

**MINUTES OF THE BOARD MEETING HELD ON SATURDAY 12TH NOVEMBER 2016 (For Publishing)**

**Venue:** Kennards Storage Conference Room

**The meeting commenced at 10.40am**

Carol, as secretary, read a letter of resignation from the Chairman Steve Ventrella, citing the relocation of his business and the strain it had placed on Steve’s work and family commitments.

**Motion:**

“That Dorothy Rook acts as chair of the meeting.”

**Proposed:** Glen Burns **Seconded:** Ian Becker **CARRIED**

**Apologies**

No apologies were received**.**

**MINUTES OF THE BOARD MEETING HELD On 22nd OCTOBER 2016 12.07PM to 3PM**

**Amendment**

Ian requested an amendment so that tower issues read “Users of the tower including other stations, Telco’s and Council are in contact about the tower.”

Glen, as minute taker agreed.

**Motion**

“That the minutes of 22nd October 2016 are accepted with the amendment.”

**Proposed:** Glen Burns **Seconded:** Ian Becker **CARRIED**

**Business Arising**

Carol clarified that she thought the Ubiquity installation was waiting for the availability of the other installer, not a part.

Carol requested information about the refund of the trailer monies. Carol to send a cheque and a letter of thank you.

A certificate was suggested for Beverley of Queer Out West as the program is ending.

A response to Jim’s comment on the Programming Committee election can be better addressed by Carol at a programming meeting as it relates to the committee.

Carol asked who had sold the microphone. Ian said it had been located at Fairfield Ezy Pawn. Carol to attend the shop to find out who sold the microphone and to report back.

Carol has brought all of the purchased equipment into the studio.

**Motion**

“That the second set of minutes is published.”

**Proposed:** Glen Burns **Seconded: Ian Becker CARRIED**

**AGENDA ITEMS**

1. Casual vacancies. There are now two casual vacancies.

Ben Hollist being the next on the director ballot paper to be asked if he wished to take up a casual vacancy.

Daniel has work obligations. Carol to check on his availability. It was suggested that evening meetings could be a possibility or evenings and Saturdays to alternate.

1. CD Players. Ian outlined the problem and action taken to swap CD players.

**Motion**

“That two CD players are purchased.”

**Proposed:**  Ian Becker **Seconded:** Glen Burns **CARRIED**

1. Channel Nine News. Some files had not come through. Now there is the option of using the Nine FTP. This is working well. Normal billing process for Channel Nine. 25th November marks the break in Nine News sponsorship over the summer period.
2. Assyrian Carols. No written request had been received. Ian suggested the event be recorded. Carol added that they might use a recording at the radio-thon.

**SECRETARY’S REPORT**

**Correspondence In**

1. Resignation from Steve Ventrella – the chair.
2. A CBF invitation to Glebe Town Hall on 23rd November to discuss the incoming funding structure.
3. Multicultural Wellness Festival- Liverpool Migrant Resource Centre.
4. CBAA Magazine

**Correspondence Out**

1. Confirmation of the acceptance of the radiothon application
2. Notification to the programs affected by the radiothon.
3. New membership applications

Brendan Smith and William Sung.

**Motion**

“That the memberships of Brendan Smith and William Sung are accepted.”

**Proposed:** Carol North-Samardzic **Seconded:** Glen Burns  **CARRIED**

**Report**

Macquarie News has been fine this week using the hot keys. If loaded into a play deck there have been instances when it was triggered and disappeared.

Carol to phone the Liverpool Migrant Resource Centre to arrange a phone in from the Wellness Festival on 1st December.

**Motion**

“That the Secretary’s report is accepted.’

**Proposed:** Carol North-Samardzic  **Seconded:** Glen Burns

**TREASURER’S REPORT**

**Sales by Customer Summary $11,839.12**

Channel Nine and the Lao Program were the major sale items.

**Transaction Detail by Account $2834.92**

Strata fees were the major cost. CBAA quarterly payment was made.

Surplus from the current account has been placed into the Cash Management Account. The loan balance is $34.616.87.

**The Profit and Loss Budget vs. Actual was discussed.**

Airtime fees have exceeded budget as some back payments have been made.

**The Balance Sheet**

The closure of the 3 year loan has been reversed.

**Motion**

“That the Treasurer’s report is accepted.’

**Proposed:** Glen Burns **Seconded:** Ian Becker

**DIRECTORS’ REPORTS**

**Ian Becker** stated the CD players had been discussed as had the 5G Ubiquity system. He requested a roll of Cat 5 cable to install the phone lines. Simian 2.3 needed. Ian had a graphics card to fix Simian 1. Some computers are high in the rack room. Sliders or a second person is needed so that they can be worked on.

**Motion**

“That Ian’s report is accepted.”

**Proposed:** Ian Becker **Seconded:** Glen Burns **CARRIED**

**Dorothy Rook**

Dorothy will work with Carol on Monday to consider the child protection material thus far. Quentin James-Fook has been emailed. Marthese Caruana has requested social days and would like program criticism. Dorothy commented on the best programs being used at the CBAA Conference.

**Motion**

“That Dorothy’s report is accepted.”

**Proposed:** Ian Becker **Seconded:** Glen Burns **CARRIED**

**GENERAL BUSINESS**

* A station Christmas Gathering was proposed for 3rd December. Carol to book the Liverpool Community Centre so that the weather will not affect the event.
* Glen gave results of the program assessments. Glen to send the results to the programming committee.
* Ian suggested the programming committee could meet. They just need to include a director and let the other directors know so that they can be observers should they wish.
* Steve was going to meet with Jim Tumeth. We do not know if this has been done? There appear to be unresolved issues.
* Tim to be invited to the next meeting.
* Glen Burns telephoned Ben Hollist regarding a casual vacancy. Ben accepted and will attend the December board meeting.

**Motion**

“That a board casual vacancy is filled by Ben Hollist.”

**Proposed:** Glen Burns **Seconded:** Ian Becker  **CARRIED**

The meeting closed at 1.30pm.

**Next Meeting:** 10th December 2016.