



CFRU Board of Directors Meeting Minutes (unapproved)

Meeting Arrangements

Location: Room 442 University Centre

Date/Time: Monday, March 4 @ 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, Viktorija Arsic/Student, Abdul-Rahim Abdulai/Student

Attended: Vish, Rachel, Amber, Michael, Brooke (via Skype), Joel, Chelsea, Viktorija, Abdul-Rahim

Regrets: Laura

Guests: Ian McDiarmid (volunteer), Scott McWhinnie (volunteer), Jenny Mitchell (staff), Alex Rimmington (staff), Andrea Patehviri (staff)

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Agenda and Minutes

#	Agenda Items	Speaker	Time	Notes
1	Call to order	Rachel	5:39PM	- Board Chair Rachel Elliott called the meeting to order and made a land declaration
2	Approval of the agenda	Rachel	5:39	- Mike recommended amending the agenda to discuss (if time permits) the “AGM Post-Mortem” and “Board Composition” towards the end of the meeting, prior to “Other Business.” If timing doesn’t allow, these two topics can be tabled to the March 25 board meeting - Motion to Approve the Agenda as amended: Mike, Second: Joel, CARRIED
3	Approval of previous meeting minutes	Rachel	5:41	- There were no objections or suggested changes to the minutes - Rachel wanted to revisit last month’s action items to ensure completion: the board page on the website has been updated, committee compositions remain in progress, the CA has been sent to the bargaining committee of the board and a visioning meeting is tentatively scheduled for March 17
4	Message from the Chair	Rachel	5:44	- Rachel stressed the importance of remaining focused on a number of challenging topics and working in the best interests of CFRU. She reminded the group that the structure of these meetings is to follow Robert’s Rules and standard voting procedures. She thanked the staff and volunteers for joining

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				the board for the meeting.
5	Student Choice Initiative	All	5:47	<ul style="list-style-type: none"> - As everyone is aware, the student choice initiative and focus on opt-in/out structure, as presented by the provincial government, threatens the funding structure and viability of CFRU - Vish, Andrea and Alex distributed an infographic to the CFRU membership today, outlining the station's position, campaign objectives and ways that stakeholders can show support. All members have been encouraged to write to MPP's (not only locally) to speak about the importance of the service and impact of the SCI. Thus far, local MPP Mike Schreiner's office has positively responded to our efforts. - Mike recommended that, at minimum, each board member commit to writing one MPP letter. - There will be a focus on fundraising and resource development (ie. grant raising) outside of traditional student levies - It is critical that the messaging demonstrates the <i>essential</i> nature of campus radio. A PR campaign, stating such, is ongoing, led by staff efforts. The campaign will focus on educating, raising awareness and informing students - Words of encouragement were shared regarding engaging local media, ie. GuelphToday, Guelph Mercury, the Ontarion, Intrigue Media - Vish will connect with Intrigue Media about a free campaign - An emergency station manager's summit meeting is scheduled to take place among fellow campus/community radio stations; Vish will attend.

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				<ul style="list-style-type: none"> - A petition will be forthcoming regarding making campus radio essential. There is some consideration to, at minimum, making a portion of the \$7/semester student levy essential, relative to the type of service provided (ie. emergency broadcast) - There has been some discussion around CFRU pursuing charitable status to be able to issue tax receipts for donations. Ian noted that the station has tried to do so twice, and failed, and Alex added that no station has been granted charitable status since 2003. - Abdul will connect with Helen Hambly about possibilities for support. - Jenny and staff mentioned the idea of CFRU partnering with a local charity to facilitate flow-through of donation dollars - CFRU will maintain communication with the University of Guelph and Student Life department to engage/inform high school students about the presence of the station prior to them coming to U of G.
9	AGM Post Mortem	All	7:41	- This discussion topic will be tabled to the March 25 board meeting
10	Board Composition	Rachel	7:42	<ul style="list-style-type: none"> - Rachel would like upcoming board member recruitment efforts to focus on bringing students to the board. - The nominations committee (currently comprised of Amber and Abdul) will meet prior to the March board meeting. Other board members and volunteers are eligible to join the committee
6	Management Committee	Rachel	6:32	- The CFRU management committee is comprised of the Board Executive (Rachel, Amber, Laura, Mike, Brooke). This

