



CFRU Board of Directors Meeting Agenda

Meeting Arrangements

Location: Room 335 University Centre

Date/Time: Monday, March 25 @ 5:30 – 7:30 pm

Attendance

Invited: Vish Khanna (Station Manager), Rachel Elliott/Student (Chair), Amber Holmes (Vice-Chair), Michael Treadgold/Community (Treasurer), Laura Ruddy/Student (Secretary), Brooke Wallace/Community (Staff Liaison), Joel Cuthbert/Community, Chelsea Cockshutt/Community, Abdul-Rahim Abdulai/Student

Guests: Jenny Mitchell/Staff, Christopher Currie/Staff, Scott McWhinnie/Volunteer, Emma Bortolon-Vettor/Volunteer

CFRU Board of Directors Meeting Agenda

Agenda and Minutes

#	Agenda Items	Speaker	Time	Notes
1	Call to order	Amber	5:36 pm	Amber calls the meeting to order.
2	Approval of the agenda	Amber	5:37 pm	Joel makes a motion to approve the agenda, Mike seconds, passed by all.
3	Approval of previous meeting minutes	Amber	5:37 pm	Chelsea makes a motion to approve the previous meeting minutes, Mike seconds, passed by all.
4	Message from the Chair	Amber	5:37 pm	Amber wishes that everyone enjoys the pizza.
5	Station Manager Report	Vish	5:38 pm	<p>Vish goes over his action items from the previous meeting and updates everyone on their status/progress. Vish opens the floor for questions about the staff reports. There are no questions at this time.</p> <p>Mike speaks about the Station Manager Performance Review that is being conducted by the Management Committee (Mike, Amber, Rachel, Brooke, Laura).</p>

CFRU Board of Directors Meeting Agenda

				<p>This process is in its final stage, and therefore is almost complete. The Management Committee hopes to present this review in the next week or so.</p> <p>Abdul-Rahim updates the Board on his contact with Helen Hambly and asks if anyone had spoken to Barry Rooke. Vish says he did speak to Barry and found out that it is quite difficult to attain charitable status. Jenny summarizes what Barry said at the Emergency Station Manager Summit, and reiterated that it is not worth pursuing charitable status at this time. Abdul-Rahim mentions that Helen has offered her support and is happy to help us in any way that she can.</p>
6	Community Advisory Committee	All	5:43 pm	Jenny asks if this item should be postponed until Rachel and Brooke are present later in the meeting. Everyone is in agreement.
7	Board Composition	Amber	5:46 pm	Amber makes everyone aware that there are currently 4 spots open on the Board for students. Emma Bortolon-Vettor (in attendance) is a

CFRU Board of Directors Meeting Agenda

			<p>student and is interested in holding a seat on the Board. There is also interest from Janan Shoja Doost, who had sent an email expressing said interest.</p> <p>Mike suggests that the Board could do a better job of recruiting potential members. In the past, there has been confusion regarding expectations in the process and expectations once elected to the Board. Mike draws on experience from his professional career to highlight ways and systems that can help the onboarding process.</p> <p>Everyone agrees that there always seems to be a sense of urgency when it comes to nominating people prior to the AGM and that this process could be more organized. This should be an ongoing dialogue throughout the year and not just a process that takes place right before the AGM.</p> <p>Jenny mentions that in the</p>
--	--	--	--

CFRU Board of Directors Meeting Agenda

			<p>orientation sessions, people indicate their areas of interest for volunteering with CFRU; prospective volunteers can check off a box that indicates interest in being on the Board of Directors. With a more formalized process, we can request these names from Jenny to recruit.</p> <p>Ideas are offered for how this process can look:</p> <ul style="list-style-type: none"> - The Board could check in with Jenny on a quarterly basis to see who is interested. - There should be a minimum length of time volunteers are required to volunteer before being considered for a seat. - The Board can interview those interested before their names are officially put forward. - If there are a lot of nominees, skillset should be considered. We can determine what skills the
--	--	--	---

CFRU Board of Directors Meeting Agenda

				<p>current Board is missing to inform us about who could be the best fit.</p> <ul style="list-style-type: none"> - We can take note of the volunteers that are active and frequently mentioned in staff reports. <p>Since there is no process in place at this current moment, the nominations committee will meet in the next month and create a nominations process to share with the Board. Mike offers his advice and help in this process.</p> <p>Emma is invited to tell the Board a little bit about herself. She was born and raised in Guelph and has been involved with CFRU in many different capacities. She would like to be more involved but didn't know what she could realistically do while being a student and a musician. Emma has an education background in communication, psychology, and music. In terms of what she can offer as a Board member, she is</p>
--	--	--	--	---

