84	44	63	27	
Sep	37	36	93	51	65	19	
Oct	21	23	60	39	55	25	
Nov	35	29	36	41	69	32	
Dec	19	24	22	23	37	0	Total
Total	217	433	648	508	666	372	2844

In 2020 (to 30 November) we have had 172 live interviews in the studios, and 197 telephone interviews.

By comparison, in 2019 there were 520 live studio interviews and 67 telephone interviews.



Compiled 30 November 2020, by Greg Wilson

MONTHLY REPORT NOVEMBER, 2020

Human Resources:

It is with sadness that I inform you that Margaret Rimmer has resigned from her duties at Radio Eastern.

Margaret has been one of the stalwarts at the station for many years, and she will be sadly missed.

We have 3 new phone/office volunteers starting this month.

Joel DeMunk who will be here 2-4pm on Mondays

Stephanie Richards 2-4pm on Thursdays

Lance Johnson.....4-6pm on Saturdays

Please make them feel welcome.

Procurement:

Have purchased toner for both office printer and studio 4 printer.

Programme sub Committee

Meeting 25/11/20



Venue: Wyreena Gardens

Date: 25/11/20

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

Apologies: Norma

Welcome to meeting by LW

Minutes of the previous meeting accepted. Moved: PM Seconded: RS All in favour

Business Arising from previous meeting: NIL

Inward Correspondence Through Roger B in October, email from Sonja Heydeman (RMIT) re possible internships. Also Sam Barry re the same subject. Discussed with KJ, he will respond and advise we don't think we can be of value, owing to the regular daily changes of Personnel.

Email from KJ Re Upcoming grid, timeline etc

Outward Correspondence: Basic response to Sonja Heydeman & Sam Berry. ACTION: KJ to respond fully.

Submitted Reports: NIL

Previous General Business:

- Desirability of producing GSAs that promoted involvement in other ways, such as membership, encouraging suggestions from the public and community groups ONGOING
- Tech staff response to outstanding items – CD cue, DONE . Channel for Winamp, ONGOING.
- UPS hum in studio DONE 2
- EFL relay – No EFNL communication at this stage/
- New recordings for station promos – ongoing.
- Application to be a presenter received from Alwyn Bird. KJ letter sent. ONGOING. ACTION KJ.
- CoM was approached in June re removing the recorded 'Welcome to Radio Eastern' message when listeners phone in, it was suggested to leave it for the time being as there would likely be changes when NBN arrives. As NBN is now installed, the PsC again recommends to CoM that the message be removed. ACTION: CoM
- .Victorian Seniors Festival complete. Their survey completed by LW
- Lyn W and Julia worked with Andrew Conway to write up a training process document.

NEW BUSINESS

- CSAs are now, after LW & JZ had discussions with Keith, no longer listed on the daily log sheet. They are back to normal with just hard copy CSAs in studios.
- PsC Recommend that any new CSA, is not duplicated to appear in both studios. Incoming CSA's when processed should be divided between studios, as there aren't many, (and there will be even less as the holiday period approaches). That way ensures that listeners don't hear the same item in every program. PsC also to recommend that Daily Log Sheets continue to be duplicated to allow one in each studio. As CSAs don't need to be moved from studio to studio, it makes sense to treat the DLS the same Way, and lessens Presenter handling/contact in these times. It could also be recommended that this process be continued for both CSAs and DLS until mid January 2021, when CSAs should start to increase. ACTION CoM
- Christmas Concert/Carols with the Croydon Wind Symphony performing and 98.1 using the VIA unit to transmit to the studio has been under discussion: all depended upon restrictions. Wind Symphony have advised that as restrictions for bands have not eased, this will not now go ahead.
- Training is now being managed by KJ, potential trainees attended on Sunday 15th.
- PsC Nominations close on 26th November. Roger B will oversee and advise on candidates etc.
- KJ has provided a suggested timeline for PsC nominations/election (if needed) result to be confirmed by CoM on 10/12., Also a timeline for grid applications to be released on 14/12, closing on 11/1/21. PsC have always acted in a timely fashion so believe this timeline is un-necessary.
- It is noted the word 'variety' is preferable to 'easy listening'.

