

## COMMITTEE MEETING MINUTES

held on Tuesday, 16<sup>th</sup> May 2023  
at The Hub, 27 Dalmahoy St, Bairnsdale, 3875

1. **Attendance:**
    - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president) *from 17:18*, Jim Clement (Secretary), Pamela Mahlstedt, Barbara Saunders, Lee Walker, Tim Jones.
    - 1.2. **Apologies:** Wayne Stagg
  2. **Opening:** The Chair opened the meeting at 4:20 pm welcoming Tim Jones to his first meeting as a member of the Board.
  3. **Adoption of Minutes of Previous Meeting – 11<sup>th</sup> April 2023:** resolved to accept the minutes of the previous meeting, held 11<sup>th</sup> April 2023, as a true and accurate record.
  4. **Finance Reports:**
    - 4.1. **Financial Report for Apr 23:** resolved to accept the Financial Report, but President to query some of the detail in the Profit & Loss Account attached at Annex A. **Action: Pres**
    - 4.2. **Sponsorship Sales Report:** resolved to accept the Sponsorship Report, attached at Annex B.
    - 4.3. **Business Arising from Finance Reports:**
      - 4.3.1. President & bookkeeper to review LSL provision and report to next meeting **Action: Pres**
      - 4.3.2. Sponsorship Sales Report to differentiate between new and continuing sales. **Action: LW**
  5. **Correspondence:**
    - 5.1. **Inwards:**
      - 5.1.1. 13 Apr 23 via email from CEO CBAA – future Government funding
      - 5.1.2. 14 May 23 from Lee Walker – advice of future resignation
    - 5.2. **Outwards:**
      - 5.2.1. 13 Apr 23 via email to Tim Jones – advice of appointment to Committee
      - 5.2.2. 13 Apr 23 via email to Ryan Sampson – advice of approval of membership application
- Tony Francis joined the meeting at 17:18*
6. **For Decision:**
    - 6.1. **Management:**
      - 6.1.1. **Sponsorship Rates:** Lee Walker spoke to the Working Group report. The Board resolved to accept the Working Groups recommendations.
      - 6.1.2. **Membership Applications:** Resolved to accept the membership applications from Deanna Mitchell, Laura Cattapan, Jayne Hinchliffe, Helen Rowley, Anthony Shortte, Del Clark, Phillip Evans, Richard Meadows, Jim Langskaill, Aaron Couch, Trudy Quigley, Pauline Garry, Jo Kleinitz, Vivienne Lunt, Carolyn Coverdale. Secretary to notify. **Action: Sec**
    - 6.2. **Operations:**
      - 6.2.1. **Asset Register:** resolved that the draft asset register and stocktake held by the Technical Committee be finalised by the June Board meeting. **Action: Pres**
      - 6.2.2. **Radio Boss Quote:** resolved to defer acceptance of the quote from RGR & Co Pty Ltd to set up and configure Radio Boss until outcome of possible government grants are known. **Action: Pres**

## 7. For Discussion

### 7.1. Governance:

7.1.1. **Objects of Association:** the Board agreed to distribute the draft Objects to members with the minutes, via the website and social media together with a request for feedback.

**Action: Sec**

### 7.2. Management:

7.2.1. **Emergency Radio Station:** The President reported that he has spoken to 30-40% of presenters, the vast majority of whom supported to REGFM becoming an Emergency Radio Station. He still has to speak to the remaining presenters.

**Action: Pres**

*Pamela Mahlstedt left the meeting at 18:47*

7.2.2. **Station Presenter Recruitment Brochure:** Tim distributed his draft of a recruitment brochure, requesting feedback by the next meeting.

**Action: All**

## 8. For information:

### 8.1. Reports

8.1.1. **Studio Coordinator's Report:** attached at Annex C

### 8.2. Sub-Committee Minutes:

8.2.1. **Program Committee 9 May 23**

9. **Next Meetings:** Tuesday, 13<sup>th</sup> June 2023, *time and venue/method to be decided*

10. **Close:** The President closed the meeting at 18:56.

**Attachments:**

Annex A:	Financial Report
Annex B:	Sponsorship Report
Annex C:	Studio Coordinator's Report

Accepted as a true and accurate record, 20 June 2023

*Peter Jones*

General Account Bank Balance as at 30 April 2023	\$66,482.53
Less: Wages + Rest Super)	<u>- \$4,367.18</u>
<b>Sub Total: General Account Balance as at 30 April 2023</b>	<b>\$62,115.35</b>
Less Current Liabilities	<u>- \$6,339.58</u>
Nett General Account Balance as at 30 April 2023	\$55,775.77
Statement (Petty Cash Imprest) Account as at 30 April 2023	\$742.73
Mastercard Debit Card Balance as at 30 April 2023	\$454.01
SQUARE Receipts Account Balance as at 30 Aril 2023	\$208.24
Long Service Leave Deposit Account as at 30 April 2023	\$18,044.04
Fixed Interest Term Deposit Balance as at 30 April 2023	<u>\$75,309.91</u>
Total Cash On Hand:	<u><u>\$150,534.70</u></u>
<b>NetProfit for Month of April 2023</b>	<b>\$14,030.12</b>

**Attached Reports include:**

Profit & Loss Report for month of 30 April 2023 (Comparison with same period last year)

Profit & Loss Report Year To Date: (Comparison with same period last year)

Balance Sheet as at 30 April 2023.

REG FM Budget Forecast.

