

**RQU AGM, November 24, 2014, 6:00 to 9:00 p.m.**

**Present:** Daniel Beals, Siobhain Broekhoven, Georgia Carley, Kanivanan Chinnian, Kristiana Clemens, Libby Drew, Max Garcia, Daniel Gillis, Gordon Griffith, Andrea Gunn, Ron Irwin, Rick Jackson, Aleksa Jovic, Daniel Kao, Bruce Kauffman, Jordan Kokocinski, Stefany Li, Eric McElroy, Michael McLaren, Brenna Owen, Brian Powley, Srinath Rao, Derek Redmond, Marisa Sandlin, Matthew Scribner, Peggy Shanks, Matt Shepperd, Jolene Simko, Irina Skvortsova, Matt Taft, Tom Bruce Vandermeulen, Amanda Watson, Brendon Wilson

1. **Call to order** at 6:15 p.m.
2. **Establishment of Quorum**  
Quorum established with 29 voting and 1 non-voting member present
3. **Ratification of chair and secretary**  
Siobhain Broekhoven moves to name Peggy Shanks as secretary and Andrea Gunn as chair. Seconded by Eric McElroy. Motion carried.
4. **Approval of Agenda**  
Kanivanan Chinniah moves to approve the agenda with the amendment that Daniel Beals is the Vice-President of the Board, not Daniel Kao. Seconded by Marisa Sandlin. Motion carried.
5. **Approval of last minutes**  
Eric McElroy moves to approve the minutes of the November 2013 General Meeting. Seconded by Brenna Owen. Motion carried.
6. **Bylaw amendments**  
Kristiana Clemens reviewed a proposed change to the Bylaws.  
Kanivanan Chinniah moves to amend the beginning of Bylaw 1.18, QUORUM AND MEETING, BOARD OF DIRECTORS, from:  
"A majority of the voting directors shall form a quorum for the transaction of business."  
to  
"A majority of the directors shall form a quorum for the transaction of the meeting. Once attained, quorum shall remain for the duration of the meeting if an attending director must abstain from a vote."  
Seconded by Matt Taft. Motion carried.
7. **Ratification of the Board**  
RQU Board Members:
  1. Andrea Gunn
  2. Daniel Beals
  3. Peggy Shanks
  4. Derek Redmond
  5. Max Garcia
  6. Hana Chaudhury (absent)
  7. Daniel Kao
  8. Ron Irwin
  9. Bella Di Iulio (absent)
  10. Matt Taft
  11. Ken Hall (absent)
  12. Kanivanan Chinniah

- 13. Kristiana Clemens
- 14. Ayanda Mngoma (absent)

Eric McElroy moves to ratify the RQU Board. Seconded by Michael McLaren. Motion is carried with abstentions from the Board members.

## 8. Committee Reports

### HR Committee

- Andrea Gunn reported that the committee will meet for the first time this week
- The committee will review the staffing and hiring policy documents and the contract renewal for the operations manager
- Eric McElroy had prepared drafts of the policy documents. The committee is reviewing them
- The committee also plans to review long term staffing plans for the station

### Policy Committee

- Ron Irwin reported that the committee created a selection of draft CFRC mission statements, then requested input from CFRC membership.
- The new mission statement is: *CFRC's mission is to empower and celebrate the diversity of Kingston and Queen's through innovative, non-commercial, community-oriented radio programming and broadcast learning opportunities.*
- The committee is currently working with the HR committee to review and update the staff hiring and staff review policies.
- The committee investigated remote participation for board meetings, and discovered that our by-laws allow for this, meaning that if board members cannot participate in person in a board meeting, they are encouraged to participate by Skype or by phone. We drafted the board quorum amendment (which will have been voted on prior to the policy committee update.)
- The committee are currently creating a social media policy and strategy document to add to the policy manual
- Looking ahead, the committee will be reviewing privacy and confidentiality policies and procedures, and, with the Tech committee, IT security policies and procedures

