

# Committee of Management Minutes

October 2020



**Venue:** Remote by Zoom

**Date:** 07<sup>th</sup>. October 2020

**Time:** 19:30 hrs

**Present:** Keith Jessup (KJ), Lyn Woods (LW), Murray Smith (MS), Andrew Conway (AC), Julia Zammit (JZ), (On Line) Greg Wilson (GW), Norm Wright (NW). Ray Lawrence (RL) , Everett Hargreaves (EH)

## Apologies:

Welcome to meeting by KJ at 7:30 pm

Minutes of the previous meeting accepted. **Moved** MS, Seconded RL. All agreed.

## Business Arising from previous meeting that is not otherwise covered in the agenda:

- Nil.

## Inward Correspondence (CoM related)

Council and Worksafe replies

## Outward Correspondence (CoM related)

CoM noted an update on a discussion with ACMA that AC had two weeks ago. A follow up call is scheduled for first week of October to discuss the license renewal. This is ongoing and a call has been placed to ACMA to seek an update. We will await the outcome of the ACMA contact and determine whether to approach The Hon Tony Smith MP.

## Group Managers' Reports Summary (all reports attached)

(i) *Finance including Sponsorship:*

- CoM received the finance report and noted the station's progress and overall cash position.

## Cash Position Actual compared to Budget

	Actual	Budget	Variance	
Net Income	24,719	14,194	10,525	Fav
Operating Expenses/Overhead	\$15,234	\$19,010	3,776	Fav
All Other Income/Expenses	1,210	1,230	(20)	UnFav
Total Net Surplus	10,695	(3,586)	14,281	Fav
Cash on Hand (Actual vs Budget)	\$162,400	\$156,206	\$6,195	Fav
Made up of:				
CBATrading A/C	\$58,396			
Bendigo Moorabark Term Deposit	\$51,812			Rolled over for 3 months at 0.55% to Nov 2020
Bendigo Moorabark Term Deposit	\$50,451			Rolled over for 7 months to 28 Feb 2021 at 0.8%
Bendigo Radiothon Savings A/C	\$1,491			
Petty Cash	\$250			
	\$162,400			

**Moved** MS, Seconded JZ. All agreed.

## **Membership**

Number of members 401 which includes four members whose membership fees are overdue. These outstanding payments have been followed up.

New members since last COM Meeting:

01017*	Lance	Shiells
01018*	John & Jean	Krekelberg
01019*	Suzanne	Stojanovic
01020*	Joe & Angie	Dimasi
01021*	Lance	Johnson
01022*	Wolf-Dieter	Kuenne

**Moved** EH Seconded, LW All agreed.

- (ii) *Community Engagement*
- (iii) *Human Resources*
- (iv) *Information Technology*
- (v) *Programming Sub-Committee Incl. OB and Training*
- (vi) *Technical Support*

The Committee accepted all reports – **Moved** LW, Seconded EH. All agree.

## **General Business:**

### **Outstanding / ongoing from previous Minutes:**

**LW** – Operational upgrade by Kevin Carr of cross fade facility (on hold)

**GW** - Indigenous association with Aunty Joy Murphy – will pursue following resolution/advancement of the Burmese community items. Ongoing.

**LW - PSC** to discuss optimisation of the use of the portable broadcast unit and associated issues, including training. Ongoing.

**KJ** – Proposal to Wyreena for banner and audio facility in area outside Reception. Awaiting Council approval. Ongoing.

**EH** The Committee noted the importance of succession planning. This will be discussed at the next meeting.

**EH** - Long service awards - developed proposal on awards other than Life Member. The COM noted the new requirements for awards and certificates. Policy and Procedure being formed for CoM ratification. GW will draft for COM ratification. Ongoing

**KJ – Motion** : “To ratified previously agreed via electronic vote with added modification by JZ for Programme Sub Committee Policy V2.0 and Procedure V1.2” Moved KJ Seconded AC, All Agreed.

**New Items:**

**KJ – OHS regulatory issues.**

**Report of OH&S issues or incidents** – there has been no incidents in past month.

To continue continuous OH&S obligations GW has submitted a revised “Policy OH&S V1.2”.

**GW - Motion:** “To approve the revised OH&S Policy V1.2” and the supplementary “OH&S explanation for Volunteers”. Moved by GW Seconded RL, All Agreed

**GW – Motion:** “That the Committee of Management aim for at least two volunteers who are first aiders with HLTAID003 at all times, which includes CPR – this would be at least one per fifty volunteers.” Moved by GW Seconded RL, All Agreed

**GW – Motion:** “That the Committee of Management aim for at least six people trained in CPR at all times, which is more limited training and does not include first aid.” Moved by GW, Seconded RL, All Agreed.

**KJ – Training.** Is recommending the following;

**Motion:** “That training be restructured under the Training Group reporting directly to the Committee of Management. The Group be authorised to second Presenters and Technical Support Group Members on an as needed basis at the approval of the Committee of Management. The Training Group shall submit applicants assessments to the Programming Sub-committee for final “on air” assessment. The outcome of the Programming Sub-committee assessment will be tabled at Committee of Management as a recommendation to approve accreditation.”

Moved by GW, Seconded MS, All Agreed.

**KJ –** A request from CoM Members for November meeting to suggest what our upcoming grid should look like together with a definition of what we call “Easy Listening Music”. With this information we should be able to clearly define what Radio Eastern is as an entity.

I refer you to the CBAA Code section [www.cbaa.org.au/resource/codes-practice-appendix-6-music-policy-example](http://www.cbaa.org.au/resource/codes-practice-appendix-6-music-policy-example) and

<https://www.cbaa.org.au/resource/policies-and-procedures>

Then go to “Example policies / procedures” as a good starting point.

Furthermore at the November meeting, the CoM will hold a strategic discussion in the following:

Strategic discussion items for November:

- a) generating a pipeline of volunteers
- b) generating training promotion
- c) develop a post-COVID marketing and promotions plan
- d) strategic view of the community engagement and the impact on programming grid
- e) What should we be doing to celebrate our 30<sup>th</sup> Birthday (January 2021)?
- f) Other items

**KJ & AC - AGM Documentation:**

At the close of nomination for Committee of Management the following is the Secretary’s statement; “I hereby certify that there have been three nominations received as at the close of nominations. Accordingly no election is necessary and I will formally propose that all three members be re-elected unopposed.”

This situation does not require the issue of Proxy forms or any additional notices.

**Working Member Comments:**

Nil.

**Additional Urgent matters since September requiring consideration.**

Legal Considerations, an additional training tool to assist Trainees in understanding our Policies and Procedures in these volatile areas.

Meeting concluded 2119 hrs

**Next meeting 14/11/2020**