**NOTES ON REPORTS**

- 1 Rest Super + Wages Processed 30 April through Bendigo Bank Beginning May
- 2 **Current Liabilities** = GST of 3,137.08 + Payroll \$2,813.00 + Creditors \$389.50 processed yet to be paid
- 3 Sponsorship Revenue for the month of April is 52.56% is up from March and 7.6% from Last Year
- 4 Xero Accounting Software has now been purchased I have begun setting up and transitioning from MYOB. General Ledger, (Take on Balances still to be entered), Creditors and Debtors have now been imported. Damian still needs to set up the Invoice and Statement template.
- 5 **The ATO** has request that a letter of authority be supplied by the committee, authorising Bernice Overliese to deal with the ATO. A Change of Authority Details form has been requested from the ATO

# Radio East Gippsland Inc Sponsorship Sales Report

Annex B to  
REGFM Minutes  
16 May 2023

Date prepared: 1st May 2023

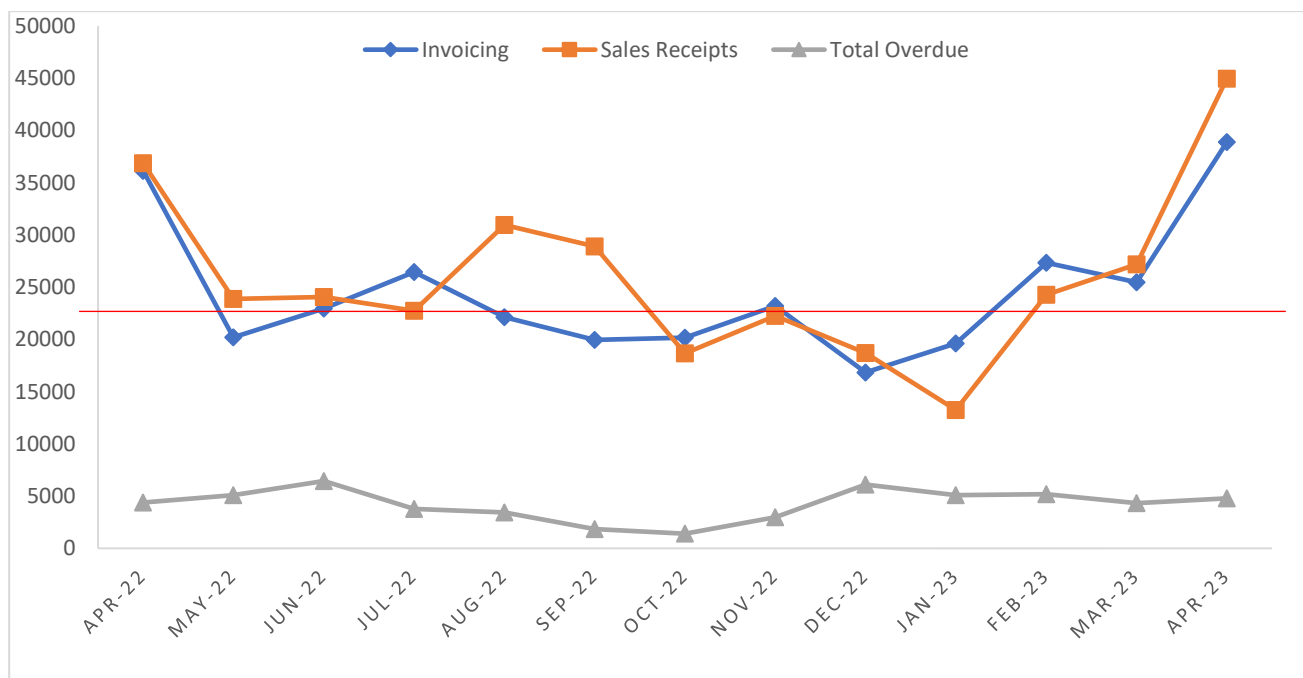
## April 2023 – Sales Figures

<b>Invoicing</b>   April 2023	\$38,880	(March 2023 \$25,477)
<b>Payments</b>   March 2023	\$44,963	(February 2023 \$27,186)
<b>Overdue Accounts</b>   As of 01.05.2023		
31- 60	\$4,394	
61 – 90	\$380	
90 Days +	\$0	
Total Overdue	\$4,774	(April 2023 \$4,311)

### Gross Figures

### Monthly Summary:

Overall sales result for April were very strong, recording total revenue for the month of \$38,880, this result was in part due to two pre-payment from two existing sponsors. Payments for March are well above previous periods, reaching \$44,963, with the overdue account balance slightly higher than last month at \$4,774.



**Studio Coordinator Report May 2023.**

The East Gippsland Field Days were a great success for R.E.G. FM.

120 Survey Forms were completed. The Operations Manager has instructed me to collate the data collected. 14 new members joined.

**Community Catch Up:** Interviews have included Elder Rights Advocacy, Youth Agritech Expo, East Gippsland Geezers and Gippsport.

**Learn Locals:** As a result of previous interviews I have conducted with Christine from Learn Locals on Community Catch Up they have now come onboard as a Sponsor of R.E.G. FM and I have recorded and produced the first monthly segment to air in May.

**Talking Water:** Another monthly segment with East Gippsland Water which I record and produce.

**A Moment with the Mayor:** Prior to COVID we broadcast a monthly segment with Mayor, John White which included a song of his choice.

This month the current Mayor, Mark Reeves came into the station to voice an announcement about the Council at the Field Days so I took the opportunity to ask him if he is interested in reinstating A Moment with the Mayor. He is so I am working with his staff to reinstate it. This segment is important as it adds to Community information.

**Playlists:** I continue to add to the General and Country Playlists as time allows.

Deniese Morrison.