



University of Guelph Radio/Radio Gryphon/CFRU-FM
Annual General Meeting
Minutes

Date: November 25, 2019

Time: 6:30pm

Location: University of Guelph, University Centre Room 442

Attendance (Partial):

Board of Directors: Abdul-Rahim Abdulai, Chelsea Cockshutt, Rachel Elliott, Laura Rutty, Brooke Wallace

Members and Guests: Viktorija Arsic, Nicholas Cooper, Christopher Currie, Bruce Matthews, Brenna McCutcheon, Ian McDiarmid, Scott McWhinnie, Jenny Mitchell, Byron Murray, Alexandra Rimmington, Natalie Vasilivetsky, Curtis Walker, Bry Webb, Hillary Dort, Alex Green, Simon (Baker Tilly), Adam Donaldson, Andrea Patehvir, Madeleine Speed, Robert Barron, Fangwei Wu

Section of Meeting	Time	Speaker	Notes
Call to Order	6:50 pm	Rachel	<p>Rachel welcomes everyone to the meeting and does a land acknowledgement. She outlines the purpose of this meeting: to provide an overview of what has been happening over the last year and point forward to the next year. The present board members are presented: Rachel Elliott (Chair), Laura Rutty (Secretary), Chelsea Cockshutt, Abdul-Rahim Abdulai and Brooke Wallace (Staff Liaison). Also present is the accountant from Baker Tilly, Simon.</p> <p>Rachel asks if proxies have been sorted out and if everyone is clear about voting status, as</p>

			well as making sure there is quorum at the meeting. Brooke confirms all of the above, with at least 30 people in attendance.
Appointment of Officers	6:54 pm	Rachel	Rachel states that the AGM must have a chair, a secretary, and 2 scrutineers. The scrutineers need to volunteer and will be nominated. Robert and Byron volunteer to be scrutineers. Bry makes a motion for Rachel to be the Chair, for Laura to be secretary, and for Robert and Byron to be scrutineers, Viktorija seconds; passed by all.
Approval of the Agenda	6:57 pm	Rachel	Andrea motions to approve the agenda, Curtis seconds; passed by all.
Approval of the Minutes From the 2018 AGM	6:58 pm	Rachel	Ian makes a motion to approve the previous AGM minutes, Madelyn seconds; passed by all.
Report of the Audit	6:59 pm	Baker Tilly representative Simon	Simon will present the audit. If anyone has any questions, they can email Rachel. Rachel will email out the draft from Simon. The meeting is paused until 7:16 pm while technical difficulties are sorted out.
	7:16 pm		Simon introduces himself and explains that he has been auditing CFRU for the past 4 years. His firm

			<p>rebranded last January and changed their name from Collins Barrow to Baker Tilly.</p> <p>Simon explains that the following is an independent auditor's report, which is a clean audit opinion for the fiscal year ending August 31, 2019.</p> <p>Simon goes through the audit detailing each section. In comparing 2018 to 2019, cash is up from last year and pre-paid expenses have not changed. The statement of changes in net assets gives a picture of the financials of the year that they ended in August 31, 2019.</p> <p>Robert asks what is most responsible for increasing cash. Simon says that this will be addressed on the next page of the audit.</p> <p>The statement of operations is the big financial statement. From 2018 to 2019, total revenue went up slightly because student fees went up, CSA fees went up, and there was a decrease in miscellaneous revenue.</p>
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			<p>This year there were not as many large capitol purchases, this decreased by \$17,000 from the previous year.</p> <p>Bry comments that there was a decision to decrease the operations technical budget because of the Student Choice Initiative (SCI). This was an operational decision to decrease spending in this area to save money elsewhere. Simon adds on that more money was brought in than spent this year and that cost-cutting is responsible for cash being up.</p> <p>Scotty asks if the SCI numbers affected this. Simon says that the SCI doesn't affect the figures since the SCI wasn't enacted until the fall term. Student fee decreases as a result of the SCI will show up in next year's audit.</p> <p>Jenny asks about salaries and benefits going up, and wonders if this is a normal progression. Simon confirms that this is a normal progression.</p> <p>Simon moves onto the statement of cash flows, which shows where cash</p>
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			<p>is being used. He notes that there is a lot of accountant jargon on the financial statement. Simon makes a note on economic dependence, saying that most of the revenue is from student fees. Simon welcomes questions about the audit.</p> <p>Bry asks about the benefits that were facing a 20% cut. He wants to know why this was not brought up. Rachel is unsure and Laura says that the Treasurer of the Board, Mike Treadgold, is not present tonight. Mike would be able to answer this question but unfortunately the board members present did not know too much about this. Andrea hypothesizes that the budget plan might be costing more.</p> <p>There are no further questions.</p>
<p>Appointment of Auditors for 2019-2020</p>	<p>7:30 pm</p>	<p>Rachel</p>	<p>Ian motions, “Be it resolved that Baker Tilly be hereby appointed Auditor of the Corporation, to hold office until the next Annual General meeting of the members, at</p>

