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Canberra Christian Radio Limited (CCRL)
Annual General Meeting, Friday 9 November 2018
Impact Church, 200 Clive Steele Ave, Monash ACT 2904

DRAFT MINUTES

Meeting opened: 6.09pm

1. Introduction, Welcome and Opening Prayer (Chair)

Wayne Mullens opened in prayer

Present: as per the Attendance Register

2. Apologies

As per the list of Apologies

3. Minutes of the 2017 AGM

The Members of Canberra Christian Radio Limited were provided with electronic access to the Minutes of the previous AGM of 3 November 2017. As per usual, the Company had made provision for those without internet access to receive hardcopies of the Minutes from the Office of the 1WAY FM Station. In addition, a small number of hardcopies were also made available for Members at today's AGM.

Motion: *The Chairman, Brett Anderson, asked whether there were any amendments needing to be made to the Minutes of the previous AGM of 3 November 2017.*

No amendments were noted.

The Chairman proposed that the Minutes of the AGM of 3 November 2017 be received and approved.

Motion to accept the Minutes: Joy Silverwood

Seconded: Tracey Radbourne

Approved

4. Matters arising from the Minutes of the 2017 AGM

Name: Stanley Silverwood

Question: What happened about possibly installing solar panels to reduce electricity costs.

Response: There are a number of approvals required in order to undertake this work. It was determined that it was prudent at this stage not to proceed with this suggestion.

Motion to note the matters arising: Monique Lanham

Seconded: Stanley Silverwood

Approved

5. Brief Introduction to the Annual Report by the Chairman (Brett Anderson)

Members were informed full reports are available electronically on the 1WAY FM website as specified in their Notice of AGM and that we have only printed off a small number of copies of the Audited Financial Statements for distribution. Copies of the Annual Report were distributed.

Brett was pleased to introduce our first annual report and thanked Jenny for the significant contribution to enable this to be produced.

This was Brett's 10th year as Chair of 1WAYFM.

In the previous year it was announced that Colin was leaving the station, but it should be noted that he continues to contribute to the Station as a volunteer.

Jenny was appointed by the board in February to the position of General Manager from our internal staff. Thank you also to the team who support Jenny and the work which they have collectively accomplished.

The board focussed on large and complex issues this last year to sure up the stability of the organisation – around finances, structure and streamlining processes and activities to make best use of resources. We have been able to achieve a lot on the sustainability of the organisation.

A large focus has been investigating opportunities to improve signal strength of the 91.9 signal. There are some gaps and areas where it is not being received and investigation is nearly complete. We expect to be in a position to make an announcement early next year on the next steps to improve this signal.

The board has also been focusing on the introduction of digital radio. We are expecting the roll out of digital radio in the middle of next calendar year.

Brett highlighted that in the first half of the board term they started to review the goals of station and the strategic plan. The aim was to modernise the structure and provide clear goals in the strategic plan.

It was noted that much has improved over the last year with respect to our finances. We recorded a small deficit of just over \$5k, compared to last year \$50k deficit. This was due to an increase in revenue and reduction of expenses, mainly in administration. Revenue has increased to 2014 rates (refer to graph).

Donations account for approximately 65% of revenue each year.

Admin costs are our largest costs, mainly in salary costs. There has been a significant drop due to a decrease in staff hours across the team and rationalisation of administration costs done in the second half of year.

Cash at bank is about \$97k at present, but we want to increase this back to the 2014 levels.

Thank you to all, members, sponsors and donors. Your support ensures the ongoing viability of the station.

Looking ahead – we will build on our engagement success and continue to build on community engagement, our list of interviews is growing, outside broadcasts will increase, we will obtain more local content, are looking at improving signal strength for the 91.9 frequency. We have also been given notice that in the next two years we will be required to move the station to a new location.

Brett announced that he is stepping down from the board after 10 years. He said Thank you to all for the support provided during his tenure. Brett will stay in place both operationally and strategically to complete projects that he is involved in and handover to the new Chair. Five board members have nominated to continue serving on the board. We have also had a new nominee who could not attend tonight.

