

## COMMITTEE MEETING MINUTES

(Tuesday, 13<sup>th</sup> February 2024)

*was held at The Hub, 27 Dalmahoy St, Bairnsdale, 3875*

### 1. Attendance:

- 1.1. **Committee:** Peter Jones (President & Chair), Tim Jones (Acting Secretary), Sandra Davey (Incoming Secretary), Pamela Mahlstedt (Lakes Entrance Studio Rep), Barbara Saunders (Bairnsdale Studio Rep), Wayne Stagg & Keith Rogers.
- 1.2. **Apologies:** Tony Francis, Dee Overliese
- 1.3. **New Secretary Role:** It was approved by the Committee that Sandra Davey takes on the role of Secretary.

### 2. Opening: Meeting opened at 4.36pm.

### 3. Adoption of Minutes of Previous Meetings – (12/12//23 of meeting) – Accepted

#### 3.1.1. Business Arising from the Minutes of Previous Meetings: None

**3.2.1 REG FM Program Schedule:** Update on the contra deal with the Bairnsdale Advertiser. Wayne is currently working with Rob Yates on formalising and signing.  
**ACTION: Wayne**

**3.3.1 Newsletter:** REG FM's members' Newsletter is work in progress.

**ACTION: Tim/Peter**

**3.4.1 CBAA Financial information:** Ongoing – to be further investigated with ATO and with input from Dee.

**ACTION:Dee/Peter**

### 4. Finance Reports:

4.1. **Financial Report for December 2023/January 2024**

**ACCEPTED**

4.2. **Sponsorship & Sales Report:**

**ACCEPTED**

Committee requested more discussion on format and content.

4.3. **Business Arising from Finance Reports:** Confirmation requested on "Non-Profit" status.

**ACTION: Peter/Dee**

### 5. Correspondence:

#### 5.1. Inwards:

5.1.1 Listener feedback from Breakfast Show. Comment noted.

5.1.2 Letter from Kym Williams. This communication had been actioned.

**ACTION: Peter**

5.2. **Outwards:** None

5.3. **Business Arising from the Correspondence:** Committee requested all incoming correspondence to be forwarded to Executive Members with Agenda.

**ACTION: Sandra**

6. **For Decision:**

6.1. **Governance:**

6.2. **Membership Applications:** Emails to be sent to lapsed members as reminders of membership fee structure to change to annual pre-AGM timing.

7. **For Discussion**

7.1. **Management:**

**7.2.1 Abusive behaviour towards volunteers:** A professional Station Announcement to be produced for inclusion during CSAs. Presenters will be requested to note phone number, date and time of incidents. **ACTION: Peter**

7.2. **Operations – Report attached.**

7.3.1 **Presenter Training Guidelines:** Radio Boss training information update will be communicated to Presenters. **ACTION: Tim**

7.3.2 **Community Catch-up:** New presentations include St Vincent's' Op Shop activities, Community Gardens upkeep and Police Community services.

7.3.3 **Card and Gift to Ray David:** in recognition of his service as a volunteer to REG FM. Committee approved **ACTION: Sandra**

7.3.4 **Jingles Branding Suggestions:** Draft suggestion document tabled by Tim for perusal. Further discussion to follow. **ACTION: Tim**

7.3.5 **Programming Sub-Committee Minutes 30 January:** Committee formerly approved Helen joining the Programming Sub-Committee and that Peter would attend future meetings.

7.3.6 **Licences:** Peter reported no further action to be taken regarding the movement of the 800MHz Band licence.

8. **Next Meeting:** 12th March 2024 at 4.30pm at the Hub.

9. **Close:** at 6.20pm









## Operations Report February 2024

1 – The Air-conditioning unit mounted in the wall at Thorpe's Lane has failed, a new replacement purchased from Beta electrics and has been fitted transmitter room temperatures now OK.

2 – We have had intermittent station takeover issues at the Lakes entrance studios, we removed old take over unit, take over only by computer now, transmission signal strength at Thorpe's Lane down to less than 10 %,many possible reasons, equipment alignment, water getting into equipment, trees blocking pathway, practically on wet and windy days.

Possible solutions raise the transmitter 2.4 metres at the Lakes Entrance studio, we have approached board of management on site for approval. Replace damaged copper coax cable and testing signal strength, quote coming from RGR.

New digital switching equipment, being costed.

3 – The first stage of grant improvements has been completed with emergency power supplies installed at both stations completed.

The second stage of moving the rack from the toilet at Lakes Entrance studios, replacing new racks with there own power supplies, fitting new equipment, rewiring will be done over a two week period manly at night to reduce station disruptions.

4 – The Third Stage fitting both studios with new computers, training of the Radio Boss play out system to all presenters to conducted via group training at the Hub, and in Lakes Entrance, one on one training available, there will be a computer set up in front office at Bairnsdale studios to practise on, Lakes presenters will have the same option, everyone contacted and advised of times.

