



**ANNUAL GENERAL MEETING OF
FIRST ALBERTA CAMPUS RADIO ASSOCIATION
MINUTES 25-AUG-2016 7:00 PM NRE 1-001**

1.0 WELCOME AND INTRODUCTION

Jeff Papineau, as chair, Call to Order – 19:08

2.0 APPOINTMENT OF SECRETARY

Jordan Harris is appointed as secretary of the meeting (Levi Flaman / Patrick McIlveen, carries)

3.0 ADOPTION OF AGENDA

Agenda adopted as presented (Levi Flaman / Zed Ghebremusse, carries)

4.0 ADOPTION OF MINUTES OF PREVIOUS MEETING

4.1 27-Aug-2015 Annual General Meeting

Minutes of previous AGM adopted, with spelling correction (Dana Wight / Levi Flaman, carries)

5.0 BOARD ELECTIONS

5.1 Nomination of Returning Officers

Karly Coleman and Chris Chang-Yen Phillips nominated as returning officers

5.2 Nomination of Chair of Elections

Grant Stovel nominated as chair of elections

5.3 Introduction of Nominated Candidates

Nominated candidates make brief introductions. Candidate bios attached. There are four 2-year terms and two 1-year terms to be filled.

5.4 Nomination of Candidates from the Floor

Any nominations from the floor: none.

Questions:

- 1.) Dave McNeilly: Can there be clarification in bylaws and/or policy to define policy as to how candidates nominated for uncontested positions of varying terms can declare, prior to the election, if they are seeking a 1- or a 2-year term? If this clarification is made and the length of term each candidate seeks is presented at the AGM, Dave continues, then a ballot isn't required and a slate of nominees can be acclaimed with a simple vote.

Melanie Zaitsoff: will look into what the changes to bylaws and policy will be to accommodate this.

Jenna Turner and Skye Hyndman declare they seek a one-year term. The balance of candidates are nominated for two-year terms.

5.5 Vote for FACRA directors by ballot (Collection & Tabulation continue through reports)

Voting by secret ballot starts, ballots collected by returning officers.

5.6 Ratification of SU (Students' Union) and GSA (Graduate Students' Association) Representatives

Levi Flaman and Habba Mahal introduced as SU representatives. Levi returning for unprecedented second term.

Rylan Kafara introduced as GSA rep, pledges to bring relationship between FACRA and GSA closer than ever.

Ratification of Rylan Kafara as GSA rep (Rudi Gunther / Dave McNeilly, carries)

Ratification of Habba Mahal and Levi Flaman as SU reps (Scott Bachand / Dave McNeilly, carries, LF & HM abstain)

5.7 Introduction of Returning Directors

Maciej Rocki and Jordan Harris are returning as FACRA Directors, as they enter the second year of their two-year terms.

6.0 REPORTS

6.1 President (Aretha Greatrix)

Primary task of the president this year was to hire a new SM/ED, and she did! Mel Zaitsoff hired as SM/ED, and there was much rejoicing.

6.2 Treasurer (Dave Schaefer)

6.3 Representative from Peterson Walker will present Audited Financial Statements for FY2016.

Dave Schaefer introduces Karen Gibson from Peterson Walker to provide a traipse through the financials. Commends staff with getting information on time. Audit done in their office due to renovations in the CJSR space. Society shows revenue in excess of expenses of about 79k, which is much more positive than last year, due to increase in grants, and using casino funds. Strong financial position leads to strong cash positions. Positive cash flows allows for organization to cover commitments and obligations. No major issues, and society is stable in coming year.

Questions

- 1.) Dave McNeilly: Asks about split with casino funds, why so much higher this year?
Karen Gibson: casino funds recognized as revenue the year they are spent, not when earned.
Melanie Zaitsoff adds: AGLC asked us to move forward a quarter with casino, means we got casino proceeds sooner, and thus we can spend existing casino money sooner also. Only have two years to spend casino money before AGLC gets persnickety, so more allocations for it of planned future spending made to keep under the deadline (equipment & computer upgrades, News Coordinator, etc)

7.0 APPOINTMENT OF AUDITOR

7.1 Peterson Walker nominated as Auditor for FY2017 Financial Statements

Appoint Peterson Walker as Auditor for FY2017 (Dave Schaefer / Levi Flaman, carries)

8.0 STANDING COMMITTEE REPORTS

8.1 Executive (Aretha Greatrix)

Executive Committee operated as hiring committee for SM/ED position, and that's what they did.

