



## **AGENDA – AGM Board Meeting 13<sup>th</sup> October 2019 – RoxFM station**

1. **TIME Open and Welcome:**  
Opened By Stuart Edwards Chair

2. **Present:** Attendance Form  
Stuart Edwards  
Milly Breward  
Rene Ayala  
Junita Lyon  
Sandy Sumsion  
Rod Henderson  
Sarah Curtis  
Adrian Friedel  
Melody Crocker  
Stephen Crocker  
Jane Gloster

3. **Apologies:**  
Milton Holmes  
Elizabeth Christianson  
Charles Nzamba  
Sienna Deano

4. **Minutes of Previous Meeting:**  
Motion put to adopt the minutes of the Annual General Meeting held to be accepted as true and kept as an accurate record

Moved:	Seconded:
Sandy Sumsion	Adrian Friedel

5. **Chairperson's Report:** Stuart Edwards

Chairman's Report – AGM October 2019

I would like to thank all volunteers and members who have contributed towards the ongoing maintenance and operation of RoxFM over this past year.

I would also like to thank each of the current and past Board members for their enthusiasm and commitment to RoxFM throughout the year.

Each Board member has significantly contributed to keeping progress on track with regards to improving RoxFM's long term sustainability.

I thank Milly for all the work in relation to managing RoxFM's finances, including providing timely reports and making changes to banking and reviewing expenditures along with recommendations, and of course the other help putting in so much personal time into station management.

I also thank Junita as the Board Secretary for the timely and accurate minute taking, and enthusiasm and fact finding in attending other radio stations, the annual conference in Adelaide and also all of the additional efforts put in to keeping the station running smoothly.

I am also grateful to Rene for joining the Board earlier this year as Vice Chairman, your contributions have also been invaluable to getting RoxFM in a stronger position than it was.

Thanks also go to Adrian Friedel, David Brown and Craig Sumsion for going beyond expectation in volunteering time and effort keeping the station running, along with all the other support from all of the members and volunteers throughout the year.

We have come a long way in a short space of time.

It was only 6 months ago that the station was in crisis financially and some difficult decisions had to be made, in order to prevent insolvency.

Unfortunately this included the conclusion that RoxFM could no longer afford to employ a full time station manager and the RoxFM Van was considered to be an under-utilised asset which was sold to further reduce overhead costs.

The combined effect of reducing outgoing expenditures had an immediate effect on improving the ongoing fiscal viability of the station and this has continued to improve.  
The Board also worked on strategies to improve on income generation and we have a new fee structure for sponsors along with new sponsor agreements being developed.  
We have more shows and presenters today than we had one year ago, our financial position going forward is significantly improved and work on the strategic and business planning processes has commenced which will further help to place RoxFM in a solid financial position in the long term.  
We intend to employ a person on a casual basis in order to boost sponsorship engagement and we are investigating options for an apprenticeship/trainee position in the near future.  
The Board has also commenced investigating the feasibility of increasing the broadcast range, with a goal to reach Andamooka in the near future.  
RoxFM social events were held during the year and it is planned to have more regular gettogethers for all members and volunteers in the future.  
I am excited for the future of RoxFM and with the continued support of our sponsors, the Board and Members, along with a more stable financial position, I am certain that RoxFM will continue to improve and remain to be seen as an integral part of Roxby Downs by the community in the coming year.  
Stuart Edwards

Moved:  
Stuart Edwards

Seconded:  
Rene Ayala

7. **Secretary's report:** Junita Lyon

RoxFM was invited to attend the SACBA (South Australian community Broadcasting Association) conference. I went along for the 2 day conference where I was able to talk about RoxFM and hear about other stations achievements which I documented in a report for the board. I networked with various support people and other radio station representatives within our region and across the state. Rules and regulations are very important and must now be followed our paperwork must be up to scratch. Re strategic plans finances and meetings and constitution

SACBA have equipment banks that are now available and I received some tips on what we can apply for when it comes to grant funding.

I also attended the bilby awards while there and would encourage RoxFM submit a few shows next year to the Bilby Awards.

