



First Alberta Campus Radio Association

Unapproved Minutes

February 7, 2023, 6:30 PM

Google Meet

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

† SU Representative. ++GSA Representative. *Station Manager/Executive Director

1. Call to Order

Called to order by BR at 6:33 PM. BR Chair, minutes by TR.

2. Welcome / Overview / Introductions (6:35 PM)

3. Adoption of Agenda (6:35 PM)

BR requests that the Treasurer's Report be added to the agenda

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

4. Adoption of the Minutes from the meeting held on January 10, 2023 (6:36)

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

5. Reports (6:42 PM)

5.1. General Station Update (BR)

5.1.i) BR confirmed that the Station Manager is on leave until February 21, 2023.

5.1.ii) Insurance is up for renewal soon and there is an IT inventory coming up. Presently, CJSR is operating without a budget, but upon the Station Manager's return, the budget will be finalized with BR and JHu.

5.1.iii) 2024 is the 40th anniversary of CJSR.

5.2. Treasurer (JHu)

5.2.i) The budget appears to be ready, and will just need finishing touches from the Station Manager upon her return. JHu hopes to prepare the budget for the upcoming year in concert with the current budget to facilitate smoother sailing.

5.2.ii) JHu has been added to the payment system to allow for easier approvals where needed.

5.2.iii) The Station Manager has recommended that the station follow the practice of awarding staff acting pay for additional responsibilities undertaken during the Station Manager's leave.

Report Questions:

1) N/A

6. Old Business (6:55 PM)

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

6.1.i) JHu outlined three main ways to choose the committee chair: chair chosen by the board as committee members are chosen, chair chosen by the committee members, or setting a rule which identifies/ties the role to an executive position. BR proposed that two executive members could be on the committee and that the third could be a standing member. JHu stated that the rationale for this was that with the importance of this committee that a third perspective from outside of the executive would be helpful. SC suggested that a document control/revision block be added to the document.

6.1.ii) Options for Selection of the Chair: SC suggested that the committee choose who becomes the chair based on HR experience. TR reiterated these comments. The Board collectively agreed to let the committee decide who the chair should be going forward.

Motion to approve old business as amended and presented passes (JHu/BR, unanimous)

7. New Business (N/A)

7.1. New Business - no new business

8. Adjournment (7:22 PM)

9. Announcements: N/A

Next Meeting: March 7, 2023