

Wellington Access Broadcasting Society Inc

Annual General Meeting

Sunday 7 October 2018

Wellington Access Radio

2pm-3pm

Present: Aidan Tavendale, Alan Windsor, Armando Baudin, Don Carson (Chair), Dorai Gounder, Eddie O'Strange, Fa'anu'u Anitere'a, Jim France, John Saunders (Treasurer), Kimi David, Leata Pemrika, Leonora Ebanks, Lester Ebanks, Mama Teau, Simon Howard, Susan Zou, Trevor Pack, Tuainekore Tengarua, Victoria Quade.

- 1. Apologies:** Bala Thomson, Charlotte Economu, David Zwartz, Mike Gourley, Patricia Sexton, Tom Etuata, Thomas Bryan.

Motion: that we accept the given apologies

Mover: Don

Motion carried

2. Minutes of 2017 AGM

Motion: that the 2017 minutes be accepted as a true and correct record, no changes made

Mover: Don

Motion carried

3. Report of the Chair

Don provided an outline in his report for the year 2017/2018. Wellington Access Radio had ended the year with a financial surplus. There will be a need to put aside monies to offset the possible departure of Samoa Capital Radio from the frequency. There are concerns about the future of the Access Radio sector when it is hard to compete with mainstream commercial broadcasting and Radio New Zealand. To maintain the station's present and voice in the sector, we need to amplify our profile.

Motion: to accept the Chair's report

Mover: Don

Motion carried

4. Report of the Treasurer

John outlined the last financial year activities with the year ending in a surplus. The station's accounting status was continuing to be steady. Overshadowing the year was outstanding programme makers fees, which will be the focus for the coming year. John thanked the station staff for working to reduce the debt. The station has now established a three months contingency buffer in the bank.

Looking forward the station will be setting up satellite studios next year, and needs to start preparing for Samoa Capital Radio moving off the 106.1FM frequency, resulting in the loss of a major source of programme maker fees.

The station has sold the old AM transmitter, and now owns an FM transmitter.

Eddie clarifies that satellite studios will be in Lower Hutt and Porirua.

Motion: That the treasurer's report be accepted

Mover: Don

Motion carried

Motion: Grant Thornton to be reappointed as auditor 2019

Mover: John

Seconded: Trevor

Motion carried

5. Report of the Station Manager

Kristen highlighted that several new programmes were going to air on the station. There had been staffing changes during the year with Nik leaving, Tony and Esther taking over parts of his role, and Frank Eggleton joining as a technician. The station has been through a strategic consultation process. An Access Radio app has been launched.

Podcasting has taken off, and last year Access Radio had 1 million podcasts listens.

Don thanked Kristen and her team for their work over the year, expressing it was tremendous and very supportive of the station's programme-makers.

Motion: to accept the station manager's report

Mover: Don

Motion carried

6. Election of Council members 2018/19

The following candidates have nominated themselves:

Dorai Gounder
John Saunders
Susan Zou
Aidan Tavendale
Eddie O'Strange

There are four members who will carry on the second year of their two-year term, 2018-2019:

Fa'anu'u Anitere'a
Patricia Sexton
Don Carson

There are therefore three or more council positions which the AGM may wish to fill from the floor of the meeting.

The Rules for nomination were outlined.

Don proposes to vote on the five who have nominated themselves.

From the floor, it was requested to hear a brief statement on why they wanted to be on the Council.

Each candidate provided a brief statement

- John: has spent past ten years or so managing the station financials and wished to continue in supporting of the station objectives, staff, members, and society.
- Susan: has been with Wellington Access Radio since last year, made Stories of Chinese New Zealanders radio show. Has enjoyed being part of the station and would like to continue.
- Aidan: host of MP3 Shuffle. Works as a bus driver. Has past experience with a radio station in Australia. Would like to see Wellington Access Radio out in the community more.
- Eddie: would like to have another couple of years on the Council. He is a link back to the start of the station.
- Dorai: has been involved in the station for a number of years, and has been a programme maker. He would like to give the station the support it needs to keep going.

