



Community Radio Station
Shop 6, Tenpin Bowl Arcade Colac
Post PO Box 31, Colac 3250
Ph 52 321 991
Email admin@ocrfm.org.au
Web www.ocrfm.org.au

Minutes of OCR FM Annual General Meeting held at Colac Neighbourhood House on 18th of October 2023

MEETING OPENED: 7:32pm

Present: Tyson Graham, Jason Colville, Rosemary Goodall, Francois Rochecouste, Kathy Niblett-Graham, Jonathan Graham, Charles Reichman.

Apologies: Chris Spencer, Laurie Savage, Felicity Andersen

Moved by Francois Seconded Kathy

Minutes from the previous Annual General Meeting – 19th October 2022

Confirmed by: Kathy Seconded by: Jason

Business arising from the previous meeting: Nil

Incoming Correspondence: Nil

Outgoing Correspondence: Nil

Reports:

Presidents Report: Presented by Tyson as attached

Treasurer's Report: Presented by Jonathan as attached

Administration – Policy & Procedure: Presented by Jonathan as attached

Promotion & Public Relations, Outdoor Broadcasts, Programming & Fundraising: Presented by Jonathan as attached

Studio – Technical Equipment & Computers, Website, Security, OH&S: Presented by Tyson as attached

All reports accepted by: Rosemary Seconded by: Jason

Tyson vacated the Chair and declared all positions vacant.

PRESIDENT: Tyson Graham Nominated: Jason Colville Seconded: Francois Rochecouste

VICE PRESIDENT: Francois Rochecouste Nominated Kathy Niblett-Graham Seconded: Tyson Graham

SECRETARY: Jonathan Graham Nominated: Chris Spencer Seconded: Rosemary Goodall

ASSISTANT SECRETARY:

TREASURER: Jason Colville Nominated: Rosemary Goodall Seconded: Francois Rochecouste

Jason Colville Nominated: Kathy Niblett-Graham Seconded: Lucy Seiz

ASSISTANT TREASURER: Chris Spencer Nominated: Rosemary Goodall Seconded: Jonathan Graham

EXECUTIVE COMMITTEE MEMBERS:

Rosemary Goodall Nominated: Francois Rochecouste Seconded: Lucy Seiz

Note: Tim Hunt self-nominated via online message, but form not signed/seconded.

Sub-Committee organisation will remain as previous (Admin, Promotions, Technical and Finance) and is open to any OCR FM members or members of the community to attend.

General Business

Meetings to be held: 3rd Wednesday of the month at 7:30pm, at Colac Neighbourhood House and via Zoom.

Annual Membership rates: \$20 Supporter, \$40 Concession, \$50 Full Membership, \$100 Family/Group.

Presenters Fee: \$20 annual Presenter Fee.

Bank Signatures: Jason will be added to the bank signatures. Kathy to be removed.

Public Officer: will continue to be met by the Secretary position.

Next AGM to be held 16th October 2024.

Meeting closed at 8:08pm

Confirmed as correct.

Signed

Date

President Report AGM 2023

It's been another busy year at OCR.

We've been a bit limited in our capacity to run with our regular outdoor broadcasts but we still attended Kana, the Carols By Candlelight and the Otways Winter Festival – it was good to have our banner up next to the stage. Our Christmas In July casserole dinner was well attended and a nice community event. We look to be heading into some good weather with some fun upcoming events like the Ska Nation Festival and other summer events.

We've had some exciting new equipment purchases and working bees too which have the place looking spruced up. With everything rebounding after the last few years it has had an effect on the amount of time volunteers have available, which has put extra pressure on a core group of people to keep the station running. It's a stellar example of commitment but also a reminder that many hands make light work and even an hour that you can assist means you can save someone else an hour. There's lots of little jobs that are simple and small but when they're all left to a few people they become a big job.

So, moving forward into this next year I would like to thank everyone for their work, in particular Jonathan, without whom the station would be in trouble, and hope that we can spread the workload a lot more. Thanks also to the outgoing committee and congratulations and all the best to the incoming committee as they continue the good work of OCR which is a valued community organisation.

