

COMMITTEE MEETING MEETING

Tuesday, 20th June 2023

at The Hub, 27 Dalmahoy St, Bairnsdale, 3875

1. **Attendance:**
 - 1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Jim Clement (Secretary), Pamela Mahlstedt, Barbara Saunders, Wayne Stagg, Tim Jones.
 - 1.2. **Apologies:** Lee Walker
2. **Opening:** The President opened the meeting at 4:22 pm
3. **Adoption of Minutes of Previous Meeting – 16th May 2023:** Resolved to accept the minutes of the 16th May 2023 as a true and accurate record.
4. **Finance Reports:**
 - 4.1. **Financial Report for May 23:** Attached at Annex A
 - 4.2. **Sales Report:** Attached at Annex B
Resolved to accept the financial and sales reports
 - 4.3. **Business Arising from the Financial Report:** The committee held an *in camera* discussion on the implications of past and future financial decisions.
5. **Correspondence:**
 - 5.1. **Inwards:** 23 May 23 – from ACMA – License Validation Notice re point to point links, studios to transmitter sites (*Item 6.2.3 refers*)
 - 5.2. **Outwards:**
 - 5.2.1. 18 May 23 – to Trudy Quigley, advice of acceptance of membership
 - 5.2.2. 18 May 23 – to Wayne Hinchliffe, advice of acceptance of membership
 - 5.2.3. 18 May 23 – by email to Deanna Mitchell, Laura Cattapan, Helen Rowley, Anthony Shortte, Del Clark, Phillip Evans, Richard Meadows, Jim Langskail, Aaron Couch, Pauline Garry, Jo Kleinitz, Vivienne Lunt - advice of acceptance of membership
 - 5.2.4. 7 Jun 23 – to ATO re Authorised Contact (*11/4/23 Minutes, Item 6.2.2 refer*)
6. **For Decision:**
 - 6.1. **Management:**
 - 6.1.1. **Membership Applications:** Membership applications from Carl Bennett, Paul Buchanan, Richard Kirton, Maggie Luckey, Jack Meredith, Alexander Poynter were approved. Secretary to notify. **Action: Sec**
 - 6.2. **Operations:**
 - 6.2.1. **Asset Register:** The President, in his Operations Manager role, advised that equipment at Mt Taylor, Thorpes Lane, the Bairnsdale & Lakes Entrance studios has now all been photographed and included in the register. The production desks and office equipment is yet to be added. The Vice President queried whether the register would include both depreciated and replacement costs and forecast end of life for all items.
 - 6.2.2. **Problems:** The tone control switching system between 90.7 & 105.9 has been playing up. The electronics racks at both Bairnsdale & Lakes require repositioning tidying up.
 - 6.2.3. **Equipment Licenses:** The Secretary advised that radiocommunication apparatus licenses for the fixed point to point links between the Bairnsdale studio & Mt Taylor, and the Lakes Entrance studio and Thorpes Lane are due for renewal by 21 August 2023. ACMA will issue an invoice in due course.

7. For Discussion

7.1. Governance:

- 7.1.1. **AGM:** The AGM is to be held on Sunday, 27th August 2023, commencing at 2 pm AEST. Secretary to book venue, prepare and distribute Notice of Meeting via email, broadcast, Facebook and the REG website, as required by the Constitution. **Action: Sec**

7.2. Management:

- 7.2.1. **Workplace Health & Safety:** Two new AED have arrived and need to be installed, with training to be provided to all volunteers and staff.
- 7.2.2. **Emergency Radio Station:** It was agreed that to be an Emergency Radio Station, REG requires more, and younger, presenters prepared to staff the station 24 hours per day during any emergency. This is not the case at the moment, but the station can replay emergency notices during live broadcast hours.
- 7.2.3. **Station Presenter Recruitment Brochure:** *to be carried over to the July meeting.*
- 7.2.4. **Victorian Government Funding:** Peter to ascertain prices for various items and advise Tony who is to complete the submission. **Action: Pres/VP**

7.3. Operations:

- 7.3.1. **East Gippsland Field Days:** *collated survey results – carried over to July meeting.*

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

8.2. Sub-Committee Minutes:

- 8.2.1. **Programming Committee:** 6th June 2023 meeting

9. **Next Meeting:** Tuesday, 11th July 2023, 4pm at The Hub, 27 Dalmahoy St, Bairnsdale.

