



First Alberta Campus Radio Association

Minutes

7-Jul-2016, 6:00 pm

SUB Room 0-48

Present

Aretha Greatrix (AG)
Levi Flaman (LF)
Jordan Harris (JH)

Dave Schaefer (DS)
Melanie Zaitsoff (MZ)

Regrets

Maciej Rocki

Absent

Habba Mahal
Jennifer Messlink

1. Call to Order

Called to order by AG at 18:05h AG Chair, minutes by JH.

2. Adoption of Agenda

Motion to accept Agenda as presented passes (LF/DS, unanimous)

3. Adoption of the Minutes of the board meeting of 5-May-2016

Motion to accept minutes with amended reports included passes (LF/DS, unanimous)

4. Welcome/Overview (AG)

- Dan Lenz and Alana Taylor have tendered resignations from the board.

5. Reports

5.1 President (AG)

- Written Report provided.

President Report Questions:

- 1.) AG: do board members seeking another term need to resubmit nomination package. MZ: No, just update bio and provide new photo.

5.2 Treasurer (DS/MZ)

- Fin committee meeting held, MZ and DS attended
- Brought up need to hire Fundrive coordinator to take pressure off staff
- FY2015 audited statements hot off the presses. Need to look at to see if something needs to be addressed, notably recognition of Casino revenue. MZ to examine more in-depth and work with accountants.
- More grant revenue this year, but needs to be confirmed.
- 15% increase in salaries on account of period of no SM/ED salary last year on account of vacancy / interim volunteer occupancy.
- Insurance lower on account of new provider & harmonization
- Licensing fees may be under reported, or a credit. To be confirmed.
- Bad debts still include portions of large write-off from previous years. Regardless,

bad debt ratio is superb (0.5% of revenue)

- Grant repayment in 2015 accounts for an unused grant in 2007.
- MZ & DS talk more about transmitter next steps for Finance committee this year. At conference MZ attended CRTC panel asked questions on the record about upgrade we want to do. E.g. what are common reasons for failure, how can we tailor application for success? Talk to campus radio association, they offer to vet documents and application prior to submission to CRTC to improve success of upgrade approval. Next step is to get two or three quotes on engineering study (have some potential vendors lined up from Saskatoon & Winnipeg, upon recommendation from other campus stations).

5.3 Secretary (JH)

- Nothing to Report

5.4 SM/ED (Melanie Zaitsoff)

- MZ Reads from prepared written report. Highlights:
- Last period filled with vacation & conferences
- New staffer (librarian)
- Audit on going, draft statements newly available
- Programming
 - New show This is pop with ben disaster
- Conference was good. Chris and Joe won an award for boot camp poets. Karly & Peter won award for best sports segment. Good discussion facilitators
- Radio camp – first week plug pulled. We know now know how long before materials need to come out before the camp starts to get enough engagement. Meanwhile, Staff has ID'd vounteers, room, facilitators for a smoother second week, and potential spring-break camp. Staff understandably disappointed with cancellation of first week. Keep trying to fill second one (18-22 july). Good learning experience. Not epic fail, EPIC LEARN.
- New SKIP bursary funding open 1-Jul. We have an account set up. Chris developed two positions, 1 in production, and Chad has at least a couple in music library.
- Live remote Trinidad Tobago cultural society 8-Jul
- Major floor cleaning and renos completed while still doing regular business and staff tasks. Kudos to all for keeping eyes on the prize!.
- Set deadline to renew memberships in order to vote at AGM. Deadline 1-august. Look at Paypal to process payments. 1.6% + \$0.30 / transaction for charitable organizations. Mailchimp announcements prior to agm.
LF to investigate establishing PayPal account to streamline membership payments.
- Approached by SU executive
 - With change to gateway publishing formatting, concern that some issues may not be communicated effectively to the student body.

- SU would like to leverage CJSR studios and training to help them put out podcasts, as Gateway does
- Struggle is tough to connect with SU due to DFU (i.e. treats us as external entity).
- MZ states this could be the start of a new era of collaboration. Look to get consideration to use space in Dinwoodie or SUB patio for volunteer events from time to time. SU so far amenable.
- Future hope for enhance relationships.
- Chris starts training SU exec on orientation to studios & booking.
- DS: good to have letter or instrument indicating that we are affiliated to education institute to get preferred / educational pricing on stuff.
- MZ to set up meeting to establish this relationship.

SM/ED Report Questions:

- 1.) LF: how many volunteers are UG? MZ: not everyone discloses. Would need to look.

Motion to approve executive reports as presented passes (LF/DS, unanimous).

6. Standing Committee Reports

6.1 Executive Committee (AG)

- Written Report Provided

Motion to move *in camera* passes at 19:08 (LF/DS, unanimous).

Motion to move *ex camera* passes at 19:38 (LF/DS, unanimous).

6.2 Community & Relations Committee (MZ)

- chris joe and mel meeting 8-Jul to firm up tag line to get promos on the go.
- Theme on table tomorrow. Some debate at creative level as to what will be easier to work with.
- Then can move forward with creative. Get stuff on order mid-to-late august

6.3 Programming Committee (AT)

- Programming changes as noted in SMED report.
- Engage more students to get trained to produce content for Generator anthology spoken word series

6.4 Finance Committee (DS)

- Covered under treasurer report. Next committee meeting in August before AGM to review Q2 financials. FY2015 Financials still at auditors.
- Revisit transmitter project. JH suggests striking a transmitter committee for next board.

6.5 Policy Committee (JM)

- Nothing to report.

Motion to omnibus and approve executive and committee reports as presented passes (LF/DS, unanimous).

7. New Business

8. Old Business

9. Adjournment

The meeting was adjourned at 20:20h.

- Next meeting 4-Aug-2016 SUB-0-48 18:00h

Announcements:

- AGM – aim for same venue. No event afterwards. Same format as last year.
- Strategic Planning meeting on 30-jul 1- 4 pm venue tbd.
- Focus for planning : transmitter, staffing & capacity.
- Station looks awesome. Kudos for result while still maintaining all other tasks and job functions