8.2 Community Relations / Events (Vacant)

Will be addressed in Operations Report.

8.3 Programming (Vacant)

Will be addressed in Operations Report.

8.4 Finance (Dave Schaefer)

Starting to look like upgrading transmitter. Lots of work ahead. We've started starting setting money aside from 2015 / 2016 retained earnings towards upgrades like the transmitter as well as upgrading On-Air Studio. Thanks to Melanie Zaitsoff, Gina Nemet and Karen Gibson for their hard work.

Questions:

- 1.) Sarah Jackson: what does a transmitter upgrade do?
Dave Schaefer: it expands the area covered by the signal we broadcast, reaching more people.
- 2.) Dave Johnston: Is board looking at replacing transmitter, or renting transmitter space on existing tower? Is it possible to move to stronger transmission location?
Melanie Zaitsoff: still looking into it, need engineering report to determine feasibility of all options. Still looking for redundancy in transmitter, which means keeping it where it is, current location also cheaper to operate than renting space which would increase ongoing operating costs.
- 3.) Dave Johnston: Are Funds for transmitter restricted?
Melanie Zaitsoff: Yes, from previous years and \$35,000 for transmitter and \$30,000 for On-Air Studio form this year, and looking for matching grant funding from Community Initiatives Program.

- 4.) Dave Johnston: Will there be a capital fundraising campaign to raise money for this?
Melanie Zaitsoff: Yes, to be covered in operations report.
- 5.) Dave McNeilly: Have we consulted U of A yet?
Melanie Zaitsoff: facilities will be consulted.
Dave McNeilly: Transmitter is in a good spot, but grandfathered in and is concerned if the agreement is still valid as it was made when CJSR was a student club, not an independent-ish entity. Lots of “agreements” between groups on campus, where each group has own interpretation of what that agreement is. Concerned the U of A may have hesitation with upgraded transmitter emissions.
Melanie Zaitsoff: these are all valid points that will be explored along with consultation with broadcast engineer and the various regulatory hurdles, including U of A Facilities.
- 6.) Norm Frizzell: What is current agreement with U of A re: transmitter location?
Melanie Zaitsoff: no specific agreement found to date at CJSR, some records indicate the arrangement was agreeable and loose, with sharing of costs (ie. FACRA paid for Cabling). Will continue to build relationship with U of A and Facilities as we move forward with this project.

8.5 Policy Committee

(Jennifer Messelink)

Policy chair has moved to Montreal for continued graduate studies. Melanie Zaitsoff: achievements this year included updated membership form and volunteer agreement.

9.0 OVERVIEW OF CJSR OPERATIONS IN 2015 AND 2016

9.1 Station Manager / Executive Director

(Melanie Zaitsoff)

Year of changes and excitement.

Environment is changing. We are anticipating legislative changes in Broadcast and Telecommunications Acts from feds in next couple of years -- not yet certain how these changes may impact station.

Students' Union had a Bylaw change that now has recipients of Dedicated Funding Units (DFUs) facing mandatory referendums – we will face our referendum for funding in March 2019. Have changed approach to campus recruitment, training and programming as a result to help fast track students to air. Staff are at capacity as take on new projects like renovations, grant projects and seek to add new initiatives and grants to the mix.

Challenges: aging physical equipment in operation, engineering, on-air booth and transmitter.