Tyson Graham

OCR FM President

Treasurers Report AGM 2023

Compared to the past two financial years, OCR's income has increased substantially, up from \$34,000 to over \$50,000. This increase is due to an increase in Fundraising (up \$2,000), Grant income (up \$10,000), Donations (up \$3,000). However, membership income remains stagnant (at \$1,800), while sponsorship income is down \$1,400. The increase in our income has shown an operating profit of \$8,384! This isn't obvious when one looks at our overdraft! I thank Jonathan Graham for his work in continuing to apply for and successfully obtain money from grants. I also thank other OCR FM members for their efforts to raise money through fundraising. Our association with Bunnings to hold regular BBQ's has assisted with regular income.

Our commitment to Mobile Communications Systems who charge us rent on top of Mt Warrion for our transmitters continue to be our major impost, which thankfully is funded by a grant. Disappointingly, MCS have raised their rent yet again this year. We may face more serious problems in the coming months, as our landlord has decided to put the building we are renting on the market. If sold, this could mean an increase in rent, which has been manageable in the time I have been Treasurer. The station also faces increases in electricity and insurance costs.

Sponsors continue to be difficult to secure and hold. Hopefully this will change in the near future as businesses consider alternate methods of reaching a local audience.

I thank members of the Executive for their cooperation and support over the past 12 months.

Chris Spencer
Treasurer
October 2023

Profit and Loss report

OCR FM COMMUNITY RADIO

01 Jul 2022 - 30 Jun 2023

Generated 15 Oct 2023 22:59:34

	Total
Income	
2-2190 Fundraising Income	11,704.46
4-1600 Licensing income	3,177.48
4-2150 Grants Income	27,175.00
4-2160 Donations Income	3,905.00
4-2170 Membership Income	1,800.00
4-2180 Sponsorship Income	1,330.00
4-2400 Other Income	1,471.29
Total Income	50,563.23
Gross Profit	50,563.23
Expense	
6-1000 Accounting fees	323.00
6-1400 Bank charges	353.21
6-1500 Annual Licensing Fees	3,443.00
6-1850 Office Furniture and Equipment	34.70
6-2000 Electricity & gas	1,732.84
6-2600 Insurance	2,556.83
6-2800 Interest paid	788.48
6-3000 Internet	8,228.00
6-3400 Motor vehicle expenses	550.00
6-4600 Rent	3,728.40
6-5000 Sub contractors	3,340.00
6-5200 Sundry expenses	99.00
6-5600 Telephone	4,700.00
6-6601 Mobile Communications Systems Inc	8,843.50
6-6602 MCS Digital	808.50
61250 APRA Fees	2,650.00
Total Expense	42,179.46
Operating Profit	8,383.77
Other Income	0.00
Other Expense	0.00
Net Profit	8,383.77

Admin Subcommittee AGM Report 2023

Policies and Procedures:

Policies reviewed and/or updated over the past 12 months – Discrimination and Harassment Policy, Diversity Policy, Epidemic and Pandemic Procedure, Whistle-blower Policy, Governance Policy, Sexual Harassment Policy, Environmental Impact Plan, Committee of Management Dispute Resolution Policy, Committee of Management Induction Policy – with creation of New Committee of Management Member Contract, Young Presenters Policy, Computer Use Policy, Password Policy and Programming Policy.

Reviewed the OCR FM Constitution with a 'gender lens' to ensure diversity of all positions and appropriate language.

All documentation that has been updated has been uploaded to the OCR FM website.

Completed our work with Jon King as a consultant to review our Strategic Plan and have developed role descriptions for Sponsorship Coordinator and Membership Coordinator.

Worked with two small groups of 'Practera' students who reviewed current practice and reported on potential programming, membership, volunteer recruitment and advertising revitalisation.

Training:

- Reuben Whyte and Victor Bahlaw completed basic training, but didn't end up airing a program.
- Ivan Hall completed basic training.
- Ran a 'Training Bootcamp' over the summer school holidays attended by small group of community members.

Grants:

Website upgrade – acquitted \$3744 funding from Colac Otway Shire and \$3744 funding from the Community Broadcasting Foundation CBF Round 2 2022 for full upgrade of our website through Winch Websites. New website was launched on 16th of August.

New Transmitter – acquitted \$17950 funding from CBF Development and Operations Round 1 2022/2023 funding for new transmitter and installation, transmission site rental and funding to contribute to broadcasting costs.

