



## West Gippsland Community Radio Inc.

Dear Presenters and Members

Here is the October edition of our **3BBRFM Email Bulletin**.

Included in the edition we provide news about things happening around the station and news from our Board meeting held 25th September 2019. By this time, you will have received the first edition of our re-invigorated quarterly Newsletter. The quarterly newsletter was the main vehicle of the station's communication with members and presenters and was popular and served a very important function of providing news and interesting and entertaining articles about people and activities at the station.

So now we have a two pronged approach – the monthly Bulletin and the Quarterly Newsletter. The first edition is out and we are very pleased with it. Hope you are too!

### **AGM 2019**

I am very pleased to announce that Councillor Mikaela Power, Baw Baw Shire Mayor has accepted our invitation to be our guest speaker at the AGM.

Details of where and when the AGM will be held are:

Time and Date: 7pm for 7.30pm Wednesday 20th November 2019  
Venue: Presbyterian Church Hall, Porter Place, Drouin

The AGM relates to the reporting period 2018 – 2019 year, which has been a year of significant change for 3BBRFM. The AGM provides members with the opportunity to receive reports on the operations and financial affairs, recognise the service of members who have contributed to the station and elect members to vacant positions on the Board.

After the meeting concludes, supper and a cuppa will be available.

Further details of arrangements for the AGM including the nomination process for vacancies on the Board will be distributed soon. In the meantime, please put the AGM in your diaries.

### **The On-Air Studio in Action**

The on air studio (the Les Matkovich Studio) is now fully functional and presenters are settling in to using the new software which now contains all sponsorship messages, CSAs, program promos, and station IDs. The new computer screens are bigger and better and the feedback I've had from

presenters has been very favourable about the ease of use of the computerised playlists and the new simplified program schedule spreadsheet developed by Andrew Clinkaberry.

It remains really important that presenters familiarize themselves with the new desk top equipment layout and procedures for using the computer software now that CSAs, Sponsors Messages, Promos and IDs are on it. As a presenter, I have noted, and I am sure others have too; the software has provision for future inclusion of SWG music, fill-ins and numerous other features.

We have experienced the odd glitch including the failure of the old "Blue" Computer resulting in some interruptions to broadcasting; however, this was addressed as soon as possible and the Board approved the purchase of a new replacement unit that was installed by Greg Lia on Friday 4th.

### **Help Is On The Way**

To borrow a phrase from a Little River Band song – help is on the way. Here is the contact email addresses for

[technical@3bbrfm.org.au](mailto:technical@3bbrfm.org.au)  
[programming@3bbrfm.org.au](mailto:programming@3bbrfm.org.au)  
[production@3bbrfm.org.au](mailto:production@3bbrfm.org.au)

Greg Lia  
Andrew Clinkaberry ("Clinkas")  
John Beauchamp, Tom McGhee, and Clinkas

The production team meet on Thursdays around lunchtime in the studio to help with any production requests, eg promos, CSAs, Sponsors messages, etc

In addition if you wish to make email contact directly with office bearers on Board matters here are their addresses

[president@3bbrfm.org.au](mailto:president@3bbrfm.org.au)  
[treasurer@3bbrfm.org.au](mailto:treasurer@3bbrfm.org.au)  
[secretary@3bbrfm.org.au](mailto:secretary@3bbrfm.org.au)  
[Sponsor@3bbrfm.org.au](mailto:Sponsor@3bbrfm.org.au)

Rod Wellard (me)  
Graeme Marriott  
José Meyer  
José Meyer

And if you are a presenter - for general requests for fill-ins, sharing of information, etc. here's the address for doing it:

[presenters@3bbrfm.org.au](mailto:presenters@3bbrfm.org.au)

AND! If you are listener, community member, or anybody else who has a request, wants to give feedback, make a complaint, share information with the station such as telling the station about forthcoming events or not a presenter then here is an address for you:

[info@3bbrfm.org.au](mailto:info@3bbrfm.org.au)

### **News From The Board**

At the last meeting held 25th September, we considered:

Initial drafts of bullying and sexual harassment policies and a plan for an overall review of station policies

Fund-raising activities - sausage sizzles:

- 25th October Warragul Woolworths
- 30th November Drouin Woolworths

(We need volunteers to man these stalls – so if you can help please contact Graeme Marriott)  
We also agreed to set up a Display Stall at the Lions Garden Expo at Lardner Park with a Raffle  
A possible re-instatement of the “Vets Corner” on a fortnightly basis – possible title “Vets on Parade”

### **Notes on Board Meeting Procedures**

We are committed to making 3BBRFM Board governance and decision making as transparent as possible; however there is a need to take into account privacy laws, confidentiality considerations, commercial and contractual issues, and other matters which require our Board to conduct its meetings as a closed Board meeting either in part or totally.

The default position in the Rules of Association (Constitution) of most Boards whether in a not-for-profit or commercial setting is to run meetings as closed meetings.

In the light of this, the Board has the following operating principles for its meetings:

1. Board meetings are attended by Board members only unless otherwise decided.
2. Attendance by members is a positive thing to enable members to observe the Board at work and comment where appropriate.
3. The Board may decide that meetings are open to members for:
  - All of a meeting or
  - Some parts of a meeting
  - None of a meeting
4. When members attend Board meetings they may participate in discussion at the discretion of the Chair but are not permitted to vote.
5. Minutes of a meeting are a record of business conducted in a meeting and are NOT a transcript or summary of comments made at a meeting.

The agenda for a meeting is prepared by the President and Secretary as a structure for discussion of items of business.

Items for discussion normally should be provided in advance of the meeting with accompanying supporting papers or reports.

Members have the right of access to the minutes of Board meetings upon request as laid down in our Rules of Association (S75i)

Here is my vision for the station: To be **the** community radio of choice in West Gippsland.

Please do not forget to check out our website and/or Facebook page for our current program schedule, details of different programs and presenters, how to hear us through our live stream, and lots more.

Rod Wellard  
President

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