			<p>a remuneration to be fixed by the Board of Directors, the Directors being hereby authorized to fix such remuneration,” Alexandra seconds; passed by all.</p> <p>Adam asks if we have to vote to receive the audit and the answer is yes. The audit from last year can be sent on request. Ian motions to accept the audit, Bruce seconds; passed by all.</p>
<p>Report of the Board of Directors</p>	<p>7:36 PM</p>	<p>Rachel</p>	<p>Since we are missing a cable to project the Powerpoint presentation, Rachel can circulate the slides by email.</p> <p>Rachel starts by saying that the SCI was struck down and we will know in a couple of weeks if the court will appeal. In general, 2019 for CFRU was taken up by the SCI. As a consequence of the SCI, the station’s activities have been a reckoning of the SCI.</p> <p>The SCI gave students the option to not pay into different organizations on campus. We became aware of this in January, and at the</p>

			<p>time we didn't know too much about it. Our immediate action was to oppose it. Many CFRU volunteers, staff, and board members went to Queen's Park to oppose, however it was directly going to pass into effect. Once it was known that it the SCI was going into effect, CFRU chose to align itself with more campus radio stations instead of other campus student groups. The starting point was to educate people on why radio is important. We made an argument to Carrie Chassels. In order to make the argument, we gathered many testimonials from the community to demonstrate how important CFRU is to them. The copious testimonials didn't persuade administration, and we were lumped in with other student groups.</p> <p>Robert asks what administration deemed essential, and why we weren't considered to be so. Viktorija clarifies that if something was declared as essential to the well-being of the students, then it was</p>
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			<p>deemed essential for the functioning of the university.</p> <p>Viktorija asks what can be done to safeguard against something like this happening again?</p> <p>Jenny says that the concept of the universities having choice was an illusion. The government presented it like the university could decide what was essential vs. non-essential, but in the end, it had to align with the Ontario government. The universities basically had to agree with the government.</p> <p>Rachel continues on that another thing the station did was get people to sign petitions. About 3,000 signatures were collected to show that CFRU was an essential service to both the university and the community.</p> <p>Robert asks if our station is involved with an emergency broadcasting signal. Andrea says that yes we are but no one seemed to care about that. Christopher said that the government</p>
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			<p>issued a list of guidelines online, which is a public document. Basically, they tied the hand of the universities.</p> <p>Bry says that we tried to say we were essential because of the experiential learning opportunities, but they rejected that as well.</p> <p>Rachel adds that almost all of our efforts failed, and it was devastating. We were hearing reports of many students opting out, and as outlined in the audit, most revenue comes from student fees. In light of this recognition, the station made two different efforts to save the station. The Board was working to find a way for the station to accept donations. The Alumni Association had an account with Radio Gryphon from 1989, so there was a lot of momentum. An old volunteer was interested in activating the account so the station could receive donations. We were looking for significant amounts of funding, and we thought that if we could give out tax receipts, that more</p>
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			<p>people may donate. The strategy ultimately failed because of the SCI and how the station was framed to the university.</p> <p>The other direction the station took was a Community Advisory Committee (CAC), which was comprised of staff, community members, and board members. The aim was to re-envision the structure of CFRU and explore alternate forms of revenue. This year proved to be a difficult road and everyone was stressed. All of this activity took place before the opt-in/out period. Over 70% of students stayed opted-in. We did lose student fees, however the situation was not as dire as initially thought.</p> <p>Jenny adds that 70% of students stayed opted-in and 30% opted-out. Not many students opened the opt-in/out page. Andrea says that most of the people who opened the page did opt-out. Jenny also adds that a lot of volunteers hadn't heard about the SCI. She also comments that we still don't know about the winter semester. The</p>
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			<p>last opt-out period was in the summer and that we might lose more in the winter semester. Rachel agrees that there are many unknowns.</p> <p>Rachel says that it is amazing that the SCI has been overturned. In addition to responding to this major issue, there have been some departures from the staff team. While it was very sad to lose the staff we lost, we are looking forward to revitalizing the staff. The board is in the process of hiring a new station manager. Viktorija mentions that she saw the posting and wonders what happened with the November 8 deadline. Rachel says that we received over 40 applications by the November 8 deadline, which was quite inspiring.</p> <p>Rachel mentions many good things that happened this year, such as live broadcasts, the North End Harvest Market, the Guelph Tool Library's repurpose fest, the Soap Box Derby, and a lot of tabling opportunities. A number of noon hour concerts</p>
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			<p>occurred, the CFR-BOO Halloween Party, coverage of the student walk-out and a lot of great programming.</p>
<p>Report of the Nominations Committee</p>	<p>8:00 om</p>	<p>Abdul-Rahim</p>	<p>Abdul mentions that he is stepping in for Mike, who was supposed to speak about the Nominations Committee, but Mike had a family emergency and wasn't able to make it.</p> <p>Abdul outlines that last year we had 9 board members but since then many have stepped down. When we started, we had full capacity but as this thinned, we made huge efforts to get more people on the Board. A challenge that came up was needing students. We came up with some criteria so not just anyone was allowed to be on the board. The nominations committee came up with a vetting procedure to follow in order to recruit more board members. People were required to submit a form and then needed to be interviewed. We got a list of 7 students who had expressed interest and emails were sent every single one. We only got a reply from 2 of those students, and</p>

