



Board of Directors Meeting Agenda

Date:	Monday March 31st, 2025
Time:	6:00 pm This is a Hybrid Meeting In person at UC Room 332 Online at: Join Zoom Meeting https://us02web.zoom.us/j/87991919477 Meeting ID: 879 9191 9477

Call to order.

Approval of the agenda.Motion to approve agenda - Mike, Second - Amir

Approval of previous meeting minutes.[not submitted yet]

Committee Reports

Attendees: Chelsey Edwards, Josh Gonzales, Amir B, Sharon H, Olivier S, Rickky S, Christopher (staff), Odesia (staff), Jenny (staff), Emily (staff), LongFei (online), Mike A (online), Ian M(online), Samir Baijal (online)

MEETING ADJOURNED AT 8:30 PM.

Agenda Item	Purpose	Lead	Duration	Motion
New Meeting Date	The current date does not work for some board members	Chelsey	10 mins	Motion - to change our meeting dates to 2nd of Thursday of each month from 6



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				pm to 8 pm - Chelsey Second - Josh
	<ul style="list-style-type: none"> • A new date that not Monday would be best • Change the timings as things come up. • If you're not able to make a meeting, as long as quorum is met, that's all. • Please inform the Chair/Admin if any meeting cannot be attended. 			
Request from a staff member	Alex has requested a extended leave of absence	Chelsey	15 mins	Board approves of the extended time off for Alex
Notes	<ul style="list-style-type: none"> • Read the request here • Job posting for Board to review: <ul style="list-style-type: none"> ■ DRAFT JOB POSTING: TEMP MUSIC DEPARTMENT L... ○ Out of Alex's 35hrs <ul style="list-style-type: none"> ■ Emily taking 10hrs ■ Christopher taking 5hrs ■ Jenny taking 8hrs until hiring occurs, then taking 2hrs • Collective Agreement: <ul style="list-style-type: none"> ■ Collective Agreement_(May 1, 2016 to April 30, 20... ○ Contains Music Director job description in the end appendix • It would be more right to honor the Music Director's time here at the station and therefore approve the leave. • Board member asked about the new job needing approval from the board to add a temporary Music Director • Documentation and work with CUPE is required before any postings can be done. • A posting document has been drafted by staff. • Approval from the board for the leave is needed as first steps before union level work and then contract extension for the Music Review job. • It was clarified that this is a unionized position because the contract is above 3 months in length. • Voting suggested via Slack to make the processes work faster. 			



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	<ul style="list-style-type: none"> • It was suggested to review it again and approve it here but that the meeting may go over. It was added that staff are unsure of how long they can operate without the Music Director. • It was brought up to the Board if they can review it by the end of the week. • It was clarified that the position did not change completely - a shift from the Music Review position previously placed up. • It was mentioned that a full review is needed and that nothing new was added that is outside of the position's original purview. • It was added that because some of Alex's leave is vacation days some pay will be given both ways. • Contact with the CUPE has been initiated: the procedural elements take extra time and thus making requests to look over this to speed on processes is fair. • No comparisons to be made- the new role adds responsibilities not maintained by other staff that are the Music Director's purview. • Staff shifted hours and duties during staff meetings whilst figuring out this file. • End of Friday was suggested: approved. • Two documents: job posting and the Memorandum of Understanding. • Email communications for continuing - questions to programming@cfriu.ca. • 2 hours taken from the Music Director and 1 hour added to Volunteer Coordinator - in the Memorandum of Understanding. 			
Agreement with the University over UC space	Recurring item	Emily		Motion - approve the new UC license agreement with the acknowledgement that other agreements will be pursued with the



