

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