Questions to candidates currently on the Council

Victoria expressed concerns about station communications.

Dorai: communication system and method has improved, now well mobilised.

Eddie: working on a project that not only involves Wellington Access Radio but the Access sector as a whole. Communication is the public side of this. Communication is also of worry to him.

Mama: what is the Council all about?

Eddie: you should come along to a meeting, that's the best way of finding out.

Don: explains about the governance board. It sets the strategic direction and policies of the station. Don wants to set a code of ethics for Council members.

No further questions

Don moves to elect Council nominees one by one.

John elected

Susan elected

Aidan elected

Eddie elected

Dorai elected

Don declares that those previously named are elected.

Nominations from the floor called.

Simon Howard nominates himself

He's been with Wellington Access Radio six-and-a-half years. He studied at Victoria, was on student radio there, and was chair of the student council. Simon is passionate about young people having a voice, and excited about new digital technologies like the Access Radio app. There are no questions for Simon.

Don: moves that Simon be elected to the Council
Simon elected.

7. General Business

Health and Safety

Trevor: there was an issue when the light blew in the live studio. He requests a fan.

Kristen: we had an electrician come in first thing the next morning. She recommends that if the fire alarm goes off people are to leave the studio, to not put themselves in any danger.

Kristen will put a fan in the live studio.

Don: we have to be aware to take health and safety seriously. We are going to appoint a Council sub-committee.

Radio reception

Trevor is formally of Hutt Radio. He has been promoting Town and Country. He has received feedback that Wellington Access Radio cannot be received in Wai St and a few other places in Wainuiomata. People cannot wait until there's a station in the Hutt.

Kristen: we will put an LPF (low powered frequency) transmitter in the Hutt.

Podcasts

Alan: why do the podcasts drop off, and why are some bad quality?

Kristen: we've recently doubled our podcast storage allowance. We don't provide an archiving service. Programme makers need to download their episodes, store them on a hosting site, and promote them to their audience. Podcast quality is determined by the programme host. Armando and Frank are available for re-training.

Communication

Victoria: could put frequently asked questions and answers on the website. Should be some mechanism to have questions answered. We should utilise our social media to promote podcasts.

Kristen: there is already an Ask a Question section on the website. The station welcomes communication.

Victoria: would like policies and procedures in an accessible form, so that people have a way of finding things out.

Don: we need to address what the Council needs to communicate, what would be useful.

Aidan: the station staff are very helpful.

Kristen: Esther and Kristen are working on a new booklet which will cover relevant policies, a social media guide, and FAQs. This will be put in everybody's pigeon holes. This will be in concert with the strategic plan.

Armando: when training people promotes the use of platforms such Mixcloud or Soundcloud, etc., for archiving podcasts.

Victoria: pointers about Soundcloud, etc., should be put up on the website.

Studios

Alan: is there a plan to upgrade the studio?

Don: this is what we'll use the surplus on if Samoa Capital Radio leaves, or we'll use it for satellite studio in the Hutt. We will have to look at the costs and risks to work out what we should do.

Kristen: has got quotes for a new desk, we will need to install it at a time when it doesn't interrupt programme makers. Our current desk could last a further couple of years.

Maintenance

Victoria: is there a maintenance and cleaning schedule? Concern about dust in on-air studio and that the temporary desk in Production A is still in use. Are there policy and procedures about maintenance. Staff used to do maintenance like cleaning faders.

Kristen: SoundTech does maintenance. Staff do day-to-day cleaning. SoundTech do not want unskilled people cleaning gear.

Victoria: what's the procedure around a label on the desk falling off?

Don: we'll make sure that goes on the incoming Council's agenda.

Funding

Alan: have there been any approaches to the new government about funding.

Kristen: has met with Claire Curran as the chair of ACAB/CAMA. Has talked to the public media group, proposing that Access sector come under public media.

Will be talking to CAMA about what should be raised with Chris Fafoi and Chloe Swarbrick when meetings with them take place.

As there are no further items of general business, Don declares the meeting closed. Thanks members.