

General Meeting of Braidwood Radio Inc.

16 February 2021

4pm at the Braidwood Services Club

Present: Rob Davidson, Pete Diskon (Disko), Gordon Waters, Martin Gilby, Fulvio Fabreschi, Bente Jensen, William (Will) Renton

Apologies: Nil

1. Rob opened the meeting by welcoming new and returning committee members, and going through the “**Guidelines For Committee Meetings**” which he distributed to all committee members prior to the meeting.
2. Rob has sent a letter to the outgoing President (Rod McClure) and Vice President (Bill McGinnis) thanking them for their contributions to the radio over the past number of years.
3. **Change of Public Officer.**
Rob told the meeting that Gordon has been listed with Fair Trading as the Public Officer as this was overlooked at the AGM. Rod McClure was previously the Public Officer.
4. **Complaints.**
 - Rob is to create a complaints register.
 - Martin Gilby discussed receiving a complaint via the SMS line and contacted the person himself rather than passing it on to the committee.
 - Will is to become the Complaints Officer and all complaints will be sent to him in the first instance for his consideration and further action.
 - Complaints will only be dealt with if received in writing, and must be specific; that is date, time, program, specifics of what was said, and what the complainant objected to. Complainant must identify themselves.
5. **Accident Register.**
 - Rob Davidson asked Bente Jensen to create an injury register which she has done.
 - Martin Gilby looking in to the Vodaphone safety policy for reference.
 - Rob designed an Accident Report Form, which was discussed, and one additional question was suggested, “Who did you notify of the accident at the time” (name and contact details please).
 -

6. ACMA Recommended Changes to 2BRW Constitution.

Round-table discussion held. Outcomes in bold next to each point.

The ACMA made the following observations and recommendations for changes to the Braidwood FM Constitution when we last lodged our licence renewal in 2019.

- Specify the grounds on which a membership application may be rejected;

Memberships will be accepted upon completion of Membership Application and payment of membership fee. In general, all memberships will be accepted unless there are strong reasons to reject an application.

- Require that the Management Committee provide reasons for the rejection of a membership application;

Membership can be rejected if the person “carries out activities that brings the station into disrepute, engages in ‘gossip’, or discloses ‘in confidence’ information to outside parties”.

- Specify that a quorum is greater than the management committee, ideally twice the number of the management committee members plus 1;

Due to the small population of the town and region, it was decided that the number for a quorum should be the number of the management committee (7) plus four (4), making a total of 11 for a quorum.

- Limit the term of management committee members.

Note: Our constitution states 3 year terms with no limit on the terms a person can be re-elected.

ACMA says this can be done by specifying that management committee members may not serve more than two (2) consecutive terms, where a term is 3 years, with at least 2 members stepping down at each AGM and not be eligible for re-election until the following year.

It was decided that committee members could serve no more than two (2) consecutive terms, where a term is 3 years, and that two members should step down at each AGM and not be eligible for re-election until the following year.

Bente asked if she could have a copy of the Constitution for her reference.

Rob to email a copy to her.

Fulvio asked what rights do members have for their payment of membership. Rob detailed how full members (\$20) have a right to vote at AGM's and General Meetings. Members who are Presenters are also covered by Braidwood FM's insurance.

7. ACNC Charity Status of Braidwood FM

It is a requirement of our charity status with ACNC that Braidwood FM donates a portion of our net surplus each year to not-for-profit groups that need assistance.

It was decided that Braidwood FM would donate 15% of its net surplus each year to not-for-profit groups.

One (1) page form to be designed for NFP groups to complete and lodge with Braidwood FM.

NFP groups to lodge forms in May each year, and Braidwood FM Board will assess each form in June, and decide what groups to support, and how much each group would receive.

To be eligible groups need to be "Not-For-Profit" and need to be a Registered Association. They also need to be located in Braidwood FM's coverage area.

It was suggested that an information session be held at the Servicemen's Club, inviting NFP groups to the event, to explain the system.

Disko to look into how to get info to NFP groups about the information session.

8. Community Noticeboard

It was advised that Rod who has been compiling and recording the community noticeboard is not doing it in the short term. It was agreed that Rob will record it with information supplied to him.

9. Saturday morning programming

It was advised that the programming of Saturday morning is open for change with Gavin suggesting he would be happy to step back from it. It was discussed that we need to keep Roger involved in his 30 minute weather segment.

Options were discussed, with Fulvio suggesting he would be willing to look at doing Saturday morning. Discussions to be had between Gordon, Fulvio, Gavin and Roger.

10. Braidwood Community Association and 2BRW.

Discussed benefit of an association between the two groups. Decision was that it would be beneficial to both organisations.

11. Black Spots – Translators

Will suggested that Araluen and below could be serviced by a low power transmitter on top of the ridge line above Araluen. Gordon discussed the recent Community Grant in which the Radio has applied for \$40,000 for 2 translators. It was suggested we wait to see the outcome of this grant and then look further into possible locations for the translator.

12. Program Issues

Refer to item 9.

13. Monthly Reports

Monthly Reports will be required from the following;

- President (or in their absence, the Vice President),
- Treasurer
- Sponsorship
- Secretary
- Station Manager

14. Emails

Board members were asked by Rob to check their emails at least once a day in case there were emails requiring an urgent response or a date deadline response.

15. Role Descriptions

Rob has written role descriptions for the positions of President, Vice President, Treasurer, Secretary, and Ordinary Committee Member, which have been distributed to all Board members, and put on file by Bente.

16. Additional Tasks for Board Members

Rob advised the meeting that all Board members should expect at some time to be called upon to help with tasks that may come up.

From time t time there may be tasks that require considerable amounts of time and work, and at those times everyone may have to pitch in. For example, 5 year licence renewal, some grants.

17. Post Office

Gordon to pass on a PO key to Bente so she can collect the mail and make it one less job for Gordon to do. PO Box to be checked at least every 2nd day.

18. Cleaning Roster and Materials

Martin gave an update on the cleaning roster and the marketing materials and will have further information for the next meeting.

19. Zoom option for next meeting

The option for a Zoom meeting was discussed for those that need to travel, Gordon will look into that and advise.

20. Business to be Actioned

Action Item	Action Required	Responsibility	Status Update
Accident Report Form	Amend draft form and email to Board members for final approval.	Rob	Amended Accident Report Form emailed to Board members 1st March 2021 for feedback.
Complaints	Complaint Form to be designed. Complaints Register to be designed.	Rob & Will Rob & Will	
Changes to Braidwood FM Constitution	Make changes to Constitution	Rob & Gordon	
ACNC Charity Status – gifts to NFP groups	Application Form to be designed. Organise info night at Club for NFP groups	Rob & Disko Disko	
Saturday Morning Programming	Fulvio to look at doing Saturday morning – talk to Gavin & Roger	Fulvio & Gordon	

Braidwood Community Association and 2BRW	Work out how we can work together	Gordon	
Post Office mail collection by Bente	Bente to be provided with PO Box key	Gordon	
Zoom for next meeting	Work out how it can be done and send out invitations to all Board members.	Gordon	

Meeting closed 5.57pm

Next Meeting Tuesday 16th March at 4pm