



Radio East Gippsland Inc.
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Annual General Meeting Minutes

held at Bairnsdale Bowls Club, Grant St, Bairnsdale on Sunday, 23rd October 2022

1. **Establishment/Declaration of Quorum:** The Acting Secretary declared that a quorum, being 25% of the total membership of 133, physically present or represented by proxy had been achieved, with 34 physically present and 74 represented by proxy
2. **Attendance:**
 - 2.1. **Present in Person:**
 - 2.1.1. **Committee:** Peter Jones (President & Chair), Tony Francis (Vice-president), Kym Williams (Secretary), Mike Richards (Treasurer), Barbara Saunders, Pamela Mahlstedt, Wayne Stagg, Jim Clement (Acting Secretary)
 - 2.1.2. **Members:** Rose Bell, David Collins, Alex Dennison, Suzanne Driscoll Plavins, Glenn Duncan, Nick Erby, Hayden Evans, Ronnie Hofen, John Hoffman, Helen Hopkinson, Tim Jones, Deniese Morrison, Mark Norwood, George Pedan, Shirley Petrucelle, Rorie Ryan, Frank Saracino, Ernie Saunders, Mary Smith, Maree Stagg, Steven Stagg, Neil Stevenson, Lee Walker, Merrolyn Wiles, Lyn Wright
 - 2.2. **Present by Proxy:** Rosie Adsett, Noreen Alcock, Peter Alcock, Lynne Ashton, Bairnsdale Country Music Club, Bairnsdale Dance Group, Robert Barr, Daniel Binns, Maree Blackwood, Vic Blackwood, Jeannette Board, Tim Bull, Brian Cadd, Alex Cattapan, Bruna Cattapan, Laura Cattapan, Cynthia Coultan, Tom Coultan, Carolyn Coverdale, Ray Davis, Doug Daymond, Helen Dennison, Lois Downing, Troy Downing, Darryl Durant, Darryn Frans, Natalie Griggs, Christine Hickling, Tony Hickling, Glenda Hoffman, Peter Howell, Karan Johns, Grace Joiner, Robyn Joiner, Joanne Jorgensen, Robyn Keane, Richard Kirton, Judy Ledoux, Paul Lyburn, Andrea McWhinney, Jack Meredith, Steven Mills, Pamela Missen, Lindsay Missen, Colin Moon, Robert Moon, Jo-Anne Muller, Jan Norwood, Berniece Overliese, Jennifer Paragreen, Brian Paragreen, Tiffany Peterson, David Playster, Damian Pratt, Margaret Pratt, Gail Quin, Emily Richards, Heather Richards, Ray Richards, Robyn Richards, Rodney Richards, Suzanne Richards, Annette Rogers, Keith Rogers, Russell Rourke, Donald Shepherd, Anthony Shorttie, Marilyn Smith, Paul Somerville, David Stone, Michael Thomas, Gary Turner, Stuart Webster, Craig Wright
 - 2.3. **Apologies:** Louise Ankatell, Friends of Nyerimilang, Maggie Sukera, Max & Jennie Towan, Peter White, Carlie Williams,
 - 2.4. **Observers:** Keith Rogers (present by Proxy)
3. **Opening:** The President declared the meeting open at 2:02 pm, welcoming all present.
4. **Acceptance of Minutes of 2021 AGM:** Amend Neil Mahlstedt to read Neil Stevenson.
Resolved to accept the amended minutes of the 2021 AGM.
5. **President's Report:** The President spoke to his report, attached at Annex A.

6. **Annual Financial Report:** The Financial Report for 2021-22 (which had previously been distributed by email to those members who had provided an email address) was tabled and Mike Richards (Treasurer) spoke to it. Resolved to accept the report.
7. **Committee Elections:**
- 7.1. The following nominations were unopposed, and the nominees declared elected in accordance with the Constitution s52(2) & 53(2):
- 7.1.1. **President:** Peter Jones
- 7.1.2. **Vice President:** Tony Francis
- 7.1.3. **Secretary:** Jim Clement
- 7.1.4. **Treasurer:** Mike Richards
- 7.1.5. **Studio Representative – Bairnsdale:** Barbara Saunders
- 7.1.6. **Studio Representative – Lakes Entrance:** Pamela Mahlstedt
- 7.2. There being five (5) nominations for the three (3) Ordinary Member positions, a secret ballot was conducted, with the President appointing Tim Jones & David Collins as the Returning Officers. The following were declared elected:
- 7.2.1. Jeannette Board
- 7.2.2. Wayne Stagg
- 7.2.3. Lee Walker

Moved Nick Erby, seconded Mike Richards, that Kym William's work for REGfm over many years be recognised. Carried.

8. **Appointment of Auditor for 2022-23:** Resolved to appoint Savige Accounting Pty Ltd as the auditor for 2022-23.
9. **Confirmation of Annual Subscription:** Resolved to confirm the annual subscription at \$10 per Individual member, with membership to run until the conclusion of the following AGM. (*Secretarial note: The Constitution does not contain any provision for Family or Club membership.*)
10. **Special Business – New Constitution:** Tony Francis spoke to the document was circulated to all members via email or Australia Post.
- 10.1. **Amendment 1**
Resolved to withdraw the Objects page, which does not form part of the Constitution.