Next meeting TBA

Production Report for November 2020

Since the last CoM meeting, we have been scripting sponsor messages and we have recorded some of these, ready for our work on broadcast preparation. This list has included, Wine Connections, Ringwood Square Shopping Centre Energy Assist and Olivet. As sponsor contracts run out their messages have been removed as required.

Several community service messages (CSAs) from CBAA and Media Heads have continued to be received, downloaded, checked for our system, approved and loaded for broadcast.

Community service messages have been removed and more prepared in-house to cover CoVid19 situations and as regulations have been changed...

Sweeps for programs have been recorded in-house prepared, approved and are included in Foobar2000, We also have others are still pending.

Rotation of messages for "Did You Know" and season changes have been done.

Kevin C continues to prepare and load the various recorded programs that are put to air in various timeslots. Presenters have continued to provide recorded programs for inclusion in the 'Presenter's Choice' and overnight programs.

Sponsored religious programs as always are received/downloaded ready for broadcasting with some naming errors corrected.

With the help of Rex S we have been reviewing various 4000 messages with a view to culling the quantity in various topics. He has also reviewed the various Christmas Trivia items to ensure all are still usable, ready for the coming season.

The Production Team.

Promotions Group Report for November 2020

Membership

Number of members 408 which includes five members whose membership fees are overdue. These outstanding payments have been followed up.

New members since last COM Meeting:

01024*	Paul	Denton
01025*	Robert James	Hennessey
01026*	Norman	Reeves
01027*	Shirley	Stewart
01028*	Mandy	Turner
01029*	Kenneth	Smith
01030*	Bob	Nicholas
01031*	Cynthia	Wise
01032*	Joel	De Munk

Action Items:

Action Item

Applications for membership to be accepted.

Newsletters

- Due to the absence of the editor Lorraine Banks on holidays, the publication of the November issue of "Behind the scenes at Radio Eastern" has been delayed and is expected to be distributed by the end of the second week in December. This issue will include an article seeking input from station workers into the proposed celebrations of our 30th birthday and also seeks volunteers to assist.

Group Talks

- Group Talks are currently suspended under Covid 19 restrictions.
- A rewrite of the Powerpoint presentation used at these talks is currently being undertaken.

Mail Outs

- Membership Officer has commenced corresponding with members by email, where an email account has been provided, following establishment of his remote access to the station email system.

Publicity (Shirley Wood)

- Shirley Wood has been requested to establish a publicity plan for our upcoming 30th birthday and this should be to hand shortly.

Other Items being actioned by the Promotions Group

- In line with the COM decision to re-categorise our music format to emphasise the wide variety of music played on the station, the wording in our promotional brochure “All about Radio eastern FM98.1” has been amended and includes the omission of the reference to Easy Listening. Once the amendments have been made to the master copy, a fresh batch of the brochures is to be printed.
- Kevin Carr has also been requested to change the wording on our website in the “About” section in line with the above.

