



COMMITTEE MEETING MINUTES

(Tuesday, 12th March 2024)

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

1. Attendance:

1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-President), Dee Overliese (Treasurer), Tim Jones, Sandra Davey (Secretary), Pamela Mahlstedt (Lakes Entrance Studio Rep), Barbara Saunders (Bairnsdale Studio Rep), Wayne Stagg & Keith Rogers.

1.2. Apologies

2. **Opening:** Meeting opened at 4.30pm.

3. Adoption of Minutes of Previous Meetings – (13/02/24) –

ACCEPTED

3.1 Business Arising from the Minutes of Previous Meetings: None

3.1.1 **REG FM Program Schedule:** No positive progress has been made on this project
Committee agreed to look at different approach to be followed up.

ACTION: Tony/Damian

3.1.2 **Newsletter:** REG FM's members' first Newsletter has now been published to REG FM members. Committee agreed the newsletter should now be published on REG FM's Facebook page and Website.

ACTION: Tim

4. Finance Reports:

4.1. **Financial Reports for February 2024**

ACCEPTED

4.2. **Sponsorship & Sales Report for February 2024**

ACCEPTED

4.3. **Business Arising from Finance Reports:** A yearly comparison incorporated into the Sponsorship and Sales Reports would give added value.

ACTION: Damian/Dee

5. Correspondence:

5.1. Inwards:

5.1.1 Resignation from Louise, Gospel Train Program host.

5.1.2 Resignation letter from Keith, Chair, Technical Support Sub-Committee

5.2. Outwards: None

5.3. Business Arising from the Correspondence:

5.3.1 After discussion of the current role of the Technical Support Sub Committee, and whether it warranted an ongoing functionality, it was decided to review in greater detail the purpose of the Sub-Committee. Terms of reference to be defined, an Assets Register to be provided and four ongoing meetings to be scheduled. Keith withdrew his resignation and agreed to further involvement

ACTION: Wayne/Peter

5.3.3. **Lease Agreement for 5 Thorpes Lane, Lakes Entrance:** It was agreed to renew the lease agreement. Written advice to be forwarded as appropriate.

ACTION: Sandra

6. **For Decision:**

6.2 **Governance:**

6.3 **Membership Applications:** Member applications and renewals were approved by the Committee for: Michael Thomas, David Plaister, Simon Jordan, Peter Ward and Troy Downing. It was noted that membership fees would be brought into line for annual renewals to be submitted in the week after the AGM.

7. **For Discussion**

7.1. **Management:**

7.2.1 **Abusive behaviour towards volunteers:** A professional Station Announcement to be produced for inclusion during CSAs is underway.

ACTION: Peter

8. **Operations.**

8.1 **Presenter Training Guidelines:** Radio Presenters' training guidelines package is completed. Approved by Committee.

THANK YOU: Tim

8.2 **Community Catch-up:** Lakes Entrance and Bairnsdale Business & Tourism Associations; regular Community catch up to be followed up.

ACTION: Tony/Damian

8.3 **Programming Sub-Committee Minutes 4th March: Report tabled.** Peter attended.

8.4 **Progress on Upgrade of Radio Station:** Peter reported that Rory is progressing well with all works

8.5 **Volunteers responsibilities in Bairnsdale studio:** General upkeep of premises used by volunteers needs to be defined and monitored by Operations Manager.

ACTION: Peter

8.6 **"AI" (Artificial Intelligence)** The introduction of this system was discussed. Follow up directed to the Technical Sub-Committee.

ACTION: Keith/Peter

9. **Next Meeting:** 9th April 2024 at 4.30pm at the Hub.

10. **Close:** at 6.20pm