CFRU Board of Directors Meeting Agenda

				<p>creative, can make connections between entities, and is very strong in research.</p> <p>Emma is thanked for her speech and Amber says that it may take longer than initially thought to make a decision since a nominations process needs to be put in place first.</p>
8	Financial Report	Mike	6:03 pm	<p>Mike presents the financial report and goes over what this contains for guests who are new to CFRU Board meetings. He says that revenues for this period went exactly as expected and that this fiscal year is proceeding as expected as well. The Finance Committee met last month, which consisted of staff, Board members, and volunteers. They went line by line in the budget, but did not make any final decisions. The Finance Committee will reconvene in the coming weeks to develop a plan going forward. The station is not expecting any more major deposits in this fiscal year. It</p>

CFRU Board of Directors Meeting Agenda

				does not appear that the SCI will affect CFRU for the summer semester.
9	Other business	All	6:10 pm	<p>CAC The discussion returns to the topic of the CAC now that all Board members are present. Jenny distributes a summary of the Community Advisory Committee (CAC) meeting that took place the week before. In attendance at this meeting were Jenny Mitchell, Christopher Currie, Amber Holmes, Laura Ruty, Viktorija Arsic, Nathan Lawr, and Brendan Johnson.</p> <p>Jenny presents the report she has compiled to propose that the Board endorse a Community Advisory Committee:</p> <ul style="list-style-type: none"> - The goal of the CAC is to maintain CFRU's current level of funding. - Pending approval of the Board, the CAC would like to make a date for the first official meeting. - The Board will choose the

CFRU Board of Directors Meeting Agenda

				<p>composition of this committee with options being 1. 3 BOD + 3 Staff + 3 Community or 2. 3 BOD + 3 others that can include staff and community</p> <ul style="list-style-type: none"> - One of these options would form the executive of the CAC. - The CAC suggests having 1 BOD on each subcommittee to keep lines of communication open and to avoid redundancy - Ideally, 3 BOD would be appointed to the CAC at this meeting. - The CAC understands that the community portion may take longer but would like to start right away without a full CAC. - A town hall is proposed as a fun platform for idea sharing and morale boosting, where every person who wants to support CFRU can be there and help in whatever way
--	--	--	--	--

CFRU Board of Directors Meeting Agenda

				<p style="text-align: right;">they can.</p> <p>Christopher thanks Jenny for putting together the proposal and proposes a language change. Instead of “subcommittee,” “committee of the Board” should be used. He clarifies that the proposed executive consisting of 3 BOD and 3-4 others can include staff but staff does not need to be a requirement. If staff is on the CAC, it should not conflict with their job.</p> <p>Jenny proposes that the formation of the executive should involve everyone. Mike agrees that this should be a consensus-based decision. Mike also mentions that the CAC sounds like a very operations-focused committee and for that reason, it should not consist of majority BOD; it should be more representative of the community. There is concern that the actions of this committee would be tied up in process.</p>
--	--	--	--	--

CFRU Board of Directors Meeting Agenda

			<p>Amber makes a point that the proposal states that everything else would need to take a backseat in order for this committee to function, however, there are still other things that need to be done, such as the nomination process, so the Board should not be held to this standard.</p> <p>Abdul-Rahim brings up that a heavy Board presence on the CAC executive may duplicate efforts but ultimately understands why it was proposed. He proposes that there be a liaison between the CAC and the Board, which would leave more space for community members.</p> <p>Amber reminds everyone that the Board would be involved as a means of ensuring that efforts are not duplicated but we also need to maintain the integrity of our bylaws.</p> <p>Jenny clarifies that the executive of the CAC would act as the liaison and would be keeping everything together. The executive would be</p>
--	--	--	---

CFRU Board of Directors Meeting Agenda

			<p>the people operating the larger body. There needs to be an executive to facilitate micro-discussions.</p> <p>Rachel asks about the Terms of Reference (TOR) for the CAC, which was one of the goals of the initial CAC meeting that took place the previous week. Jenny says that creating TOR could take too long, given that action needs to happen now. If the CAC is an extension of the Board, than we can incorporate TOR that already exist.</p> <p>The TOR for each committee of the board are available on the CFRU's volunteer page. Mike says that a committee can form at any point as long as there are TOR.</p> <p>Scott makes everyone aware that under Robert's Rules, Special Committees can form pretty easily and the committee can be discussed at the next AGM to determine if it will become a standing committee.</p>
--	--	--	---

CFRU Board of Directors Meeting Agenda

			<p>Rachel would like to see a structure for the CAC and for the TOR and is concerned that this should have been done at this point.</p> <p>Amber suggests that the vote for this item be deferred until later in the meeting since there are other things to discuss.</p> <p>Jenny points out that she has taken on a leadership role for this initiative even though technically she is not on the CAC, nor is anybody at this point. A vote on the composition and members will ensure everybody is doing a job they are prepared to do. She would like the executive to be appointed tonight and expectations for each role to be made clear.</p> <p>AGM Post-Mortem</p> <p>Rachel wishes to discuss the 2018 AGM, as this item has postponed many times. Vish summarizes what</p>
--	--	--	--