			<p>with them we followed through with the process. We interviewed one, however she withdrew her name following the interview. Overall, it was a challenging year for getting people on the board. We only have 6 members at this point. Two nominations were put forward in the last two weeks.</p> <p>Jenny asks if everyone is running again for their positions. Ian asks if they are two year terms, and this is confirmed by Abdul-Rahim. Jenny clarifies that Chelsea and Abdul are the only ones in the middle of their terms. Rachel, Laura, Brooke, and Mike are not running for re-election.</p> <p>There is a nomination from Hillary Dort (student) and Brenna (student). Viktorija also submitted a nomination form. There are several nominations from the floor:</p> <ul style="list-style-type: none"> - Scotty nominates Alex Green (Student) - Andrea nominates Nicholas Cooper (Community)
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			<ul style="list-style-type: none"> - Jenny nominates Viktorija Arsic (community) - Byron nominates Scott McWhinnie (community/UofG staff) - Jenny nominates Natalie (community/staff) - Natalie nominates Byron (community) <p>Rachel summarizes that 7 people were nominated and we will want to hear from them before a motion to elect them.</p> <p>Hillary introduced herself as a graduate student. She studies with Dr. Helen Hambly, in capacity development. Her work has been around community radio and did a radio documentary on CFRU and the SCI. She is pretty new to Guelph and is trying to settle in.</p> <p>Brenna is a third year psych student minor in marketing. She has been interested in working at a radio station since high school and has been volunteering in the music library for 3 years. She wants other students to</p>
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			<p>make connections with radio.</p> <p>Scotty has been a CFRU volunteer for 15 years and was on the Board briefly.</p> <p>Alex Green is a returning student who wants to get involved in things. He would like to help the station reach a broader audience. He is in school for accounting.</p> <p>Nicholas has been volunteering at the station for 4 years and started in the music department. He has his own show, the SMK. He lives in Mississauga, however CFRU has been extremely important for his personal development. He would like to show people that CFRU is a safe and inclusive space.</p> <p>Viktorija has been volunteering since 2017 and went to Guelph for both and undergrad and Master's in political science. She has board experience and would like to bring positivity to CFRU.</p> <p>Natalie has been at the station for 6 months and</p>
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			<p>has wanted to get into radio since she was a kid. She runs a show called Compost Juice Radio and is a sustainability coordinator. She has no board experience but does fundraising and team building.</p> <p>Byron has had a show for 3 years called "To Know The Land" and likes to interview people. He works at Guelph Outdoors School. He gets to introduce his students to radio and likes being the gateway.</p> <p>Jenny would like to add that most of these people have contributed in some way to the CAC. Nicholas has been doing a lot of tech work for the station and Natalie has pushed back on the SCI. Andrea adds that Hillary did a great documentary on the SCI.</p> <p>Rachel suggests that we make some motions to bring these candidates onto the board. Since there is no election, we can nominate a slate. Rachel asks for a motion to adopt the nominees to the board.</p>