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				universi ty. MOTIONER : Ricky SECONDER : Josh
Notes	<ul style="list-style-type: none"> • Board needs to review/approve/add any questions or concerns/follow up with Mike. • Report from the meeting was created by the Administrator and shared with the Board. • A couple of options left for the board but this is the final draft, edits may not be feasible. • If things really need updating the board may bring it up but the deadline is April and so any update must be brought up as soon as possible. • If there is an audit for space use the CFRU Station meets the requirement to not have its office revoked. • Physical Resources maintain the Glengarry Building antennae for whom a contract may be needed. • Human Resources maintain our cross-paycheck system and so a contract with them may be needed. • It was brought up that the University Centre cannot handle the antennae - East Residence may be fine with a verbal contract but communications may be required. • In the past it was a "comprehensive agreement" that handled the Human Resources, UC, and East matters. • More pressure on the UC to build up space for the students thereby requiring more accountability on their end. • VP Finance Office is the higher office to communicate regarding such matters - for a comprehensive plan it may be the better contact. • A Board Member asked for permission to investigate to make sure nothing happens to the antennae or the station office. • Interdependent on each of the items - strongly encourage that the UC, antennae, and HR items be resolved. • Looking into maintaining Radio Gryphon's interdependence. • To keep Radio Gryphon safe, if the Board is OK with the blanket agreement for the UC, that Radio Gryphon now moves to attaining a comprehensive plan to ensure an overarching agreement with the University to secure the station and the interdependence relations that support it • sambaijal@gmail.com to request more information on contract accumulation/creation (HR/Physical 			



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	Resources) <ul style="list-style-type: none"> It was asked if the prior agreement upholds the "comprehensive agreement" that involves the antennae and HR. The "HR limbo" is okay with staff until the system is secured. (To be prioritized) Items in the contract may be extended depending. The agreement will be signed and sent off. 			
Student Fee Committee	Recurring item			
Notes	<ul style="list-style-type: none"> Nothing to report! Does not have to be reoccurring - a once per fall item. 			
Finance	Monthly finance update	Emily		
Notes	<ul style="list-style-type: none"> Finance committee met last week and went over the banking report. Discussion of salary breakdown if the Music Director leave is approved and so there may be an upcoming salary overlap in future reports. Travel is higher than last year because of higher expenses in the 2023-2024 year thus leading to bigger expenses planned on that end. Forecast levelled with January - looking for ways to spend money to move forward with the surplus. The committee has discussed freezing the student fee - to not raise it with the inflation level and maintain the surplus low. To be decided in the summer months. Most promotion expenses increase in August. 			
Committees	Where each board member will be placed	Emily		
Notes	<ul style="list-style-type: none"> File for determining committees: <div> <div></div> <div>Committees for review and comment</div> </div> Required for Board Members to make their choices. Choices were made / assigned. Ensuring the nominations committee is filled in because it is an important committee. Suggested to merge the nominations committee into the employment (equity) committee. By Friday board members should pick their committee otherwise the Chair and Administrator will place people as necessary. 			



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	<ul style="list-style-type: none"> Suggested to activate the nominations committee as the board is currently not at full membership. 			
Board Agenda Follow Up	assigning a follow up person from the Board for agenda items	Emily		
Notes	<ul style="list-style-type: none"> A person to ensure that the items written in the Agenda are followed up with. The Staff Liaison has chosen to be the Board Agenda follow-up coordinator. Requested that Board Members take up responsibilities and share their progress. These reaching outs should occur in the halfway point. Not a report - just an email to make sure everyone is on schedule. 			
CRA Authorization	A board member needs to call the CRA to grant Emily authority to make changes	Emily		
Notes	<ul style="list-style-type: none"> The Chair has chosen to take up this responsibility. Discussions over next steps. Half an hour call. 			
Anti Oppression Training	For folks who could not join the in person	Emily		MOTION 150 dollars to cover the cost for the training MOTIONER : Chelsey SECONDER : Mike
Notes	<ul style="list-style-type: none"> Link to training module: https://shop.wsps.ca/products/work-place-harassment-and-violence-prevention-for-designated-recipients-and-employers General Ontario Work and Safety training that is 3 hours long. It contains tests - where the 3 hours are included - and is an accredited and approved training. Board members to please take this training. It costs money (~50 CAD) and thus requires budgeting from the Finance Committee. To be done by June 1st 2025. 			