5 – Transmitter on mount Taylor failed during storm damage travelled to site reset unit auto reset system being invested gated, increased battery time will done with the batteries from Lakes studios.

# Radio East Gippsland Inc Sponsorship Sales Report

Date prepared: 5th February 2024

## January 2024 – Sales Figures

**Gross Invoicing** | January 2024                      \$27,587                      (December 2023 \$20,486)  
**Gross Receipts** | December 2023                \$23,412                      (November 2023 \$24,440)

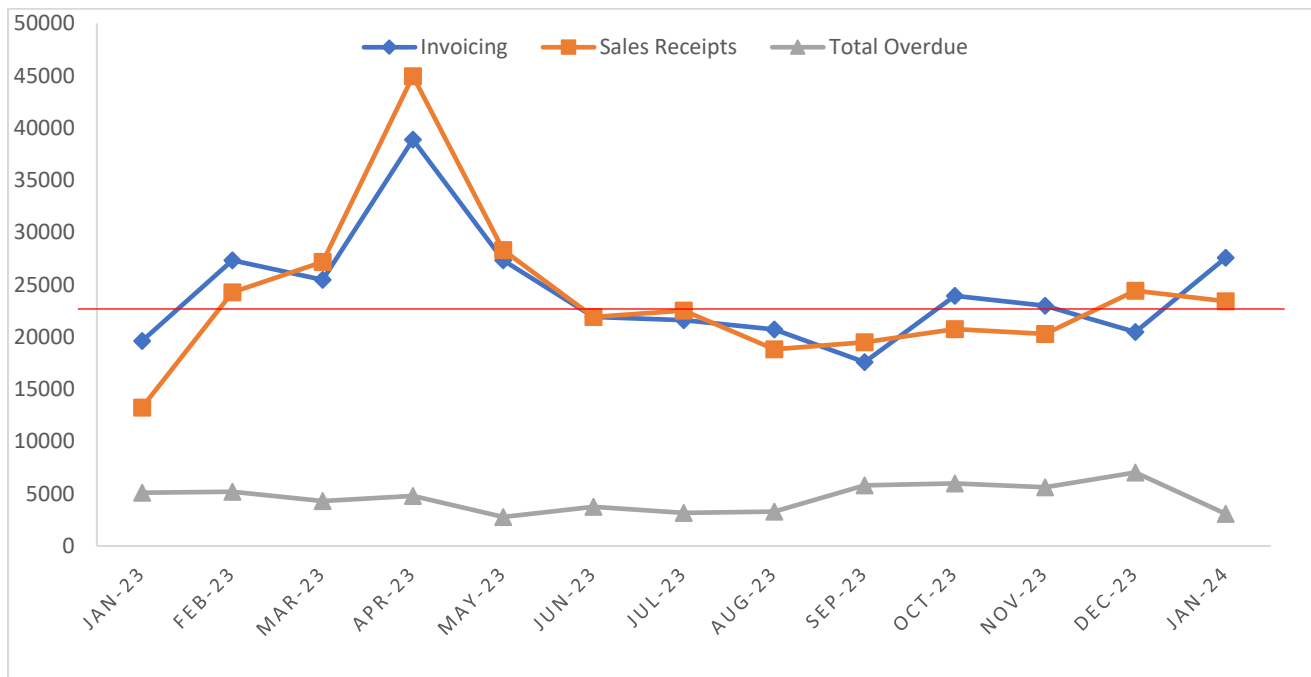
**Overdue Accounts** | As of 02.02.2024

31- 60	\$2,549	
61 – 90	\$618	
90 Days +	\$493	
<b>Total Overdue</b>	<b>\$3,660</b>	(December 2023 \$7,033)

### Monthly Summary:

January invoicing sore a significant increase from the same period last year, resulting in the total for the month of \$27,587. The increase is partly due to an annual sponsor payment being invoice in January this year.

Payment receipts for the December were \$23,412, the overall OD account balance has reduced due to several O/D accounts being settled, which is sitting at \$3,660 as of 02.02.2024. Several significant OD accounts that previous been followed up on have been paid since last reported in December 2023..





# Radio East Gippsland Inc Sponsorship Sales Report

Date prepared: 5th February 2024

## December 2023 – Sales Figures

**Gross Invoicing** | December 2023                      \$20,486                      (November 2023 \$22,992)  
**Gross Receipts** | November 2023                      \$24,440                      (October 2023 \$20,297)

**Overdue Accounts** | As of 09.01.2024

31- 60	\$4,257	
61 – 90	\$493	
90 Days +	\$2,283	
<b>Total Overdue</b>	<b>\$7,033</b>	(November 2023 \$5,607)

### Monthly Summary:

December invoicing was above average, resulting in the invoicing reaching \$20,486.

Payment receipts for the month of November were \$24,440, the overall OD account balance sitting at \$7,033 as of 09.01.2024.

