

COMMITTEE MEETING MINUTES

(Tuesday Dec.12th 2023)

was 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), Pamela Mahlstedt (Lakes Entrance Studio Rep), Barbara Saunders (Bairnsdale Studio Rep), Wayne Stagg & Keith Rogers.
 - 1.2. **Apologies:** Dee Overliese
2. **Opening:** Meeting opened at 5.10pm
3. **Adoption of Minutes of Previous Meetings – (14/11/23 of meeting) – Accepted**
 - 3.1.1. **Business Arising from the Minutes of Previous Meetings:** None
4. **Finance Reports:**
 - 4.1. **Financial Report for November:** Accepted
 - 4.2. **Sponsorship & Sales Report:** Accepted
 - 4.3. **Business Arising from Finance Reports:** None
5. **Correspondence:**
 - 5.1. **Inwards:**
 - 5.1.1 **APRA – Statement of Gross Earnings request (14-11-23) - ACTION: Dee**
 - 5.1.2 **Letter from Diane Salstrom (Listener) re: the REG FM Sport Show.** Thank you for correspondence. Your thoughts, suggestions and your concerns regarding this show have been noted and the future of this show is under consideration.
 - 5.1.3 **Correspondence form Viv Lunt (Listener) congratulating REG FM – in particular Wayne, Steven and Carl – for the quality of the radio shows.**
 - 5.1.4 **CBAA request financial information ACTION: Dee**
 - 5.2. **Outwards:** None
 - 5.3. **Business Arising from the Correspondence:**
 - 5.3.1 **“Community Catch-up” – future segments were discussed. ACTION: TBC**
6. **For Decision:**
 - 6.1. **Governance:** None
 - 6.2. **Management:**
 - 6.2.1 It was agreed to remove Adobe Audition from our system as we have a similar system we use for our “Community Catch-Up” segment recordings.
 - 6.3. **Membership Applications:**

New member: Peter Ward from Bairnsdale
 - 6.4. **Operations:**
7. **For Discussion**
 - 7.1. **Governance:**
 - 7.2. **Management:**

7.2.1 Abusive behaviour towards volunteers: The following statement will be added to all REG FM social media platforms:

“Unreasonable or abusive behaviour towards any REG FM volunteer will not be tolerated in any form of communication, whether that be via: telephone, email, internet, social media, and written correspondence or in face-to-face interactions.” **ACTION: Secretary**

7.3. Operations:

7.3.1 Presenter Training guidelines - Draft: Further discussion will take place at our next meeting once more details around the specific training requirements of our new software - Radio Boss – are established. **ACTION:**

7.3.2 REG FM Program Schedule: Weekly inclusion in the Bairnsdale Advertiser of REG FM’s program schedule is under discussion. **ACTION: Wayne**

7.3.3 Newsletter: Discussion took place regarding an REG FM member’s newsletter and what would be included and the regularity of the newsletter. **ACTION: Tim**

7.3.4 Pamela has resigned from Programming Sub committee. No replacement is required at this point.

7.3.5 Jim Clement has resigned as Secretary of REG FM. Tim Jones was appointed Acting Secretary. The REG FM committee would like to thank Jim for all the work he has put in in his role as Secretary

8. For information:

8.1. **Reports:** None

8.2. **Sub-Committee Minutes:** No meeting this month due to other commitments.

8.3. **3000 REG FM Morning Radio Shows:** An outstanding achievement Frank! Getting up in the very early hours of each weekday morning to start your show at 6am takes a lot of commitment and dedication to your job.

9. **Next Meeting:** February 13th 2024 @4pm at The Hub)

10. **Close:** @6.35pm