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	<ul style="list-style-type: none"> • Emily Aimola to send Board members a link to the Anti-Oppression Training • Board members pay and then will be e-transferred back the amount once receipts are received by the Administrator. 			
Communications Plan	If we get contacted by outside organisations / stakeholders relationship building	Emily		
Notes	<ul style="list-style-type: none"> • If there are no questions or concerns from Board Members this may be skipped. • Documents and a form to help ease onboarding information. • The Board Members should review this if not done so yet. • Creating a Partnership committee was suggested. • Two documents to review <ul style="list-style-type: none"> ◦ PUBLIC COMMUNICATIONS for Board review ◦ https://forms.gle/KDhg5sPBznRHSGCSA for Board review • This is a tool that the Board can use when public/campus organizations reach out to work with CFRU <ul style="list-style-type: none"> ◦ Staff would send out a link to form & a copy of the communications policy to any interested organizations that connect with us. Board would follow up with entries. 			
Per Diem for Board Members		Jenny		



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Notes	<ul style="list-style-type: none"> Email from Jenny - At the OPIRG AGM Omorowa mentioned that there is a per diem for Board Members. Adding a per diem for Radio Gryphon - a per diem is a sum granted to a Board Member who misses paid time to make up the money. Creating such a policy for the Radio Gryphon Board to compensate Radio Gryphon staff and/or potentially volunteer Board Members who miss work. Look at the OPIRG policy to figure out the logistics: OPIRG Per Diem Policy. This has been suggested to be made part of the Visioning Meeting and something to be added to the Bylaws - a legal item. To be left for future business items - Board Members to review. (Add comments in the document if need be). 			
Visioning Meetings	When will we set a time for working on our board vision for 2025	Emily and Chelsey		
Notes	<ul style="list-style-type: none"> Board specific visioning session with all Board Members present. Necessary to get a full board to keep business moving. This would be a place to discuss items such as files, etc. Multiple such meetings - concern over hybrid possibility as it may be difficult. It would be helpful for staff to file priority forms so they can be properly considered. Huge surplus - to defer to the finance committee as to when it is getting too late for visioning. Emily Aimola to create a form for staff input - Board to review anonymous input Bring up if anything spending-wise is urgent to the next meeting. Questions about availability. A When2Meet for May-June to construct a board visioning session. 2 separate visioning sessions: board + staff and board alone. When2Meet does not allow past May 3rd; moving to Google Forms. 			
Request for	Jenny and Christopher	Christo		MOTION



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vacation day use extension	requesting Board approval	pher		that they have until December 2025 to use the carry-over vacation days. MOTIONER : RICKY SECONDER : MIKE
Notes	<ul style="list-style-type: none"> • Chair moved this up to go before the Visioning Meetings item. • 20 vacation days per year for every year a Radio Gryphon staff member has been staff; they add up and extend over the year. • Absences have made it difficult for them to utilize the vacation days and thus are asking for more time to use the days. • Request for a 4 month extension to use up the vacation days - suggested 6 month extension. • If the vacation days are not used, due to much carry over, it resets and some are lost. Thus looking to use 17 to 18 vacation days so they are not lost. • 4 Months to use the vacation days changed until December 2025. 			
Other Business				
Notes	<ul style="list-style-type: none"> • File Systems Shifting (FSS) <ul style="list-style-type: none"> ◦ Possibility of Legacy Drive. ◦ Discussing drives management at a visioning session. • End of the semester party for all the CFRU folks <ul style="list-style-type: none"> ◦ Community-building is important. ◦ Idea of monthly CFRU volunteer meetings to go over what volunteers are doing as weekly meetings may not make sense due to volunteer size. ◦ Possibility of having a dance party at the end of the year. ◦ Possibly having volunteers for the volunteer party as volunteers like showing up where there is a job to do. 			



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	<ul style="list-style-type: none">o Suggested an Event Creation committee - refuted that the Fundraising Committee handled event construction.o The Fundraising Committee may become Event Creation as funds are secured for the moment.o Postponed to the visioning session.o Running a social event by asking people to go to a show instead of an officially planned CFRU item.o Bring up the Arboretum's engagement assets to the visioning session.
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