Top 5 Priorities:

- 1.) Stabilize Revenue – Met strategic goal of \$25K, 8% of total revenue from grant funding. Did this through CRFC (Community Radio Fund of Canada) grant Program Director, and second CRFC grant to fund Program Director “Project - Progressive Continuation” and National Campus Radio Association (NCRA) Micro Grants to support NCRC35 conference attendance of staffers and Rendez Vous de la Francophonie.
- 2.) Improved programming - Commitment to Program Director position, though not yet sustainable with outside funding, remain committed to its existence. Volunteer programming & training via new volunteer on air DJ training and mentorship from PD position. Transmitter project has begun , the scope and timeline have yet to be determined

- 3.) Board & staff development – held a board/staff workshop using the Business Canvas Model (Nov. 2015) to gain a better understanding of our stakeholder and customer needs (funders, listeners, donors, volunteers, others). Staff participated in a Station Summit (Feb 2016) at CKXU in Lethbridge to share information and ideas. Obtained Community Development Unit support and held first of 3 workshops (July 2016) to review current strategic goals, current operating environment, review and refine organizational values and complete an environmental scan to set a clear organizational direction and assist with future organization and board development efforts. Enrolled in SCiP internship and bursary program (AB government) to increase station capacity and support post secondary students. Oumar Salifou (Generator Intern) first SCiP bursary recipient introduced to membership. Tristan McSwiney (Newsroom Assistant) also hired via SCiP program. Also developed a station internship role for fall. Watch for participation in Canada summer jobs program in 2016/17.
- 4.) Volunteer and Staff Experience - 1. Better Impact volunteer mgmt. tool staff training and implementation for ease of volunteer management and to better connect volunteers to volunteer opportunities at the station, 2. Committed to ongoing regular volunteer intake & training sessions and additional in-depth training sessions, 3. Station improvements (office, newsroom & engineering) CJSR thankful recipient of a major donation of new furnishings and equipment from the closure of the Rogers and World FM site at U of A Enterprise Square. Many thanks to Lyne Boucher of Facilities Department for hooking us up! Computer upgrades to Studio B and Production including the addition of Hindenburg to studio B and Newsroom computer. We have observed an increase to volunteers using the space, great to see. Specific engineering improvements: clean up, new patch bay that lets us easily monitor and test most equipment in studios, and electrolytic capacitors in distribution amps that give service to the transmitter replaced due to age,
- 5.) Raising public profile and relationship building (focusing on community partners & local businesses, and students at the U of A)

On the horizon

- 1.) Fundrive 2016: Friday, Oct 28 – Saturday, Nov 5 You can help meet fundraising goals by:
 - Committing to pre-drive fundraising (pledges and payments of donations collected in advance)
 - Commit to Best Fundrive show ever!
- 2.) Planned Station Facilities Upgrades
 - On-air upgrades (Community Initiatives Program grant (CIP a matching grant) application for 2016/2017) fiscal year. Anticipating Dec 15th application deadline.
 - Transmitter Upgrade (CIP grant application to support project, date TBD)
 - Also anticipating the creation of a Transmitter Committee
- 3.) Mandatory Students' Union referendum (March 2019)

Thanks to all of stations dedicated volunteers for lending us time, talent, and passion. Thanks to all of the FACRA board members that have served in the last year and to the CJSR staffers that support volunteers in their efforts to make radio that challenges the status quo.

9.2 Programming / Volunteers

(Chad Brunet)

Programming: Chad Brunet: 2016 has been a challenging year. Lots of changes, programming is exciting! Thanks to Programming Committee members Mick Sleeper (aka Michael Chevalier), Grant Stovel, Tammy Sluzar, Kristi Beckman, and Christian Zyp (who we have been missing and thinking of while he is away). Special thanks to Mick Sleeper for his skills on a redesigned Programmer's Guide.

An amazing year of show reviews completed as part of CRFC (Community Radio Fund of Canada) Face-to-face reviews brought smile to chads face. Next round of reviews expected to start in late fall. An unanticipated benefit of reviews; saw shows refocus their efforts and change name to better reflect their programming. Watch evolution.

Two new language programs: Kiswahili FM and Oromian Voice! In addition to great new shows like Hey Grrrl, Imaginary Landscapes, This Is Pop, and All Intensive Purposes.

Lots of new volunteers training, very excited for future of CJSR programming.

School visits, like Edith Rogers School. We went there, and they came to us. Want even more outreach in the community. More is planned for second half of CRFC grant.

Going forward: keep it up! Chad Brunet wants to make sure everyone knows CRTC regulations and make sure you follow them. Don't swear on the air!