10. **Close:** The meeting closed at 6:45 pm

Attachments:	Annex A	Financial Report
	Annex B	Sponsorship Report
	Annex C	Secretary's Report
	Annex D	Studio Coordinator's Report

Accepted as a true and accurate record, 11 July 2023

Peter Jones



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

General Account Bank Balance as at 31 May 2023	\$ 76,459.70
Less Current Liabilities	<u>(\$ 13,103.92)</u>
Nett General Account Balance as at 31 May 2023	\$ 63,355.78
Statement (Petty Cash Imprest) Account Balance	\$ 1,000.00
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>\$158,309.73</u>
Net Profit for the Month of May 2023	\$ 6,811.58

Attached Reports Include:

Profit & Loss Report for May 2023 (with YTD and comparison to same period Last year)

Balance Sheet as at 31 May 2023 (with comparison to same Period Last Year)

NOTES ON REPORTS

- 1. Current Liabilities:** GST of \$5,211.82 + Trade Creditors \$1,269.25 + P.A.Y.G. Withholding 4,901.00 = \$13,103.92
- 2.** Sponsorship Revenue for the month of May 2023 down 29.66% from March 2023 and 35.32% up from May 2022.
- 3.** Outstanding Debtors and Creditors as of 31 May 2023 have now been added in XERO, and Bernice (Dee) to take on GL Balances. Xero and MYOB to run parallel for the month of June.
- 4.** A letter to ATO authorising Bernice (Dee) to deal with the ATO.
- 5.** Still awaiting assistance from Chris/Andrew Savige, despite numerous emails requests.



Appendix 1 to
Annex A to
REG Committee Minutes
20th June 2023

Radio East Gippsland Inc P.O. Box 963 Bairnsdale Vic 3875 Profit & Loss [With Last Year] July 2022 To May 2023				
	May 2023	May YTD	Last YTD	YTD % of Sales
Income				
Sponsors	\$24,862.77	\$242,118.64	\$234,973.37	3.04%
Membership	\$28.18	\$709.04	\$1,445.47	-50.95%
Fund Income				
Donations	\$10.00	\$433.55	\$515.00	-15.82%
Total Income	\$24,890.95	\$243,261.23	\$236,933.84	2.67%
Total Cost of Sales	\$0.00	\$0.00	\$0.00	
Gross Profit	\$24,890.95	\$243,261.23	\$236,933.84	2.67%
Expenses				
Accounting		\$272.72	\$500.00	-45.46%
Audit Fees		\$500.00	\$0.00	
ACMA		\$11,109.58	\$420.00	2545.14%
AMCOS		\$0.00	\$8,479.91	-100.00%
CBAA		\$5,730.41	\$4,233.98	35.34%
Bank Charges	\$6.80	\$74.12	\$46.42	59.67%
SQUARE Transaction Fees		\$4.28	\$0.00	
Supplies		\$44.20	\$0.00	
Advertising		\$0.00	\$157.50	-100.00%
Computer Expense	\$229.08	\$1,969.86	\$2,810.85	-29.92%
Contract Services	\$0.00	\$2,482.61	\$2,418.50	2.65%
Discounts				
Dues & Subscriptions		\$344.53	\$593.70	-41.97%
Equipment Rental Expense		\$30.00	\$0.00	
Donations Given		\$770.00	\$0.00	
Insurance	\$1,591.59	\$4,226.70	\$4,603.01	-8.18%
Internet	\$210.90	\$392.87	\$119.02	230.09%
Late Fees Paid		\$2.20	\$0.00	
Legal & Accounting	\$541.59	\$6,203.57	\$7,654.29	-18.95%
License Fees		\$300.00	\$104.00	188.46%
Maintenance	\$200.00	\$3,881.11	\$2,117.68	83.27%
News Services		\$3,245.83	\$3,160.00	2.72%
Meeting Expense		\$956.32	\$95.98	896.37%
Media Bookings	\$0.00	\$4,770.00	\$5,745.00	-16.97%
Office Supplies	\$126.70	\$985.48	\$705.11	39.76%
Petty Cash	\$189.35	\$209.35	\$19.05	998.95%
Studio Supplies	\$0.00	\$3,862.35	\$2,337.06	65.27%
Equipment Maintenance & Repairs	\$0.00	\$1,960.49	\$1,009.35	94.23%

