



## **CFRU Board of Directors Meeting Minutes**

### **Meeting Arrangements**

**Location / Type:** Virtual Zoom Meeting / Regular

**Date / Time:** Tuesday January 26th / 6:51pm - 7:39pm

**Board Attendance:** Abdul-Rahim Abdulai, Alex Green, Brenna McCutcheon, Hillary Dort, Janan Shoja Doost, **Natalie Vasilivetsky**, Nicholas Cooper, Sasha Radisic, Scott Hertz

**Additional Attendees:** Ian McDiarmid

**Regrets:** n/a

**[Quorum: >50% OR 4 directors]**

**Presiding Officer:** Alex Green (Chair)

**Secretary:** Nicholas Cooper & Scotty Hertz

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### Agenda and Minutes

#	Agenda Items	Speaker(s)	Time	Notes
1	Call to order	Alex	6:51pm	Quorum Reached
2	Approval of the agenda	Alex	6:51pm	Unanimous Consent
3	Approval of previous meeting minutes: December 14th 2020	Alex	6:52pm	Unanimous Consent
4	Financial Report	Abdul-Rahim	6:52pm	-Abdul-Rahim met with Ian to look over CFRU's finances for the financial year so far (August 2020 to now). -Generally, everything looks good and on course with projected expenditures and current revenues. -See full report below
5	Report from Hiring Committee	Natalie / Hillary / Janan	6:56pm	-The Marketing & Outreach director position was finally posted as of January 21st 2021. -It was posted later than wanted due to rewording the job description due to the vacant station manager position, which went between the Union with Chris' help -It is posted on CFRU's website, emailed out to the membership, shared on its social media platform, and on the NCRA website -LinkedIn was suggested as another place to post the job posting. Natalie will email staff for access to CFRU's LinkedIn account.

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				<p>-Scotty mentioned that Jenny suggested posting to Indeed. This will be looked into.</p> <p>-Charity Village is another place to share the job posting, and will be looked into.</p> <p>-Other than looking into other places to post the job posting, the committee will be waiting for applications, with the deadline set as February 11th 2021, and will begin the virtual hiring process</p>
6	Compliance	Alex	7:02pm	<p>-Alex had done research on incorporated compliance, and says that CFRU needs to work on meeting various compliance requirements, including creating policies and regulations and submitting reports</p> <p>-One policy in particular that needs to be made is the Anti-Harassment/Violence Policy. It needs to be localized to the station and to home-life (as home is considered a workplace during the COVID-19 pandemic lockdown</p> <p>-Reports that need to start being made are the annual workplace report and the employment hazardous report</p> <p>-CFRU is technically not compliant with the Ontario Business Corporations Act, but its fuzzy as we are a not-for-profit organization</p> <p>-Alex would like the board to find and bring up any discoveries of non-compliance that CFRU does not meet, so the station can address it to avoid potential fines</p>

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6	Other business	Alex	7:07pm	<p>-Nicholas has decided to take up the secretary officer position. Scotty, having taken the position on an interim basis, agreed to allowing Nicholas the position. There will be a transition period over a few meetings to allow Nicholas to learn and gain confidence in the position, with Scotty assisting. Secretary position transition to Nicholas</p> <p>-Natalie asking if anyone is going into the physical station at this time of the COVID-19 lockdown. Ian says Bryan goes in occasionally. Scotty goes in often to check that station is running smoothly. Ian goes in once a month to write a report. At this point in time, as it concerns health and safety at the station, having this minimal number of people going in is good.</p>
7	Motion to move in camera	Alex	7:12pm	Unanimous consent
8	Motion to move out of camera	Alex	7:36pm	Unanimous consent
9	Additional business	Alex	7:37pm	<p>-Natalie wanted to know the current state of the station restructuring is at. Not much can be put into effect in the restructuring when the staff is apart and not in the physical station. The Labour Management Committee will set up a meeting to discuss how to proceed with the restructuring</p>
10	Adjournment	Alex	7:39pm	Unanimous consent

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### Current Action Points

What?	Who?	Deadline	Status	Notes

**Secretary Signature for Approved Minutes:**



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### Financial Report:

#### University of Guelph Radio - Radio Gryphon CFRU 93.3

#### Income Statement 09/01/2020 to 12/31/2020

	ACTUAL 2020	FORECAST	ACTUAL YTD	%YTD
Student Fees	301,794	366,836	186,884	50.9%
Fundraising and Donations	2,886	250	1,259	503.6%
Government Grant	2,779	0	0	0.0%
Miscellaneous Revenue	2,000	250	0	0.0%
Advertising	1,460	1,000	695	69.5%
<b>TOTAL REVENUE</b>	<b>\$310,918</b>	<b>\$368,336</b>	<b>\$188,838</b>	<b>51.3%</b>

Salary and Benefits	169,823	244,250	64,327	26.3%
Professional Fees	24,319	11,000	1,027	9.3%
Promotions and Events	825	6,500	129	2.0%
Subscriptions, Licences & Registration	7,671	11,000	2,000	18.2%
Technical Equipment & Software	9,041	5,000	1,434	28.7%
Telephone	5,236	5,500	1,870	34.0%
Capital expenditures	0	10,000	1,908	19.1%
Insurance	5,040	5,100	0	0.0%
Staff/BOD/Volunteer Development	151	5,800	50	0.9%
Office	435	1,200	627	52.3%
Travel	682	650	0	0.0%
Bank Charges	159	150	46	30.8%
Repairs & Maintenance	46	400	214	53.5%
<b>TOTAL EXPENDITURES</b>	<b>\$223,429</b>	<b>\$306,550</b>	<b>\$73,632</b>	<b>24.0%</b>

<b>SURPLUS / (DEFICIT)</b>	<b>\$87,489</b>	<b>\$61,786</b>	<b>\$115,206</b>	
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