

Committee of Management Minutes of 11 March 2021



Venue: Bendigo Bank, Ringwood East

Date: 11th March 2021

Time: 19:30 hrs

Present: Keith Jessup (KJ), Lyn Woods (LW), Murray Smith (MS), Julia Zammit (JZ), Greg Wilson (GW, minutes), Ray Lawrence (RL), Everett Hargreaves (EH), Andrew Conway (AC, by phone hookup)

Apologies: Norm Wright (NW)

Welcome to meeting by KJ at 7:30 pm

Minutes of the previous meeting:

LW – The noted comment omitted in February Minutes be included:

“LW noted the PS-C had not received any correspondence at all re the proposed local news prior to going ahead with it.”

KJ noted that it should have gone to PS-C prior.

Moved JZ, Seconded LW. All agreed.

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

Nil

Inward Correspondence (CoM related)

Outward Correspondence (CoM related)

Proposal for Eastern Community Broadcasters Incorporated - Website

Group Managers' Reports Summary (all reports attached)

(i) *Finance:*

Cash Position

Actual compared to Budget

	Actual	Budget	Variance	
Net Income	61,800	37,461	24,339	Fav
Operating Expenses/Overhead	\$30,968	\$38,585	7,617	Fav
All Other Income/Expenses	2,096	2,030	66	Fav
Total Net Surplus	32,928	906	32,022	Fav
Cash on Hand (Actual vs Budget)	\$191,927	\$157,942	\$33,986	Fav
Made up of:				
CBATrading A/C	\$87,823			
Bendigo Moorabark Term Deposit	\$51,883	Rolled over for 6 months at 0.45% to June 2021		
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			
	\$191,926			

Surplus close to \$65K, \$26K over budget, thanks to sponsorships.

Expenses are ahead of budget, we have been making gains on the news which is being invoiced at a lower rate. Net surplus is \$32K ahead.

Cash \$192K. Term deposit at Bendigo Bank was rolled over in Feb to end of Sep.

Technical report – IT project is on hold for the time being, so expenditure is projected to be low until the end of financial year, so it was agreed to put \$40k into another nine month term deposit.

Moved MS, Seconded EH. All agreed.

(ii) *Membership*

Number of members 415 which includes eight members whose membership fees are overdue. These outstanding payments have been followed up.

New members since last COM Meeting:

01042*	Nora Lynch & John Charles
01043*	Gail Carter
01044*	Dean Kealy
01045*	Jeff Somers
01047	Danielle Bishop

(iii) *Promotions*

(iv) *Community Engagement*

(v) *Human Resources*

(vi) *Information Technology – Verbal report provided, because of the large amount of valuable work being done at the moment (technical glitches with Studios 1 and 2 computers for presenters). Issues with logging in to the overnight for Trainee login were fixed on 10 March, presenters still need to log in as “Trainee” to start the overnight programming.*

(vii) *Production*

(viii) *Programming Sub-Committee*

Motion: MS Move that the recommendation from PSC for new Grid allocations be accepted. Seconded: EH. All agreed.

Issues with IFL noted, we are trying to contact IFL to tell them, but no response from them as yet.

EFNL has asked us (AC) late in the piece whether we can do the SEN match simulcasts. Issues include –

- a. not much time to organise it into the grid
- b. we don't want their advertisements appearing in the middle of our broadcasts (we want to talk to their production manager to ask whether SEN will be running a clock that cuts the feed when advertising is about to be played)
- c. we want appropriate, prominent recognition on air and on the EFNL web site for every simulcast we do
- d. Benefits to 98.1 – a significant portion of community broadcasting

Action AC follow up with KJ and EFNL

(ix) *Technical Support*

(x) *Training*

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

Outstanding / ongoing from previous Minutes:

Community Engagement:

Programme Sub-Committee, sports broadcasters to plan a way to replace sports broadcast content with different sports, and to arrange to announce sporting scores from EFNL grounds.

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

Human Resources:

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

Action AC ongoing

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, 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. Managers and Roger Broadbent should use VPN.

Production:

Discussions about accessing appropriate voices for recordings, to use in promotions for different kinds of products. Ongoing.

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.

Main succession planning issue is about recruiting:

- Recruiting and training a person for accounts, **MS**- Jonathan Liew now involved with Finance Group
- New trainee Presenters now progressing
- Jonathan Liew now training in station finances. Ongoing.
- 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. Ongoing.

GW has drafted discussion document, policy and procedure for CoM ratification. Query length of office for office bearers, as recommended recently by the ACMA. **Moved** to new business'

KJ – CBAA Website currently being converted to Wordpress platform. Deadline next 10 days so we can publish documents as required by ACMA before 31 March 2021.

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

LW - Progress by Production Group in implementing “Variety” change in “On Air” environment with advice to Presenters and creation of stings. “Easy listening” stings have been removed.

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.

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 to now read from community newspapers and writing some articles. Quality has improved. Disclaimer has be inserted.

Action KJ. Ongoing.

New Items:

KJ – OHS regulatory issues.

Report of OH&S issues or incidents – Bob Toll had a fall in Studio 2. Logged in incident book. KJ Discussed incident with Bob, including remedies to discuss different chairs.

Action KJ. Solve chair issue with Bob Toll.

A formal thanks to LW for her work with PSC following handover to MS

KJ- Seeks approval for Agreement with Civic Guides for a contra deal which gives advertising exposure the Radio Eastern at no cash cost to either party for 12 month period.

Motion KJ Seconded LW. All Agree

ACMA Documentation

Discussion about reporting criteria we will use, including issues covered in the ACMA's Community Participation Guidelines and the relationship between those guidelines, the CBAA codes of practice, the legislation, and the licencing requirements.

<http://www.acma.gov.au/sites/default/files/2019-06/Community-Broadcasting-Participation-Guidelines---Print-enabled-pdf.pdf>

- 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.

Motion: Acceptance as working drafts, based on electronic voting as recorded above, on documents above. ACMA will be notified that all this work has been done but that these are works in progress.

Moved KJ Seconded GW. All agree.

Internal management documents:

- Use of the action list document “Response to Licence Renewal (original dated Jan 2021 approved by CoM, current version is now v12)
- Role Description – Newsletter Editor
 - Agree = 9 Disagree = 0, with wording “timing and number of editions as requested by the Publicity Manager”
- Role Description - Training Manager
 - Agree = 9 Disagree = 0

For publication on the website:

- Policy - Training
 - Agree = 9 Disagree = 0
- Policy and Procedure – Languages other than English
 - Agree = 9 Disagree = 0
- Procedure – Languages other than English
 - Agree = 9 Disagree = 0
- Procedure - Membership
 - Agree = 9 Disagree = 0

Motion: Acceptance as approved of electronic voting and at CoM on documents above. ACMA will be notified that all this work has been finalised and that they be published.

Moved KJ Seconded GW. All agree.

Further discussion about 31 March 2021 ACMA Report, on how to:

- Frame the letter to the ACMA. Explain policy development processes to the ACMA and the enormous progress made so far.

Action AC

- Develop a web page about Volunteering
Action AC to view other station web sites such as 3MDR Upwey and Vision Australia Radio

Additional Urgent matters since February requiring consideration.

- Nil

Meeting concluded 21:55 hrs

Next meeting 08 April 2021