

BOARD MEETING MINUTES

Tuesday, 22nd November 2022

held at Room 1, The Hub, 27 Dalmahoy St, Bairnsdale, 3875

1. Attendance:

1.1. Directors: Peter Jones (President & Chair), Tony Francis (Vice-president), Mike Richards. (Treasurer), Jim Clement. (Secretary), Pamela Mahlstedt, Barbara Saunders, Jeanette Board, Wayne Stagg, Lee Walker (present via phone link)

2. Opening: The Chair opened the meeting at 9:09

3. Adoption of Minutes of Previous Meeting – 18th October 2022: Resolved to adopt the minutes of the previous meeting as a true and accurate record.

3.1. Ratification of Circular Resolution: resolved to ratify the adoption of the Environmental Policy

4. Finance Reports:

4.1. Treasurer's Report: The Treasurer spoke to his report and advised that he had circulated a budget document, which will be updated monthly. Agreed that the monthly reporting show the budget against actual, current month, year to date and previous year. Resolved to accept the Treasurer's Report. Attached at Annex A

4.2. Sales Report: resolved to accept the Sales Report. Attached at Annex B

4.3. Business Arising from Finance Reports: Requested further clarity on 90+ days overdue account. Secretary to talk to Damian. **Action: Sec**

5. Correspondence:

5.1. Inwards

5.1.1. From Gippsland Grammar, Sale: request for work experience placement. Jeannette to contact Gippsland Grammar regarding this. **Action: JB**

6. For Decision:

6.1. Governance:

6.1.1. Income Tax Self Assessment: Secretary to complete and attach to 2021-22 Financial Report. **Action: Sec**

6.1.2. APRA/AMCOS Schedule 5 Return: Secretary to complete and submit with 40 non-music hours/week **Action: Sec**

6.1.3. Return to Work Policy: Employsure have recommended that REG institute a return to work policy resolved that such policy be developed. **Action: Sec**

6.2. Management:

6.2.1. Staff Matters. The Chair advised that all staff members have received their contracts.

6.2.2. Membership Applications resolved to accept membership application of Elaine (Lu) Kendall. Secretary to advise **Action: Sec**

6.2.3. Operations:

6.2.3.1. Presenter Training/Elan Desk User Guide: Operations Manager advised that trainees are sitting in with presenters; production of a user guide for the technical side of the desk has commenced.

7. For Discussion

7.1. Governance:

- 7.1.1. **AGM:** Secretary reported on post AGM activities. Lee & Jeannete to discuss Complaints Officer position. **Action: JB/LW**
- 7.1.2. **Compliance Calendar:** Agreed that this be used and developed further.
- 7.1.3. **Minutes – Inclusion of Reports, etc:** resolved that the Board edit reports, if necessary, for attachment to the minutes. **Action: All**
- 7.1.4. **Proposed Grant:** There was discussion regarding an electoral announcement that a re-elected Andrews Government has committed to supplying REG with a \$100k grant. President to speak to Tim Bull as to whether Coalition would match. **Action: PJ**

7.2. Management:

- 7.2.1. **Honour Board:** Secretary advised that he is still developing the policy. Treasurer asked that he advise probable costs. **Action: Sec**
- 7.2.2. **CBF Grant – Status Report:** Tony reported that the acquittal has been submitted to CBF and acknowledged
- 7.2.3. **First Aid & Emergency Procedures:** Wayne advised that fire precautions at LE studio have been completed, have queried RSL Lakes if they have any Emergency Procedures to which REG staff must comply, no answer yet received. First Aid course to be conducted at Hub with 3 staff members & President attending, resolved to purchase 2 x single use AED packages from CellaED **Action: WS**
President & Secretary to develop emergency contact lists and procedures. **Action: PJ/JC**
- 7.2.4. **Asset Register:** Asset register has been compiled but requires checking and expansion – to be referred to Technical Committee for action.

