

**First Alberta Campus Radio Association
Minutes for December 6, 2022, on Google Meet**

Present: John Huck, Tanner Routh, Brittany Rudyck, Saveta Cartwright, Amanda Gregoire, Joe Hartfeil, Rylan Kafara, Randall Talbot

Regrets: Bhavesh Morker, Rebecca Avila, Milan Regmi, Mel Zaitsoff

1. Call to order (6:32 PM)
2. Land Acknowledgement/Welcome/Overview
3. Adoption of the Agenda (**moved by Brittany Rudyck, seconded by Amanda Gregoire**)
4. Adoption of Previous Minutes (**moved by Joe Hartfeil, seconded by John Huck**)
5. Reports

5.1. Station Manager

- The President, Brittany, met with the Station Manager, Mel, several times to discuss the CRTC license and Charitable License renewal. Everything is good to go for another year.
- Everything is 'back to business' after Fun Drive, no major reports at this time.

5.2. Finance Update

- The Treasurer, John, met with the Station Manager, Mel, to discuss starting the Finance Committee. At this point in time, it looks like it will be just the Treasurer and Station Manager meeting quarterly. After a meeting next week, there will be a better idea of the needed meeting frequency.
- Signing authority paperwork has been completed. The four signing authorities are John, Mel, Brittany, and Chad. Finalized paperwork is coming from the bank in the coming days.

**Motion to approve reports (moved by Brittany Rudyck, seconded by Tanner Routh) –
Motion passes**

6. Old Business

6.1. Board Social

- The popular date is Thursday, December 29, from 2:00 – 3:00 PM.
- Amanda offered to help Brittany plan.
- Formal invites are forthcoming.

6.2. Human Resources Committee Terms of Reference Review

- This committee will serve to help provide better continuity within the organization.
- The Station Manager, Mel, has an HR background, which is helpful to support the development of this committee. The President, Brittany, explained that this committee will not exist to undermine her position at the station.
- The Treasurer, John, provided feedback, with four main points being:
 - Staff/external stakeholders or specialists should not be formal members of the committee to ensure separation of duties/roles;
 - The noted additional responsibilities of working with the Station Manager may complicate relationships and as such the Committee should focus on making recommendations to the Board which can then direct the Station Manager;
 - The mechanics of what the committee actually does may require some work to establish more processes rather than just authority; and
 - The Terms of Reference should indicate what aspects should be included in performance reviews.
- Board Member Joe's provided the following:
 - This committee will help bring better accountability and transparency between different levels; and
 - Reviews will help the Board better understand staffing needs and requirements.
- The President, Brittany, was surprised to hear that merit increases are not based on a formal performance review. This is ambiguous and the Board will potentially need a bit more clarity on this going forward. The Treasurer, John, mentioned that this may not necessarily be within our realm, but we do have control over how the station manager reviews are done and can influence/recommend a path forward from there.
- The President and the Treasurer have agreed to sit down and review the Terms of Reference in more detail in advance of the January meeting.

Adjournment (7:19 PM)

Next Meeting: Tuesday, January 10, 2022, at 6:30 PM