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Election for Board of Directors	8:32 pm	Rachel	<p>Jenny motions to elect Hillary, Brenna, Viktorija, Alex, Nicholas, Scotty, Natalie, and Byron to the Board of Directors, Bry seconds; passed by all.</p> <p>Rachel welcomes everyone to the board.</p>
New Board of Directors Announced	8:35 pm	Christopher, Mike	<p>The new Board of Directors is announced: Chelsea, Abdul-Rahim, Hillary, Brenna, Viktorija, Alex, Nicholas, Scotty, Natalie, and Byron.</p> <p>There are two remaining positions. There are 4 students, one of the open seats needs to be non-male but both need to be students.</p>
New Business	8:37 pm	All	<p>Scotty proposes a motion that the current CFRU station manager competition shall be suspended and turned over to the newly elected board of directors with immediate effect, Bry seconds.</p> <p>Ian asks why. Scotty says that since there is a new board, it doesn't make sense for an old board to make this decision.</p> <p>Christopher clarifies that the hiring committee cannot make the decision, but any new</p>

			<p>hire needs to be approved by the Board.</p> <p>Rachel says that we have collected resumes, spent a full day interviewing and checking references.</p> <p>Discussion occurs around the process. Staff members air their grievances and the board clarifies why the process occurred as it did. Staff question the positions that were left vacant and the immediacy of hiring a new station manager.</p> <p>Robert suggests that the hiring committee recommendations be passed on to the new board and they can either choose to accept these or go through the hiring process again.</p> <p>Jenny asks where the station manager position was posted. She makes it known that it should have been posted to the NCRA website.</p> <p>More discussion occurs around the possibility of an interim manager.</p> <p>Natalie asks if staff members think that they need a station manager. Bry says they can discuss</p>
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			<p>this at another time, and Ian says he would like to be included in this discussion.</p> <p>In regards to the two vacant positions, Rachel says they are unionized and need to be negotiated.</p> <p>Scotty motions that the current CFRU station manager hiring competition shall be suspended and turned over to the newly elected board with immediate effect, Robert seconds; passed by all.</p> <p>Alexandra motions to amend the bylaw to the end of fiscal year being moved from April to August, Andrea seconds; passed by all.</p> <p>Ian wishes to thank the board for their service.</p>
Motion to Adjourn	9:10 pm	Rachel	<p>Viktorija motions to adjourn the meeting, Byron seconds; passed by all.</p>