7.3. Operations:

- 7.3.1. **Phone System:** Damian has obtained quotes for the system & Rory Ryan has provided a quote for installation.
- 7.3.2. **Elan Mixing Desk:** Parts ordered from Elan under warranty
- 7.3.3. **Analogue Equipment Maintenance:** Rory Ryan is preparing a quote

7.4. Technical

- 7.4.1. **Live Remote Broadcasting:** *deferred to next meeting* **Action: PJ**

8. For information:

8.1. Reports

- 8.1.1. **Secretary's Report:** attached at Annex C
- 8.1.2. **Operations Manager's Report:** attached at Annex D
- 8.1.3. **Studio Coordinator's Report:** attached at Annex E

8.2. Sub-Committee Minutes Received: Programming Committee

Secretarial Note: Mike Richards left the meeting at 11:18 am

9. Next Meeting: Tuesday, 13th December 2022, 9 am at The Hub

10. Close: The Chair closed the meeting at 11:28

Attachments:	Annex A	Financial Report
	Annex B	Sales Report
	Annex C	Secretary's Report
	Annex D	Operations Manager's Report
	Annex E	Studio Coordinator's Report

R.E.G. FM FINANCE REPORT FOR MONTH OF OCTOBER, 2022

(Meeting Set for Thursday, 10th November 2022 - 9am – U3A Building)

General Account Bank Balance as at 31 st October, 2022:	56,042.48
Less Unpresented Items – REST Super, Wages	-4,222.42
	51,820.06
Less: Current Liabilities:	<u>-3,422.47</u>
Nett General Account Balance as at 31 st October, 2022,	\$48,397.59
Statement (Petty Cash Imprest) Account as at 31 st October, 2022	\$1,000.00
Mastercard Debit Card Balance as at 31 st October, 2022	* \$500.00
SQUARE Receipts Account Balance as at 31 st October, 2022	\$100.00
Long Service Leave Deposit Account as at 31 st October, 2022	\$18,044.04
Fixed Interest Term Deposit Balance as at 31 st October, 2022	<u>\$75,309.91</u>
Total Cash On Hand:	\$143,351.54
Net Profit/Loss for Month of October, 2022	-\$2,377.18

Attached Reports include:

Profit & Loss Report for month of October 2022 (Comparison with same period last year)

Profit & Loss Report Year To Date: (Comparison with same period last year)

Balance Sheet as at 31st October, 2022.

NOTES ON REPORTS

- 1. Current Liabilities:** Current Liabilities of \$3,422.47 represents GST and PAYG Taxes we currently owe the ATO.
- 2. Sponsors Revenue for October:** Our Sponsors Revenue was \$2,364 (11.4%) less than the same period last year.
- 3. REG FM Budget.** I have included a revised Preliminary Budget for REG FM forecasting likely receipts and expenditure for the remainder of this year. This version now includes end-of-month adjustments and actual data from 1st July to 31st October with some other refinements as well to provide a clearer picture of projected performance.

Mike Richards, Treasurer.

Profit & Loss [With Last Year]

October 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Sponsors	\$18,338.23	99.8%	\$20,702.60	98.7%
Membership	\$45.45	0.2%	\$231.82	1.1%
Fund Income				
Donations	\$0.00	0.0%	\$40.00	0.2%
Total Income	\$18,383.68	100.0%	\$20,974.42	100.0%
Total Cost of Sales	\$0.00	0.0%	\$0.00	0.0%
Gross Profit	\$18,383.68	100.0%	\$20,974.42	100.0%
Expenses				
Bank Charges	\$6.70	0.0%	\$4.07	0.0%
Computer Expense	\$208.19	1.1%	\$447.27	2.1%
Contract Services	\$168.76	0.9%	\$210.00	1.0%
Discounts				
Dues & Subscriptions	\$0.00	0.0%	\$13.89	0.1%
Insurance	\$161.22	0.9%	\$312.15	1.5%
Internet	\$13.13	0.1%	\$10.82	0.1%
Legal & Accounting	\$536.13	2.9%	\$681.49	3.2%
License Fees	\$0.00	0.0%	\$104.00	0.5%
Maintenance	\$555.00	3.0%	\$19.50	0.1%
Meeting Expense	\$181.77	1.0%	\$0.00	0.0%
Media Bookings	\$925.00	5.0%	\$735.00	3.5%
Office Supplies	\$537.19	2.9%	\$132.65	0.6%
Studio Supplies	\$81.54	0.4%	\$133.43	0.6%
Equipment Maintenance & Repairs	\$748.72	4.1%	\$0.00	0.0%
Employment Expenses				
Superannuation	\$1,545.29	8.4%	\$1,442.87	6.9%
Wages & Salaries	\$14,867.21	80.9%	\$14,428.70	68.8%
Other Employer Expenses	\$0.00	0.0%	\$150.00	0.7%
Total Employment Expenses	\$16,412.50	89.3%	\$16,021.57	76.4%
Postage & Shipping	\$2.00	0.0%	\$0.00	0.0%
Telephone	\$249.18	1.4%	\$232.37	1.1%
Total Expenses	\$20,787.03	113.1%	\$19,058.21	90.9%
Operating Profit	-\$2,403.35	(13.1)%	\$1,916.21	9.1%
Other Income				
Interest Income	\$26.17	0.1%	\$0.61	0.0%
Total Other Income	\$26.17	0.1%	\$0.61	0.0%
Total Other Expenses	\$0.00	0.0%	\$0.00	0.0%
Net Profit/(Loss)	-\$2,377.18	(12.9)%	\$1,916.82	9.1%

