



Board of Directors Meeting Minutes

Date:	Wednesday, July 15, 2026
Time:	5:30 pm Hybrid In-Person at: UC 332 Online at: https://us02web.zoom.us/j/84776963431?pwd=Rbc3TW02GOkatxWenqDZGlKOco50aF.1 Meeting ID: 847 7696 3431 Passcode: crfu
Attendees	In-person: N/A Online: Megan Arnold, Amir Benkelai, William Coleman, Claire Whitehead, Chelsey Edwards, Bryan Webb, Josh, Longfei, Olivier, Rickky

Call to order @ 5:34 P.M.

Approval of the agenda.

Amir MOTIONS the approval of the agenda; Saira SECONDS. All in favor.

Approval of June meeting minutes.

William MOTIONS the approval of June meeting minutes; Saira SECONDS. All in favor.

Committee Reports

The Policy Committee met to discuss the Anti-Harassment and Violence Policy, and is now close to a final draft, including beginning work on an AI Policy this upcoming Friday.

Agenda Item	Purpose	Lead	Duration	Motion
Finance	Monthly finance update	Claire	30 minutes	Amir MOTIONS the approval of a budget of \$2600.00



Board of Directors Meeting Minutes

				for the purchase of a new DJB controller for the on-air studio of the CFRU Station; William SECONDS. All in favor.
Notes	• Finances for June are looking fine. • The 2026-2027 budget meeting is tomorrow, July 16th, 2026. • The Finance Committee is working on fixing a pay issue with Emily, previous Administrative Coordinator. ◦ May need to pay a little extra, but that has been approved by the Committee, to make up for the issue. • Beata is now a level 1 representative on the CRA account as discussed in June. • Year-to-date amount higher as budgeted student fee amount shifted. ◦ On track with everything else. ◦ The Staff/BOD/Volunteer Development fund is also way higher than budgeted due to increased amounts approved in a previous meeting. • Forecasting a surplus of \$15,600.00, which needs to be spent. ◦ With the Collective Agreement, wage payback should take from the surplus. • Bryan is looking to change the DJB controller in the on-air studio as it has gone toast. ◦ Bryan looked over what DJB controllers DJs use, which cost approximately \$2400.00 new and \$1800.00 used, with the new option holding warranty, which is good in case of damages. ◦ Chelsey asked if this is good as a long-term investment. ■ Bryan explained it is brand new, state of the art, and should last compared to other more expensive options. ◦ Chelsey also asked if any additional accessories are needed. ■ Bryan stated maybe a case, but usually, newly bought ones come with a case. ◦ Chelsey asked if cables and all are good. ■ Bryan explained they are.			



Board of Directors Meeting Minutes

	- Chelsey asked Bryan to check if the \$2400.00 includes the HST and environmental taxes, as well as any potential delivery fee. - Increases to \$2600.00 following these amounts.			
Staff Liaison Updates	If there is anything the Board should know from the Staff	Olivier	5 minutes	None
Notes	Megan asked about the radiometres grant. It has been added to the agenda.			
Terms of Reference Update from Committees	Updates on where the committees are with their Terms of Reference	All	10 minutes	None
Notes	- The Policy Committee is finishing up their draft Friday, July 17th. - The Finance Committee has decided on roles for the Terms of Reference. - Amir reminded the Board that the deadline is next week. - Rickky explained that there is an issue with the sharing of the Excel sheet. - Rickky explained that people can join as volunteers and a need to specify who is voting and not voting. - Amir added that people can join as guests. - Rickky added that the Terms of Reference are short. - Amir added that the main thing is looking into removing the Station Manager wording as well as including new wording if interested. - Committees to begin this week.			
Visioning Session Agenda	Listing what is to be discussed at the visioning session on July 25th	All	15 minutes	William MOTIONS the approval of the agenda for the visioning session; Saira SECONDS. All in favor. One abstained.
Notes	- Chelsey asked if everyone, Board and Staff, are still available to meet on the 25th of July. - If staff are not available, this can be Board specific, and later have a Board and Staff session.			



Board of Directors Meeting Minutes

	○ Suggested also because of a need for the Board to work on itself. ● The Agenda: ○ Committee Structures (Terms of Reference). ○ Surplus Spending. ○ Onboarding Board Handbook. ■ Discussing the Executive Committee. ○ Partnership Committee - Building a relationship with student groups. ■ Discussing what relationships with other organizations look like in general. ● Amir suggested going over branding styles regarding typefaces, formatting, colors, etc. and having a standard. ○ Chelsey asked if this should be a regular meeting item or a visioning session item. ○ A question for Odesia. Circle back through email. ● William suggested that surplus should be discussed at the visioning session. Rickky agrees. ○ Bargaining discussion could give input on surplus. ○ A reminder that half of the surplus will be for the end of life fund. ○ Some of the surplus can be used on Board development. Consider someone coming in to do further Board development. ● Chelsey suggested a Board handbook, and she has reformatted part of the old handbook. ○ What do we want when onboarding people and how to ensure training is complete. ● William suggested working on the relationship with other student organizations on campus. ○ Talking about how to develop further relationships with student organizations. Also an Odesia (Outreach Coordinator) question. ○ Chelsey mentioned that in the past CFRU thought of creating a grant structure. ○ Josh brought up that the Partnership Committee discussed non campus partners and believes campus partners would be important as well. ● Chelsey explained the end of life fund is based on the possibility of losing all student fees, and what to do in terms of payments. ● Chelsey asked if the agenda is good with everyone. ● Amir asked about the Executive Committee.			
Surplus Spending Ideas	In the June meeting, the Board tabled a discussion on surplus spending for	Claire/ Chelsey	10 minutes	None



