

COMMITTEE MEETING MINUTES

Tuesday, 21st February 2023

Held at Room 13, The Hub, 27 Dalmahoy St, Bairnsdale, 3875

1. Attendance:

- 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Jim Clement (Secretary), Pamela Mahlstedt, Barbara Saunders, Jeanette Board, Wayne Stagg, Lee Walker.
- 1.2. **Other Attendees:** Mike Richards

2. Opening: The Chair opened the meeting at 17:59 AEDT

3. Adoption of Minutes of Previous Meeting – 13th December 2022: Resolved to accept the minutes of the previous meeting as a true and accurate record.

3.1. Business Arising from the Previous Minutes:

Item 3.1 Gippsland Grammar request for work experience placement: followed up by Jeannette and the school has not replied. Item closed.

Item 6.2.2 CBAA Consultation – Community Radio Codes of Practice: Completed.

Item 7.1.1 WHS: in progress, Secretary to bring forward for next meeting. **Action: Sec**

4. Finance Reports:

4.1. **Finance Reports for Dec 22 & Jan 23:** Mike Richards spoke to his reports, attached at Annex A

4.1.1. Resolved to accept the finance reports.

Secretarial Note: Mike Richards left the meeting at 18:33 AEDT

4.2. **Sales Report:** Resolved to accept the Sales Report. Attached at Annex B

4.3. Business Arising from Finance Reports:

4.3.1. Resolved to establish a working group, consisting Lee Walker, Mike Richards and Damian Pratt, to investigate increasing sponsorship rates. To report to the March meeting.

Action: LW

4.3.2. The Board further agreed:

4.3.2.1. to transfer the accounting program from MYOB to Xero

4.3.2.2. to investigate Dee Overliese's charges as a bookkeeping company.

Action: Chair

5. Correspondence: Nil

6. For Decision:

6.1. Governance:

6.1.1. **Honour Board Policy:** Resolved to accept the Honour Board Policy

6.1.2. **Return to Work Policy:** Resolved to accept the Return to Work Policy

6.1.3. **Board Meeting Policy:** Resolved to accept the Board Meeting Policy

6.2. Management:

6.2.1. **Staff Attendance at Board Meetings:** A motion to invite employees with matters that they wished to be discussed to attend Board meetings, in their own time, was defeated.

6.2.2. **Email Addresses:** Agreed that position@regfm.com.au or name@regfm.com.au email addresses be issued to all Board members.

6.2.3. **Website Covid Message:** The Board reviewed and approved the revised Covid message to be posted to the website.

Action: Damian

6.2.4. **Stronger Communities Grant:** Resolved to apply for a grant to cover purchase of Radio Boss software.

Action: TF

6.3. Operations:

6.3.1. **East Gippsland Field Days:** Resolved to attend East Gippsland Field Days.

Action: Deniese

7. For Discussion

7.1. Management:

7.1.1. Staff:

7.1.1.1. **Communications with:** Staff to be advised that in the absence of the Operations Manager, they are to speak with Lee Walker.

7.1.1.2. **Staff Wages and Staffing Levels:** Agreed that Board members are made aware of staff members' wages and that the Board be aware of budget bottom line. Secretary to bring forward to the June or July meeting.

7.1.2. **Emergency Radio Station?:** Agreed that the President investigate.

Action: Chair

8. For information:

8.1. Reports

8.1.1. **Secretary's Report:** Attached at Annex C

8.1.2. **Studio Coordinator's Report:** Attached at Annex D

8.2. Sub-Committee Minutes:

8.2.1. **14 Feb 23 Programming Committee**

9. **Next Meeting:** Tuesday, 14th March 2023, 16:00 at The Hub

10. **Close:** The Chair closed the meeting at 20:25

Attachments:	Annex A	Finance Report
	Annex B	Sales Report
	Annex C	Secretary's Report
	Annex D	Studio Coordinator's Report