



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

### **Meeting Arrangements**

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**Location:** Room 430 University Centre

**Date/Time:** Thursday, August 29, 2013 at 5:00

### **Attendance**

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**Invited:** Peter Bradley (Station Manager) [2011], Barry Rooke/Student (Chair/Station Manager) [2014], Andrea Patehviri/Student (Vice-Chair) [2014] Hong Lam/Student (Secretary) [2014], April Clyburne-Sherin/Student (Treasurer) [2014], Kathryn Harvey Community/Faculty [2014], Ron Gaskin/Community [2014], Karen Kew/ Community [2014], Gabriel Ene/Student [2014], Kurt Hundeck [2014]

**Regrets:** Kathryn Harvey, Gabriel Ene, Peter Bradley

**Absent::** Kurt Hundeck

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### Agenda and Minutes

#	Agenda Items	Speaker	Time (mins)	Notes
1	Call to order	Barry	05:16:00	- bit of an introduction with Ron on Skype
2	Approval of the agenda	Barry	05:19:00	<ul style="list-style-type: none"> <li>- changes to include New Member Nominations and moved Station Manager Appointment to 7 from 10</li> </ul>
3	Approval of previous meeting minutes	Barry	05:19:00	<ul style="list-style-type: none"> <li>- no minutes to approve; will approve July's minutes in next board meeting</li> </ul>
4	New Member Nominations	Barry	05:20:00	<ul style="list-style-type: none"> <li>- nominate Adam Dams. Onto board to provide insight of past processes. Will remain until November. Not planning to join committees</li> <li>- Goal to remain for quorum and help with Board visioning</li> <li>- Motion: to appoint Adam Dams to the CFRU Board of Directors of which his term will complete at the AGM in November</li> <li>- Passed</li> </ul>
5	Message from the Chair / Welcome to new members	Barry	05:26:00	<ul style="list-style-type: none"> <li>- things have gone smoothly, although there is still a lack of members on the board – but we are still pretty strong going forward.</li> <li>- We acted swiftly and decisively around the station manager leaving</li> <li>- The Board officially gives thanks to Peter Bradley for his contributions to the CFRU station</li> </ul>

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				<ul style="list-style-type: none"> <li>- Barry will be resigning as Chair/Board Member – but the board will still have quorum</li> </ul>
6	Interim Station Manager	Andrea	05:33:00	<ul style="list-style-type: none"> <li>- information around station manager:               <ul style="list-style-type: none"> <li>- On Friday August 9<sup>th</sup>, Peter sent his resignation to the BoD Management Committee for September 30<sup>th</sup>,</li> <li>- Management Committee had emergency meeting on the 9<sup>th</sup> to discuss options</li> <li>- August 12<sup>th</sup>, the rest of the board (Andrea, Hong, Ron-over-Skype, Karen, Kurt) met and discussed the interim station manager and the roles that it would have</li> <li>- After the meeting, Andrea met with Peter and discussed with Ron-over-the-phone that recommend the hiring of Barry                   <ul style="list-style-type: none"> <li>- Later that night, Andrea sent out an email to the board that Barry will be primary candidate to Interim Manager</li> </ul> </li> <li>- August 13<sup>th</sup>, Barry has confirmed over the phone that he will be available to be Interim Station Manager, but will operate in his official role as chairman of the board in Peter's outgoing transitioning until the official start period of the Interim Manager.</li> <li>- Exit interview was conducted with Peter, on August 19<sup>th</sup> with Hong, Andrea and</li> </ul> </li> </ul>