6. Audited Financial Statements for the 2017/2018 financial year (Brett Anderson)

The Chairman's Report contains information about the CCRL Financial position.

Summary – While CCRL has incurred a financial deficit during the past financial year, we have cash in the bank, and we are able to continue to operate and to meet our debts when and as they fall due.

Motion to accept the Audited Financial Statements: Wayne Mullens

Seconded: Ian Walsh

Carried

7. Brief Operational Overview by the General Manager (Jenny Anderson)

Jenny has filled role of General Manager over last six months and has been appointed to the role for the next year. Her hope is to continue to move forward, bring stability to the team and continue the work outlined in the Strategic Plan: to "Bring a Christian message of hope and encouragement to our listeners". We have a challenging time coming up with the station move and continuing to stabilise our finances, but we have a great team in place –

Mark who is training up presenters to focus on considering the listener profile that was put in place. Archana is coordinating office administration and finances and keeping everything under control. Kieren, our Content Coordinator is making sure everything that goes to air is in line with our vision and mission; that we are including great local content; and including overseas content that is good quality and fits with our vision. We have a great number of volunteers working in a large number of areas who assist to meet the needs of the organisation. Thank you to all these people and for those who continue to support us in prayer.

8. Questions on Reports.

Name: Stanley Silverwood

Question: Has there been an increase in member numbers?

Response: Brett – there has been a decrease in the number of members. Noting that we have changed how we manage memberships in our system. Members are only kept on the system “in grace” for 3 months, instead of previously 12 months

Stanley – God willing, the number of members will increase now that we have changed the strategy.

Brett – we hope this will occur.

Name: (not recorded)

Question: Are the goals listed in the Strategic Plan in any order?

Response: Brett – They are listed in order of priority – they are equally important, but finances of course are a significant priority.

Name: Stanley Silverwood

Question: What are you doing about the signal strength?

Response: Brett – because of the commercial sensitivity, I cannot share details of this at this stage.

Name: (not recorded)

Question: Do we do a licence review every so many years at which time we have to declare our number of members?

Response: Brett – Yes, I believe it comes up next year. The question we need to answer is about how we show the benefit of our station to the community. ACMA allows stations to

show number of members and supporters, which shows a level of commitment and involvement. It is not just our member number which are tallied up.

Name: (not recorded)

Question: AGM venue location – I think it is time to share the venue around

Response: Fair point – we will look at that for next year's meeting

9. Appointment of Auditor.

The board recommends that we retain RSM Australia Partners. They have offered us good assistance in the audit process, are effective, and have been very helpful.

Motion: That RSM Australia Partners be reappointed as CCRL's Auditors for the following financial year.

Motion to accept the appointment: Tracey Radbourne

Seconded: Monique Lanham

Carried

10. Election of Directors

Pursuant to our Articles of Association the Secretary advised, when nominations were sought from within the Company on 1 October 2018, that there would be ten vacancies on the Board for 2018 / 19.

A total of 6 nominations were received (by the close of business on the 24 October 2018). These were:

Monique Lanham
David Lee
Wayne Mullens
Kathleen Parsons
Gary Presneill
Tracey Radbourne

In accordance with our Articles of Association (11.2) those members will be deemed elected. Additional nominations were received from the floor to fill the four vacant positions.

Michael Cooper – Self Nominated
Seconded: Mark Brosnan

Seven new Directors have been endorsed and were deemed to be elected. Other vacancies will remain empty which can be filled later should the Directors wish. The Chair congratulated the new Directors.

It was also noted that Sue Bruce will continue as Company Secretary

11. Other Business

There was no other business discussed as no matters had been provided to the Company Secretary by 17 October 2018

12. Thanks and Appreciation

Thank you to Ps Driscoll for the last-minute venue and to C3 for their original venue offer.

Thank you to all our staff and volunteers.

Thank you to all members who attended the AGM.

Wayne thanked Brett for all his efforts as Chairman of the Board for the last ten years. Jenny presented Brett with a Life membership award in recognition of his service.

13. Close of AGM with Prayer

Mark Brosnan closed the meeting in prayer.

Meeting Close: 6.55pm