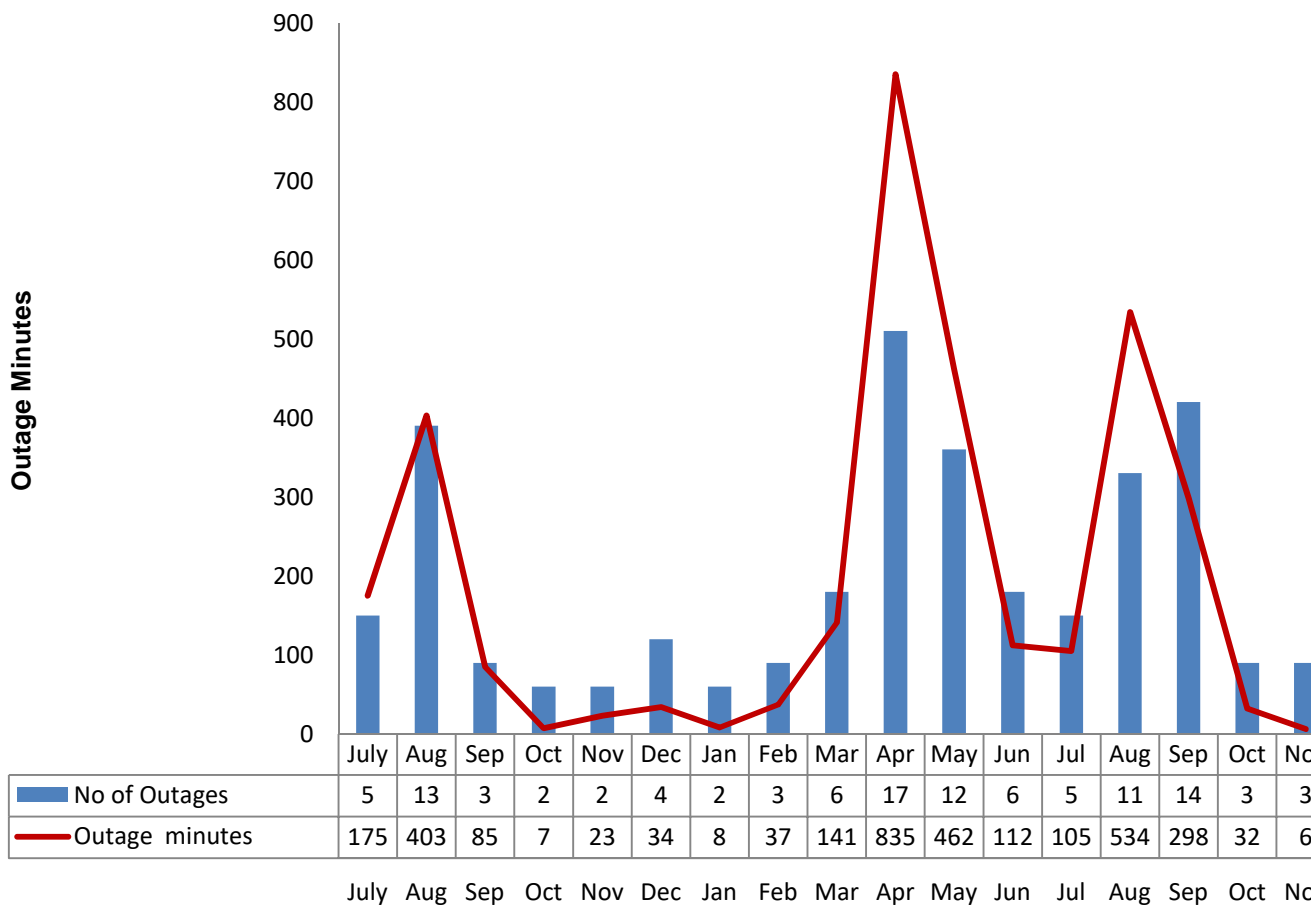
Everett Hargreaves

Membership Officer and Manager Promotions Group

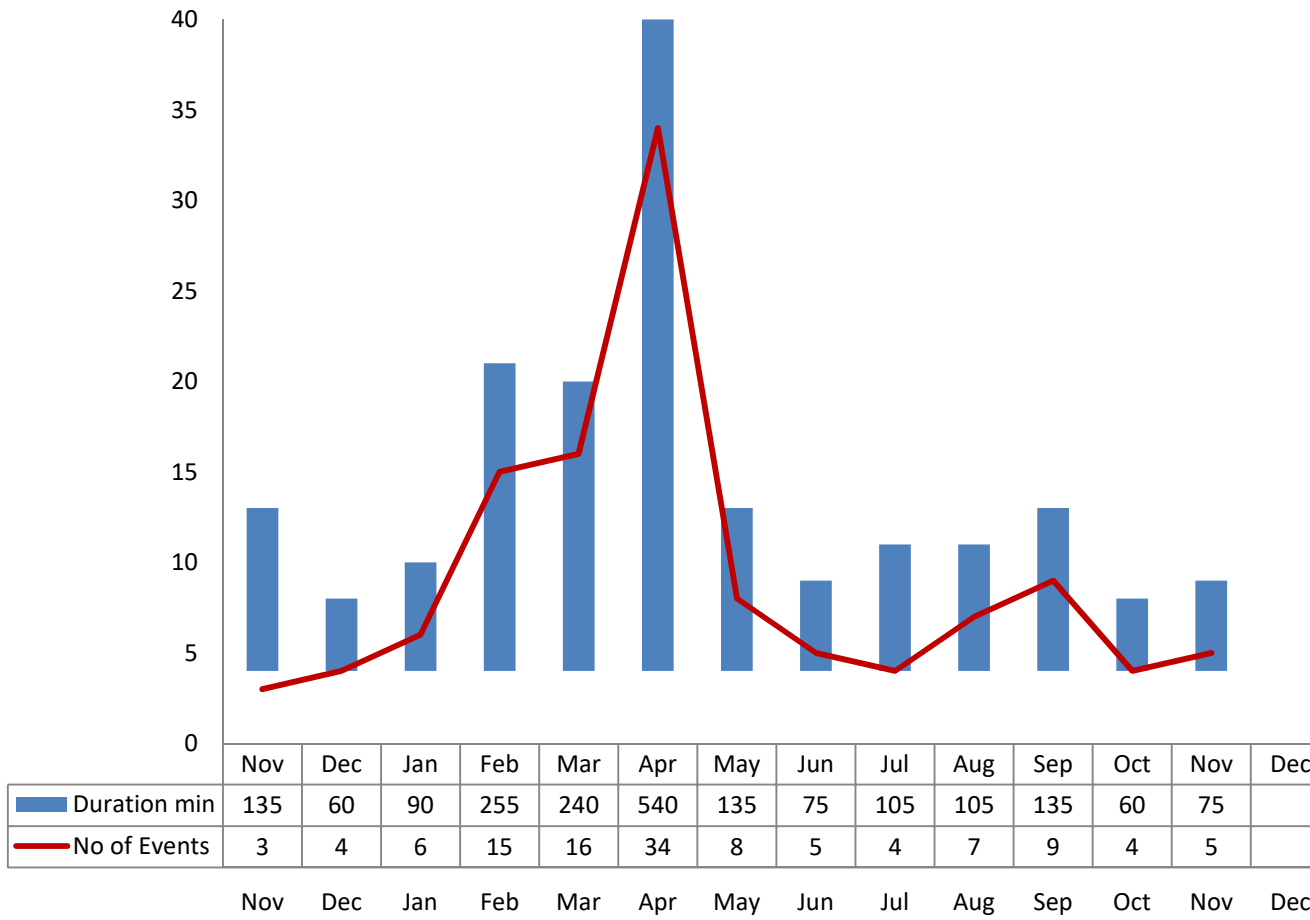
Technical Support Report for November 2020.

1. New Microphone Stand installed S1,2&4
2. Equipment Room – Recovery of old console in progress. All audio monitoring is now through the stereo amplifier in the Audio stack.
3. GENSET serviced and replacement battery installed.
4. GENSET Waiting for assessment on cause of strobing fluro and UPS instability while GENSET is taking on station load
5. Further customisation of the ASA (Adaptive Security Appliance) to facilitate
 - a. Incremental changes to the segmentation of the IT infrastructure to protect against cyber attacks
 - b. improvements to the NBN connection architecture
 - c. increase the number of VPN users
6. Additional equipment connect to NEMS infrastructure monitoring system

Unplanned Broadcast Outages



Internet Streamer Outages



Action Items:

Report by Greg Maggs

Training Group Report

1. Presenter Training has commenced

Training is underway for seven presenter trainees. Beginning on Sunday the 15th November there was a training session in Silver Birches, attended by Keith Jessup, Greg Wilson, Murray Smith and Norm Wright. There followed another at Bendigo Bank Mooroolbark on Saturday 28th November, attended by Keith Jessup, Greg Wilson and Cathy Woollard.

All trainees have so far passed their short assessments, demonstrating familiarity with the induction requirements of OH&S, legalities of broadcasting and station policies.

Most trainees are ready to enter Studio 4, and bookings for their first sessions on the console have been booked.

2. Training documentation

All training documentation has been catalogued, upgraded and updated.

New documentation includes access and egress instructions, and a user's manual for the studio stacks.

3. Training Programme

An outline of the Training Programme is attached. It shows the organisation into the eight 'stages':

1. Training, Policies and Procedures
2. Radio Station overview of function
3. Studio and broadcast equipment
4. Advanced computing and broadcasting from digital sources
5. Observations and Team Broadcasts
6. Components of Programming
7. Constructing a Programme and Finding Your Style
8. Programming and Broadcasting

It also shows the documentation/reading list, and places during each stage where items on the reading list are relevant.

4. Training Group

Currently includes Keith Jessup (Manager), Greg Wilson, Kevin Carr, Norm Wright and Norma.

One-on-one Trainee's Supervisors and other Trainers will be engaged for individual training and specialist topics.

Compiled 30 November 2020, by Greg Wilson