

**ABSI COUNCIL MEETING MINUTES SEPTEMBER 2021
MINUTES OF THE WELLINGTON ACCESS BROADCASTING SOCIETY, INC.
COUNCIL MEETING
HELD ON WEDNESDAY 22 SEPTEMBER 2021,
6.00 PM ONLINE VIA THE ZOOM PLATFORM**

As the meeting was held inquorate, the following is a summary of the discussion.

1. Apologies: Fa'anu'u Anitere'a, Eddie O'Strange and Shahram Aryan

Present: Council members – Julie Lamb (Treasurer), John Saunders (Chair), Dorai Gounder (Deputy Chair) and Simon Howard.
Staff – Kristen Paterson (Station Manager).
Minute taker – Esther Gedye Taylor.

2. Society membership 2021 list

Action point: The membership list to be circulated on Thursday 23 September for John to sign off.

3. Minutes of the meeting Wednesday 14 July 2021

The formal confirmation of the Minutes of the meeting held on Wednesday 14 July 2021 will be held over until the next Council Meeting.

Matters discussed:

1. The Radio Station credit card with Westpac – John to follow up on progress with the bank.
2. With bank cheques being discontinued this might mean some future payments by programme-makers may be late. Kristen to monitor the matter.
3. CAMA Hui was cancelled due to COVID-19 lockdown level.

4. Financial Report

1. Julie provided a summary of the financial report.
2. Preliminary year-end accounts presented and will be sent to the financial reviewer.
3. 2020/2021 Financial Review is set for week commencing 27 September, and unfortunately due to matters surrounding COVID-19 lockdown levels have delayed the review process.
4. Paid advertisements are making up most of the deficit, and Station has not apply for resurgence payment or COVID-19 wage subsidy during the current lockdown level.

5. Station Manager's report

1. The Station has spent a lot of time closed due to COVID-19. Now partially reopened due to level 2 restrictions. Reassessing how the station will operate under long level 2.
2. Programming hours are down, but doing well. At the lowest point - 44 hours per week of 1st run during level 4. There are three new shows – *Get Woke Wellington*, *Lakbay Pinoy*, *Anofale Fa'atupu Ola Pasifika*. Several programmes in training and development.
3. Cook Island Language Week and Tongan Language Week went ahead despite COVID-19 restrictions.
4. Due to COVID-19 restrictions the Station was not able to celebrate its 40th birthday. May look at holding the event as an end of year/Christmas party instead.
5. Call for this year's AGM has been sent out.
6. Specific cost of the online hack is around \$15k. Details will be included in the end-year annual accounts for the AGM.
7. Staff need to undergo a performance review and pay rise has been recommended.

Discussion on the report

1. Simon – great idea to give programme-makers the extra options for recording during lockdown, for example, Kristen getting people on air via the phone.

2. The Station could celebrate its 41st birthday next year. Worth revisiting at a later meeting of Council.

Action point: It was agreed that the Radio Station donates to the soup kitchen in in Jim Christie's name commemorate his passing. Jim was a programme-maker for the Sunday afternoon Greek programme.

6. Other business

Health and Safety

1. Watching brief under COVID-19 lockdown levels.

Society constitutional draft update

1. Work in progress.

AGM

1. With the current COVID-19 lockdown levels the AGM to be held online.
2. 'How to use Zoom' to be sent out with the meeting announcements along with the complete AGM papers – agenda, minutes, Chair report, Station Manager report, Financial report and associated meeting papers.
3. The Society needs to hold the AGM before 31 October, and the meeting does not have to be held on a Sunday.

The online Zoom meeting is closed at 6.52pm.