

COMMITTEE MEETING MINUTES

Tuesday, 11th July 2023

1. **Attendance:**
 - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Jim Clement (Secretary), Pamela Mahlstedt, Wayne Stagg, Tim Jones.
 - 1.2. **Apologies:** Barbara Saunders, Lee Walker.
2. **Opening:** The President opened the meeting at 16:05.
3. **Adoption of Minutes of Previous Meeting – 20th June 2023:** resolved to accept the minutes of the previous meeting, held 20th June 2023, as a true and accurate record.
4. **Finance Reports:**
 - 4.1. **Financial Report for June 23:** resolved to accept the Financial report. Attached at Annex A.
 - 4.2. **Sponsorship Report:** resolved to accept the Sponsorship report. Attached at Annex B.
 - 4.3. **Business Arising from Financial Reports:** resolved to appoint Secretary, James A Clement, and Bookkeeper, Bernice J Overliese, as authorised contacts with the Australian Taxation Office.
Action: Sec
5. **Correspondence:** Nil
6. **For Decision:**
 - 6.1. **Management:**
 - 6.1.1. **Membership Applications:** resolved to accept applications from Lois Capes and Winston Galea. Secretary to notify. **Action: Sec**
 - 6.2. **Operations:**
 - 6.2.1. **Asset Register:** The Operations Manager advised that this is still a work in progress.
7. **For Discussion**
 - 7.1. **Governance:**
 - 7.1.1. **AGM:** The Secretary advised that the venue has been booked at the Bairnsdale Bowls Club. He presented a suggested script for broadcast on air and inclusion on the website and Facebook, which was endorsed. **Action: Sec/TF**
 - 7.2. **Management:**
 - 7.2.1. **Workplace Health & Safety:** AEDs installed in both studios. Secretary to arrange signage. Wayne to follow through on training. **Action: Sec/WS**
 - 7.2.2. **Station Presenter Recruitment Brochure:** to be posted to website and Facebook page, Wayne to investigate inclusion in newspapers. **Action: WS**
 - 7.2.3. **Victorian Government Funding:** Project proposal for \$100,000 Victorian Government election promise funding has been submitted.
 - 7.2.4. **Public Communication with Presenters:** Peter and Tony to instigate a mobile phone to enable public to communicate with presenters during programs. **Action: PJ/TF**
8. **Reports**
 - 8.1 **Secretary's Report:** Attached at Annex C.
 - 8.2 **Studio Coordinator's Report:** Attached at Annex
9. **Next Meetings:** Tuesday, 8th August 2023, 4pm at The Hub, 27 Dalmahoy St, Bairnsdale.
AGM, Sunday, 27th August 2023, 2 pm at Bairnsdale Bowls Club, Grant St, Bairnsdale
10. **Close:** The President closed the meeting at 18:22

Radio East Gippsland acknowledges the Gunai Kurnai nation as the First People and Traditional Owners of the land over which we broadcast and pays its respects to elders past, present and emerging.

Accepted as a true and accurate record, 8th August 2023

Peter Jones



R.E.G. FM FINANCE REPORT FOR THE MONTH OF MAY 2023

General Account Bank Balance as at 30 June 2023	\$ 81,013.14
Less Current Liabilities	<u>(\$ 16,796.98)</u>
Nett General Account Balance as at 31 May 2023	\$ 64,216.16
Statement (Petty Cash Imprest) Account Balance	\$ 995.88
Mastercard Debit Card	\$ 500.00
SQUARE Receipts Account	\$ 100.00
Long Service Leave Deposit Account	\$ 18,044.04
Fixed Interest Investment (Long Term Loan)	<u>\$ 75,309.91</u>
TOTAL CASH ON HAND	<u>\$159,165.99</u>
Net Profit for the Month of June 2023	(\$ 15,974.71)

Attached Reports Include:

Profit & Loss Report for June 2023 (with YTD and comparison to same period Last year) + Profit & Loss Report YTD (with comparison to Last Year)
Balance Sheet as at 30 June 2023 (with comparison to same Period Last Year)

NOTES ON REPORTS

- 1. Current Liabilities:** GST of \$6,907.50 + Trade Creditors \$1,293.88 + Superannuation Payable of \$1,972.60 + P.A.Y.G. Withholding 6,623.00 = \$16,796.98
- 2.** Sponsorship Revenue for the month of June 2023 down 33.37% from May 2023 and down 35.32% from June 2022.
- 3.** Xero is now successfully running parallel with MYOB with all modules balancing.
- 4.** Awaiting form from ATO, to transfer Bernice (Dee) on as a registered contact to process STP2 PAYG through payroll in Xero. Till then still using MYOB for payroll.
- 5.** Negative NBV on Asset-Tower has been corrected in previous financial year's accounts (Accumulative Depreciation corrected)

