# Meeting Arrangements

**Location:** Room 335 University Centre

**Date/Time**: Monday February 24th, 6:13

# Attendance

**Invited:** Viktorija Arsic (Vice-chair, secretary), Nicholas Cooper/Community, Hilary Dort/Community, Natalie Vasilivetsky/Community, Brenna McCutcheon/Student, Alex Green (Chair, Treasurer)

**Guests:** Ian McDiarmid (Interim Station Manager)

**Regrets:** Scotty Heartz/Community (Staff Liaison),Abdul-Rahim Abdulai/Student

# Agenda and Minutes

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| **#** | **Agenda Items** | **Speaker** | **Time** | **Notes** |
| 1 | Call to order | Viktorija | 6:13 |  |
| 2 | Approval of the agenda | Viktorija | 6:13 | Viktorija motions, Hilary seconds |
| 3 | Approval of previous meeting minutes |  |  | Viktorija motions, Nicholas seconds |
| 4 | Introduction from Ian | Ian | 6:14 | * Updates since last meeting! Emails mentoring; flurry Between NCRA and community radio stations. Apparently not paying a tariffs that we did not know about * When the Board of Directors changes, you need to file a new report to the gov’t, Ian completed the report. Last week, an app in the web was not working properly, the app allows the station to collect donations. Have to update the licence fee, Ian fronted the payment. Running a diary of payments; processing invoices as they come in. |
| 5 | Team Charter | Nicholas | 6:29 | * Nicholas has been in an employment program to help him get employment skills and certifications. Took a course called communication within teams, made him think of the board. Introduction of a team charter template. Put all the names together and once the committees are solidified they can be implemented. Includes member information, mission statement, purpose, decision making, commitments, conflict resolution. The board proceeded to complete the document. |
| 6 | Message from the Chair | Alex | 7:04 | * Get people more involved as directors. Any additional time we can put into doing activities is appreciated. Specifically, get committees running. Growth of the board. * **7:09 – Budget**, we’ve cut down on promotion by a half (6 thousand a year), $500 allocated to merchandise, various staff development costs built into agreement, minor spending on office supplies, photocopying ($1200), miscellaneous expense (around $17,000) in the 2017-2018 fiscal year, removal of a land line (this will decrease expense by a lot), $300 for board development, training, ect. * License and registration fees, membership fees ($2000), accounting and legal fees – at least $22, 000 probably more due to outstanding fees * Hilary brought up the idea of a credit card initiated by Ian. * Natalie inquired if there is a budget for fundraising. Use it wisely and reasonably. * **7:25** - Alex moves that we accept the preliminary numbers established. Hilary seconds the motion. Unanimous approval. |
| 7 | Motion to move in camera | Alex | 7:25 | Alex motions and Viktorija seconds. |
| 8 | Motion to move out of camera | Viktorija | 7:48 | Viktorija motions and Alex second |
| 9 | Adjournment | Alex | 7:49 | Alex motions, Viktorija seconds, unanimous approval |

# Agreed Action Points

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| **What?** | **Who?** | **Deadline** | **Status** | **Notes** |
| Meet and add people to the fundraising committee | Natalie Vasilivetsky | TBD | ongoing | Get a group together, and get things going. |
| Equity Training | Alex Green | TBD | ongoing | When the board is grown and more established, we must complete training to be skilled. |
| Follow up with the credit card | Alex Green | TBD | ongoing | Follow up whether there was a credit card, if it still exists, and inquiry about getting a new one. |
| NCRA/Station Support Outreach | Hilary, Scotty | Next Meeting | Ongoing |  |
| Cleaning Up First Edition of Team Charter | Nicholas | Next Meeting | Presently in Rough Draft |  |
| Find out about Campus Tours adding CFRU as location | Brenna | TBD | Ongoing | Get an inquiry from Michelle, report back by the next meeting. |

Note: Ask about the situation with Carey Chassles, what will happen with our space?