



## **AGENDA – AGM Board Meeting 31<sup>st</sup> October 2020 RoxFM 105.5**

**1. TIME Open and Welcome:**

Chair opened meeting 12.03.

Those present in the room signed the Attendance Sheet.

**2. Present:**

Stuart Edwards

Leah Caden

Milly Brewards

Junita Lyon

Sarah Curtis (zoom of site)

Jane Gloster

Sandy Sumsion

Stephen Crocker

Vicki Mason

Craig Sumsion

**3. Apologies:**

Melody Crocker

Vicki Mason for late arrival

**4. Minutes of Previous Meeting:**

The minutes from 2019 were handed out for all to read.

Accepted:

Milly Brewer

Seconded:

Stephen Crocker

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

The Chair thanked the RoxFM board and all members and volunteers who had put in significant time and effort over the past year to improve RoxFM. This in turn has enabled a larger variety of shows and sponsors. The grant funding this year has allowed station backup and mobile recording capabilities.

The main goal was to get RoxFM into a better financial position and the chair was pleased to report that the 3 year operating losses were turned around with 2019-20 financial year showing \$15K surplus which he felt was remarkable in such a challenging year.

The board he said would need to continue to focus on improving that this year to fund replacement assets which are coming to end of life.

Improvements have been put in place The RoxFM website has had a revamp and we have acquired some new studio software. The Facebook page has increased the numbers of posts. RoxFM Facebook reached 2181 people during the live Anzac day page with regular post now reaching around 250.

Improved automation of the process such as sponsors messages and uploads has reduced the reliance on volunteer's times for background station management.

The business strategic plan has been developed and includes a revision to the fee structure.

Overall the past year was challenging but successful and the Chair looks forward to a continuation towards financial sustainability in the coming year building on the momentum achieved over the last year.

A thank you was then acknowledged to sponsors old and new and ongoing supporters who help navigate the year and continue to build RoxFM.

Accepted:

Junita Lyon

Seconded:

Milly Breward

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

Milly explained how she had had a very busy year as Treasurer for RoxFM and handed those present our financials to look at and explained how it had been a busy year

Jordans super of \$9,182 plus interest and fines which made it \$10,479 were paid in due with the help of selling the van for \$8000. We also started the year with an ATO dept of \$36,797 for non-payment of PAYG since Jan 2017. This breaks down to \$23,023 for unpaid PAYG and interest and fines for not submitting \$13,769.

A payment plan was worked out at with the ATO in November 2019 and regular payments of \$1,026.80 are being made monthly. At the end of the financial year payments equalling \$8,208.64 had been made while being charged \$1316.36 interest. These payments will continue for two years at current rate. As of the 31<sup>st</sup> October 2020 we owe \$27,334.03 for outstanding PAYG interest will be added.

Milly has minimised expenses as much as possible the main expenses at RoxFM

- Insurance
- News Streaming
- Telephone (now changed from Telstra to Aldi sim)
- Subscriptions CBAA, ACMA, APRA and SACBA

There have been no wages this financial year with the board involved in the everyday running of RoxFM in a volunteer capacity.

Milly gave a major thanks to the council who without their support we would not of survived they allow us free rent with no bills.

Money was also spent on Junita attending The SACBA conference to Network and highlight RoxFM.

During 2019-20 RoxFM received two grants totalling \$12,000. Our major operating grant from Roxby Downs Council and a small one from CBF as a quick response grant for equipment, software and remote broadcasting microphones and socks cleaning services and supplies for the \$2000 given.

For 2020-21 we have received a further grant from CBF for \$5000 for operating costs, remote recording device and software for Andamooka and some future training.

Milly discussed the new website she has set up with Jamie for RoxFM and how we would save a lot of money hosting it ourselves at a level we can afford. The old CBAA website was no longer of use and would no longer be looked after by the host so a change had to happen.

Merchandise sales had 14 Tshirts purchased and we will look at new merchandising strategies in coming months

A new asset register will be developed over the next few months.

We also received \$175 in donations from BHP for CSIRO local Voices. Milly thanked all our volunteers, sponsors and memberships and called out a big thank you to Melody Crocker for cleaning the studio on the days she was there.

All members were given a hard copy of the report that outlines memberships and sponsors and all appropriate financial documentation and we recommend you look through them.

Accepted:

Stuart Edwards

Seconded:

Stephen Crocker

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

Junita introduced herself to those present at the AGM and talked about meeting CBF management to chat about our finances and operations and to get an insight on what we needed to booster our hopes of getting funding.

Due to covid she has stayed in the background due to her cancer and oncologist recommendation so joined the monthly meetings via Zoom or Teleconference.

Junita enjoyed undertaking some free training that was offered online to her by CMTO (Community Media Training Organistaion) and was paired up with an industry trainer Grace Pashley 4ZZZ Brisbane. The mentoring program was around policy and procedures and during that time they reviewed the policy's RoxFM have. It was determined that they were very well written and acceptable. A thankyou went out to Jane Gloster who was involved in writing them. A new policy was added on sexual harassment.

