



Board of Directors Meeting Minutes

Date:	Wednesday, May 20, 2026
Time:	5:30 pm Hybrid In-Person at: UC 332 Online at: https://us02web.zoom.us/j/84776963431?pwd=Rbc3TW02GOkatxWeNgDZG1KOco50aF.1 Meeting ID: 847 7696 3431 Passcode: crfu
Attendees	In-person: Megan, Chelsey, Claire, Ramya, Will, Odesia, Christopher, Amir, Saira, Olivier, Rickky, Online: Ian, Josh, Angelina, LongFei

Call to order @ 5:38

Approval of the agenda.

William MOTIONS; Mike SECONDS. All in favor.

Approval of previous meeting minutes.

N/A

Committee Reports

The Policy Committee met to discuss the Anti-Violence and Harassment Policy, which now only needs drafting and Board reviewing.

Agenda Item	Purpose	Lead	Duration	Motion
Finance	Monthly finance update	Claire	30 minutes	None
Notes	- As with April, past 100% for student fees. The forecast is now adjusted for student fees at the end of August. - Everything is now around 50% as the company is at the half year mark. - HR fees are high due to HR consultancy; noted in April's minutes.			



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	• Staff/BOD/Volunteer development line will be adjusted once NCRA receipts are through. • Surplus is still forecasted even with the new student staff and campus staff positions. • The credit card fluctuates; it is not always at 0 at the end of every month. ◦ The Finance Committee is working on figuring this out. ◦ The numbers must match the forecast for auditing purposes as otherwise auditing fees will be more than usual. ◦ Autopayment as a potential solution. ◦ Receipts (from staff and otherwise) are received at varying points in the month. This means paying sum to sum is not feasible.			
Staff Liaison Updates	If there is anything the Board should know from the Staff	Chelsey	5 minutes	None
Notes	• Music Director Alexander Rimmington has concluded her role with the CFRU Station, and we thank her for everything she has done and offered to the Company for the last 16 years. ◦ Organizing a Board written card to thank Alex for everything and as a goodbye. ◦ Thank you to all who have committed for such long times with the Company! • Interim Music Director Megan is now the official Music Director of the CFRU Station following a satisfactory review by other full-time permanent staff members. Congratulations. ◦ This was an online off-camera confidential vote by the Board. The record thereof is in the chair@cfriu.ca email account. ◦ Looking forward to a CFRU Music Festival. ◦ Mike is interested in helping with developing a music handbook.			
Leaving Music Director Payouts	Looking over vacation and sick days plus RSPs.	Claire	15 minutes	None
Notes	• There exist vacation and sick days requested upon resignation. ◦ 40 vacation days and 10 sick days total requested by Alex. ◦ The Collective Agreement states that permanent staff can have up to 40 vacation days at any moment in a given year, where vacation day and vacation			



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	pay are different items (see the Collective Agreement for full details). ■ However, historically, when a permanent staff member takes a leave for a year, these are not granted standardly. ■ But also, nothing explicit in the Agreement about leave and vacation days; the Agreement is currently under bargaining. ■ That is, if during leave, there is an accumulation of extra vacation days. ○ Per the Contract, instead, the call for vacation days is more valid. ■ A call for the Union to work out how the Agreement plays into this. ● Pay accumulating to last year, before the leave, should be honored. ○ Anything carrying over from prior years, as is in the Agreement, before the leave, should also then be honored. ● The Board is asked if they are okay with contacting the Union to resolve this. They are. ○ It will also be brought up to the Bargaining Committee. ○ The same thing will be done with the sick days and RSPs request.			
Incoming Music Director Payroll & Hours	Discussion on Megan's new hours and payroll information.	Claire	10 minutes	N/A
Notes	● Megan is currently at 33 hours, with Jenny holding 2 hours of the Music Department, which automatically transfers to Megan, totalling 35 hours per week.			
Vacation Request from Claire	Request for vacation.	Claire	10 minutes	Mike MOTIONS that Claire is granted vacation time from the 5th of October to the 16th; Ramya SECONDED. All in favor.
Notes	● Look at the Collective Agreement if you would like to review vacation information for staff. ● October 5th to 16th is when Claire wants vacation days. Returns the 19th, Monday.			



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	- Staff asked if there are any administrative issues that could come up with this; none per the staff. - Finance Committee meeting ahead of these vacation dates to help prepare for the audit/answer questions.			
Vacation Request from Christopher	Request for vacation.	Christopher	10 minutes	William MOTIONS the approval of having Christopher 2 carried over vacation days. Olivier SECONDS. Majority in favor. One abstain.
Notes	- The Board is capable of extending vacation days. This relates to the below: - This year Jenny had 12 unused vacation days that expired on May 8. She is requesting that the time for these be extended. Last year, the extension was to December. - This is also covered in the item following. - Christopher has 2 unused days. Reasoning follows Jenny's. - The Board suggests Christopher and Jenny (item below) make use of vacation days for mental health care.			
Requests from Jenny	Request for vacation and hours change.	Christopher	10 minutes	Mike MOTIONS to raise Jenny's hours to 35 hours per week as a full-time staff member until a new Collective Agreement is formed. Ramya SECONDED. All in favor. One Abstain.
Notes	When Alex's leave officially ends on Thursday, Jenny is			



