

## Committee of Management Minutes

12<sup>th</sup> March 2020



**Venue:** Bendigo Bank, Railway Avenue, Ringwood East

**Date:** 12 March 2020

**Time:** 19:30 hrs

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

**Apologies:** Andrew Conway (AC)

**Guests:** Greg Maggs

1. Welcome to meeting by KJ

Minutes of the previous meeting accepted. **Moved** LW, Seconded EH. All agreed.

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

- None

### 3. Inward Correspondence (CoM related)

- EFNL Schedule for 2020 Season (further comments regarding proposal to simulcast the broadcasts contained below in New Items)
- Russ Read on Outside Broadcasts, and separately Ken Donnelly on Outside Broadcasts – held over for discussion under later agenda item.

### 4. Outward Correspondence (CoM related)

- None

### 5. Group Managers' Reports

- (i) Finance including Sponsorship:

#### 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
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)

- Deposit at Bendigo Bank Mooroolbark matures soon, decision at CoM next month about investing it
- Overall plus \$30,000 at present, partly because of delays:
  - APRA invoice was late
  - Service to generator in February
  - Abs and Promotions are under budget, + \$4,000
  - Sponsorship + by \$1,300
  - Membership + \$800, so overall ahead by \$2,100
  - Cash \$161,530, + \$12, 771
  - But, expect delayed expenses to come in next month

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

(ii) *Promotions and Membership:*

- Recommend the approval of new membership application for the period since the previous CoM meeting:

00982\*

Bayswater Makers' Market

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

It was noted that efforts to contact lapsed members to ask them to pay membership fees have been successful, with to date seven members renewing.

**Action – EH –** Continue to contact lapsed members. Ongoing.

It was noted that the Newsletter Editor, Tricia Ziemer, had resigned her role.

**Action – EH –** Recruit new editor for the station newsletter.

There was some discussion about simplifying the format of the newsletter, and of seeking content for the next edition, including using the station message book to seek such submissions.

(iii) *Community Engagement – as read*

(iv) *Human Resources – as read*

(v) *Programming Sub-Committee Incl. OB and Training*

Grid is almost finalised, there may be a few open slots remaining.

Resignation of Vlad Slavnic as a presenter and member was noted.

**Action – PS-C –** Finalise the grid by 1<sup>st</sup> April.

The possibility of inviting Jackson Taylor, State Member of Parliament for the Lower House District of Bayswater, to be an interviewee was discussed.

Proposal from Programming Sub-Committee decided in 2019 and submitted to CoM tonight was to not proceed with the invitation, according to the following motion:

**Motion:** That the decision of the Programming Sub-Committee of 4<sup>th</sup> December 2019, rejecting Jackson Taylor interview request, be confirmed.

Motion to not proceed with the interview request was accepted by a “yes” vote of 6 to 2.

**Action – AC** – Advise Jackson Taylor of the CoM’s acceptance of the PS-C motion to not invite him on as an interviewee.

(vi) *Production – as read*

(vii) *Technical Support and Information Technology – as read*

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

## **General Business:**

### **6. Outstanding / ongoing from previous Minutes**

#### **6. (i) JZ** – Operational upgrade by Kevin Carr of cross fade facility (Ongoing)

Technical Support Team (TST) are carrying out detail discussions on the requirements of

- The cross fade facility on consoles,
- MP3 type recordings and associated standards, and
- CD player activation by console channel “on / off” buttons.

In progress, some equipment has arrived (cables), we await some other items (boxes)

**Action - GM, KC** - continue with action plan regarding technical improvements to cross fade facility, and specify recording standards. To be submitted to April 2020 CoM meeting.

#### **6. (ii) KJ** – Robert Bonte unable to fill Secretariat role as moving to Yarra Valley Radio. We wish him well.

**Action – CoM** – provide the President with ideas to fill this Secretariat roll.

#### **6. (iii) Action - GM** – provide updates to CoM on server replacement project. In progress. Some equipment has arrived (box), we await some other items. Our in-house processes plus some software will save \$15,000 by not needing a software company to do it for us.

**Action – AC, GW** - Indigenous association with Aunty Joy Murphy (Ongoing). Has been subject of a re-focus recently on Burmese content, but Indigenous content remains of interest.

