



First Alberta Campus Radio Association

[Unapproved] Minutes

January 10, 2023, 6:30PM

Google Meet

Present		Regrets
Tanner Routh (TR)	Brittany Rudyck (BR)	Bhavesh Morker (BM)
Saveta Cartwright (SC)	Amanda Gregorio (AG)	Rebecca Avila (RA)
Joe Hartfeil (JHa)	John Huck (JHu)	Milan Regmi (MR)
Randall Talbot (RT)		Mel Zaitsoff (MZ)
		Rylan Kafara (RK)
		Absent
		N/A

1. Call to Order

Called to order by BR at 6:35PM. BR Chair, minutes by TR.

2. Land Acknowledgement/Welcome/Overview (6:35PM)

3. Adoption of Agenda (6:36PM)

Motion to accept, Agenda passes (BR/AG, unanimous)

4. Adoption of the Minutes of the board meeting of 2022-12-06 (6:36PM)

Motion to accept Minutes passes (BR/JHa, unanimous)

5. Reports (6:37PM)

5.1. Station Manager (BR on behalf of MZ)

5.1.i)BR has not met with MZ since before the holidays. FACRA sent out the most emails to elected officials as a part of the community radio campaign. MZ is seeking a two month leave, BR and JHu aim to have the budget to the board before this time. JHa asked about continuity plans to ensure that Chad Brunet (CB) and Matt Gooding (MG) do not have to manage additional workload, BR suggested that she will let MZ know that an executive assistant should be hired to help manage the workload and will be asking for a plan. BR confirmed that there is a doctor's note, but the

board did not go into further detail at this time outside of confirming that the workload will be accommodated. Hiring an EA would normally be managed by MZ, but the board will look into options and alternatives over the next few weeks.

5.2. Treasurer (JHu)

5.2.i)JHu met with MZ last Friday to discuss the budget. At the moment, CJSR is operating without a budget in place. Without the budget being approved by the board, merit increases, COL increases, etc. cannot be undertaken to compensate staff. Typically the Station Manager drafts a budget proposal, and then the board votes to approve the budget. Given that the Station Manager will be going on leave, there are timeline concerns, though MZ, the Station Manager, has indicated that the budget is close to being finalized on her end. JHu has suggested that the budget come straight to the board at a special meeting in two weeks (January 24), with a draft coming to the board in the next week (January 17). Approving the budget may or may not be done at the January 24 special meeting, or it may occur at the February meeting. JHu also suggested asking for copies of the several previous budgets for reference. The board agreed unanimously on this.

5.3. Program Report (JHa)

5.3.i)Met with BM and CB to discuss upcoming opportunities and key goals. Action items from this meeting will require the completion of CB's action items. JHa suggested reprioritizing and potentially pausing action items going forward until staff and the board feel that resourcing issues have been resolved. The board had no further questions for JHa at this time.

Motion to accept Reports passes (RT/SC, unanimous)

6. Old Business (6:50)

6.1.Human Resources Committee Terms of Reference Update (BR)

6.1.i)BR shared the ToR document with the board and highlighted the main intent of the boundaries between the board and staff and station manager. The committee (BR/JHu)suggested that appointed board members not be included, and that the decision on chair be left to the board for the next meeting. Additionally, JHu asked the board if the ToR should be more specific in defining the composition of the committee (i.e. excluding the president specifically). JHu also asked if the board should hold the decision making powers or if the committee should. The committee asked for direct feedback from all board members.

7. New Business (7:10)

7.1. Personnel Update (BR)

7.1.i) BM has stepped down from the board, but has put forward his interest in remaining on the Program Committee as a volunteer.

7.1.ii) Chris Chang-Yen Phillips is also stepping down from the station.

7.2. Update (JHa)

7.2.i) JHa identified that there are issues with how directors are listed on the CJSR website and wanted to bring it to light. JHa acknowledged that many of the board have skills in this area and may be able to help lighten the load for staff to rectify this.

7.2.ii) A community member (anonymous) brought forth a feeling of disconnect between the station and volunteers. JHa suggested that the board work towards helping to bridge the gap and make things more comfortable going forward. This could help be accomplished by the previously discussed assistant role.

8. Adjournment

Motion to Adjourn at 7:36PM passes BR/TR, unanimous

Next Meeting: Tuesday, February 7, 2023