### Student Outreach Committee

- Brenna Owen reported that the committee coordinated frosh week events this September
- The committee launched smart phone apps and promoted club involvement
- The committee worked to implement engagement to help secure a fee increase

### Tech Committee

- Kristiana Clemens reported that the committee oversaw the studio renovations
- A new logging interface was introduced through the efforts of the studio engineer, the web developer and a student volunteer
- Other projects include:
  - Implementing the migration to a new website via nation builder
  - Email and web transfer should be completed by December 31
  - Installation of a new digital board in the on-air control room
  - Replacement of soundcard interface in CR1 and CR3

- Installation of new software
- Old and new programmers have been trained on the new equipment
- Still working through some technical issues with the new equipment
- The station sounds better than ever
- This was a great team effort and created a very strong technical foundation for the future
- Comments from listeners have been positive
- Constructive feedback from programmers will be addressed via the newsletter
- Programmers who have individual concerns should see a manager or Kristiana to discuss

### **Grievance Committee**

- Ron Irwin reported that the committee created terms of reference. They are:
  - Mandate: To address and resolve complaints in-line with CFRC policies.
  - a) to address and resolve grievances concerning the work or behaviour of CFRC's staff, Board or committees or their members
  - b) To address and resolve complaints or concerns that implicate the work of other CFRC committees, or that a committee or the president, as appropriate, is unable to resolve.
  - c) To address and resolve appeals of decision of the CFRC Programming Manager from volunteers or concerning volunteers or programming.
  - d) To make decisions on whether content is offensive in the case of non-agreement by the Programming Manager and Operations Officer.
    - Membership Composition: 3 or more voting directors.
      - Chair: the chair shall be appointed by the RQU board.
    - Decision Making: Quorum shall be a majority of committee members. Decision making shall be made by consensus. If there is a lack of consensus, the matter will be taken to the RQU board.
    - Meeting: The grievance committee meets only as needed.
    - Reporting Structure: The Grievance Committee shall report to the RQU Board of Directors on a monthly basis, provided that there has been activity (meetings, research, etc.) on which to report.
    - Complaints and Concerns: Grievances concerning the work or behaviour of the Grievance Committee shall be directed to the President of the Board of Directors.
- The committee recommended a change in grievance procedure in the policy manual to allow them to deal with a grievance in a timely manner: this was passed by the board. It is:
  - Appendix C: Complaints iv) If the complainant is not satisfied with the response of the Programming Manager, he/she/they may lodge a complaint in writing to the Grievance committee within 60 days. The Grievance Committee will call a meeting within 30 days to address the complaint. If further information is needed, the grievance committee may call a meeting with the complainant. The Grievance Committee will submit written recommendations to those implicated in the complaint, and the Programming Manager, and notify the complainant in writing of any steps taken to resolve the complaint.
- The committee dealt with one grievance this year.

## 9. **Financial Report**

- Kristiana Clemens reported for Peggy Shanks
- Reviewed the financial statements. Kristiana explained that a \$17,000 surplus at the end of the budget year was a result of increased student fees, doubling the amount of funds received from project grants, increased donations.
- Expenses and review are on target as of the end of September (the last month for which month-end statements are available)
- The accessibility portion of our Trillium Grant application was not approved. Will be applying to Queen's for funds to complete these renovations.
- CFRC was granted a lottery license and will be receiving revenue from the sale of Nevada tickets.
- A bookkeeper will be hired to prepare month-end statements and complete year-end and notice to reader statements.

## 10. **Waiving of appointment of auditors**

Kristiana Clemens, on behalf of the RQU Board, requests that appointment of auditors be waived. At last year's meeting, the appointment of auditors was waived for fiscal 2013-14. Audited statements are not required and are very expensive to complete. Instead, notice to reader statements will be prepared by a third party.

Daniel Beals moves to approve the waiving of auditors. Seconded by Jolene Simko. Motion carried.

## 11. **Other Business**

No other business was discussed.

## 12. **Adjournment**

Moved by Michael McLaren.  
Motion carried at 7:01 p.m.