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				<p>group will begin the annual Station Manager Performance Review of Vish, structured in three parts: anonymous feedback from staff, self-evaluation from Vish, and evaluation from the Board.</p> <p>- Staff feedback has been collected and Rachel will collect feedback from the board. The management committee intends on having this process complete before the next board meeting.</p>
7	Financial Report	All	6:36	<p>- February 2019 was a pretty typical month for station finances with CFRU receiving slightly higher than expected revenues from student fees and CSA media fees. At this time, the budget is balanced and forecasting well to year-end (Aug 31/19)</p> <p>- The finance committee met on Feb. 27th to discuss austerity measures in the wake of the SCI. The committee went through the budget, line by line, to identify some minor cost-saving measures; however, no action nor recommendation was made with respect to payroll expenses (wages, benefits, RRSP contributions), which covers the majority of total expenses</p> <p>- Some initial discussions were had regarding developing new sources of revenue, including fundraising, grants and advertising; however, the committee is mindful that sustainability needs to be the ultimate objective. At this time, nothing is “off the table” and Brooke suggested the idea of renting out studio space to recording musicians.</p>
8	Community Advisory Committee	All	7:02	<p>- Jenny Mitchell presented a proposal (on behalf of staff) for the formation of a new committee that would be tasked with pursuing new and sustainable revenue goals, outreach opportunities and ways to leverage community connections to facilitate station health. The committee, which will initially be</p>

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				<p>led by a facilitator (GNSC Executive Director Brendan Johnson), will develop models and make recommendations to the board for approval. Brendan provided leadership and suggestions for the effective creation of this committee</p> <ul style="list-style-type: none"> - This committee would be comprised of staff, board, and community members. - Scott noted that first, per Robert's Rules, a special committee must be struck to develop Terms of Reference and structure, and gain board approval. This special committee will be comprised of Amber (Board), Viktorija (Board), Jenny, Staff TBD and Brendan. The special committee will meet promptly and make initial recommendations at the March board meeting. - Motion to create a special committee to develop Terms of Reference and structure of a Community Advisory Committee: Mike, Second: Viktorika, CARRIED.
11	Other business	All	7:45	- None at this time
12	Motion to move in camera	Rachel	7:46	<ul style="list-style-type: none"> - Motion to move into camera: Amber, Second: Joel, CARRIED - Staff and volunteers were thanked for their attendance, input, participation and dedication to CFRU
13	Motion to move out of camera	Rachel	9:08	<ul style="list-style-type: none"> - Motion to move out of camera: Mike, Second: Joel, CARRIED - The board of directors passed one motion in-camera – Motion to remove Viktorija Arsic from the CFRU Board of Directors, pursuant to Bylaw #13 (requiring 2/3 majority): Mike, Second: Brooke, In Favour: 6, Opposed: 2, Abstentions:



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14	Adjournment	Rachel	9:09	- Motion to adjourn: Joel, Second: Abdul, CARRIED

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Agreed Action Points

What?	Who?	Deadline	Status	Notes
Update CFRU committee membership lists (Google Doc and website)	Board of Directors/Station Manager	March 25	Ongoing	
Update CFRU web page for donations	Vish	March 25	In progress	
Write at least one letter to an MPP Mike Schreiner in support of CFRU	Each board member	March 25	Beginning	Connect with Andrea Patehviri for any assistance required with language, key messages
Connect with Intrigue Media to discuss a complimentary awareness campaign	Vish	March 25	Beginning	Vish will connect with Amber (if needed) based on her success in securing a successful campaign from Intrigue
Connect with Helen Hambly about possibility for funding support	Abdul	March 25	Beginning	
Complete comprehensive Station Manager's Annual Review, per Article 10 of contract and pgs. 21-24 of Board Handbook	Management Committee (Rachel, Amber, Mike, Laura, Brooke)	March 25	In progress	Brooke has already collected feedback from staff. Remaining two areas are board/mgmt. evaluation and self-evaluation
Establish special committee to draft terms of reference and	2 staff (Jenny & TBD) 2 board (Amber & TBD)	March 25	Beginning	A second staff member and board member are required here

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structure for new Community Advisory Committee. First meeting to take place with recommendation to follow to the board of directors	Brendan Johnson (Executive Director at Guelph Neighbourhood Support Coalition)			
Meeting of the Nominations Committee with a focus on attracting students to the board of directors	Amber, Abdul and any other interested board/community members	March 25	Beginning	