



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

### **Meeting Arrangements**

**Location:** Room 336 University Centre

**Date/Time:** Monday, April 29 @ 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

**Guests:** Jenny Mitchell/Staff, Andrea Patehviri/Staff, Bryan Webb/Staff, Christopher Currie/Staff, Scott McWhinnie/Volunteer

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### Agenda and Minutes

#	Agenda Items	Speaker	Time	Notes
1	Call to order	Rachel	5:35 pm	Rachel calls the meetings to order and does a Land Acknowledgment.
2	Approval of the agenda	Rachel	5:36 pm	Joel motions to approve the agenda, Amber seconds; passed by all.
3	Approval of previous meeting minutes	Rachel	5:36 pm	Mike motions to approve the previous meeting minutes, Abdul-Rahim seconds; passed by all.
4	Message from the Chair	Rachel	5:36 pm	Rachel is glad everyone was able to attend. Rachel sets an expectation that this meeting be a space for people to both talk and listen. Everyone will have a chance to express their thoughts when it is their turn to do so.
5	Station Manager Report	Vish	5:37 pm	Vish updates the Board on the Non-Academic Ancillary Fee Information Form. There are various essential service classifications and CFRU has submitted a form for each one to Student Affairs. Vish has been notified that these forms have been received.

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				Nobody has any questions regarding the Station Manager's Report or the Staff Reports at this time.
6	Nominations Committee Updates	Amber	5:39 pm	<p>Amber thanks Mike for coming up with such a comprehensive package for the Nominations Committee to follow when recruiting and onboarding. This new process allows us to have something concrete established. It will make things a lot easier and less overwhelming.</p> <p>Mike points out that being on the Board has a learning period at the beginning, so this will help new members to be brought up to speed faster. It will also allow for a Board Evaluation component.</p> <p>Rachel asks where this document will be posted. It is agreed that this is a Board document and doesn't need to be published publicly. This can be added to the CFRU server, space permitting.</p> <p>Jenny brings up an action item from</p>

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				the previous meeting regarding recruitment and her role in this process. Amber says that we needed to get this framework solidified before moving forward with nominees. Now that this process is in place, we can reach out to Emma and Jannan.
7	Community Advisory Committee	All	5:46 pm	<p>Rachel thanks all those who contributed to the Terms of Reference (TOR) for the Community Advisory Committee (CAC) and apologizes for the delay in getting them approved. Rachel says that she sent Christopher some modifications to be made to the TOR.</p> <p>Christopher goes over the TOR and speaks to the changes that will be made. Christopher will put in a paragraph about the time that each CAC executive member is expected to contribute.</p> <p>There is a discussion regarding whether or not Board members need to serve on the executive. Staff have</p>