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	slated to fall back from 36 hours per week to 32. (Jenny is currently working two hours per week of the Music Director job; by default, these hours will switch to Megan. Jenny is also receiving two additional hours of her regular job per week for the duration of Alex's leave period.) - Jenny is accordingly requesting that the Board agree to set her hours to 35/week on a provisional basis, pending the resolution of bargaining (which will provide a forum for further discussion of this and related matters). Jenny is currently working as a "full" staff member, and the logic of the request is that it doesn't make sense for her hours to be lower. 35 hours per week is standard for all the permanent full-time staff. - This then acts as acknowledgement of Jenny as a full contributor to the Station. - Jenny was hired at 20 hours per week, which has increased over the years. - These hour differences, amended by Memorums of Understanding (MOUs) (see note below) are because of ongoing bargaining of the Collective Agreement. - Last year, Jenny and Christopher both received extensions on unused vacation days that were set to expire. (Both Jenny and Christopher have a "contract turnover" date of May 8.) - This year Jenny had 12 unused vacation days that expired on May 8. She is requesting that the time for these be extended. Last year, the extension was to December. - The Board suggests Jenny and Christopher (item above) make use of vacation days for mental health care. - Off-camera has been called at 6:48 PM. It adjourned at 6:57 PM. - The request will not be voted until a conversation takes place with Jenny on how to better support the use of vacation days. - MOUs have been used to extend from the Collective Agreement whilst the Bargaining Committee bargains.			
Anti-Oppression Training	Discussing at which meeting Chelsey is to offer anti-oppression training for the Directors who still need it.	Amir	5 minutes	N/A
Notes	- Chelsey can personalize the training to the CFRU Station. - A separate meeting can be arranged or as originally			



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	motioned, adding 1 hour to a Board meeting. - Can be done as part of the visioning session. - The July meeting can be made shorter with an acknowledgement of the 1st hour as training. - The July meeting is not as busy. - July has been decided as the month for anti-oppression training. - The Board is allowed to not have one meeting. That can be used as the time for anti-oppression.			
Anti-Violence and Harassment Training	Completion & Uploading.	Claire	5 minutes	N/A
Notes	- The Board Directors Rickky, Olivier, Josh, Mike, and Chelsey need to upload the certificate. - Josh and Chelsey need to upload a certificate if done previously, otherwise, Claire can buy them a module each.			
Student Fee Committee	Requesting a student Board Director to join.	Claire	5 minutes	N/A
Notes	- One student Board Director is needed for this committee. - An undergraduate and graduate student is needed. - William (undergraduate) and Josh (graduate) take care of this. - Claire (staff) and Bryan (Staff) are also on this committee			
Harassment and Violence Prevention Committee	If anyone is interested in partaking and inquiring if this is the Harassment and Violence Committee.	Amir	10 minutes	N/A
Notes	- Harassment & Violence Prevention Team (HVPT) is composed of Board Directors from the Joint Health and Safety Committee (JHSC) by default; however, since the policy has not officially passed, anyone who defaults to this may choose to step down without needing to step down from JHSC. - This is not a committee, but it is in some locations of our documents. - We're moving towards being a flat level board. - This altogether is a visioning session question.			
Updating the Terms of Reference	Each Committee has a Terms of Reference. They all need updating, which is usually	Amir	10 minutes	N/A



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	done by the Committee themselves.			
Notes	• Respective Committee Members are to create a draft of the Terms of Reference for their own committee, which then are submitted to the Policy Committee who will then present them to the Board. • Tabled for the visioning session. ◦ Committees are to meet and go over their Terms of Reference before the July visioning session, so it can all be finalized at the visioning meeting.			
CFRU AI Statement	Ramya suggested at the Policy Committee meeting looking into making an AI statement for CFRU.	Ramya & Amir	5 minutes	None
Notes	• Josh wants to be part of the conversation on the AI statement. ◦ Megan and Mike are also interested. ◦ They will be guests to the Policy Committee on this. ◦ To be drafted for the visioning session.			
Vision Meeting day selection	Selecting a date for a vision meeting.	Rickky	5 minutes	N/A
Notes	• Visioning goals: review committees' understanding of each Terms of Reference and figure out what roles board members will have for supporting staff without a staff manager. • Setting a deadline and encouraging Board Directors to fill in their availability.			
CFRU Committee selection	Staff and Board need to select a Committee to be a part of.	Rickky	15 minutes	N/A
Notes	• Not all Committees are fulfilled; Rickky calculated 103 total seats in all committees, including volunteers, staff, and Board Directors. ◦ A total of 68 are missing, including many Board positions. ■ The Board hence has been given instructions to fulfill all gaps on the respective internal Committee document to then go over the respective Terms of Reference (see above). ◦ If you reading this are interested in joining a Committee as a volunteer, click here.			



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	• Rickky will email Committee information to Board Directors and staff, so the missing seats can be filled in at those levels. ◦ If you, the reader, wish to volunteer for a committee, find out more here. • Reviewing the Terms of Reference for the number of individuals that each committee should hold.			
Other Business	Additional Discussion	All	N/A	None
Notes	• None.			

Adjourned @ 7:48 PM

Mike MOTIONED; William SECONDED. All in favor.