



## Board of Directors Meeting Agenda

Date:	Tuesday, November 18, 2025
Time:	6:30 pm  This is a Hybrid Meeting In person at UC Room 334 Online at:  Join Zoom Meeting <a href="https://us02web.zoom.us/j/87991919477">https://us02web.zoom.us/j/87991919477</a>  Meeting ID: 879 9191 9477
Attendees	Mike , Claire Whitehead, Jenny Mitchell , Amir Benkelai, Olivier Sivanadian, Chelsey, Rickky Szostak, Christopher Currie, Ian McDiarmid, Samir Bajal, Josh Gonzales, Nakashatra, Emily Aimola

Call to order.

Approval of the agenda.

MOTION Mike SECONDED Rickky


Approval of previous meeting minutes.

Approved!

Committee Reports

Agenda Item	Purpose	Lead	Duration	Motion
Welcome Claire	Welcome the new Admin Coordinator		5 mins	
Notes	<ul style="list-style-type: none"><li>• Welcome!!!</li><li>• Emily has officially concluded her position with CFRU. Super grateful for all she did!!! Thank you Emily!</li><li>• Also super grateful for Claire! Welcome !!!</li><li>• Say hi when in the station!!</li></ul>			
Extending Megan's contract to February	<ul style="list-style-type: none"><li>• Signing a new data sheet.</li><li>• The previous MOU held that the Temp lead could be extended beyond December.</li></ul>	Claire	5 mins	Mike MOTION to extend Megan's contract to February 18th 2026

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	<ul style="list-style-type: none"> <li>• This is to make sure Megan's contract can be extended in case of the January meeting.</li> <li>• Megan agreed to take on 4 extra hours of new music additioning.</li> <li>• New MOU may be needed. Will be updated upon by Christopher.</li> <li>• Jenny and Megan working out the physical library(ies)volunteering system(s) to fill in the gaps.</li> <li>• Mike inquired about Alex's return.</li> </ul>			acknowledging that conversation about hours will be continued; Olivier SECONDED.
AGM Prep	Preparing for the AGM, December 18th 2025	Group	15 min	
Notes	<ul style="list-style-type: none"> <li>• WOOOOO AGM!!!!!! SO EXCITED!!</li> <li>• Roles &amp; Responsibilities--assisting Claire with setting up the AGM.               <ul style="list-style-type: none"> <li>◦ Room 442 confirmed from 5:00 PM to 9:00 PM with a seated capacity of 64 people.</li> <li>◦ Having someone available to organize and manage catering, that is, that it is set up in advance (20min advanced).                   <ul style="list-style-type: none"> <li>■ The meeting is at 6:00 PM.</li> <li>■ Chelsey, Bryan (maybe), &amp; Mike on Tech.</li> <li>■ Rickky and Olivier on food.</li> </ul> </li> <li>◦ New board of directors form for transition - can put in their information.                   <ul style="list-style-type: none"> <li>■ Will be a QR Code available for scanning.</li> <li>■ Link for form: <a href="https://forms.gle/duZch5jdLUjgx24PA">https://forms.gle/duZch5jdLUjgx24PA</a></li> </ul> </li> </ul> </li> </ul> <div>  </div> <ul style="list-style-type: none"> <li>■ QR CODE for the google form</li> </ul>			



