

## BOARD MEETING MINUTES

Tuesday, 13<sup>th</sup> December 2022

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

1. **Attendance:**
  - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Mike Richards (Treasurer), Jim Clement. (Secretary), Barbara Saunders, Jeanette Board, Wayne Stagg, Lee Walker.
  - 1.2. **Apologies:** Pamela Mahlstedt (proxy provided to President).
2. **Opening:** The Chair opened the meeting 9:00 am
3. **Adoption of Minutes of Previous Meeting – 22<sup>nd</sup> November 2022:** Resolved to accept the minutes of the previous meeting as a true and accurate record.
  - 3.1. **Item 5.1.1 Gippsland Grammer request for work experience placement:** Jeannette advised that she has contacted Gippsland Grammer but has not heard back.
4. **Finance Reports:**
  - 4.1. **Treasurer's Report:** The Treasurer spoke to his report, attached at Annex A.
  - 4.2. **Sales Report:** Received and attached at Annex B  
Resolved to accept the financial reports.
5. **Correspondence:**
  - 5.1. **Inwards:**
    - 5.1.1. 24/11/22 from Kym Williams re return to work
    - 5.1.2. 7/11/22 from Mike Richards re programming
  - 5.2. **Outwards:** Nil  
Resolved to accept the correspondence.
  - 5.3. **Business Arising from Correspondence:**
    - 5.3.1. The Board agreed with the Secretary's acceptance of Kym's advice of his health.
    - 5.3.2. Mike Richards' letter was discussed, and during the discussion Mike tendered his resignation which the Board resolved to accept.
6. **For Decision:**
  - 6.1. **Governance:**
    - 6.1.1. **Honour Board Policy:** returned to Governance Committee for review. **Action: Gov C'tee**
    - 6.1.2. **Return to Work Policy:** returned to Governance Committee for review **Action: Gov C'tee**
  - 6.2. **Management:**
    - 6.2.1. **CMTO Management Course:** President to contact CMTO and decline or defer.
    - 6.2.2. **CBAA Consultation – Community Radio Codes of Practice:** Tony to complete consultataion survey. **Action: TF**
7. **For Discussion**
  - 7.1. **Management:**
    - 7.1.1. **WHS:** aspects of the presented paper to be dependant on a Privacy Policy to be developed by the Governance Committee. **Action: Gov C'tee**
    - 7.1.2. **Technical:** resolved to accept quotes received from Rorie Ryan and authorise him to install new phone system and studio lights during January 2023. **Action: PJ**  
Quote also received from Rorie regarding installation of Radio Boss which requires further discussion; total cost of Radio Box, software, hardware & training, will be in the vicinity of \$16,000.

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.

**8. For information:**

**8.1. Reports**

8.1.1. **Secretary's Report:** Attached at Annex C

8.1.2. **Studio Coordinator's Report:** Attached at Annex D

8.1.3. **Business Arising from Reports:** Operations Manager to speak to Studio Coordinator re aspects of annual leave.

**8.2. Sub-Committee Minutes:**

8.2.1. Technical Committee Meeting 8 Nov 22:

8.2.2. Programming Committee Meeting 6 Dec 22:

9. **Next Meeting:** Feb 23, date & time to be advised.

10. **Close:** 11:30 am

<b>Attachments:</b>	Annex A	Treasurer's Report
	Annex B	Sales Report
	Annec C	Secretary's Report
	Annex D	Studio Coordinator's Report