Board of Directors Meeting Minutes

	July.			
Notes	● Putting together a live music series involving 2 shows per semester, covering venue and show related costs. ○ A range of \$2000.00 to \$5000.00 per act. ○ Chelsey asked where these would be hosted. Megan is hoping for downtown Guelph. ○ Potentially covering free entry for volunteers and/or even all students of the University of Guelph. ○ Will need to circle back as details are being worked on, including logistics. ○ Not broadcasted; the goal is to get volunteers comfortable organizing shows to in a few years organize a CFRU Festival. ■ Rickky asked if there is a reason why these shows are not being broadcasted. The reason is potential overload of work. ■ For overload of work, Amir suggested creating short part-time student staff positions. ■ The possibility of honorarium positions was discussed. ○ William suggested a mix of on-campus and off-campus venues. ● Staff can take time to build out what these shows and eventual festivals look like to bring the budget to the Chair, Chelsey Edwards. ● Chelsey asked if anyone minds if Board swag is created. ○ William explained it could be perceived badly as it may seem like the Board is paying itself in merch. ● Rickky suggested additional training expenditures. ○ Chelsey explained this would not need to come out of the surplus as there is the Board development fund. ○ Add to the conversation of Board onboarding. ○ Amir suggested more Robert's Rules training in consideration of CFRU's modified version of Robert's Rules. ■ Clarifying there is no manager. ■ Rickky suggested reaching out to someone in advance of the visioning session who has a similar flat-level organizational structure. ■ Chelsey explained that there has been communication with OPIRG Guelph, who are flat-level. ● Rickky suggested an onboarding session in January that is a day long (half-day). ● Chelsey suggested the Board research into flat-level			



Board of Directors Meeting Minutes

	organizations if able to better understand how CFRU can structure itself. • Rickky proposed having a potential research position for students that research flat-level organization and their importance in the radio community. ◦ Chelsey asked what the goal here would be. ◦ In case that, as changes are going underway towards flat-level, issues arise that with this position would be solved in advance of occurrence. ◦ Chelsey said for Olivier to bring this to the staff meeting as someone needs to supervise this position, but most likely, one Board member would have to handle this. ◦ Using this research to create a rational and good documentation for why the organization turned flat-level and how it operates. ◦ Amir volunteered to do research. • The Board may think of ways of enrichment. ◦ Potentially a retreat; Rickky suggested the Boat House.			
CFRU Antenna Agreement Review	In the June meeting, the Board agreed to circle back in July on reviewing the decision from 2025 to not pursue an antenna agreement.	Claire/ All	10 minutes	None
Notes	• Chelsey asked the Board if it wants to pursue a formal contract with Physical Resources or Student Housing. • The antenna is a gray zone, but it is up there, and unlikely to be taken down. • William expressed a conflict of interest as he is on the Board of the University Centre, but Amir and Chelsey explained that the University Centre matter was resolved in 2025. • William advocates for having a formal written agreement in regards to antenna and Human Resources of the University of Guelph who handle the payroll. • Chelsey can look into the matter and this can be a recurring item for the next meeting. ◦ Chelsey will contact Human Resources and Physical Resources.			
Radiometres Grant	Two authorized signatories needed.	Megan	5 minutes	N/A
Notes	• CFRU is receiving \$35,000.00 in grant from Radiometres as the application was successful.			



Board of Directors Meeting Minutes

	• Jenny will be supervising a mobile studio staff member. • A form needs to be signed and submitted. ◦ Megan will keep the authorised signees posted for when to come in and sign. • The grant allows for a placement November to August for the mobile studio. 2-month placements with neighbourhood support coalition. • Chelsey suggested this goes on the newsletter.			
Shared Calendar	Having a shared calendar with meeting dates.	Josh	5 minutes	N/A
Notes	• Josh suggests having a shared calendar, so that meeting dates are not lost. • Chelsey asked if there is a preferred calendar setup, like an invite, or a separate hosting, non-email based calendar. ◦ Rickky agrees with using Google Calendar invites. • In regards to the earlier item on access difficulties with the Committee Google Sheets spreadsheet, that may be because of an access attempt with the University of Guelph email address.			
Other Business	Additional Discussion	All	N/A	
Notes	• None. • Visioning session at UC 430.			

Adjourned @ 7:19 P.M.

Amir MOTIONS that the meeting is adjourned; Rickky SECONDS. All in favor.