



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

### **Meeting Arrangements**

**Location:** Room 335 University Centre

**Date/Time:** Monday, September 30 @ 5:30 – 7:30 pm

### **Attendance**

**Invited:** Vish Khanna (Station Manager), Rachel Elliott/Student (Chair), Amber Holmes (Vice-Chair), Michael Treadgold/Community (Treasurer), Laura Ruddy/Student (Secretary), Brooke Wallace/Community (Staff Liaison), Joel Cuthbert/Community, Chelsea Cockshutt/Community, Abdul-Rahim Abdulai/Student

**Regrets:** Amber Holmes, Abdul-Rahim Abdulai

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### Agenda and Minutes

#	Agenda Items	Speaker	Time	Notes
1	Call to order	Rachel	5:46 pm	Rachel calls the meeting to order.
2	Approval of the agenda	Rachel	5:46 pm	Chelsea motions to approve the agenda, Joel seconds; passed by all.
3	Approval of previous meeting minutes	Rachel	5:47 pm	Laura motions to approve the previous meeting minutes (July), Mike seconds; passed by all.
4	Message from the Chair	Rachel	5:47 pm	Rachel says that his has been a good month, and that everyone is doing good, hard work.
5	Station Manager Report	Vish	5:48 pm	<p>Vish welcomes questions about his report.</p> <p>Vish brings up the incident with a former volunteer that resulted in the police being called. He assures everyone that no CFRU records were stolen.</p> <p>Rachel brings up the email response Vish received from Ian McDiarmid. Vish informs the group that he got a</p>

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			<p>call from Jessica Wesley about our lease, specifically asking if Vish had an updated lease since 2006/2007. Vish had asked both Ian and Barry if they had ever seen a lease for CFRU and nobody had. Vish does not believe this is a cause for concern, just believes that the SCI has prompted the University administration to update files that haven't been updated in a while.</p> <p>Rachel thought it was interesting that the University Centre was built on student fees and that the administrative offices were not supposed to be in the UC. Mike adds that while this was in the past, that student fees still do maintain the UC building.</p> <p>Rachel looked through the University's list of mandatory fees and gave the Board some examples.</p> <p>Vish brings up one his action items from the previous meeting and found out that the Ontario is an</p>
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				<p>independent organization, just as we are.</p> <p>Joel asks for a reflection from Vish about how the new shared responsibilities from Andrea and Bryan's positions are being handled at the station. Vish says that everyone has been picking up the slack, however in a recent staff meeting, Christopher pointed out that Vish should not be taking on additional responsibilities outside of his job description. Vish says this is difficult, as sometimes he is the only person present at the station in the mornings. With more responsibilities for everyone, it has been a challenge to get everything done. With September already being a very chaotic month for CFRU, the time has come to accept that some tasks or initiatives will not be done in light of the current situation, which some staff understand, while others are still coming to terms with this.</p>
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				Vish discusses questions he had asked the auditors, as they reported no changes in the fiscal year, when in reality we have been anticipating a change since January. He has not yet received a reply from them.
6	AGM	Rachel	6:08 pm	<p>Rachel wants us to improve on the AGM from last year, so it is a good idea to start thinking about it early. Vish brings up the idea of having a dry run prior to the AGM, and that we need to start thinking about Board recruitment. Mikes suggests that our priorities are picking a date and notifying the membership first and foremost. For a smooth running AGM, we should look at developing an agenda for the meeting. The dry run should occur by the October 28 meeting, or during the week prior to the AGM.</p> <p>Rachel asks about the presentation outlining the year's accomplishments and asks for suggestions on what to include. Mike suggests she defer this task to the staff. To understand how we can</p>

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				improve on the AGM from last year, everyone should read through the minutes of the meeting where the AGM post-mortem discussion took place.
7	Professional Development	All	6:16 pm	<p>Rachel wanted to check in about the professional development activities we have previously discussed. Everyone agrees that this is still a good idea. Vish says that with staff having new responsibilities, it will make it more difficult to find time for this.</p> <p>Rachel reminds everyone that it is a 4-week session, with 1 session per week, running an hour to an hour and a half. The sessions will address mindfulness, emotion regulation, and conflict resolution, among other topics. The woman running the sessions has agreed to provide 2 free sessions. Vish mentions that day-time sessions over a lunch hour may work for most staff but we will need to gauge availability, perhaps with a Doodle Poll.</p>
8	Financial Report	Mike & Vish	6:20 pm	Mike presents the financial report

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			<p>and mentions that the statement goes until the end of August. We ended up with a small surplus, which was higher than expected. The reason for this was related to Bry's departure. The tech budget had already been reduced but with Bry gone, nobody was making tech purchases, so we spent even less than anticipated.</p> <p>Mike says that this surplus money will go into backfilling the reserve account, which will only strengthen our financial position.</p> <p>Previous tech budgets were developed before the SCI was implemented, so all tech purchases going forward need to have plans. A distinction needs to be made between essential and non-essential spending.</p> <p>Vish says that our information has been sent to the auditors and to keep in mind that there will be accruals.</p>
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				<p>Joel asks why the section on Expenses, Wages, and Salaries is more than budgeted. Vish says that this is most likely related to the summer student, who was hired through a grant, but paid via payroll.</p> <p>Joel also wishes to clarify why the WSIB line is double what was expected. Vish says that we overpaid, so going forward we will not owe anything until the payments have caught up.</p>
9	Other business	All	6:34 pm	<p>Vish discusses the credit card. Members of the executive were required to sign some of the forms, however the scanned copy didn't suffice so more follow up is needed.</p> <p>Vish also mentions that CFRU turned down a co-op student for this semester.</p>
10	Motion to move in camera	Rachel	6:36 pm	Joel motions to move in camera, Chelsea seconds; passed by all.
11	Motion to move out of camera	Rachel	8:00 pm	Mike motions to move out of camera, Joel seconds; passed by all.
12	Adjournment	Rachel	8:01 pm	Joel motions to adjourn the meeting, Chelsea seconds; passed by all.





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### Agreed Action Points

What?	Who?	Deadline	Status	Notes
Have dry run of AGM	BoD	Oct 28 Meeting or week prior to AGM		
Read through AGM Post- Mortem	BoD	Before Oct 28 meeting		In March 25 meeting minutes
Post previous meeting minutes	Vish	ASAP		