Talking Newspapers – acquitted 2022 CBF Round 1 grant funding to contribute to program costs, newspaper subscription and purchase of new headphones and studio chairs. Have applied for \$1412 from CBF 2023 Round 1.

Transmission Subsidy – have applied for CBF 2023 Round 2 \$10,706 funding for transmission site rental assistance, new CD players and remote modem for Outdoor Broadcasting.

Rosemary Goodall, Kathy Niblett-Graham, Chris Spencer, Jonathan Graham

Promotion, Programming and Fundraising

Outdoor Broadcast

- Jason broadcast *Cackalacky* live from the 'Rock the Clock' festival in Camperdown.
- Live broadcast from Colac City Band Carols by Candlelight on 16th of December.
- Broadcast from the 'Circus' themed Kana Festival in March with live music and entertainment recorded for podcast.
- Live broadcast from the *Otways Winter Festival* in August at the old Mitre 10 building.

Promotion and PR

- Conducted a membership letterbox drop that consisted of a program guide, membership form, pen and magnet with a note about the station. Delivered close to 400 packs.
- There was lots of promotion around the launch of our brand new website. Many thanks to Tony from Winch Websites for all his work putting it together.
- We returned to hosting the Lismore Primary School trivia night, this year with a spooky twist on Friday 13th.

Fundraising

- The annual Christmas Lights tour bus was very well attended. We also had a small stall out the front of Cowlick Bookshop wrapping Christmas presents alongside our Christmas raffle.
- Worked with the Colac Players to host an 'Improvaganza' performance which was quite successful.
- There's been copious amounts of Bunnings BBQ fundraisers throughout the year. Our thanks to Jo for her continued support of the station allowing us to fundraise so regularly.
- *Take It UPril* saw Tyson learning to play the trombone, Brayden reading a chapter of a book a day, Jason giving up red wine, Jof eating a meal from a different country each day, John getting rid of 100 things and Rosemary listening to a different country music artist each day, all while collecting pledges to raise funds for OCR FM.
- *Christmas in July Winter Warmer Community Dinner* returned to the Colac Neighbourhood House.
- The country music afternoon with Majella was shifted to October this year and was extremely well attended.

Programming

New programs during the past 12 months:

- Cherise commenced *Ladybird* in April, featuring music from female performers.
- We brought back the *July Journal* this year and had lots of new submissions that were recorded and broadcast throughout the month.
- Thanks to suggestions from the team behind the 'Ska Nation Music Festival', we've picked up a weekly ska music program from Southern FM hosted by Kieran 'Beefy' Blake.

There were a few programs that finished up broadcasting:

- Maureen presented her final episode of *Immersed in Verse* in mid-January.
- Courtney picked up radio work in Melbourne, so finished presenting *Lost Highway*.
- With both Ching and Hwa moving interstate for work the *Ching Hwa* show broadcast its last episode in February.
- Chris finished up *Those Were the Days* in May due to increased work commitments.
- Ivan could only commit to a short run of *Something Old, Something New* due to work commitments.
- *The Friday Night Show* and *Heavier Than Heavy* are both currently on hiatus.

Laurie Savage, Jonathan Graham, Rosemary Goodall, Kathy Niblett-Graham, Tyson Graham

Technical Report AGM 2023

There have been a few big upgrades on the technical side of OCR FM this year. We saw the purchase and installation of a new transmitter and exciter at Warrion Hill. This is a big achievement because this is the first time since I've been involved in the station where we've been able to have new equipment installed, and to still have the old equipment be usable as a backup. Meaning that we are able to switch out a transmitter to take it to be serviced and not be off air while doing that. The new transmitter also has a function that brings up the name of the station on digital car radios which is a nice feature to have, and brings us more up to date. Big thanks the Simon Russel at SRK for his work and the Community Broadcasting Foundation for the grant funding.

The other big project has been the redesign and redevelopment of the OCR website. The new website looks great and is more streamlined and easier to navigate and was also a good opportunity to show us off to Colac Otway Shire Council Members at the website launch. Thanks to Tony at Winch Websites for his efforts and the combination of the Colac Otway Shire and the Community Broadcasting Foundation for the funding.

