



First Alberta Campus Radio Association

MINUTES

08-May-2024, 6:30 pm on Google Meet

1. **Call to Order 6:34 P.M.**
2. **Land Acknowledgment/Welcome/Overview**
3. **Adoption of Agenda** Brittany/Nathan. All in favour.
4. **Adoption of Previous Minutes** Brittany/Nathan. All in favour.
5. **Reports**
 - 5.1 - President
 - Largely focusing on HR stuff; Randy and I meeting to discuss operational positions re: SMED - has been forwarded to Engage. This has been the main focus
 - Wrapping up plebiscite report
 - Met with Saveta to discuss board recruitment ahead of AGM
 - Edited nomination package for 2024, forwarded to Chad. Thanks for assistance John and Saveta
 - Hoping to get nomination packages out in next couple of weeks; we will also post to Friends of CJSR social media accounts
 - Tactics and terms to be discussed in 5.2
 - Received cheque from SU for plebiscite campaign reimbursement
 - Check in from Matt; Canada summer jobs live- 3 positions hoping to fill before the end of the month (very high number of applicants); will be contracted once the right people are found
 - 'very chill' month
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 - 5.2 - Interim SMED Report
 - 5.2 - Finance Committee (5 mins)
 - John greenlit Matt to start work on this year's budget
 - We are ahead of the game compared to previous several years
 - Preparations for audit are getting underway
 - 5.3 - HR Committee (20 mins)
 - SMED Updates (10 mins)
 - Engaged Consulting updates (10 mins) -John
 - - John has been taking point on Engage conversations and has developed all [supporting documents](#)
 - - Critical to parse the administrative assistant position job description and differentiate effectively from SM and ED, as these positions have overlapped inappropriately resulting in operational staff burnout



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- - parameters of probationary period also discussed
- - Between 8 and 9 positions in total to be graded for compensation
- -Further discussion required around benefits package as well insofar as it affects contract positions
- - Process of document submission
- self imposed deadline of last Friday
- managed to get all documents except for one key document and a few smaller ones
- Ongoing conversation with Engage
- Formal progress update meeting with Engage to take place in June

5.4 - Community Relations Committee (15 mins)

- Plebiscite Report
- - Wrapping up the same document that has been in preparation as referenced in President's report has not been sent out formally
- Major themes include volunteer generation, planning timelines, SU key dates, budget, events
- committee on pause for all intents and purposes currently; looking to next steps and ways to fill needs that became visible during campaign
- Tabling at punk rock flea market went extremely well ; significantly raised our profile in the punk scene
- An event a month seems to have been working well as a target

Move to accept reports as presented. Brittany/John. All in favour.

6. Old Business

6.1 - Board recruitment (5 mins)

- Saveta is going to take the lead
- We are in good shape in terms of timeline
- We have some places to fill for the coming year
- Please think about ways you can boost recruitment and engage communities that we haven't previously

6.2 - Spring board and staff social details (5 mins)

May 25 at John's house! BBQ!

7. New Business

8. Adjournment 7:16 p.m.



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Next meeting: Wednesday, June 5, 2024 at 6:30 p.m.