	May 2023	May YTD	Last YTD	YTD % of Sales
Employment Expenses				
Staff Amenities		\$269.90	\$439.65	-38.61%
Superannuation	\$1,321.85	\$15,396.36	\$14,113.74	9.09%
Wages & Salaries	\$12,588.96	\$148,263.21	\$142,899.30	3.75%
Workers' Compensation		\$570.48	\$419.95	35.84%
Long Service Leave Expense		\$3,999.39	\$0.00	
Other Employer Expenses		\$0.00	\$150.00	-100.00%
Total Employment Expenses	\$13,910.81	\$168,499.34	\$158,022.64	6.63%
Postage & Shipping	\$54.55	\$301.76	\$168.09	79.52%
Rent		\$0.00	\$104.00	-100.00%
Telephone	\$267.00	\$2,932.23	\$2,611.35	12.29%
Transmitter Fees		\$7,071.00	\$6,448.09	9.66%
Travel Expenses	\$90.91	\$363.64	\$0.00	
Services				
Electricity	\$670.49	\$2,216.74	\$1,952.71	13.52%
Total Expenses	\$18,079.77	\$235,713.29	\$216,637.29	880.55%
Operating Profit	\$6,811.18	\$7,547.94	\$20,296.55	-62.81%
Other Income				
Interest Income	\$0.40	\$283.74	\$114.88	146.99%
Total Other Income	\$0.40	\$283.74	\$114.88	146.99%
Other Expenses				
Provision for Long Service		\$0.00	\$3,186.00	-100.00%
Total Other Expenses	\$0.00	\$0.00	\$3,186.00	-100.00%
Net Profit/(Loss)	\$6,811.58	\$7,831.68	\$17,225.43	-54.53%



Appendix 2 to
Annex A to
REG Committee Minutes 20th June 2023

Radio East Gippsland Inc				
Balance Sheet [Last Year Analysis]				
May 2023				
	May-23	May-22	\$ Difference	% Difference
Assets				
Current Assets				
Cash On Hand				
Cheque Account	\$76,459.70	\$89,686.84	\$9,628.18	-14.75%
Cash Drawer	\$100.00	\$0.00	\$100.00	
SQUARE Receipts	\$500.00	\$0.00	\$100.00	
Mastercard Debit Account	\$100.00	\$500.00	(\$121.63)	-80.00%
Lakes Petty Cash	\$185.50	\$174.05	(\$170.25)	6.58%
Expense Imprest Account	\$1,000.00	\$743.17	(\$666.78)	34.56%
Total Cash On Hand	\$78,345.20	\$91,104.06	\$8,769.52	-14.00%
Accounts Receivable	\$17,629.50	\$19,048.50	\$3,481.50	-7.45%
Investments				
Fixed Interest Investments	\$75,309.91	\$50,108.95	\$88.14	50.29%
Long Service Leave Fund	\$18,044.04	\$10,805.13	\$3,239.52	67.00%
Total Investments	\$93,353.95	\$60,914.08	\$3,327.66	53.26%
Total Current Assets	\$189,328.65	\$171,066.64	\$15,578.68	10.68%
Property & Equipment				
Plant & Equipment				
Plant & Equipment	\$166,837.40	\$144,799.21	\$7,924.81	15.22%
Plant & Equipment Accum Dep	(\$105,822.68)	(\$75,547.68)	(\$15,000.00)	40.07%
Total Plant & Equipment	\$61,014.72	\$69,251.53	(\$7,075.19)	-11.89%
Tower				
Tower	\$43,665.68	\$43,007.20	\$658.48	1.53%
Tower Accum Dep	(\$47,865.20)	(\$39,215.20)	(\$4,300.00)	22.06%
Total Tower	(\$4,199.52)	\$3,792.00	(\$3,641.52)	-210.75%
Furniture & Fixtures				
Furniture & Fixtures at Cost	\$1,722.73	\$0.00	\$1,722.73	
Total Furniture & Fixtures	\$1,722.73	\$0.00	\$1,722.73	
Total Property & Equipment	\$58,537.93	\$73,043.53	(\$8,993.98)	-19.86%
Total Assets	\$247,866.58	\$244,110.17	\$6,584.70	1.54%
Liabilities				
Current Liabilities				
Trade Creditors	\$1,269.25	\$3,027.00	(\$227.00)	-58.07%
GST Liabilities				
GST Collected	\$5,967.91	\$3,677.30	\$1,465.60	62.29%
GST Paid	(\$756.09)	(\$634.58)	(\$17.16)	19.15%
Total GST Liabilities	\$5,211.82	\$3,042.72	\$1,448.44	71.29%
Superannuation Payable	\$1,721.85	\$0.00	\$354.89	#DIV/0!
Payroll Liabilities				
PAYG Withholding Payable	\$4,901.00	\$3,832.00	\$564.00	27.90%
Total Payroll Liabilities	\$4,901.00	\$3,832.00	\$564.00	27.90%

