



# **First Alberta Campus Radio Association**

## **Unapproved Minutes**

**March 7, 2023, 6:30 PM Google Meet**

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

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

### **1. Call to Order**

**Called to order by BR at 6:36 PM. BR Chair, minutes by TR**

### **2. Welcome / Overview / Introductions (6:38 PM)**

### **3. Adoption of Agenda (6:40 PM)**

**TR requests that Public vs. Board Facing Minutes be added to Old Business**

**SC requests (via email) that Potential Re-Positioning of the Human Resources Committee/Crisis Committee be added to New Business**

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

### **4. Adoption of the Minutes from the meeting held on February 7, 2023 (6:54 PM)**

**Motion to accept Agenda passes (BR/JHa, unanimous)**

### **5. Reports (6:54 PM)**

#### **5.1. President's Report (BR)**

**5.1.i) The Station Manager's leave is extended until April 20, and work on the 2022-2023 budget continues; 2023-2024 budget work is ongoing**

**5.1.ii) Casino Advisor payments have been made, Edmonton's International**

**Beerfest is this coming weekend and volunteers are still needed**

- 5.1.iii) Streamlining financial processes: our Bookkeeper suggested we use a prepaid card service to reduce staff expense claim processing times in the future, as well as software synergies that could be achieved while working through the budgets**

**5.2. *Treasurer's Report (JHu)***

- 5.2.i) Payroll Update: Ahead of the February payroll deadline, JHu and BR answered questions from our Bookkeeper around related to aspects of the station manager's leave, including records of employment, benefit contributions, and extra responsibility pay for other staff members**
- 5.2.ii) Budget: Matt has provided the treasurer with budget documents from previous years. Treasurer gave an overview of the documents, including previous budget timelines to provide the board with an idea of expectations going forward**

***Report Questions:***

- 1) N/A**

**6. Old Business (7:27 PM)**

**6.1. *Human Resources Committee Appointments (BR)***

- 6.1.i) RT, BR, JHa, and JHu nominated themselves to the committee, though JHa later withdrew his nomination; as a part of the motion below, the slate of remaining candidates were elected to the committee**

**6.2. *Public vs. Board Facing Minutes (TR)***

- 6.2.i) The board agreed that going forward only one version of minutes will be kept and that in-camera sessions will be used as needed**

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

**7. New Business (7:31 PM)**

**7.1. *Potential Re-Positioning of the Human Resources Committee/Crisis Committee (SC via email)***

- 7.1.i) SC would like to explore re-positioning the proposed Human Resources Committee and Crisis Committee by adding a Board Development Committee which would cover onboarding new members around standard operating procedures, board structure, and members' expectations while having risk and mitigation work included in each existing committee's terms**

of reference

**7.1.ii)The board discussed that more information is required on existing committees and that reworking the Crisis Committee may not be required but that an additional committee could be formed**

**Motion to accept new business as information and presented passes (TR/BR, unanimous)**

**8. Adjournment (7:45 PM)**

**9. Announcements: N/A**

**Next Meeting: April 4, 2023**