#### **6. (iv)** ACMA and CBAA guidelines on content – Indigenous, immigrant and other identifiable public groups of listeners

**Action – AC, GW** – Advance Indigenous content. On hold to enable development of Burmese content.

**Action – GW, KJ** – Advance Burmese content. In progress, meeting with potential presenters has been booked.

Discussions with Burmese community leaders so far have included the following, which will also be raised with the potential presenters when they meet with us:

- a) Potential position in the programming grid, possibly 20:00 hrs on a weekday
- b) Training opportunities
- c) Timelines
- d) Training and Membership costs
- e) Music selections
- f) Languages used (English, Chin, Karen, etc)
- g) 98.1 policies on broadcasting, sponsorship, interviews, religious and political content, etc.

**Action - LW, JZ** to proceed with GSA recording for Indigenous acknowledgement of country. Completed.

Indigenous acknowledgement of country has been assigned a 6000 number in DJ2000, but will be moved to a 1000 number. 12 seconds duration, Roger Broadbent's voice. On-air it should be activated manually by the presenter at the end of an instrumental music interlude, right before the 07:00 hrs time pips.

Breakfast presenters will need to be trained on how to read the entry in the log sheet and how to activate the recording each morning.

**Action – Production** – Provide instruction to breakfast presenters on timing and activation of Indigenous acknowledgement of country.

**6. (v)** ACMA and CBAA guidelines on Participation – Encouraging community involvement in the life of the station

This issue specifically addresses strict ACMA requirements to encourage community participation in the station. It is to our advantage in licencing negotiations to be able to report that we have encouraged participation by asking the community to:

- submit CSAs
- enter Bendigo Bank Talent Search
- become sponsors
- join as a member
- request an OB
- suggest an interview
- volunteer at the station
- publicise our station
- make a programming proposal.

The request or suggestion to ask the public to participate in the station may be made by the station as a:

- CSA
- GSA
- Unscripted on-air remark
- Web page entry
- Facebook post
- Community newspaper article, interview on another radio station or other external source
- Community visit or other direct contact such as a business meeting
- Staff approach to a community member or organisation at an outside broadcast.

**Action – LW, PS-C** - Provide instruction to all presenters on the need for recording requests they make to the public about becoming involved in the life of the station. In progress.

**Action – LW, PS-C** - Instruct all presenters of the need to read CSAs, play GSAs, or make “off-the-cuff” encouragements on-air to the audience to participate formally in the life of the station, and to keep an accurate log of when they do so. In progress.

**Action – GW** - Provide mechanisms for recording requests presenters and volunteers make to the public about becoming involved in the life of the station. In progress.

**Action – Production** - Create CSAs, GSAs, Facebook posts and other opportunities, produced by 98.1, that promote involvement of the community in programming and other aspects of the life of the station.

**6. (vi)** Communications with listeners about broadcast quality

**Action - GM** – Ensure that documentation about remote monitoring and automatic rebooting of streaming service has been provided. It was thought likely that this issue arose from a listener's issue with buffering rather than a 98.1 station issue. In progress.

**Action - KJ, GM** – Develop a proposal for the communications we give to listeners when they have queries or complaints about signal strength or quality of the streaming service. Relates to a CoM decision to communicate with listeners both inside and outside the broadcast licence area in the same way. In progress.

**6. (vii)** **Action - LW, PS-C** - discuss optimisation of the use of the portable broadcast unit and associated issues, including training.

Lengthy discussions ensued around the following issues:

- The CoM thanked Ken Donnelly and Russ Read for their valuable input, which formed the basis for discussions.
- Whether to employ the caravan as a broadcast unit at outside community events
- Whether to broadcast from the station to the caravan with sound coming from speakers
- Whether staff could patrol outside to spruik for members and sponsors, and there was discussion about the history of the success of these efforts
- That if the caravan or any outside broadcast location was used, then some presenters must attend, as agreed in their presenter agreement. Otherwise the PS-C will require such duty
- PS-C would consider what sanctions may be employed if presenters refuse to attend outside broadcasts without good reason
- The use of the mobile unit which might be used only to patch outside interviews back to the console
- That the mobile unit could be the sole means of transmitting sound from outside events, to be sent back to the station, and that in such cases the caravan would become a base only
- That we might expect about four outside broadcasts per year
- That we would focus on big festivals, such as Maroondah Festival, Mooroolbark miniature railway, The Basin carols, etc.
- What value volunteers other than presenters might add
- That all presenters need to agree to be trained on the mobile unit
- That Studio 4 will become a replica of Studios 1 and 2, so that renewal training, including training on running outside broadcasts, can be run from there
- That the use of the mobile unit alone might result in the loss of some feel, culture, history or spirit unique to the caravan

**Motion:** That from now on into the foreseeable future, the mobile unit would be used for outside broadcasts, to conduct interviews and send other sound back to the studio, from where broadcasts would be made and controlled.

