

## COMMITTEE MEETING MINUTES

Tuesday, 8<sup>th</sup> August 2023

held 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
  - 1.3. **Observer:** Dee Overliese (Treasurer-elect)
2. **Opening:** The President opened the meeting at 16:11 AEST.
3. **Adoption of Minutes of Previous Meeting – 11<sup>th</sup> July 2023:** Resolved to accept the minutes of the meeting held 11<sup>th</sup> July 2023 as a true and accurate record.
  - 3.1. **Business Arising from the Previous Minutes:**
    - Item 7.2.1** signage installed – the company has suggested attending the AGM, presenting training to presenters & staff after that meeting and on the Monday morning. Wayne to follow up and advise Secretary who will email volunteers & staff once dates are firm to ascertain numbers. **Action: Wayne**
    - Item 7.2.2** The presenter recruitment page has been uploaded to the website and a photo and article included in the Bairnsdale Advertiser of 2<sup>nd</sup> August 2023.
    - Item 7.2.3** A SIM Card has been purchased and Tony is donating a mobile phone.
4. **Finance Reports:**
  - 4.1. **Financial Report for July 23:** Resolved to accept the Financial Report, attached at Annex A.
  - 4.2. **Amended Financial Report for June 23:** Resolved to accept the revised Financial Report for June 23, Secretary to amend minutes of that meeting. **Action: Sec**
  - 4.3. **Sponsorship Report:** Resolved to accept the Sponsorship Report, attached at Annex B.
  - 4.4. **Business Arising from Finance Reports:** Peter is to query the 90 day account in the Sponsorship Report. **Action: Peter**
5. **Correspondence:**
  - 5.1. **Outwards:**
    - 5.1.1. 22 July 2023 to ATO re authorised contacts (see Item 7.2.1)  
Resolved to accept the Correspondence.
6. **For Decision:**
  - 6.1. **Management:**
    - 6.1.1. **Membership Applications:** Resolved to accept the membership application of Kenneth Stewart. Secretary to notify and add to Membership Register. **Action: Sec**
7. **For Discussion**
  - 7.1. **Governance:**
    - 7.1.1. **AGM:**
      - 7.1.1.1. **Preparation:** Notice of Meeting was put to air, four times per day, on 19 July 23, posted to website with committee nomination and proxy forms on 20 July 23, distributed by email 21 July 23 and posted to Facebook page on 25 July 23. Venue is booked, agenda was distributed by 5 August 23.
      - 7.1.1.2. **Motion:** The Secretary advised that he had received, on 7<sup>th</sup> August 2023, a request to include a motion on the agenda of the AGM, and further advised that he considered that the motion would *de facto* amend the Constitution and could not be added to the agenda as the request was received too late for it to be advised to members 21 days prior to the meeting, as required under the Constitution s27.2.

7.1.2. **ATO Requirements for Income Tax Exempt NFP:** The Secretary circulated an ATO newsletter dealing with this subject, which requires NFP organisations to complete and submit a self-assessment form of the organisation's income tax exempt status annually.

**7.2. Management:**

7.2.1. **Submission to ATO to Amend Authorised Contacts:** The Secretary circulated a copy of the submission to the ATO to amend authorised contacts to Jim Clement and Dee Overliese, deleting Mike Richards and Kym Williams, and advised that a reply has not yet been received.

7.2.2. **Updating of ACMA Records:** The Secretary advised that he had tried to update ACMA records pertaining to the location of the Bairnsdale Studio, which ACMA show as at the "Old Water Board site, Jennings St, Bairnsdale" and outlined the ACMA requirements for this to be done. **Action: Tech Committee**

7.2.3. **CBAA Community Radio Plus App:** The committee endorsed the publicising of the CBAA Community Radio Plus App.

7.3. **Operations:** Peter reported on the break-in at the Lakes Entrance studio, with repair costs for the glazier and locksmith approximately \$1000; Troy's collection of CDs was stolen. Insurance cover has been confirmed with the broker and a claim is to be submitted. **Action: Peter**

7.4. **Staff Matters:** This discussion was held *in camera*.

**8. For information:**

8.1. **Sub-Committee Minutes:** Programming Committee, 18 July 2023 meeting.

8.2. **REG Facebook Followers:** Jeanette Board provided numbers following the REG Facebook page. Attached at Annex C

9. **Next Meetings: AGM,** Sunday, 27<sup>th</sup> August 2023, 2 pm at Bairnsdale Bowls Club

Tuesday, 12<sup>th</sup> September 2023, 4pm at The Hub, 27 Dalmahoy St, Bairnsdale

10. **Close:** The President closed the meeting at 17:50 AEST.

<b>Attachments:</b>	Annex A	Financial Report
	Annex B	Sponsorship Report
	Annex C	REG Facebook numbers