This report includes Year-End Adjustments.

Profit & Loss [With Last Year]

July 2022 To October 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Income				
Sponsors	\$80,642.26	99.7%	\$75,877.77	98.7%
Membership	\$145.46	0.2%	\$940.94	1.2%
Fund Income				
Donations	\$120.00	0.1%	\$40.00	0.1%
Total Income	\$80,907.72	100.0%	\$76,858.71	100.0%
Total Cost of Sales	\$0.00	0.0%	\$0.00	0.0%
Gross Profit	\$80,907.72	100.0%	\$76,858.71	100.0%
Expenses				
ACMA	\$512.00	0.6%	\$90.00	0.1%
CBA	\$5,730.41	7.1%	\$4,233.98	5.5%
Bank Charges	\$24.01	0.0%	\$14.92	0.0%
SQUARE Transaction Fees	\$0.77	0.0%	\$0.00	0.0%
Computer Expense	\$772.72	1.0%	\$895.02	1.2%
Contract Services	\$660.03	0.8%	\$672.50	0.9%
Discounts				
Dues & Subscriptions	\$46.85	0.1%	\$158.80	0.2%
Donations Given	\$520.00	0.6%	\$0.00	0.0%
Insurance	\$643.44	0.8%	\$1,245.94	1.6%
Internet	\$45.59	0.1%	\$43.28	0.1%
Legal & Accounting	\$2,126.34	2.6%	\$2,695.96	3.5%
License Fees	\$208.00	0.3%	\$104.00	0.1%
Maintenance	\$1,579.16	2.0%	\$77.50	0.1%
News Services	\$3,228.10	4.0%	\$3,160.00	4.1%
Meeting Expense	\$181.77	0.2%	\$0.00	0.0%
Media Bookings	\$1,735.00	2.1%	\$2,085.00	2.7%
Office Supplies	\$636.34	0.8%	\$344.23	0.4%
Petty Cash	\$0.00	0.0%	\$19.05	0.0%
Studio Supplies	\$2,775.06	3.4%	\$828.76	1.1%
Equipment Maintenance & Repairs	\$763.44	0.9%	\$0.00	0.0%
Employment Expenses				
Staff Amenities	\$0.00	0.0%	\$3.30	0.0%
Superannuation	\$5,687.62	7.0%	\$5,194.90	6.8%
Wages & Salaries	\$54,427.41	67.3%	\$52,160.63	67.9%
Workers' Compensation	\$570.48	0.7%	\$419.95	0.5%
Long Service Leave Expense	\$3,999.39	4.9%	\$0.00	0.0%
Other Employer Expenses	\$0.00	0.0%	\$150.00	0.2%
Total Employment Expenses	\$64,684.90	79.9%	\$57,928.78	75.4%
Postage & Shipping	\$79.18	0.1%	\$0.00	0.0%
Rent	\$0.00	0.0%	\$104.00	0.1%
Telephone	\$987.52	1.2%	\$948.27	1.2%
Transmitter Fees	\$7,071.00	8.7%	\$6,429.00	8.4%
Services				
Electricity	\$394.99	0.5%	\$493.70	0.6%
Total Expenses	\$95,406.62	117.9%	\$82,572.69	107.4%
Operating Profit	-\$14,498.90	(17.9)%	-\$5,713.98	(7.4)%
Other Income				
Interest Income	\$140.56	0.2%	\$2.89	0.0%

This report includes Year-End Adjustments.

