

Committee of Management Minutes

December 2020



Venue: Park Orchards, Victoria

Date: 10th December 2020

Time: 19:30 hrs

Present: Keith Jessup (KJ), Lyn Woods (LW), Murray Smith (MS), Julia Zammit (JZ), Norm Wright (NW), Greg Wilson (GW, minutes), Ray Lawrence (RL), Everett Hargreaves (EH)

Apologies: Andrew Conway (AC)

Welcome to meeting by KJ at 7:40 pm

Minutes of the previous meeting:

Modify item regarding training, otherwise accepted.

Moved LW, Seconded MS. All agreed.

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

- Nil

Inward Correspondence (CoM related)

Congratulations on being finalist in CBAA awards, certificate now hanging in the Reception area.

Official complaint but only partially and inconclusively identified. Try to identify before responding. **AC and EH.**

Outward Correspondence (CoM related)

- Nil

Group Managers' Reports Summary (all reports attached)

- (i) *Finance including Sponsorship:*

Cash Position

Actual compared to Budget

	Actual	Budget	Variance	
Net Income	31,514	22,976	8,538	Fav
Operating Expenses/Overhead	\$23,822	\$27,730	3,908	Fav
All Other Income/Expenses	1,787	1,530	257	Fav
Total Net Surplus	9,479	(3,224)	12,703	Fav
Cash on Hand (Actual vs Budget)	\$164,804	\$157,551	\$7,254	Fav
Made up of:				
CBATrading A/C	\$60,772			
Bendigo Moorabark Term Deposit	\$51,812	Rolled over for 3 months at 0.55% to Dec 2020		
Bendigo Moorabark Term Deposit	\$50,451	Rolled over for 7 months to 28 Feb 2021 at 0.8%		
Bendigo Radiothon Savings A/C	\$1,519			
Petty Cash	\$250			
	\$164,804			

Financial statements are redacted from the minutes but are available to members upon request.

Discussions ensued about replacing guest microphones using \$1517 capex surplus. Decision to replace one guest microphone in each studio. **KJ**

Currently budgeted \$9500 on chairs. Already approved, designs were discussed, will be ordered by end January 2021.

Moved MS, Seconded EH. All agreed.

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

Changes from 'easy listening' to 'variety' as the music listening experience have been updated on the web site as required by previous minutes.

Moved EH Seconded, JZ. All agreed.

- (ii) *Community Engagement*
- (iii) *Human Resources*
- (iv) *Information Technology*
- (v) *Production*
- (vi) *Programming Sub-Committee*
- (vii) *Technical Support*
- (viii) *Training*

Community Engagement:

AC and **NW** to follow up Eastern Football League agreements for 2021. Discussion about how much to ask of the EFL if we do their broadcasts. Also discussions about the quality required of their sport commentators.

Human Resources:

AC to write a thank you note to Margaret Rimmer for her many years' of service, upon her retirement from Reception.

Discussions about whether to have a message come in before the phone is answered, about how the phone call may be recorded.

Technical Support:

Improving presenter awareness at the consoles about incoming phone calls. Tech Support to accelerate telephone flashing lights. **Greg Maggs, KJ**

Work progresses on preventing streaming dropouts.

VPN system is in roll out, has been working successfully, especially with the NBN. All managers and committee members should make the VPN work at home, so they can use the station email system from home.

Production:

Discussions about accessing appropriate voices for recordings, to use in promotions for different kinds of products. **JZ** to continue to source different kinds of voices.

Discussions about numbering different kinds of items in foobar2000, locally produced compared to received recording. **JZ** and **KJ** to assess numbering within foobar2000.

Programming Sub-Committee:

LW to send out applications for grid positions as requested previously by CoM. Issues included license requirements and legislative requirements. **KJ** to assist.

Training:

Training reports from now on to include names of all trainees, so that Membership Group can check currency of their membership.

Acceptance of reports:

The Committee accepted all reports after discussions – **Moved** EH, Seconded MS. All agree.

General Business:

Outstanding / ongoing from previous Minutes:

CoM - is to consider a meeting of Group Managers for February 2021, before CoM of March 2021. **KJ**

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. Community Engagement to discuss with PS-C what would be appropriate venues from which to run outside broadcasts. **GW and LW**.

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.