CFRU Board of Directors Meeting Agenda

			<p>was discussed in terms of Board recruitment earlier in the meeting, with regards to making it an ongoing dialogue and having a more organized process to make sure there are actually nominees present at the AGM. Vish asks everyone how we could have been more prepared at the AGM, since everyone agrees that this year felt a little off.</p> <p>Vish proposes doing a dry run of the AGM with role-playing, which would allow us to predict issues that we may face. It would also make the meeting run a little more smoothly when everyone knows what to expect. We ran into some technical difficulties this year and a dry run could help us to know what we can do to avoid this in future.</p> <p>It seems as though we are always “catching up” to the AGM, and that this should be a bigger discussion at meetings throughout the year, not just those as we approach the AGM.</p>
--	--	--	---

CFRU Board of Directors Meeting Agenda

			<p>A suggestion is made that the CFRU Year-In-Review presentation be more informed by everyone and fact-checked to ensure that the most important events are being highlighted and that all information is accurate.</p> <p>Abdul-Rahim raises a point that meeting did not feel like it flowed to do quorum issues. In the future, we can be more prepared with proxies and be clearer to volunteers that this is a public meeting. Jenny mentions that a lot of people she spoke to were not aware that they could attend this meeting or even vote at it.</p> <p>Vish says he can change the message that goes out regarding the AGM, and put more emphasis on the fact that everyone can come to this meeting and that eligible volunteers can vote.</p> <p>In terms of timing, Mike brings up</p>
--	--	--	--

CFRU Board of Directors Meeting Agenda

			<p>that the 2018 AGM was later than it has been in other years. As a result, some people were in the middle of exams, and some student volunteers may have already headed home for the break. Vish mentions that the AGM date is dependant on the auditors and when they have their report completed. In 2019, we should aim to have AGM before November 30, and this may require us to put some more pressure on the auditors. Vish says he will talk to the auditors and ask for the earliest date possible.</p> <p>If we want everyone to be able to attend, we need to set the date in advance so attendees can make arrangements to be there.</p> <p>Renting Out Studios</p> <p>Abdul-Rahim has an idea that we could rent out the CFRU studios to community members to generate income. Vish says that the Kingston station rents out their studios and</p>
--	--	--	--

CFRU Board of Directors Meeting Agenda

				have made some money doing that.
10	Motion to move in camera	Rachel	7:02 pm	Joel motions to move in camera, Abdul-Rahim seconds, passed by all.
11	Motion to move out of camera	Rachel	8:25 pm	<p>Joel motions to move out of camera, Abdul-Rahim seconds, passed by all.</p> <p>CAC Discussion Continued</p> <p>Christopher reads a message from Jenny to convey that she would like to be considered to be on the executive of the CAC.</p> <p>Christopher acknowledges that the TOR were not completed when they should have been and he offers to make a draft of the CAC TOR that others can edit.</p> <p>Rachel offers an alternate suggestion for the CAC: The CAC acts through the existing Fundraising Committee and organizes the town hall through this channel. Christopher points out that</p>

CFRU Board of Directors Meeting Agenda

			<p>the Outreach Coordinator (Andrea) needs to be the Chair for this committee and suggests that we check in with Andrea first.</p> <p>Vish suggests a change in language so Andrea need not chair the committee. Christopher sees the Fundraising Committee and the CAC as doing different things. Amber reminds everyone that CFRU will always need a fundraising committee and we should consider “beefing it up” under the circumstances.</p> <p>Rachel makes a point that that the Fundraising Committee is not a committee of the board, and we would want this action committee to be part of the Board. Concerns are raised about how this decision will be perceived if we don’t proceed with the CAC as it was proposed.</p> <p>Rachel makes a motion to form a Special Committee with an executive comprised of 2 Staff, 2</p>
--	--	--	--



CFRU Board of Directors Meeting Agenda

				BOD, and 2 Community Members, pending the approval of TOR by April 8, 2019, Laura seconds, passed by all.
12	Adjournment	Rachel	8:46 pm	Amber motions to adjourn the meeting, Abdul-Rahim seconds, passed by all.



CFRU Board of Directors Meeting Agenda

Agreed Action Points

What?	Who?	Deadline	Status	Notes
Nominations process to be finalized.	Nominations Committee	Next BOD Meeting		
Change message that goes out about the AGM to put more emphasis on the fact that everyone can attend.	Vish			
Talk to the auditors to determine earliest date for the AGM.	Vish			