Volunteers: We have between 150 – 250 active volunteers. Lot of people to deal with. Many are new volunteers, attribute to Students' Union building upgrades.

Better impact – volunteer management software – launched! Used it to organize tabling at folk fest.

Move Fundrive to better impact. Chad Brunet can resend login info if you don't have or have forgotten.

Vital you fill out info and use this system. All volunteer opportunities will be posted on system in future.

In coming weeks watch for Fundrive shifts. Complete your emergency contact info in Better Impact.

New music librarian Matt Gooding

Having fun so far. Focusing on getting charts put up, new music out to DJs. Have added a binder of one sheets if interested. Good notes on new music from Matt (Chad Brunet). Thank you to Music Library volunteers: Ed Hunt, Jenna-Ray Patry, Branden Hellec.

9.3 Production / Advertising

(Chris Chang-Yen Phillips for Joe Hartfeil)

Last year FunDrive was coming of age, more styles/formats/types of pieces. Over a dozen volunteers were actively engaged to voice/produce/script. Special thanks to Alex McKie. Excited this year for even more volunteer involvement and production variety this year. SUPER POWER YOUR RADIO as theme for this Fundrive.

2015 volunteer awards, thrilled to have added an award to recognize outstanding production volunteers named after Bob Brophy. This year's award was given to Qasim Hirani. Production volunteer John Richards also took Rookie Volunteer of the Year honours. Department is coming together, with volunteers now handling 80% of workload.

Honoured to share an National Campus Radio Award (NRCA) award for Special Programming for our Boot Camp Poets two-part episode of All That Matters with Sara Khembo Alfazema and Chris Chang-Yen Phillips) at the National Campus Radio Conference in Ottawa.

9.4 News / Spoken Word

(Chris Chang-Yen Phillips)

Two new shows this year, Topograph (about how people relate to space), Canadaland (syndicated Canadian media criticism show), Gate 23 (10-episode travel series), Shout for Libraries! (formerly Future Librarians for Intellectual Freedom), Moving Radio on hiatus and Acimowin has been engulfed by News Department.

Won 2 NCRA awards for All That Matters – Special Programming and Best Sports Talk Show – Bike Bits on Full English Breakfast (Peter Chapman and Karly Coleman).

Held many workshops quarterly Ethics & Regulations; Monthly training covering Interviewing, Production, Storytelling, and ethics basics. And special in depth workshops: Interviewing Like a Pro (Sarah Hoyles), Field Recording (Kate Adach), Science and Environment Reporting (Tara Narwani), Finding Your Radio Voice (Marie Fontaine) and Next Level Logic Pro.

Digital projects: Brought in Hindenburg for ease of use and training, new edit & recording software in Studio B and News Room computer. New volunteers trained as matter of course. Covered in last hour of news training sessions, open to all volunteers.

Special projects: Hosted 11 Community Service Learning (CSL) students, who produced 5 documentaries. Lisa Pruden made an awesome short doc for Rendezvous de la Francophonie grant. Participated in Homelessness Marathon hosted by CIVL in Abbotsford and Second annual SurroundSound Radio Documentary Festival with CKCU in Ottawa. Eureka philosophy camp for kids recorded at CJSR twice in Summer 2016. Producers from across the News Department collaborated on a Fort McMurray fire special, 2 day CJSR “breaking news”.

Merit badges created by volunteers, Stephanie Simpson for news volunteers.

Two SCiP interns: Oumar Salifou (Generator Intern) and Tristan McSwiney (Newsroom Assistant)

More workshops coming up in 2016/17: The Pitch Project (September), Interviewing Like a Pro, Field Recording, Ethics and Regulations, next Level Logic Pro, Hindenburg

Also in 2016/17: hosting a new round of CLS students from travel writing class and grad level praxis to air on Generator, and a new round of The Herd Docs (3-minute radio story challenge for Alberta radio producers).

10.0 ANNOUNCEMENT OF BOARD ELECTION RESULTS

Everybody won. Hooray

Ballots from election to be destroyed. (Parker Thiessen / Dave McNeilly, carries)

11.0 ADJOURNMENT

The meeting was adjourned at 20:19 (Dave McNeilly / Craig Elliott, carries)