We were also able to purchase new headphones (with shorter cords) for the studio as well as some new chairs for the main studio thanks to a grant from the Community Broadcasting Foundation. Also, Jonathan has purchased some new pop filters and elastics for the microphones which look much better than the damaged ones we had. The pop filters also came with spare elastics to last longer which helps.

We had a Working Bee which was great to tidy up the place and I was finally able to install the CD shelves into the back room. This has tidied the corridor, and created some more room in the back studio. There's still a little work to do, to bring it to a usable state as a Production Studio but this is a step closer. A big thanks to all those who were able to help out on the day. I replaced the belts on CD1 and CD2 which fixes that problem but we are having issues with not getting any audio out of CD1. I'm unsure of what is the cause as trouble shooting has isolated the issue just to that side of the player. I'm investigating repair places but am having trouble finding them.

The Outdoor Broadcast van is still out of action and is looking to be dismantled by the Colac Show Committee. We've been looking for a replacement van but unfortunately haven't been successful in finding something suitable. Thanks to those who have assisted with this.

Our Lorne transmission has been working well, however the Apollo Bay transmission has stalled again due to the same Telstra and NBN issues and the very frustrating process behind it.

On a brighter note, we had new lighting installed throughout the studio which has made a big difference. Led fluros as well as some led strip lighting has made it easier to see. Thanks to everyone who has helped out with tech issues and assisted with our Working Bees.

Tyson Graham



Community Radio Station
Shop 6, Tenpin Bowl Arcade Colac
Post PO Box 31, Colac 3250
Ph 52 321 991
Email admin@ocrfm.org.au
Web www.ocrfm.org.au

Minutes of OCR FM Annual General Meeting held at Colac Neighbourhood House on 19th of October 2022

MEETING OPENED: 7:31pm

Present: Jason Colville, Tyson Graham, Francois Rochecouste, Kathy Niblett-Graham, Rosemary Goodall, Jonathan Graham

Apologies: Kat Bryan, Chris Spencer, Felicity Andersen, Brayden Smith, Laurie Savage, Tim Hunt, Shakir Mohammed

Moved by Francois Seconded Rosemary

Minutes from the previous Annual General Meeting – 20th October 2021

Confirmed by: Kathy Seconded by: Jason

Business arising from the previous meeting: Nil

Incoming Correspondence: Nil

Outgoing Correspondence: Nil

Reports:

Presidents Report: Presented by Tyson as attached

Treasurer's Report: Presented by Jonathan as attached

Administration – Policy & Procedure: Presented by Tyson as attached

Promotion & Public Relations, Outdoor Broadcasts, Programming & Fundraising: Presented by Jonathan as attached

Studio – Technical Equipment & Computers, Website, Security, OH&S: Presented by Tyson as attached

All reports accepted by: Francois Seconded by: Rosemary

Tyson vacated the Chair and declared all positions vacant.

PRESIDENT: Tyson Graham Nominated by Rosemary Goodall Seconded by Francois Rochecouste

VICE PRESIDENT: Jason Colville Nominated by Kathy Niblett-Graham Seconded by Chris Spencer

Tim Hunt Nominated by Tim Hunt Seconded by Jonathan Graham

Jason elected via majority vote

SECRETARY: Jonathan Graham Nominated by Rosemary Goodall Seconded by Chris Spencer

ASSISTANT SECRETARY:

TREASURER: Chris Spencer Nominated by Kathy Niblett-Graham Seconded by Rosemary Goodall

ASSISTANT TREASURER: Kathy Niblett-Graham Nominated by Rosemary Goodall Seconded by Lucy Seiz

EXECUTIVE COMMITTEE MEMBERS:

Rosemary Goodall Nominated by Chris Spencer Seconded by Kathy Niblett-Graham

Sub-Committee organisation will remain as previous (Admin, Promotions, Technical and Finance) and is open to any OCR FM members or members of the community to attend.

General Business

Meetings to be held: 3rd Wednesday at 7:30pm, at Colac Neighbourhood House and via Zoom

Annual Membership rates: \$20 Supporter, \$40 Concession, \$50 Full Membership, \$100 Family/Group.

Presenters Fee: \$20 annual Presenter fee

Bank Signatures: None need to be altered

Public Officer: will continue to be met by the Secretary position

Next AGM to be held 18th October 2023

Confirmed as correct.

Signed

Date