# Meeting Arrangements

**Location:** Virtual Zoom Meeting

**Date/Time**: Monday May 25th 2020, 7:15pm-9:00pm

# Attendance

**Invited:** Nicholas Cooper/Community, Natalie Vasilivetsky/Community, Brenna McCutcheon/Student, Alex Green (Chair, Treasurer), Scotty Heartz/Community (Staff Liaison),Abdul-Rahim Abdulai/Student

**Guests:**

**Regrets:** Hilary Dort/Community, Viktorija Arsic (Vice-chair, secretary),

# Agenda and Minutes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Agenda Items** | **Speaker** | **Time**  | **Notes** |
| 1 | Call to order | Alex G | 7:15pm |  |
| 2 | Approval of the agenda | Alex G | 7:15pm |  |
| 3 | Approval of previous meeting minutes  | Alex G | 7:15pm |  |
| 4 | Content Creation During Lockdown | Nicholas | 7:16 | * Broadcast with this tool (BUTT) is an application to conduct offsite broadcasting and recording software.
* With programmer having to produce their shows away from the station, they can use this BUTT program to broadcast live from home
* Must be used with at least one staff member
* Nicholas has volunteered himself – next Wednesday at 7pm (open block) for Nicholas to try streaming an hour of music from home
* Alex asked Nicholas to post it on Slack as a reminder for the rest of the board and staff to listen in and see how it runs
* Alex asks how full the schedule is now – it seems that there is a lot of open space
* **7:21** –**Point #2**
* Nicholas has recorded a music interview with an artist via Zoom, it was broadcasted on May 25th 2020
* From the recording there is also video content as well, with COVID coming around there is no content on the CFRU YouTube channel – it would be a good idea to have the video content be put on the YouTube channel
* Decide on a debut for the video to be posted – Nicholas is hoping to conduct more artist interviews as it would be a great way to allow artists voices to be heard during this time
* It is a work in progress still with assistance from Bryan
* This would be a good idea to conduct as it would provide more content for the station on our social media platforms.
* **7:28 – Point #3**
* Reached out to other stations to see how they were doing during COVID times – two stations got back to them
* Winnipeg station 101.5 FM UMFM– broadcasts at University of Manitoba – Jared McKetiak – station manager – said the station was in good position given the situation. They have 85% new content being put out each week. Programmers are slowly submitting new radio content pre-recorded, some can’t due to technical challenges, they have been told they may potentially return to their station after August 31st. UMFM is applying for the CRFC Technical Support Micro grant, which CFRU has already applied and was granted – this is what paid for the mics.
* Nanaimo station CHLY 101.7 FM – Victoria Island University (off campus) Jessie Woodward executive director – they have 50% of programmers brining new content. In BC they are in stage 2 of reintroducing the economy. They are not opening for volunteers until stage 3. They can give remote equipment to programmers. They are trying to work out a List, 60 minutes divided into 15 seconds each devoted to one local business to talk about what their doing. They have also been doing podcast editing, sometimes broadcasting those edits. Discussed fundraising – they have monthly fundraising through Donor Box and hold a fundraising even twice a year – biggest year bringing in $18,000-$20,000.
 |
| 5  | Report from Fundraising Committee  | Natalie | 7:39 | * Due to the student choice initiative and COVID student fees are not a reliable form of income – need to diversify our funding. two options: 1) speak with Andrea 2) summer student hire
* Summer student Hire tasks – fundraising, referendum campaign, social media, other tasks to help staff
* The sustainability office has brought in a lot of money through this student hire – Sam (the student) very boldly attempts to apply for grants.
* CSA referendum campaign still needs work – needs to find more information and correct wording. It’s a big committed task so we need someone committed to help. Is there a way we can do signatures remotely? In the past you cannot do anything online but that may change.
* Ideal student – fundraising and grant experience, knowledge of industry, connections to community, design content, have a student liaising with communication
* The government will provide 100% compensation of the wage of student employees. This means it would be beneficial to hire two full time students as it won’t cost us.
* Due to health and safety the activities of the students will be online.
* Additional fundraising ideas – workshops: staff can provide so many good skills that they can charge the public for. Community Brew with Royal City – we can make a CFRU brew and sell the liquor – sustainability did it and 50 cents per can when towards the club. It is money and advertising.
* Issue – the union may not let us hire students as it is taking a union job. The ideal situation would be to hire Andrea back, but we cannot afford that. The board should just hire these students and “let the staff grieve it after the fact” if they have an issue. If this matches Andrea’s position too closely that would become an issue.
* 8:12pm: Alex motions We motion to apply for funding to hire student/students for a fundraising and digital communications positions.
* Natalie moves the motion, Scotty seconds, the motion carries.
 |
| 6 | Board and Staff Retreat | Scotty | 8:18 | * The staff want to have a retreat, it would be nice for the board and the staff to meet virtually and talk. It would be more of a formalized meeting instead of a retreat.
* Scotty will make a google doc to get a consensus on what date and time works best for everyone.
 |
| 7 | CEBA | Alex | 8:25 | * CEBA (Canada Emergency Business Account) is a loan that can reimburse us with the money we have lost during COVID. It is interest free for the first year.
* Unsure whether we need the loan right now, it is an option should we find it useful.
 |
| 8 | Other business | Alex | 8:29 | No other business  |
| 9 | Motion to move in camera | Alex | 8:30 | Unanimous consent  |
| 10 | Motion to move out of camera | Alex | 8:58 | Unanimous consent  |
| 11 | Adjournment  | Alex | 8:58 | Unanimous consent  |

# Agreed Action Points

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What?** | **Who?** | **Deadline** | **Status**  | **Notes** |
| Put in a request to the gov’t for summer student hiring.  | Natalie Vasilivetsky | TBD | ongoing | Fill out a request form.  |
| Use the broadcast with this tool  | Nicholas  | TBD | ongoing | Use this to play music on air, the board tuning in.  |
| Get a group consensus of when to host the board and staff meeting (“retreat”) | Scotty | TBD | ongoing | Make a google doc for everyone to fill out the most convenient date and time.  |
| Strike up the health and safety committee  | Scotty & Brenna? | ASAP | ongoing | Set up a meeting to discuss possibilities for the fall season on how the station will function.  |