Profit & Loss [With Last Year]

July 2022 To October 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

	This Year	% of Sales	Last Year	LY % of Sales
Total Other Income	\$140.56	0.2%	\$2.89	0.0%
Total Other Expenses	\$0.00	0.0%	\$0.00	0.0%
Net Profit/(Loss)	-\$14,358.34	(17.7)%	-\$5,711.09	(7.4)%

This report includes Year-End Adjustments.

Balance Sheet

As of October 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$51,820.06	
Cash Drawer	\$100.00	
Mastercard Debit Account	\$500.00	
SQUARE Receipts	\$100.00	
Petty Cash	\$100.00	
Expense Imprest Account	\$1,000.00	
Total Cash On Hand		\$53,620.06
Accounts Receivable		\$20,319.00
Investments		
Fixed Interest Investments	\$75,309.91	
Long Service Leave Fund	\$18,044.04	
Total Investments		\$93,353.95
Total Current Assets		\$167,293.01
Property & Equipment		
Plant & Equipment		
Plant & Equipment	\$157,002.48	
Plant & Equipment Accum Dep	-\$105,822.68	
Total Plant & Equipment		\$51,179.80
Tower		
Tower	\$43,665.68	
Tower Accum Dep	-\$47,865.20	
Total Tower		-\$4,199.52
Furniture & Fixtures		
Furniture & Fixtures at Cost	\$1,722.73	
Total Furniture & Fixtures		\$1,722.73
Total Property & Equipment		\$48,703.01
Total Assets		\$215,996.02
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$1,838.32	
GST Paid	-\$748.85	
Total GST Liabilities		\$1,089.47
Payroll Liabilities		
PAYG Withholding Payable	\$2,333.00	
Total Payroll Liabilities		\$2,333.00
Total Current Liabilities		\$3,422.47
Provision for Long Service		\$17,990.52
Total Liabilities		\$21,412.99
Net Assets		\$194,583.03
Equity		
Prior Year's Surplus/Deficit		\$26,703.88
Retained Earnings		\$179,633.18
Current Year Surplus/Deficit		-\$14,358.34
Historical Balancing		\$2,604.31

This report includes Year-End Adjustments.

Balance Sheet

As of October 2022

ABN: 38 619 032 565

Email: accounting@regfm.com.au

Total Equity	\$194,583.03
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This report includes Year-End Adjustments.

Radio East Gippsland Inc Sponsorship Sales Report

Date prepared: 7th November 2022

September 2022 – Sales Figures

Invoicing | October 2022 \$20,172 (September 2022 \$19,955)

Payments | September 2022 \$18,649 (August 2022 \$28,908)

