



## COMMITTEE MEETING MINUTES

(Tuesday, 9<sup>th</sup> April 2024)

*was held at The Hub, 27 Dalmahoy St, Bairnsdale, 3875*

### 1. Attendance:

1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-President), Dee Overliese (Treasurer), Tim Jones, Sandra Davey (Secretary), Pamela Mahlstedt (Lakes Entrance Studio Rep), Barbara Saunders (Bairnsdale Studio Rep), Wayne Stagg & Keith Rogers.

### 1.2. Apologies

2. **Opening:** Meeting opened at 4.34pm.

3. **Adoption of Minutes of Previous Meetings – (12/03/24) –**

**ACCEPTED**

3.1 **Business Arising from the Minutes of Previous Meetings:** None

3.1.1 **REG FM Program Schedule:** Underway, more songs planned.

**ACTION: Tony/Pete.**

### 4. Finance Reports:

4.1. **Financial Reports for March 2024**

**ACCEPTED**

4.2. **Sponsorship & Sales Report for March 2024**

**ACCEPTED**

4.3. **ATO Self Review Return**

### 4.4. Business Arising from Finance Reports:

4.4.1 **Future Financial Reports** to be reconciled. Operations Manager and Treasurer to discuss.

**ACTION: Peter/Dee.**

4.4.2 **APRA** invoice approved for payment, updated invoice to be obtained **ACTION; Dee**

4.4.3 **CellAED** invoice approved for payment.

4.4.4 **Donation of \$500** received from Wayne's Uncle - Terry Whelan. Acknowledgement to be sent and equipment badge organised.

**ACTION: Peter**

4.4.5 **ATO Self Review Return:** Installation of Orange HRM to be undertaken to forward this task.

**ACTION:Dee/Sandra**

### 5. Correspondence:

#### 5.1. Inwards:

5.1.1 Letter from Marion Dawson – tribute to Louise Anketell...

5.2. **Outwards:** Letter to Corporate Centre requesting Lease Agreement renewal for 5 Thorpes Lane, Lakes Entrance.

#### 5.3. Business Arising from the Correspondence:

## 6. For Discussion:

### 6.1. Governance:

### 6.2. Management:

6.2.1 National Standards for Volunteer: Covered by CBAA

6.2.2 Changes to Victoria's Work Cover Scheme: Pamela to look into on her return from leave in early May. **ACTION: Pamela**

6.3. **Membership Applications:** Member applications and renewals were approved by the Committee for: Sarah van Soest, David Blake, Marilyn Hunt, Glenn Byers, Aaron Couch, Laurie Williams, Jonathan Krantz, Jenny Dunsmuir, Marg Booth, Col Neal, Wendy Bennett, Brian Hinkley, Heidi Hinkley, Sarah van Soest currently undergoing presenter training with Pamela at Lakes Entrance.

## 7. Operations.

7.1 **Community Catch-up:** Lakes Entrance and Bairnsdale. Projects with St Vincent de Paul; and Professor Drummond underway. **ACTION: Damian/Pamela**

7.2 **Abusive behaviour towards volunteers:** A professional Station Announcement during CSAs and Facebook inclusion during is underway. **ACTION: Peter**

7.3 **Programming Sub-Committee Minutes of 26<sup>th</sup> March.:** Manfred Hauet approved as a member. Committee agreed that in future the minutes of this sub-committee should reflect a more professional and acceptable record of the meeting.

7.4 **Technical Support Sub-Committee:** Minutes tabled. Air-conditioning unit at Bairnsdale to be upgraded. Regular quarterly meetings agreed upon with another meeting in a month to review progress of reports and create a working group for asset register. The position of Secretary for this sub-committee to be filled.

7.5 **Progress on Upgrade of Radio Station:** Peter reported that all new equipment is now installed on-site. Rory to return in two weeks for completion. Committee agreed Rory to be congratulated on a professional, timely job.

8. **Next Meeting:** 14<sup>th</sup> May at 12.00 noon. Venue to be advised.

9. **Close:** at 6.00pm