

Committee of Management Minutes of 08 April 2021



Venue: Bendigo Bank, Ringwood East

Date: 08th April 2021

Time: 19:30 hrs

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

Apologies:

Welcome to meeting by KJ at 7:30 pm

Minutes of the previous meeting:

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

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

Inward Correspondence (CoM related)

Resignation of Julia Zammit

Outward Correspondence (CoM related)

ACMA Report, Licensing
ACMA Report, Complaint
Maroondah City Council Emergency Evacuation Training
Energy Aust. Velma Grove New Contract
Blue NRG 13-23 Hull Rd New Contract

Group Managers' Reports Summary (all reports attached)

(i) *Finance:*

Cash

● **Position**

Actual compared to Budget

	Actual	Budget	Variance	
Net Income	67,730	43,479	24,251	Fav
Operating Expenses/Overhead	\$37,748	\$42,820	5,072	Fav
All Other Income/Expenses	2,439	2,230	209	Fav
Total Net Surplus	32,422	2,889	29,533	Fav
Cash on Hand (Actual vs Budget)	\$182,500	\$157,837	\$24,665	Fav
Made up of:				
CBATrading A/C	\$38,163			
Bendigo Moorabark Term Deposit	\$51,883	Rolled over for 6 months at 0.45% to June 2021		
Bendigo Moorabark Term Deposit	\$50,685	Rolled over for 7 months to Sep 2021 at 0.25%		
Sandhurst Managed Fund	\$40,000	New Term Deosit for 12 months to March 2022 at 0.5%		
Bendigo Radiothon Savings A/C	\$1,519			
Petty Cash	\$250			
	\$182,500			

Moved MS, Seconded EH. All agreed.

- (ii) *Membership*
- (iii) **Membership**
Number of members 415 which includes seven members whose membership fees are overdue. These outstanding payments have been followed up.
- (iv) New members since last COM Meeting:

01047*	Danielle	Bishop
01048*	Ian & Catherine	Bowering

Motion: Acceptance of New Members

Moved EH, Seconded LW. All agreed.

- (v) *Sponsors*
- (vi) *Promotions*
- (vii) *Community Engagement*
- (viii) *Human Resources*
- (ix) *Information Technology –*
- (x) *Production*
- (xi) *Programming Sub-Committee*
- (xii) *Technical Support*
- (xiii) *Training*

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

Outstanding / ongoing from previous Minutes:

NW – Confirms progress with Sports Team on introducing a variety of sports types for broadcast. NW working with Saturday morning sports team.

Technical Support:

Improving presenter awareness at the consoles about incoming phone calls. Tech Support to accelerate telephone flashing lights.

Action Greg Maggs, KJ follow up with Telstra

VPN system is in roll out, Progressing

Production:

Action JZ to continue to source different kinds of voices. Production will develop a GSA that invites members of the public who can do voice to volunteer to audition to make voice recording of promos and other station messages.

MS – 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.

MS - PSC to discuss optimisation of the use of the portable broadcast unit and associated issues. Ongoing. Community Engagement to discuss with PS-C what would be appropriate venues from which to run outside broadcasts. **GW and MS**. (On hold)

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 is an ongoing discussion. Now moving to Policy / Procedure area.

Main succession planning issue is about recruiting:

- All committee Members **agreed** that the Eastern FM 98.1 Management Structure V026 should be modified to include Assistant Managers to each current Manager position
- Recruiting and training a person for accounts, **MS**- Jonathan Liew now involved with Finance Group
- New trainee Presenters now progressing
- 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. Now moving to Policy / Procedure area.

KJ – CBA Website currently being converted to Wordpress platform. Testing completed, transfer imminent.

LW - Progress by Production Group in implementing “Variety” change in “On Air” environment with advice to Presenters and creation of stings

30th Birthday celebrations

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: as per February Minutes.

Action EH. Place requests in newsletter for team of volunteers to run 30th Birthday and engage with potential partners.

Progress on – Proposals to make recordings, or play archival material on air over the coming year, from thirty year presenters.

Action MS Recruit those who have been at the station for 30 years to provide recordings and/or interviews.

Local Community News

Lynette Hayhurst is unable to continue however Peter O’Brien is continuing until a replacement is arranged. Thanks to Lynette for getting this service relaunched.

Action KJ. Ongoing.

New Items:

KJ – OHS regulatory issues.

Report of OH&S issues or incidents –
Nil.

GW – Recording of Meetings

The COM noted that audio files may be used from time to time to assist in the production of formal Minutes of meetings. These files are stored securely on the station servers.

KJ/AC - Website – seeking support from volunteers. AC to engage with a creative agency to seek a capability statement on supporting the station’s website presence and linking with social media to enhance community involvement and build around the 30th Birthday celebrations.

ACMA Documentation

The following formed part of the March 2021 Minutes:

- Association Rules, terms of office
 - Agree = 8 Disagree = 1
- Role Description – Communications and Marketing
 - Agree = 4 Disagree = 4
- Grid Application Flow Chart
 - Agree = 4 Disagree = 3
- Management Structure
 - Agree = 4 Disagree = 1
- Policy - Music
 - Agree = 4 Disagree = 3
- Role Description - Presenter
 - Agree = 6 Disagree = 3
- Presenters, Co-Presenters, Guests
 - Agree = 7 Disagree = 1
- Appendix to Policy - Programming
 - Agree = 5 Disagree = 3
- Programme Proposals - Allocations
 - Agree = 4 Disagree = 3
- Role Description - Publicity Officer
 - Agree = 5 Disagree = 1

In relation to these ten documents, any alternative wording proposed to replace the existing wording, must still meet with all requirements of our broadcast licence, the CBAA Codes, the ACMA matters of concern and recommendations as included in their letter to us of 17 December 2020, and the Broadcasting Services Act 1992.

As no further written submissions have been received by CoM relating to the above, The following Motion is Moved : that all ten (10) draft documents now be approved for publication

Motion: Acceptance as working drafts, to be approved and published as no word changes have been proposed by Committee Members. The COM also requested a periodic review cycle be developed for incorporation into COM agenda from 1 January 2022.

Moved KJ Seconded GW. **All agree.**

Internal management documents:

- Use of the action list document “Response to Licence Renewal (original dated Jan 2021) upgraded by CoM, current version is now v16.
- Developed web page about Volunteering is submitted for approval to publish
All Agree.
- Review of April progress targets.

Additional Urgent matters since March requiring consideration.

- Nil

Meeting concluded 21:30 hrs

Next meeting 13 May 2021