



First Alberta Campus Radio Association

APPROVED MINUTES

05-June-2024, 6:30 pm on Google Meet

1. **Call to Order 6:37 P.M.**
2. **Attendance: Saveta Cartwright, Meshia Brown, Wesley Christiansen, Brittany Rudyck, John Huck , Randy Talbot, Abigail Myers, Nathan Thiessen,**
3. **Land Acknowledgment/Welcome/Overview**
4. **Adoption of Agenda** Brittany/Nathan. All in favour.
5. **Adoption of Previous Minutes as amended.** Brittany/Nathan. All in favour.
 - Notes on previous minutes:
 - Deletions (see suggestions)
 - 5.1 Should be struck for privacy, HR sensitive
 - 5.3 other items- smed updates
6. **Reports**
 - 5.1 - President
 - Not a lot of new activity to report
 - Chad away until June 17; crossover between matt, chad's absences, we don't know who is running the ship; something to flag for the future, some sort of contingency plan,
 - The board wasn't informed so this policy around vacation approvals needs tightening in the future
 - In camera 6:51-6:56
 - Thank you to everyone who made it out to the BBQ!
 - Maybe we can discuss one more social event in July
 - 5.2 - Finance Committee (5 mins)
 - I have started the process of beginning the annual audit
 - I have signed the letter of agreement with auditor to get the ball rolling
 - Tentative timeline: collect all information by first week of July so that auditor can complete the report for our August meeting
 - The board can approve prior to the AGM
 - We were a bit rushed last year. Report came in just prior to AGM. This year a little more ahead of the game
 - Matt has supplied majority of operational documents
 - Marnie (bookkeeper), Karen (Auditor)
 - All documentation regarding our HR situation will be reconciled next fiscal year; should not affect us in the current reporting period
 - Operational staff schedules may affect our ability to secure documents in a timely manner but so far it's gone smoothly



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5.3 - HR Committee (20 mins)

- SMED Updates (10 mins)
- Eugene has all the information he needs to know
- Sent him national campus radio job board for reference as a comparable
- Visited CHMA in Sackville; they are a really small operation but had some interesting ways of building out the operational staff and what their revenue model is
- Relatively speaking, our compensation model is very strong
- We should probably have a July meeting to talk about the engage report and an August meeting to look at the financials prior to the AGM

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.

7. Old Business

6.1 - Board recruitment (5 mins)- Saveta

- Saveta prepared and sent out an excellent recruitment letter
- Drafted an email and sent to Brittany and Chad
- Once finalized, intended to send to all CJSR membership
- Summarizing our efforts and recovery, and announcing the board position openings
- In addition to email initiative, we will start building some social media awareness as well

8. New Business

9. Adjournment 7:21 p.m.

Next meeting: Tuesday July 2, 2024



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