Tim Borgas from SACBA( South Australian Broadcasting Association) is to join us here in Roxby Downs on a night visit next week to guide us, support and help us through any issues we are facing .

We have 3 moderators on the RoxFM Facebook page Sarah Junita and Charles, so I'm hoping you to start publishing information about upcoming shows. Roxby Downs is keen on Facebook it's the perfect opportunity to ramp up even more visitors to the page so that shows get even more listener engagement

At present I am learning about the website and hoping to find someone else to help me so I can keep it updated as we have been getting a lot of people now using our streaming network across the country and the world. It's a bit of a challenge and I have just started a bit of training although it's taking me a bit longer than I anticipated. If anyone else here has knowledge of the website we have, I'd appreciate hearing from you.

Moved:  
Junita Lyon

Seconded:

8. **Treasurer's Report:** Milly Breward

Milly presented the financial reports to end of financial year 2019.

- Profit and Loss 2015-2019
- Balance Sheet 2015-2019
- Budget Summary Oct 2019 to Jun 2020

She discussed using book keeping package Zero. Explained how she is catching up after finding many problems with the bookkeeping and bill paying. It has been a difficult 6 months but she has been able to pull together the accounting package and banking.

Petty cash had no records and has now been sorted and a new record system is now in place.

Banks have been moved with the help of Sandy Sumsion.

Milly discussed the poor financial position we were in when she took over as treasurer and the problems we were financially facing due to finding out payments had not been made for superannuation and Tax payments. By selling some of the stations assets the superannuation has been paid. She is negotiating a payback plan to the ATO for moneys owed.

Milly has developed a budget that should help sustain the radio station and hopefully employ a new staff member for 10 hours a week dedicated to creating sponsorship and funding for the station. The new person will need to be the face of RoxFM

She also thanked the long term sponsors

- Auto Pro
- Baker
- Grease Macs
- Raine & Horne
- Club

	Accepted:	Seconded
Milly		Stuart

9. **General Business:**

Sandy asked about the paperwork in financials about the Van and Milly followed up and let everyone know it will be in next financial report as it was sold after the financial year.

Jane Gloster offered assistance to Junita to help the station with funding.

We had a discussion on the strategic plan that Stuart is working on a present.

Apprentice and traineeships also discussed regarding CEG-MEG and Sandy explained how that the candidates would need to be supervised on worksite.

Milly discussed new staff member would be the person responsible to ensure all promos are kept up to date

Discussion on whether some promos were actually getting old and would need to be checked out that information is correct. Check to see if Doug Winfield is still happy to be face of CFS

Current and updated information regarding Rotary is to be part of committee services.

Plans for a social gathering were discussed and Sandy invited us to her place for entertainment

Jane Gloster let us know she had not had a renewal form for membership in a couple years so Milly will update all membership forms and send them out.

Sandy discussed the need for a specific time each year that that will become a membership period which Jane said can be found in constitution.

Volunteer award will now start up again.

Discussion on Bilby awards at the SACBA presentations for next year. Areas such as OB broadcast, popular show, community program.

RoxFM will have a float in Christmas pageant and look into having a stall.

Induction to station a priority in future as new staff and volunteers need clear expectations.

10. **Election is open**

Documents filed with Secretary

- Returning officer non board member Jane Gloster
- Sarah Curtis new Board Member Nominated by Stuart and Accepted
- Stuart Edwards Chair Nominated by Rene and Accepted
- Milly Breward Treasurer Nominated by Stuart and Accepted
- Rene Ayala Vice Chair Nominated by Sandy and Accepted
- Junita Lyon Secretary Nominated by Milly and Accepted

11. **Immediate Actions**

- Paye off current dept with RTO monthly
- Complete strategic plan
- Christmas Pageant and stall
- Staff and volunteer search
- More funding opportunities to find
- Meet with Tim Borgas from SACBA
- Find new sponsors and memberships
- Bilby Awards and volunteer awards
- Website update
- Facebook ongoing

11. **Close Meeting:**