Radio East Gippsland Inc

Profit & Loss [With Last Year] June 2023

	Jun-23	Jun-22	Difference	Diff %
Income				
Sponsors	\$19,931.31	\$19,922.50	\$8.81	0.04%
Membership	\$127.26	\$54.54	\$72.72	133.33%
Fund Income				
Donations	\$20.00	\$0.00	\$20.00	
Total Income	\$20,078.57	\$19,977.04	\$101.53	0.51%
Total Cost of Sales	\$0.00	\$0.00		
Gross Profit	\$20,078.57	\$19,977.04	\$101.53	0.51%
Expenses				
Accounting	\$136.36	\$0.00	\$136.36	
Bank Charges	\$11.58	\$13.37	(\$1.79)	-13.39%
Supplies	\$187.80	\$0.00	\$187.80	
Computer Expense	\$260.90	\$319.09	(\$58.19)	-18.24%
Contract Services	\$337.50	\$472.50	(\$135.00)	-28.57%
Depreciation	\$16,684.00	\$19,625.00	(\$2,941.00)	-14.99%
Dues & Subscriptions	\$0.00	\$13.74	(\$13.74)	-100.00%
Insurance	\$0.00	\$191.29	(\$191.29)	-100.00%
Internet	\$186.37	\$224.71	(\$38.34)	-17.06%
Legal & Accounting	\$541.59	\$527.04	\$14.55	2.76%
Maintenance	\$450.00	\$43.77	\$406.23	928.10%
Media Bookings	\$30.00	\$410.00	(\$380.00)	-92.68%
Office Supplies	\$87.12	\$332.06	(\$244.94)	-73.76%
Petty Cash	\$59.88	\$0.00	\$59.88	
Studio Supplies	\$37.73	\$132.98	(\$95.25)	-71.63%
Employment Expenses				
Superannuation	\$1,272.60	\$1,186.38	\$86.22	7.27%
Wages & Salaries	\$12,119.96	\$11,898.80	\$221.16	1.86%
Total Employment Expenses	\$13,392.56	\$13,085.18	\$307.38	2.35%
Postage & Shipping	\$3.81	\$0.00	\$3.81	
Telephone	\$280.64	\$234.75	\$45.89	19.55%
Travel Expenses	\$0.00	\$72.74	(\$72.74)	-100.00%
Total Expenses	\$32,687.84	\$35,698.22	(\$3,010.38)	-8.43%
Operating Profit	(\$12,609.27)	(\$15,721.18)	\$3,111.91	-19.79%
Other Income				
Interest Income	\$0.56	\$0.86	(\$0.30)	-34.88%
Total Other Income	\$0.56	\$0.86	(\$0.30)	-34.88%
Total Other Expenses	\$0.00	\$0.00	\$0.00	
Net Profit/(Loss)	(\$12,608.71)	(\$15,720.32)	\$3,111.61	-19.79%

Radio East Gippsland Inc

P.O. Box 963

Bairnsdale

Vic 3875

**Balance Sheet
As of June 2022**

	June 2023	June 2022	Difference	Diff %
Assets				
Current Assets				
Cash On Hand				
Cheque Account	\$81,311.02	\$104,824.93	(\$23,513.91)	-22.43%
Cash Drawer	\$100.00	\$100.00	\$0.00	0.00%
Mastercard Debit Account	\$504.10	\$500.00	\$4.10	0.82%
SQUARE Receipts	\$100.00	\$0.00	\$100.00	
Lakes Petty Cash	\$74.00	\$100.00	(\$26.00)	-26.00%
Expense Imprest Account	\$995.90	\$1,000.00	(\$4.10)	-0.41%
Total Cash On Hand	\$83,085.02	\$106,524.93	(\$23,439.91)	-22.00%
Accounts Receivable	\$19,831.40	\$20,392.40	(\$561.00)	-2.75%
Investments				
Fixed Interest Investments	\$75,309.91	\$50,197.09	\$25,112.82	50.03%
Long Service Leave Fund	\$18,044.04	\$14,044.65	\$3,999.39	28.48%
Total Investments	\$93,353.95	\$64,241.74	\$29,112.21	45.32%
Total Current Assets	\$196,270.37	\$191,159.07	\$5,111.30	2.67%
Property & Equipment				
Plant & Equipment				
Plant & Equipment	\$166,837.40	\$152,724.02	\$14,113.38	9.24%
Plant & Equipment Accum Dep	(\$122,506.68)	(\$105,822.68)	(\$16,684.00)	15.77%
Total Plant & Equipment	\$44,330.72	\$46,901.34	(\$2,570.62)	-5.48%
Tower				
Tower	\$43,665.68	\$43,665.68	\$0.00	0.00%
Tower Accum Dep	(\$43,665.68)	(\$47,865.20)	\$4,199.52	-8.77%
Total Tower	\$0.00	(\$4,199.52)	\$4,199.52	-100.00%
Furniture & Fixtures				
Furniture & Fixtures at Cost	\$1,722.73	\$1,722.73	\$0.00	0.00%
Total Furniture & Fixtures	\$1,722.73	\$1,722.73	\$0.00	0.00%
Total Property & Equipment	\$46,053.45	\$44,424.55	\$1,628.90	3.67%
Total Assets	\$242,323.82	\$235,583.62	\$6,740.20	2.86%
Liabilities				
Current Liabilities				
Trade Creditors	\$1,293.88	\$0.00	\$1,293.88	
GST Liabilities				
GST Collected	\$7,973.74	\$7,140.56	\$833.18	11.67%
GST Paid	(\$1,066.24)	(\$939.44)	(\$126.80)	13.50%
Total GST Liabilities	\$6,907.50	\$6,201.12	\$706.38	11.39%
Superannuation Payable	\$1,972.60			
Payroll Liabilities				
PAYG Withholding Payable	\$6,623.00	\$6,450.00	\$173.00	2.68%
Total Payroll Liabilities	\$6,623.00	\$6,450.00	\$173.00	2.68%
Total Current Liabilities	\$16,796.98	\$12,651.12	\$4,145.86	32.77%
Provision for Long Service	\$17,990.52	\$13,991.13	\$3,999.39	28.59%
Total Liabilities	\$34,787.50	\$26,642.25	\$8,145.25	30.57%
Net Assets	\$207,536.32	\$208,941.37	(\$1,405.05)	-0.67%
Equity				
Prior Year's Surplus/Deficit	\$26,703.88	\$26,703.88	\$0.00	0.00%
Retained Earnings	\$183,832.70	\$178,128.07	\$5,704.63	3.20%
Current Year Surplus/Deficit	(\$5,617.30)	\$1,505.11	(\$7,122.41)	-473.22%
Historical Balancing	\$2,604.31	\$2,604.31	\$0.00	0.00%
Total Equity	\$207,523.59	\$208,941.37	(\$1,417.78)	-0.68%