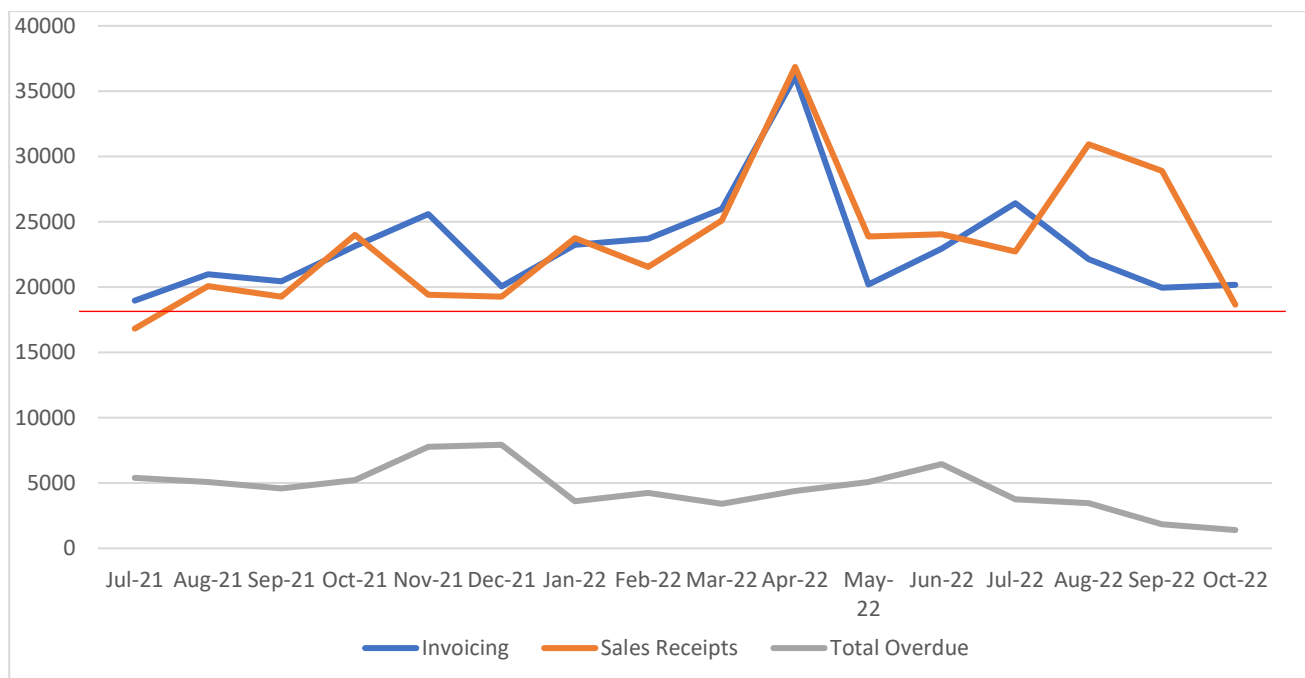
Overdue Accounts | As of 07.11.2022

31- 60	\$504	
61 – 90	\$0	
90 Days +	\$899	
Total Overdue	\$1,403	(September 2022 \$1,851)

Gross Figures

Monthly Summary:

The second quarter is showing a slightly decline in revenue compared to last year with sponsorship for October at \$20,172. Payments for October were \$18,649, with the overdue account balance sitting at \$1,403.





Secretary's Report

Action Items from 18 October 2022 Minutes

- Item 5.1.1 – acknowledged 27/10/22
- Item 5.2.1 – a work in progress

Other Matters

- **AGM**
 - registered with CAV as the new Secretary for REG 24/10/22
 - new Constitution submitted to CAV – 3/11/22
 - Annual Report submitted to CAV – 4/11/22
 - Business Name of “REGFM” renewed for three years – 4/11/22
 - AGM minutes distributed – 4/11/22
- **Membership** The membership form has been amended to show fees at \$10/person and is now available as a fillable PDF, on the website and was distributed with the AGM minutes.

A handwritten signature in black ink, appearing to read 'Jim Clement', written over a light grey rectangular background.

Jim Clement
Secretary



Operations Report

Monday, 24th October,

Rory Ryan repairs Elan mixing desk, addressing speaker outputs for both 90.7 and 105.5, reducing hum from the cards in Channel's 1 and 2, secured main ribbon connections.

Repaired amp in the technical rack, cleaning all outputs on all pieces of equipment. connected time module to the desk in studio.

Quoting new rack, removal of old Telstra rack. and wiring up grades, including removal of all power boards, double mounting equipment, wiring in tieline module. Travelled to Lakes Entrance studio, photograph rack, planning moving rack from toilet to the office room, also looking replace rack with new rack with lockable door for safety.

Went to transmitter shed, increased wattage output to correct setting, photos taken to prepare quote for analogue equipment maintenance schedule.

Too wet to go to Mount Taylor site.

Tuesday, 25th

Made contact with Rob Parker from Elan, spoke with him explaining the issues with the desk, promises to improve contact with REGfm and honour warranty.

Monday, 31st October

Rory returned connected laptop computer to the mixing desk locked 12 hour clock, cleaned up cd 1 channel, two cards to be replaced. Channel's 1 & 2 and speaker fader has been cut down to be replaced, fitted phone to be tested by Damien.

Quotes coming for

- Radio Boss,
- Bairnsdale technical room rack up grade,
- Bairnsdale studio lighting replacement,
- Lakes Entrance studio new rack and relocations.

Looking Forward

Christmas presenter planning for holidays to be done asap

Studio Coordinator Report November 2022.

Community Catch Up Interviews have included:

- Bairnsdale Dance Group
- Sarsfield Community Association
- Tim Bull
- James & Briar Blundell – Victorian Seniors Festival
- East Gippsland Symphonia
- David Moors Ambulance Victoria.

New Presenters: Vicki Page is in training and Jenny Wagstaff has expressed interest.