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	<ul style="list-style-type: none"><li>■ Turning the <a href="#">Google Sheets Matrix</a> into a Google Form and adapt it to CFRU.</li><li>● Food<ul style="list-style-type: none"><li>○ See above for Catering.</li><li>○ Averaged 30-40, preparing for around 50, with to-go containers.</li><li>○ Last year food was budgeted to ~\$525.00.</li></ul></li><li>● Eventbrite<ul style="list-style-type: none"><li>○ To keep count of the number of attendees.</li><li>○ Chelsey will take care of it.</li></ul></li><li>● Proxy<ul style="list-style-type: none"><li>○ Chelsey will add a section into EventBrite for proxies.</li><li>○ Amir will help Christopher with proxy and membership counting at the door.</li><li>○ Call to board members to ask people to attend and be their proxy for the AGM.</li></ul></li><li>● Transition Board meeting before AGM to discuss what will be left in place for the upcoming Board.<ul style="list-style-type: none"><li>○ Determining what training the Board wants set up in January. Good amount of resources via NCRA.<ul style="list-style-type: none"><li>■ New board members training in January.</li><li>■ Rickky suggested making it mandatory.</li></ul></li><li>○ HR Training from CatalystHR with Anna Micka</li><li>○ Anti-oppression training.</li><li>○ Tuesday December 9th at 5:00 PM (regular meeting open to all).</li></ul></li><li>● Auditor<ul style="list-style-type: none"><li>○ Need to figure out when they will present.</li><li>○ At the beginning. Last year it took ~15 minutes for everyone to settle, so take that into account.</li><li>○ Agreed to.</li></ul></li><li>● Chelsey to make a beautiful Zoom link!</li><li>● CFRU Recap<ul style="list-style-type: none"><li>○ Chelsey has to ask staff for a year-in-review and she will turn it into a cute compilation/highlight.</li><li>○ Chelsey made the official request for the year-in-review from staff.</li><li>○ Chelsey asked the Board to review the year-in-review and to prepare points on what they did during the year.</li></ul></li><li>● Nomination<ul style="list-style-type: none"><li>○ Chelsey needs to ask staff to get people nominated from individuals they know.</li><li>○ Chelsey made an official request for these nominations.</li><li>○ Olivier will track a list and then later the Board</li></ul></li></ul>
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	<p>will figure out how to reach out to them.</p> <ul style="list-style-type: none"> <li>Standard email for reaching out to those nominated.</li> </ul>			
Bylaw Changes	For the AGM	Christo pher		
Notes	<p>A quorum of Directors may fill a vacancy among the Directors by a majority vote. The total number of directors so appointed per six-month term after the AGM may not exceed one-third of the total number of positions on the Board of Directors, <b>except that this restriction shall not apply in the following circumstances:</b></p> <ol style="list-style-type: none"> <li><b>the appointment of one or more Directors is required to ensure compliance with Section 11 (c) of this Bylaw (re: Canadian citizenship);</b></li> <li><b>there are only five Directors on the Board (in which case the Board may appoint one further Director);</b></li> <li><b>there are only four Directors on the Board (in which case the Board may appoint one or two further Directors);</b></li> <li><b>a former Director who stepped down from the current Board earlier is seeking to return to the Board.</b></li> </ol> <ul style="list-style-type: none"> <li>From the summer AGM.</li> <li>Jenny asked if point (d) could be altered for individuals who step down due to other reasons and now seek to return to the Board.</li> <li>Emily flagged if this could interfere with CRTC law.</li> <li>People can add to the AGM Agenda before the AGM.</li> <li>Sending out an official email to let the membership know that the AGM is happening. <ul style="list-style-type: none"> <li>Include the agenda, EventBrite, and Zoom Link. Chelsey will do this.</li> </ul> </li> <li>Reached the 20 day point where new membership activated no longer has voting ability.</li> </ul>			
Finance	Monthly finance update	Claire		Chelsey MOTIONED to approve a 20 hour honoraria for Emily to be given after every meeting she has with Claire set at