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				Barry
7	Station Manager Appointment	Andrea	05:46:00	<ul style="list-style-type: none"> <li>- Motion: Hire Barry Rooke as Interim Station Manager in a probationary time frame, until December 1<sup>st</sup>, in which at that time the board will decide whether to continue the Interim Station Manager position.</li> <li>- Note: Management committee will look into the development of the Interim Station Manager contract and further details – in which Barry Rooke will have to sign and confirm</li> <li>- Motion passed</li> </ul>
8	Station Manager Report / Financial Report	Peter	05:54:00	<ul style="list-style-type: none"> <li>- Peter is not present for the report</li> <li>- Financial report is done, but nothing too important to discuss</li> </ul>
9	Audit	Barry	05:56:00	<ul style="list-style-type: none"> <li>- Audit has been completed and paperwork is in the hands of the auditor to sign off, and will be back within a week or two</li> <li>- can start planning AGM within the next meeting once Audit is done</li> </ul>
10	AGM Date and Location	Barry	05:57:00	<ul style="list-style-type: none"> <li>- Barry recommends first week of November</li> <li>- decision on location needs to be accessible, hold at least 50 people</li> <li>- Possible meeting times: Monday November 4<sup>th</sup> at 6:00 for reception, 6:30 to start</li> <li>- Discussion on location: should board schedule a location, or have Barry talk to staff for ideas, or rent out a room</li> </ul>

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				<ul style="list-style-type: none"> <li>- Motion: to hold AGM at November 4<sup>th</sup> at 6:00 for reception 6:30 to start</li> <li>- Barry shall discuss with staff in terms of location</li> </ul>
11	Board Executive	Andrea	06:03:00	<ul style="list-style-type: none"> <li>- chair has just left, Staff liason is Kathryn Harvey, and</li> <li>- Andrea self-nominated to be Chair</li> <li>- Board confirms that Andrea can be the Chair</li> <li>- with the position of Vice Chair open now, possible candidates for that position can be Karen or Ron or Kurt</li> <li>- decision for Vice Chair is defer to the next meeting</li> </ul>
12	Money for Board Members	Andrea	06:10:00	<ul style="list-style-type: none"> <li>- possible to spend \$25/month for members to attend meetings</li> <li>- every 6 months, the board will pay the costs of the past 6 months</li> <li>- Another possibility to provide transportation tickets to board members for meetings</li> <li>- discussion to have \$500 set aside as a pot to buy transportation, where the Station manager can take care of this</li> <li>- This money can ONLY be used for to and from board meetings</li> <li>- discussion to have a pot for programmer's transportation as well</li> <li>- possibly send this to the programming</li> </ul>



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				<p>committee to discuss this, or the finance committee to approach this</p> <ul style="list-style-type: none"> <li>- Motion: to put \$500 aside for board members transportation to attend board meetings only, under the surveillance of the (interim) station manager, starting next Tuesday</li> <li>- Amendment: retroactive compensation for the past meetings starting April 1<sup>st</sup>, made in mutual agreement with the management.</li> <li>- Motion passed</li> <li>- Issue of money put aside for volunteers: station manager should talk to staff to discuss with volunteers – within the next week or two with programmer support             <ul style="list-style-type: none"> <li>- after this, SM's report will make a decision on how to move forward</li> </ul> </li> <li>- discussion of having CFRU earn money from various local event promotions</li> <li>- Motion: have station manager speak to staff to discuss programmer and festival support. Have station manager send the board a report by September 13<sup>th</sup> <ul style="list-style-type: none"> <li>- Motion passed</li> </ul> </li> </ul>
13	Committee assignments	Barry	06:43:00	<ul style="list-style-type: none"> <li>- main goal: have all of the Terms of References from all committees done by next meeting</li> <li>- have a new ToR policy to discuss around social and anti-oppression</li> </ul>



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14	Other business	Barry	06:46:00	- none to discuss
15	Motion to move in camera	Barry	06:47:00	
16	Motion to move out of camera	Barry	07:11:00	
17	Adjournment	Barry	07:11:00	

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### Agreed Action Points

What?	Who?	Deadline	Status	Notes
Approve of July Agenda by next meeting	Hong	By September meeting		
Appointment of New Vice-Chair	Andrea	By September Meeting		
Have Barry write up Programmer/Volunteer support report	Barry	By September 13 <sup>th</sup>		