Secretary's Report

Actions arising from the minutes of the previous meeting:

- Item 6.1.1 – new members were advised of the acceptance of their application, by email.
- Item 7.1.1 – the meeting venue has been booked.

Other Matters

- **Financial** - I spent 41 minutes on the phone to ATO on a call-back (not counting my time establishing the call-back) arranging for the necessary form to change those persons authorised to deal with the ATO on behalf of Radio East Gippsland Inc. to be mailed to me. This change could have been done online, but the current authorised persons have either declined to do so or are not accepting or returning calls. I have been informed that I can anticipate receipt in 7 – 10 days.
- **Membership** – There are currently 103 financial members (with another application to go before the committee at the 11th July 2023 meeting).
- **AGM** – As noted above, the AGM venue has been booked; at the Bairnsdale Bowls Club. The Constitution requires notice, etc, of General Meetings to be sent to members' email addresses, to be broadcast on air and posted to the website and social media accounts. Only 95 of the current 103 members have provided email addresses, although six of the other eight have provided a mobile phone number to which a text alerting them to the AGM can be sent.



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July 2023 Studio Coordinator Report.

Community Catch Up last month included a powerful and important interview with Rose, our sponsor from Hire A Hubby who asked to talk about her journey (and battle) with Multiple Sclerosis.

Member for Eastern Victoria, Tom McIntosh also dropped in again for another Catch Up when he was back in Bairnsdale. This is an arrangement that Tom and I now have whenever he's in our neck of the woods.

During NAIDOC Week we broadcast an interview I did with the new CEO of GEGAC, Josh.

Chat with Council is now back on as a regular monthly segment. It replaces the old "Moment with the Mayor" which went by the wayside during COVID. I initiated its return and now East Gippsland Shire Council has come back onboard as a sponsor as well.

New Presenter Update: Carl has been in for training with myself and Barbara and is enjoying learning the ropes. A new lady, Lois responded to the Presenter Promo and came in to meet with me last week.

Working with these new presenters in training has highlighted how vital it is for R.E.G. FM to have a Basic Presenter Manual. I have discussed this with Barbara and we are now working together to begin the Manual. I suggest a small sub-committee be formed for this purpose of Barbara, myself and two other interested presenters who are not committee of management members.

I read in the minutes of the June Committee of Management meeting 7.2.3 Station Presenter Recruitment Brochure is to be discussed at this July meeting. This is the first I've heard of this. In my role as Studio Coordinator I am the person on the ground in the office five days a week coordinating and conducting training so I respectfully suggest that I be involved in discussions about this before any decisions are made to ensure that what is planned is logistically sound for R.E.G. FM.

General Playlist Upgrade: The Programming Sub-Committee has been hard at work researching songs to add to the General Playlist. I now have approved lists which I am entering into the system. This takes time and requires management by one person so I have now set aside time everyday for this task. I ask for your patience, I am peddling as fast as I can.

Yours sincerely,

Deniese Morrison.

Studio Coordinator.