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				staff wage range; Rickky SECONDED.
Notes	<ul style="list-style-type: none"> <li>• Systems &amp; Control Doc Approval               <ul style="list-style-type: none"> <li>◦ Emily has created an end of life calculation</li> <li>◦ Emily: Are the CRTC documents sent by Claire? Yes!                   <ul style="list-style-type: none"> <li>■ Finished for the month!</li> </ul> </li> <li>◦ Emily: SOCAN and CMRRA have asked us to resubmit because their tariffs, used to be 100, now about \$1000 between the two which is not unusual. Will be in November but may apply to the 2025 fiscal year.</li> <li>◦ Request for the Board to approve a 20hr honorarium amount for Emily Aimola - to have potential meetings with Claire over the next month and to wrap up the Board Handbook draft.                   <ul style="list-style-type: none"> <li>■ Emily to also help Claire get set up and ready to go with the bank account.</li> <li>■ Completing the audit. More intense than last year's.</li> <li>■ This would allow a 2 hour meeting per week, going up to 3 months.</li> <li>■ Bryan is willing to help where needed.</li> </ul> </li> </ul> </li> <li>• Miscellaneous credit card charges get programmed into the Office budget line item yielding a 94.8% YTD, which is false.</li> <li>• Student fees are low at 45.3% but will change in a November update with CSA money.</li> <li>• Student Hours is a little low on the template compared to what staff has used, using the past references that will be updated.</li> <li>• Bryan has asked to pitch up the forecast for expected more student positions in the future (Jan).</li> <li>• CPI increase not yet confirmed for the Toronto area. Emily emailed the company that does this approval and gave Claire the number to call them.               <ul style="list-style-type: none"> <li>◦ For Canada overall it is 2.2% but differs area-to-area.</li> <li>◦ Ian mentioned it is worth figuring out the CPI increase before the end of the current fiscal quarter.                   <ul style="list-style-type: none"> <li>■ Needs a 4 month period.</li> </ul> </li> </ul> </li> </ul>			
Staff meeting items for board	1. Discuss the creation of a Partnerships Committee 2. Ask the staff for a list of names of recommended new board members			Chelsey MOTIONED to approve the new language



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	<p>3. Bylaw amendment RE: election of BOD members (Christopher)</p> <p>4. Confirm members of Bargaining Committee (Board side)</p> <p>5. AGM date - December 18, 6-8pm</p> <p>PSA coming Friday</p> <p>AGM posters (Claire and Odesia to work together on this)</p> <p>6. Confirmation of Nominations Committee</p>			<p>for the systems and controls document; Rickky</p> <p>SECONDED</p>
Notes	<ul style="list-style-type: none"> <li>• Agenda item to show the current draft Employee Handbook to the Board and update on the standing of CatalystHR as a consultant.</li> <li>• Request for the Board to approve new wording to be added to the Systems &amp; Controls doc - regarding the controls of the business credit card. New Controls insert: <i>"The Business Credit Card has a limit of \$10,000. It may be used for general operations costs, Board costs, software/capital expenses, outreach and marketing expenses - or other purchases as the Board sees fit. Staff and Board members may have access to credit card use, at the discretion of the Board Chair or Administrative Coordinator. For month end, each charge will be separately entered in the accounting software with the appropriate code. Charges over \$2000 will need to be approved by the Board."</i></li> <li>• Link to S&amp;C doc: <a href="https://docs.google.com/document/d/1-omN8uRgt62e97HiAdnv ep2x8ijJ8Dpz/edit">https://docs.google.com/document/d/1-omN8uRgt62e97HiAdnv ep2x8ijJ8Dpz/edit</a></li> <li>• Bargaining committee ready to go!</li> <li>• Jenny confirmed the Partnership Committee will always consider students in any partnership they create.</li> <li>• Jenny wanted to check if the Partnership Committee may have power to definitively decide on who to partner with in consideration of the Board. <ul style="list-style-type: none"> <li>◦ That is, bringing a comprehensive overview of a possible partnership for the Board to give a final YES or NO.</li> </ul> </li> </ul>			
Other Business				



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Notes	<ul style="list-style-type: none"><li>• Interviews for music research (Josh)</li><li>• Professional Development Funding Clarification (Josh)- December</li><li>• Board Stipend - December</li><li>• Board &amp; Staff Drive - December</li><li>• Transitional Board - December</li><li>• <b><i>Chelsey to email Anna regarding pay.</i></b></li></ul>
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ADJOURNED AT 8:38 PM.