	May-23	May-22	\$ Difference	% Difference
Total Current Liabilities	\$13,103.92	\$9,901.72	\$2,140.33	32.34%
Provision for Long Service	\$17,990.52	\$10,805.13	\$3,186.00	66.50%
Total Liabilities	\$31,094.44	\$20,706.85	\$5,326.33	50.16%
Net Assets	\$216,772.14	\$223,403.32	\$1,258.37	-2.97%
Equity				
Prior Year's Surplus/Deficit	\$26,703.88	\$26,703.88	\$0.00	0.00%
Retained Earnings	\$179,633.18	\$134,473.85	\$43,654.22	33.58%
Current Year Surplus/Deficit	\$7,830.77	\$59,621.28	(\$42,395.85)	-86.87%
Historical Balancing	\$2,604.31	\$2,604.31	\$0.00	0.00%
Total Equity	\$216,772.14	\$223,403.32	\$1,258.37	



Secretary's Report

Actions arising from the minutes of the previous meeting:

- Item 6.1.2 – all new members advised of the acceptance of their application, by email where possible, by snail mail in two instances.
- Item 7.1.1 – draft objects circulated via email to 86 of the 94 members and posted to the website and social media, requesting feedback.

Other Matters

- I have written to the ATO requesting the removal of Mike Richards as the REG authorised contact person and adding Dee Overliese of Arcbase Pty Ltd, our employed bookkeeping service. (Dee is a long-time member of, and a former presenter at, REG.)
- All available Board members attended a meeting and photo shoot on Thursday, 8th June 2023, with Tom McIntosh MLC who formally advised of the Victorian Government's honouring of its pre-election commitment to provide funding of \$100,000 to Radio East Gippsland. This will go a long way towards modernising the station's equipment, and in some cases, duplicating to provide redundancy and ensure that interruptions to our broadcasts are minimised.

A handwritten signature in black ink, appearing to read 'Jim Clement', written in a cursive style.

Jim Clement Dip Bus (Gov) FICDA
Secretary
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Studio Coordinator Report June 2023.

Community Catch Up has included: Lindenow Art Exhibition, Bairnsdale West Primary School Reconciliation Day Assembly with Principal Doug & Grade 2 & 4 students, Christine Brooks Learn Local Workshops and Tom McIntosh, Member Eastern Victoria.

On-line Presence of R.E.G. FM: I have created an audio tag "Recorded & produced in the Bairnsdale Studio of Radio East Gippsland. R.E.G. FM" which is added to segments such as Community Catch Up, "Talking Water" and "Let's Talk Learn Locals" which are sent to participants to use on their websites and social media. I remove the sponsor credit before these are sent out for external use.

New Presenters: The new Presenter promo has attracted three people. Carl has begun training with Deniese, Alex, who is interested in learning technical things has been in with Peter and Tony is due to start training soon.

Jukebox Saturday Night aired for the last time on 3rd of June after many years. I bought Thank You balloons, chocolates, a bottle of bubbles and cards for Alex and Mike to thank them for their years of service to R.E.G. FM which they greatly appreciated.

Saturday Party Mix has replaced JBSN on a roster system. Listeners are still ringing in for requests.

Work continues on expanding the General Playlist.

Deniese Morrison.