10.2. **Amendment 2**

Resolved that Section 10 in the proposed Constitution be replaced with the following:

“10. RESOLUTION OF WORKPLACE GRIEVANCES

- 10.1 A member of the Association may lodge a grievance pertaining to their workplace environment (without fear of reprisal) against another Member, Station Management, or a Member of the Committee.
- 10.2 A grievance can be made orally or in writing to either the Station Manager or the Complaints Officer.
- 10.3 The Station Manager or Complaints Officer will investigate within seven days.
- 10.4 All complaints will be expediently handled and must be resolved internally with the assistance of an external advocate (where appropriate within two months).
- 10.5 Complaints against a member of the Management Committee may be investigated by an impartial person designated by the Committee if it is deemed inappropriate for the Complaints Officer to handle the matter.
- 10.6 The Policy Document covering Workplace disputes will include the following Principles:
- all matters are treated seriously

- actions will be prompt
 - non-victimisation or disruption of service for the person who makes the complaint
 - support is provided for both parties
 - neutrality - the person/s investigating the complaint should be neutral, and have the confidence of both parties
 - both parties are kept informed, particularly if there are delays
 - confidentiality is maintained
 - the complaint and key actions are documented
 - the person against whom the complaint has been made must be treated as innocent until proven otherwise and given a chance to explain their version of events.
- 10.7 Resolution of any grievance needing procedures beyond those in Sections 10, 12, 13 shall be resolved under Sections 11, 12,13”

10.3. Amendment 3

Resolved that the following be added to the proposed Constitution:

“27.3 Use of Technology

27.3.1 A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.

27.3.2 For the purposes of this Part, a member participating in a general meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.”

Resolved to adopt the proposed Constitution, amended as above.

11. General Business:

- 11.1. Frank Saracino raised the question of harassment & bullying and negative reaction by the Chair who replied, in his role as Operations Manager, explaining his reactions during the alleged instances.
- 11.2. Nick Erby queried why a station manager has not been employed, asking is this satisfactory and will it continue? The President and Vice-president replied that the only way would be to revise staff responsibilities, redetermine position descriptions, possibly declare positions redundant and then employ a station manager.
- 11.3. Lyn Wright stated that the Facebook page is fantastic, but the website requires revision.
- 11.4. There was a question of members attending committee meetings; the Secretary stated that members may not attend committee meetings as of right, but are free to submit matters through him for presentation to the committee and they may be invited to attend the meeting to speak to their submission

12. **Close:** The Chair closed the meeting at 16:30

Attachments: Annex A President’s Report
Certificate of presentation of accounts to members at AGM

Accepted as a true and accurate record - 27 August 2023

Peter Jones



REGfm President's Report for 2022 AGM

1: REGfm secured a licence approval to broadcast for the next 5 years, I wish to thank all the team for the hard work involved especially Mary, Tony, Jim and Kym. It was great relief to receive the licence documentation, thanks to all involved.

2: REGfm now has a Strategic Plan, approved by the committee of management which really outlines our mission to provide comprehensive community entertainment that is broad based and to engage our community as much as possible. This document sets goals for the next five years and is essential for any further grants we may apply for. Well done, Tony.

3: Sub-committees have been established, with the Governance, Programming and Technical sub-committees all having board members and presenters on their strength, allowing decisions and recommendations to be made at that level, streamlining board meetings which benefits from the expertise of the sub-committees.

4: Over the past year we have welcomed new presenters delivering new shows, such as This and That, The Eighties Mix and Saturday Special to mention just a few, with many people presenting great variety each week.

All in the Mix has done nine live to air broadcasts with fantastic support of touring and locally based musicians coming into the Bairnsdale studios - the musicians are really impressed with the great feel of the studio.

5: Lakes Entrance studio was shut down for two days for a spring clean, removing old carpet which had mould under it, concrete sealing, installing new carpet, improving sound proofing and with more improvements planned.

6: The Bairnsdale studios have had big clean out over the past 6 months:

- Opening the front side office for use, by removing a huge number of CDs and vinyl albums, this area will become a training facility for all to use, especially when the new play out system is installed.
- We are looking at Radio Boss to replace Winamp; this will allow automation of overnight programming, is a simple program for presenters to use and will simplify the back of house workload.
- We have installed the Elan mixing desk, with ATR doing the wiring fit out and Technical sub-committee all working together for a great outcome, despite a few teething issues having to be solved. Well done to all involved.

7: On Sunday, 31 July we had a REGfm luncheon at the Main hotel for presenters and partners; a long overdue social gathering, enjoying good food, which allowed presenters to meet, some for the first time. We were entertained by local musician Todd Cook. It was a very successful day, enjoyed by all.

8: This is a new beginning for REGfm to a great future, moving forward in small increments, staying close to what we do well and embracing new technology at a pace that we can handle.

Peter Jones
President

Submission of financial statements to annual general meeting –
incorporated associations

Associations Incorporation Reform Act 2012

Sections 94(3), 97(3) and 100(3)

I Jim Clement being a member of the committee of the Radio East Gippsland Inc
certify that –

“I attended the annual general meeting of Radio East Gippsland Inc held on the 23rd
October 2022 and the financial statements of the association for the financial year
ending on 30th June 2022 were submitted to the members of the association at that
general meeting.”

Signed:



Date: 23rd October 2022