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			<p>concerns that not having Board representation at the executive level will affect the efficiency of the CAC.</p> <p>Rachel addresses an imbalance that is occurring between the need for agility and flexibility, and the need for procedure with the CAC. We need to strike a balance for this committee to be effective.</p> <p>Christopher thinks it is important to have Board representation so the Board is kept in the loop and knows where all actions stem from. No matter what the final decision is, he encourages the CAC and the Board to keep an ongoing dialogue with one another. He recommends that especially now, it is important that everyone does as much as they can.</p> <p>Rachel suggests that taking minutes at all CAC meetings could suffice for keeping the Board informed.</p> <p>Rachel agrees that the CAC is a top</p>
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				<p>priority right now, but that in the past weeks, she has been diligently working on the Station Manager's Performance Review.</p> <p>Andrea asks about deadlines for approving CAC matters, as there could be a lot of back and forth that occurs which could delay things. Christopher says that there is currently nothing in the TOR that speaks to that point, however something could be added. On the other hand, this may not need to be added to the TOR, but can be more of a case-by-case request. Rachel suggests a week as a time limit for approval. Vish reminds everyone of the urgency of the situation and suggests 1-2 days as being a more appropriate deadline.</p> <p>Scott expresses concern for CFRU at this time since progress is slow. He mentions that volunteers are anxious to help out but don't know what they can do.</p>
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			<p>Christopher seeks guidance regarding the composition of the executive in terms of Board representation. More discussion occurs regarding this topic.</p> <p>Mike is curious about what kind of initiatives the CAC is hoping to carry out and reminds everyone that the Board should empower committees to make decisions that are more operations-based. He says that if something is discussed at the community level and does not threaten current policies, then the CAC need not be delayed by Board processes.</p> <p>Staff bring up the fact that the CAC took so long to come to fruition and are concerned that more delays will occur.</p> <p>The discussion moves to the selection of Board members to be on the CAC as determined by availability. Andrea suggests that if both selected Board members are</p>
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			<p>not available to attend a meeting, the Station Manager can step in as Board representation.</p> <p>Joel addresses that this is an extremely difficult time and that nobody is happy about the situation. He says that politics are the enemy here, and that it is easy to take our frustrations out on others. He points out that this situation could not have been foreseen when all Board members signed on and that the reality is, that this is draining time-wise and energy-wise for everybody involved. He reminds everyone that all of our intentions are in the right place and that we are volunteers who are trying our best despite other employment and volunteer commitments.</p> <p>The Board votes on the composition of the CAC executive. 6 in favour of there being Board <i>and</i> Staff on the executive and 1 against, therefore the CAC executive will contain <i>Board, Staff, and Community</i> (see</p>
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			6:57 pm	<p>CAC TOR for exact wording).</p> <p>Christopher goes down to the station to revise the document. This discussion will be continued later on in the meeting.</p> <p>Christopher distributes the revised TOR. Some questions are asked for clarification on how much time CAC members are expected to contribute. In the event that committee members do not want to contribute more than 4 hours, we will need guidelines on how everyone is expected to use their time. Agenda and time expectations for meetings will be helpful for this.</p> <p>Last reflections and modifications are made to the TOR.</p> <p>Mike motions to accept the CAC TOR as amended by Christopher, Laura seconds; passed by all.</p> <p>The Board members for the CAC executive will be appointed once the</p>
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				meeting moves in camera.
8	Financial Report	Mike	6:39 pm	<p>Mike presents the financial report for the month ending March 31, 2019. The current finances continue to move along as expected.</p> <p>Mike touches on a question from Andrea's report concerning sponsorship. At this point, 77% of the promotional budget has been spent, so it makes sense to take sponsorships on a case-by-case basis until the end of the fiscal year (Aug 31, 2019). The finance committee does not plan on reducing their budget until the end of the fiscal year. Mike does not foresee the promotional budget line disappearing altogether as CFRU will always need to be promoted.</p> <p>With a meeting approaching this week regarding sponsoring Guelph Jazz Fest (GJF), Andrea has some questions. This will be further discussed with Vish prior to the GJF meeting, however it is possible to give sponsorship according to the</p>

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			<p>current budget.</p> <p>Bryan has a question about the tech budget and what would happen if this budget isn't used up before the end of the fiscal year. If the tech spending is reduced, it could potentially free up some money to be used elsewhere. Mike points out that this discussion can occur at the committee level.</p> <p>Discussion occurs around how to proceed until the end of the fiscal year; whether we should be operating at 100% or if we need to be reducing budgets. Mike mentions that CFRU has a reserve fund that has been building up over the years.</p> <p>In regards to closing the station, a full model has not been developed of what that would look like and the Board needs to discuss this more.</p> <p>The Board believes that CFRU will not cease to exist, however it may change and look different. Bryan</p>
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				brings up that if we have enough money to pay the licensing fees, then people can still come to the station and make radio. There are other models for running a radio station that heavily relies on volunteers.
9	Other business	All	7:14 pm	Rachel asks if anyone has any other business to discuss. There is none at this time.
10	Motion to move in camera	Rachel	7:14 pm	Amber makes a motion to move in camera, Mike seconds; passed by all.
11	Motion to move out of camera	Rachel	8:38 pm	Abdul-Rahim motions to move out of camera, Joel seconds; passed by all.
12	Adjournment	Rachel	8:38 pm	Amber motions to adjourn the meeting, Mike seconds; passed by all.

### Agreed Action Points

What?	Who?	Deadline	Status	Notes
Reach out to Emma, Jannan, and Jenny for board recruitment.	Nominations Committee	Next BOD meeting		



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Finance Committee to meet to discuss changing forecasts to the budget.	Finance Committee	ASAP		