

COMMITTEE MEETING MINUTES

Tuesday Nov.14th 2023

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

1. **Attendance:**
 - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Tim Jones (Acting Secretary), Dee Overliese (Treasurer), Pamela Mahlstedt (Lakes Entrance Studio Rep) & Barbara Saunders (Bairnsdale Studio Rep).
 - 1.2. **Apologies:** Keith Rogers & Wayne Stagg
2. **Opening:** Meeting opened at 4.10pm AEDT
3. **Adoption of Minutes of Previous Meetings – (10/11/23 of meeting) – Resolved to accept.**
 - 3.1.1. **Business Arising from the Minutes of Previous Meetings:**

Kym William's questions for the committee – Correspondence has been answered.
 - 3.1.2 In addition to point 6.1.2 (Director's Payments) of the September 13th minutes, note that neither Dee Overliese or Arcbase Pty Ltd receive any ongoing payment.
 - 3.1.3 Correction 8.1.2.2. (Lakes Entrance Mixing Desk) – the Lakes Studio Mixing Desk was new when originally installed not second hand as noted in the September minutes.
4. **Finance Reports:**
 - 4.1. **Financial Report for October:** Resolved to accept the October Financial Report
 - 4.2. **Sponsorship & Sales Report:** Resolved to accept the October Sponsorship & Sales Report
 - 4.3. **Business Arising from Finance Reports:** None
5. **Correspondence:**
 - 5.1. **Inwards:**
 - 5.1.1 50 AFTRS – Graduate Diploma in Radio and Podcasting: Information poster and contact name and number supplied.
 - 5.1.2 CBAA – Roadmap 2033: A 10-year vision for community broadcasting.
 - 5.1.3 Lease agreement contract for 27 Dalmahoy St. **Action:** Peter
 - 5.1.4 CBAA announce a new insurance partnership with KBI Insurance **Action:** Peter
 - 5.2. **Outwards:** None
 - 5.3. **Business Arising from the Correspondence:**
 - 5.3.1 Lease agreement has been reviewed and signed. **Action:** Peter
 - 5.3.2 KBI Insurance will be contacted for quote **Action:** Peter
6. **For Decision:**
 - 6.1. **Governance:** None
 - 6.2. **Management:**
 - 6.2.1 Grant allocations: Tony provided an update on the grant allocation to the committee.
 - 6.3. **Membership Applications:**

Sandra Davey (Wy Yung) – Resolved to accept
 - 6.4. **Operations:** None
7. **For Discussion**
 - 7.1. **Governance:** None
 - 7.2. **Management:** None

7.3. Operations:

7.3.1 Tim gave a copy of the first draft of the upcoming Presenter Training guidelines to each committee member to review and feedback. Further discussion at the next meeting.

8. For information:

8.1. Reports: None

8.2. Sub-Committee Minutes: Minutes of the meeting (Oct.31st) received.

8.2.1 Helen Hopkinson has joined the Programming Sub-committee.

9. Next Meeting: (Dec.12th @4pm at The Hub)

10. Close: @6pm