

RQU AGM AGENDA

MONDAY, NOVEMBER 30, 2015

1. Call to order (5 minutes)
2. Establishment of quorum (5 minutes)
3. Ratification of chair and secretary (5 minutes)
4. Approval of agenda (5 minutes)
5. Approval of 2014 minutes (5 minutes)
6. Ratification of the Board: (10 minutes)
 - Andrea Gunn, University staff representative, appointed by Queen's, President
 - Daniel Beals, Community member at large, Vice-President
 - Peggy Shanks CFRC Alumnus/Alumna at large, Secretary-Treasurer
 - Matt Shepherd, University Faculty/Staff member at large
 - Vasanth Ranganathan, AMS Assembly representative, appointed by Assembly
 - Kamila Jaskolski, AMS student volunteer, elected by Radio Club
 - Dave Cunningham, Community member at large,
 - Bella Di Iulio, Radio Club President, elected by Radio Club, 1 year term
 - Raynold Alorse SGPS student member at large
 - Abhishek Chaudhry, AMS student member at large
 - Ron Irwin, Community volunteer, elected by Radio Club
 - Emma Fuller, AMS Media Services Director, non-voting, ex-officio Director
 - Kristiana Clemens, Operations Officer, non-voting, ex-officio Director
 - Tash Carroll, Paid staff representative, appointed by paid staff, non-voting Director
7. Committee reports: (20 minutes)
 - HR
 - Finance and Fundraising: Financial Report
 - Policy
 - Accessibility
 - Marketing & Outreach
 - Grievance
8. Staff report (5 minutes)
 - Kristiana Clemens, Operations Officer
 - Tash Carroll, Programming Manager
 - Cameron Willis, Music Resources Manager
 - Melinda Richka, Business Manager
9. Waiver of appointment of auditors (5 minutes)
10. Other business (5 minutes)
11. Adjournment (5 minutes)

Radio Queens University

C.F.R.C. - FM RADIO

Statement of Operations
12 Months Ended 4/30/2015
Unaudited

Current
Actual
YTD

	<u>Current Actual YTD</u>
Revenue:	
30000CRC STUDENT INTEREST FEES A.M.S.	122,567
30500CRC STUDENT INTEREST FEES SGPS	31,406
31000CRC INTEREST INCOME	312
31200CRC FINANCE CHARGES	0
31402CRC PROJECT GRANT SOUNDBOX	2,925
31408CRC PROJECT GRANT COMMUNITY RADIO FUND	16,326
31409CRC PROJECT GRANTS	54,833
31410CRC GRANTS H.R.D.C.	7,980
31460CRC GRANTS WORK STUDY PROGRAM	0
31470CRC GRANTS SWEP	11,189
31500CRC GRANTS QUEENS	1,700
31520CRC GRANTS AMS	5,000
31600CRC SPONSORSHIP	2,900
31700CRC DONATIONS	3,950
31720CRC FUNDING DRIVE	24,267
31800CRC MEMBERSHIP FEES	1,170
36500CRC EVENTS REVENUES	4,756
37300CRC STUDIO RENTAL FEE	7,069
37500CRC MISCELLANEOUS REVENUE	568
38000CRC MERCHANDISE SALES	580
39900CRC ADVERTISING REVENUE	11,640
	<u>\$311,137</u>
Operating Expenses:	
50140CRC AUDIT EXPENSE	0
50240CRC BANK SERVICE CHARGES & INTEREST	160
50740CRC CONFERENCE FEES	884
51420CRC EVENTS EXPENSES	4,894
51640CRC INSURANCE	4,080
51660CRC INSURANCE LIBEL	2,376
51790CRC MARKETING AND PROMOTION	2,120
51800CRC MERCHANDISE	2,377
52000CRC MISCELLANEOUS	0
53420CRC PHOTOCOPY EXPENSE	1,544
53890CRC PROJECT SOUNDBOX	2,925
54480CRC REPAIRS & MAINTENANCE	28,755
54700CRC SOCAN MEMBERSHIPS & SUBSCRIPTIONS	1,571
54790CRC SUPPLIES & EQUIPMENT	69,254
54860CRC TELEPHONE	4,436
54910CRC TRAVEL	1,181
60000CRC SALARIES	57,668
60250CRC SALARIES OPERATIONS OFFICER	55,684
61000CRC WAGES	38,038
61100CRC WAGES SWEP	14,929
62000CRC HONOURARIUM	3,630
63000CRC COMMISSIONS	1,851
64000CRC VOLUNTEER APPRECIATION	1,185
	<u>299,543</u>
Income (Loss) From Operations	<u>11,595</u>
Allocated Expenses:	
73000CRC ADMINISTRATIVE CHARGE	4,000
	<u>4,000</u>
Excess Of Revenues Over Expenses	<u><u>\$7,595</u></u>

Radio Queen's University Incorporated
C.F.R.C. - FM RADIO
Budget
2015-2016

Revenue:	Budget	
	2016 YE	
4000	STUDENT FEES AMS	125,000
4050	STUDENT FEES SGPS	30,000
4090	INTEREST	250
4100	GRANTS – AMS	12,000
4110	GRANTS – SGPS	0
4120	GRANTS – QUEEN'S	14,800
4130	GRANTS – CITY OF KINGSTON	11,000
4140	GRANTS – PROVINCE OF ONTARIO	0
4150	GRANTS – GOVERNMENT OF CANADA	5,300
4160	GRANTS – COMMUNITY RADIO FUND	0
4170	GRANTS – OTHER	0
4200	DONATIONS	3,000
4210	FUNDING DRIVE	24,000
4300	MEMBERSHIP FEES	1,000
4400	EVENTS REVENUES	4,500
4500	STUDIO AND EQUIPMENT RENTALS	6,000
4600	MERCHANDISE SALES	1,000
4700	SPONSORSHIP	4,000
4800	ADVERTISING SALES – LOCAL	5,000
4850	ADVERTISING SALES – NATIONAL	1,000
	Subtotal:	247,850

Expenses:		
5000	BOOKKEEPING	4,100
5050	BANK CHARGES	500
5100	INSURANCE	3,000
5150	ROYALTY PAYMENTS	4,100
5160	ASSOCIATION MEMBERSHIPS	2,000
5170	CONFERENCES AND PROFESSIONAL DEVELOPMENT	2,500
5180	TRANSPORTATION	1,000
5190	EVENTS EXPENSES	6,000
5200	GRAPHIC DESIGN	1,200
5210	MARKETING AND PROMOTIONAL MATERIALS	1,500
5220	MERCHANDISE	2,000
5230	PRINTING AND PHOTOCOPYING	2,450
5300	POSTAGE	900
5310	OFFICE EQUIPMENT AND SUPPLIES	2,000
5320	BROADCAST EQUIPMENT AND SUPPLIES	18,500
5330	REPAIRS AND MAINTENANCE	29,000
5340	TELEPHONE AND INTERNET	5,950
5500	SALARIES AND BENEFITS	65,000
5550	SALARY AND BENEFITS – OPERATIONS OFFICER	57,200
5600	WAGES	35,000
5700	HONORARIA	6,000
5800	COMMISSION	700
5900	VOLUNTEER APPRECIATION	600

Subtotal: 251,200

Balance: -3,350

Transfer from CR Reserve: 3,350

Total: 0