**Motion Passed.** 7 in favour, 1 abstention.

**Action – PS-C** – implement training and rostering necessary to enable outside broadcasts to be conducted using the mobile unit

**Action – Technical** – implement technical requirements to enable outside broadcasts to be conducted using the mobile unit

**Action – President** – respond to Russ Read and Ken Donnelly, thanking them for their input, appreciating that their history with the issues contributed to the erudition of their submissions,

explaining how helpful it was to the CoM's discussions, and broadly outlining the decisions made

- 6. (viii) Action – LW, PS-C** – development of a roster of station presenters to monitor and mind the simulcasts on EFNL gamedays. Train presenters use the new EFNL log sheet to record the names of the two teams that played that day and which EFNL division they belong to.

**Action - GW** – develop a table to record EFNL game details, for the Interview Register at Reception. Completed, Sports staff notified. Log sheet stored in the Interview Register folder in Reception.

- 6. (ix) Action - GW** - Community Engagement for Kids at FM 98.1 – Develop “thank you” correspondence and certificates. Completed. Distribution of certificates and letters to kids and their organisations done - sent to schools, families, a Scout Group and a swimming club.

- 6. (x) Action - KJ** – Contact Wyreena to give details about policies regarding potential interviews for artists and teachers appearing on behalf of Wyreena and to explain the arrangements and requirements of 98.1 should interviews go ahead. Contact made, Completed.

## **7. New Items:**

- 7. (i)** Occupational Health and Safety

**KJ – OHS regulatory issues.** Council Inspection late February 2020 queried compliance with CPR renewal.

**Action – KJ** – Implement training in Cardio Pulmonary Resuscitation and Automated External Defibrillator (CPR and AED) for 98.1's volunteers. Including find an accredited trainer, find out how many staff want training. In progress.

**Action – GW** – Check annual requirements for Cardio Pulmonary Resuscitation and Automated External Defibrillator (CPR and AED) training. In progress.

**Report of OH&S issues or incidents** – there has been no incident in the past month (between February CoM and March CoM).

- 7. (ii) Action - KJ-** CSA revised format. In progress, with Rex Shields.

- 7. (iii) Action – LW, JZ, KJ** – Investigate and resolve Co-Host / Co-Presenter status of Reception Staff

Motion proposal relating to definitions for co-host, co-presenter and guest.

## **Resolution on the role of Co-Hosts/Co-Presenters**

### **Preamble:**

Over a period of time there has been some conjecture about the status of "Co-Host/Co-Presenter".

The intention of this resolution is to clarify the positions ongoing.

Over a number of years some personnel have gravitated to being classed as Co-Host or Co-Presenter. Two such personnel may be affected by this motion.

### **The Motion on position of Co-Hosts and/or Co-Presenters**

That Co-Hosts and/or Co-Presenters must be accredited Presenters to assume this role, as of 12<sup>th</sup> March 2020.

As an exception to this motion, this grandfather clause allows that the following personnel will continue in their current roles:

- Jean Barnes
- Roy Hampson

Motion by: Julia Zammit

Seconded by: Norm Wright

Resolution passed by CoM: All agreed (eight votes for).

**Action – KJ** - Discuss with two current co-hosts the rules for Receptionists acting as Co-Hosts and Co-Presenters. Explain the Policies and Procedures of the Presenter's Agreement. Explain the motion passed at CoM relating to this matter.

### **7. (iv) MS – Talent Search status for 2020.**

Current position is that there are twenty entrants for the final which will be decided by listener vote later in March 2020. \$1,500 for the winner, \$500 for runner-up. Russ Read has played some announcements. Winner announced 29<sup>th</sup> March.

Official announcement imminent about whether sponsorship will be renewed for 2020-2021 season.

**Action – MS** – Announce Talent Search winner on 29<sup>th</sup> March and report to next CoM.

### **7. (v) Action – KJ, EH** - Develop one paragraph proposal on Long service awards other than Life Member. In progress, defer to next month (April 2020).

### **8. Working Member Comments**

Nil

### **9. Additional Urgent matters since February requiring consideration**

At the request of the President, "98.1 Eastern FM, Community Engagement, Procedural Flow Chart" was distributed in hard copy at the meeting, for comment and advice.

It was noted, in the Community Engagement report, that by following these procedures as much as possible since July 2019, the results for the numbers of interviews for January and February 2020 had been the best for the entire five years of the current licencing period.

**Action – CoM** – Consider the "98.1 Eastern FM, Community Engagement, Procedural Flow Chart" and provide feedback to the President.

Meeting concluded 22:05 hrs

**Next meeting 9<sup>th</sup> April, 2020**