Liverpool-Fairfield Community Radio Co-operative Limited

ABN 58 832 839 936

MINUTES OF MEMBERS/PRESENTERS MEETING MONDAY 20th October 2014

Liverpool Community Centre 14B Mill Road Liverpool

The meeting commenced at 7.30pm

Present as per sign in sheet: Carol North-Samardzic, Andreas Ginting, Tony Feraud, Jhun Salazar, Tim Miller, Bill Phillips, Ninka Roberts, Emanuel Camilleri, Anglina Rossi, Vince Rossi, Ceyan Cilim, Bruce Crofts, Brad Gaddes, Reno Agius, John Barcha, Cuneyt Yusuf, Christine Andrees, Robbie Georges, Peter Hines, Chris Sparrow, Peter Nyistor, Les Gagan, Alex Shalalo, James Seng, Rob Cutrie, Glen Burns, Ian Becker (27)

As Ian was delayed at work Carol North-Samardzic opened the meeting.

Apologies: Apologies were received from Anna Bhatt, Terry Gaffney, Pauline Plowright, Isabelle Ward, Clem Rook and Dorothy Rook.. Jim Tumeth was at the station conducting training. Laura Lee sent her apologies as she was attending training.

Minutes of the meeting held on 31st March 2014

Carol read the minutes**.**

Motion:

"That the minutes of the 31st March 2014 are accepted."

Proposed: Ninka Roberts **Seconded:** Emanuel Camilleri **CARRIED**

In order to proceed with the meeting the members agreed that Bill Phillips would take over the chair.

Matters arising

It was clarified by Robbie Georges that drink is not allowed in the studio.

Presenters' Self Evaluation Form

A presenters' self-evaluation form has been devised by the out-going programming committee. Self-evaluation is vital in maintaining and improving the sound of the station. In the past hard copies have been distributed. This year the form is on line.

Members will be receiving an email explaining what we are doing and giving you the link. Brad Gaddes clarified if it was for everyone. The response was everyone can attempt it. If members do not do certain functions, e.g. panel, then there are places to comment.

Carol explained that she had completed the form. It takes little time, but members should think about their responses and be truthful. If there are things members do not do well make a comment about it. We are here to help and suggest possible training.

Carol then linked with the form and ran the members through each section to familiarize them with requirements.

"Thank you" goes to Jim for developing the form with the help of the outgoing Programming Committee. It is an easy process. Members will get an email of acknowledgement when they submit their form.

Ian arrived and took over the chair. Bill was thanked for helping out.

Policy Update

1. **Privacy Policy**

Carol reminded everyone that they had been sent the policies as pre-reading. She stated that we did not require a policy, however, we have developed one as we do have information that is stored and members should know how it is treated.

Motion:

"That the privacy policy be adopted."

Proposed: Carol North-Samardzic **Seconded:** Alex Shalalo **CARRIED**

Carol stated the policy could be amended in the future if something eventuated.

2. **Discipline Policy**

Members had received the policy. Carol went through the policy and explained that the expulsion process and suspension process was covered in the C-operative Rules. This has also been re-stated in the discipline policy. Carol cited the misuse of the car park space as an action that could warrant a warning letter. Members know it is for those with a mobility pass only and yet still use it. Also inside the cage is private parking and is not ours to use after hours. People have been told this and just ignore instructions.

Station Care and Hygiene

Ian stated that unfortunately cups are used and not washed. They are left for others to clean. Food is eaten and a mess left for others to clean up and there is a general careless attitude. Bins that are full still have more rubbish piled in. Half cans of drink are thrown into the bins or just left lying around. We do not have a cleaner and Pauline, Terry,, Carol and Rob clean up.

Rob Cutrie painted the walls and someone put their foot up the wall and made a mess. Ian also pointed out that someone has marked the acoustic panels in studio 2. He stated there is no need to have more than four in the studio and when talent has finished their interview etc. they should vacate the studio. Ian had seen a rush of people entering and exiting at the end and beginning of shows.

Absence Procedures

Ian reminded people that they need to notify someone when they are not doing their show. Members should not just fail to turn up. If someone after you does not arrive, members need to take action. Carts can be put on or someone should be notified preferably Carol and Tim. There have been occasions when we have gone to the transmitter via the hut.

Changeover of Programs

Carol addressed the changeover of programs. For a long time the rule has been three minutes allowed from one presenter vacating the chair for another.

That was when people used to pass over a CD for the existing presenter and it was really a case of vacating the chair.

It is now somewhat different as more and more people use differing technologies and need to re assign faders and set up USB's, Laptops etc. In order for this to happen efficiently people need to vacate the chair 6 minutes to change over. This will occur until further notice.

Many have arrangements with the people who follow, but this is not true of everyone so as a rule members need to sign off six minutes to the hour.

It is obvious that some have been co-operating and vacating before the three minutes – this is how we have worked out that six minutes is needed.

When members have vacated the chair they should leave the studio to allow the next presenter to set up.

Motion

"That the change-over rule is changed from three minutes to six minutes until further notice."

Proposed: Carol North-Samardzic **Seconded:** Glen Burns **CARRIED**

Revision of Members' Manual

Carol has prepared a draft revision of the Members Manual and asked for one or two volunteers to edit with her. Alex Shalalo, Bill Phillips and Chris Sparrow volunteered.

Election of Programming Committee 2014-2015

Ian thanked the outgoing Programming Committee for their work over the past year.

Carol is this year's Programming Director and nominations for five positions were called for.

The following nominated and were duly elected:

Bill Phillips

Alex Shalalo

Angelina Rossi

Robbie Georges

Chris Sparrow

General Business

- Tim Miller addressed audio connections and showed everyone the new device that is on the desk for USB connections. It will provide for power hard drives. There is a place to connect the laptops and members would need a 3.5 jack that can be obtained for about $5. Ian suggested hard drives needed about 30 seconds to power up.
- Glen Burns explained that there had been a Technical Project Planning Day on Saturday 18th October 2014. It proved that we had approximately 57 projects and it takes time with volunteers. One project was estimated at 16 days, but if the volunteer can only come once a week that would be spread over four months.
- Ian reminded everyone to promote the station. We should also cross promote.
- Peter Hines had an email from Jim and told everyone that the music library should be up and running by 1st November 2014..
- Ninka asked for a red light on the phone. Glen explained that the light was one of the projects listed on Saturday.
- Robbie commended the Programming Committee for the self-evaluation form.
- Emanuel Camilleri asked about a studio clock. He knew the panel operator had access to the time.
- Rob Cutrie thanked Ian for his hard work with the studios.
- Chris Sparrow asked for automatic air fresheners in the studios. Asthmatics had to be considered and Carol would search for a product.

There being no further business Ian declared the meeting closed at 9.15pm and invited everyone to stay for refreshments.

Carol North-Samardzic
Co-operative Secretary
21th October 2014