Main issue is about recruiting:

- Recruiting and training a person for accounts, **MS**
- New trainees
- Other projects

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.

LW – Christmas Carols – The CoM approved the broadcast of Croydon Wind Symphony Christmas Carols on 12 December as proposed by LW. Now cancelled.

KJ – CBAA Website discussion. The CoM will receive a proposal from CBAA to be considered at a subsequent meeting or circulated via email. The CoM agreed in principle.

A podcast webinar exists that goes into the issues. Better system that is future proof. WordPress is a far more versatile system than the current Weebly system, and is more manageable. \$1600 plus an 18 month commitment. Kevin Carr supports using WordPress.

Motion to go over to WordPress system. Moved RL Second JZ, approved by all.

EH – Progress by Promotions Group to updating the station future print media to reflect community, variety etc. In progress, moving towards printing stage.

LW - Progress by Programme Sub-Committee in implementing “Variety” change in “On Air” environment with advice to Presenters and creation of stings. PS-C to advise Production Group when appropriate and ready to progress.

CoM - Strategic discussion items for December:

- a) generating a pipeline of volunteers – needs and processes will result from meeting of managers in February 2021
- b) generating training promotion – need at least one message per week, but timing of commencement of the messages to be aligned with close to the end of the current training cohort

JZ and KJ to develop a GSA script.

Timing of release of the message to be aligned with close to the end of training with the current Presenter Trainee cohort, potentially around March 2021.

- c) develop a post-COVID marketing and promotions plan – on hold until we know what the target audience is doing
- d) strategic view of the community engagement and the impact on programming grid – on hold until we know what the target audience is doing
- e) EH has submitted discussion paper discussing how to celebrate our 30th Birthday. Focus on 30th January 2021. The CoM will develop options in light of COVID restrictions to plan a celebration. Suggestions:
 - Party at Wyreena
 - Programming
 - Outside Broadcast using the caravan, possibly at Wyreena
 - Ask Rotary Croydon to be involved, possibly with a BBQ
 - Outside concert of local musicians
 - Proactively recruit volunteers to become involved with planning and implementation. Volunteers and a dedicated group of Managers would be needed to make plans and implement plans for the celebrations.
 - Promotion Proposal was discussed at length. One issue was that there would be a short-term decline in income, although that should be recovered if the new members remain.
 - Logo suggested with a prominent “30”, which would go on envelopes, letterhead, promotions, membership forms, etc.
 - Online payments would be too complicated. We would prefer fac-to-face payments.

- Previous ideas that listeners born in 1991 will receive 12 months free membership of Radio Eastern – **not supported**. Because of lack of commitment. 30% discounts across the board for new and existing members who have a substantial “30” in their lives would be a viable alternative, as presented in the discussion paper.

Implementation:

- Messagebook
- Newsletter, soon to be in circulation
- **KJ** contact Maroondah Council to ask about using the grounds at Wyreena
- **EH, Jodie Sposito**, contact GRB about the logo stickers, envelopes, etc

New Items:

KJ – OHS regulatory issues.

- Nil

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

CoM – PS-C Nominations approval.

Issue was that there were two nominations from CoM for the vacant positions on the PS-C. According to the Rules of Association, only one other CoM member would be allowed, other than the current Chair/Manager. CoM agreed that there needed to be a vote for the second CoM member.

The Rules of Association allow the appointment of persons with mutually agreed expertise, to achieve the directed objectives of the Sub-committee. It was agreed by CoM members that the unsuccessful nominee would act as such expertise.

Proposal to vote on who the CoM member should be was conducted. All agreed to wait for the vote of the absent member. The vote of all CoM members was counted. The result was Murray Smith as member and Ray Lawrence as expert advice.

The 2021 Sub-Committee members are;

Lyn Woods, Kevin Carr, Peter Mikecz, Rex Shields, Murray Smith and Colin Porter .

Working Member Comments:

Bendigo Bank state marketing department has approved another year for Community Talent Search. Total of around \$20,220. Congratulations to all involved. \$6,000 for prizes and \$6,220 for the voting platform. Effectively as part of the deal the station therefore receives about \$8,000 in sponsorship.

Additional Urgent matters since November requiring consideration.

- Nil

Meeting concluded 22:00 hrs

Next meeting 11 February 2021