Networking and learning from others across the country guided by advice from Dean Linguey CBF grants administrator and CMTO Charlotte Bedford were at the bedrock of her networking.

The role of secretary was to also make sure RoxFM members were informed about Covid19 policy from SACBA about protecting volunteers and social distancing, and to make sure all our volunteers have our policies as part of a new induction process. Junita thanked the board for all their hard work

Accepted  
Milly Breward

Seconded:  
Leah Caden

## **8. General Business:**

Open for discussion- Looking to the future

### ***Programming***

We talked about new shows and how it's been a good year with new people joining RoxFM airwaves. Milly told us we can Link Facebook to the website and much more. Leah said she uses Instagram so can promote on that social networking tool so everyone seemed happy to support our Facebook page. Stuart talked about setting up a YouTube channel as well. So we will discuss a new social media policy to help at the next special meeting which will be called shortly.

### ***Employment of Marketing person/Volunteer /Station Assistants***

During recent board meetings it was decided to employ a staff member who had just come on the team as a volunteer, to help us improve our marketing ability. Stuart mentioned that a three month position will be locked in. If the new paid staff member is unable to complete the tasks in the job description we don't end up in financial difficulty again..

Bryce Gates applied and the members of the board that interviewed him were happy to have someone that may help us move forward. He is long term local has the right skills.

We talked about how Bryce would need to understand what he is selling before he does his pitch During the AGM it was suggested we tie in a sponsorship meeting with Bryce Gates.

### ***Funding opportunities and sponsorship***

We will still have to apply for funding and we hope Milly's concert goes ahead.

There was discussion around where the venue could be by the members and the racecourse was suggested because it has everything we need and people can get home. We have decided there should be further discussion about it.

There was a good discussion on ads for our sponsors that needed to be updated and Stuart said it would be Bryce job to create new ones. It was mentioned he should check all copyright rules and maybe have a chat with SACBA Tim Borgas who can be off assistance to him.

Sandy mentioned that Raine and Horne donate moneys to community functions for events each year and that we should apply so we can purchase a piece of equipment for the studio something that is tangible.

Funding opportunities were discussed with next round through BHP with Jess Casey (not sure of last name sorry)

Sponsors should also be members

### ***Membership***

With membership we found in the discussion at AGM that we have missed the mark a bit on this, with Jane saying she did not have membership renewals sent for 3 years. A folder has gone missing over the years that had all the past names who we should be reminding to come back and build further on new memberships. Discussions on this will need to be discussed further.

Vicki and Sandy gave us some names to try and mentioned our local politicos Rowan Ramsey and Eddie Hughes and Goodline

### ***Strategic Plan***

With a strategic plan a work in progress it was suggested we also put together a social media plan. Which as we have seen is a great idea with the growth of the social media platforms becoming part of the main media world and Milly suggested people had a dedicated week to look after the facebook page. We would need ideas on how we do this to cover all programming. This also we will discuss at next meeting

### ***Studio Code***

We have decided not to turn on the alarm system till we can purchase a new one it has run its course and is being a problem for many.

### ***General Discussion***

Leah lets us know we a new phone in the studio the one there is crackly

Pre-Christmas get-together dates to be shared and chosen amongst the board by giving 3 dates.

Diary was updated by Sandy and Vicki had hygiene covered.

Review of fees

Junita received a recorder for Andamooka and will create a sign in sign out document.

## 9. Election is Open

We moved a vote to thank Jane Gloster our public officer for all her years of support and encouragement and to thank her for making sure RoxFM had a great constitution and excellent policies. We are grateful to her.

We also said goodbye to Sarah and thanked her for her years of support on RoxFM as presenter and Board member

### ***Documents given to Public officer for the voting then passed to Secretary***

- New Public Officer to be appointed - Sandi Sumsion -Accepted
- Rene Ayala – Board Member Nominated by Stuart Edwards- Accepted
- Melody Crocker- Board Member Nominated by Stephen Crocker -Accepted
- Vicki Mason – Board Member Nominated by Sandy Sumsion -Accepted
- Stephen Crocker- Board Member Nominated by Melody Crocker -Accepted
- Junita Lyon –Board Secretary Nominated by Stuart Edwards- Accepted
- Milly Breward – Board Financial officer Nominated by Junita Lyon -Accepted
- Leah Caden – Board Vice Chair Nominated by Rene Ayala -Accepted
- Stuart Edwards – Board Chairperson Nominated by Milly Breward -Accepted

Congratulations to all Nominees welcome to the RoxFM Board of Management

## 10. Immediate Actions

- Call special meeting so that we can discuss future Actions as per AGM discussions
- Invite Bryce to special meeting
- Sponsorship/membership/corporate definitions
- Discuss further the Christmas dates and venue and lock them in to share to our volunteers.
- Junita to complete minutes and send