



Co-op Radio Annual General Meeting

December 9, 2018 - 1:00 pm to 3:00 pm

Dodson Hotel, 25 E. Hastings Vancouver BC

MINUTES

1. The meeting was called to order by Kate Mooney (Chair of Board of Directors) at 1:20pm.
2. Introduction: Kate Mooney gave a short welcome from the Board and an introduction to the AGM.
3. The Agenda for the AGM was approved. It was moved and seconded to approve the Agenda by members from the floor and the Agenda passed unanimously.
4. The Minutes from 2017 AGM / 2018 SGM were also approved. The motion was moved and seconded from the floor and the Minutes were approved unanimously.
5. New Business Arising From Minutes. A request was made by the Board Chair for any business arising from the Minutes of the previous AGM. No Business Arising was requested from the membership.
6. Kate Mooney, Chair of the COOP Radio Board presented a report from the Board of Directors (See Board of Directors Report in attached package).
7. Bryan McKinnon, Executive Director of COOP Radio, presented his annual report focusing on finance & fundraising, programming & training, technical issues and the future of the station (See Executive Director's report in attached package).

8. The membership was asked to receive the 2017-18 Financial Report compiled by Pace Accounting Inc. Some discussion and questions were responded to by the Executive Director. A motion to approve the Financial Report was moved and seconded from the floor and the motion passed unanimously.
9. Candidates for election to the COOP Radio Board of Directors made brief presentations on their backgrounds to the membership. As there were six candidates and six available positions, the following people were elected by acclamation to the Board of Directors: Bereket Kebede and Rashid Hille (for one year terms), and Abdel Naroht, Adrian Margarint, Kate Mooney and Macarena Cataldo (for three year terms).
10. Under New Business, one member raised the issue of transparency. The member remarked that it was difficult to locate the meeting package documents for this AGM and previous AGM's on the station website. The Executive Director and members on the floor clarified that the documents were readily available both on the website and in hard copy at the meeting.
11. Board members presented a gift to Bryan McKinnon as a thank you for all of his great work during his first year as Executive Director.
12. A motion was received (and seconded) from the floor to adjourn the meeting and it passed unanimously. The meeting was adjourned at 2:45pm.



Co-op Radio Annual General Meeting Agenda

December 9, 2018

1:00 pm to 3:00 pm

Dodson Hotel

FISCAL YEAR: September 1, 2017 to August 31, 2018

BOARD MEMBERS

Kate Mooney (Chair)
Garry Stevenson (Treasurer)
Rob McGregor (Secretary)
Alnoor Gova
Meenakshi Manno
Vanessa Stevens

STAFF MEMBERS

Bryan McKinnon, Executive Director
Robert Moya, Programs Coordinator
Hector Paniagua Baltazar, Technical Coordinator
Mel Ifada, Financial & Administrative Coordinator
Kimit Sekhon, Youth Outreach Coordinator

BOARD OF DIRECTORS / REPORT

From Kate Mooney

The period 2017-18 was a year of transition for Coop Radio, as we settled in with the new staffing model and the new space. Through all the changes, we have continued to serve Coop Radio's mission of producing creative and engaging programming for communities whose voices are underrepresented.

This year, the Board this year has been focused on two key areas:

1. financial stability;
2. re-staffing after the departure of many long-term employees.

As the post-SWAP reality fully landed in 2018, and with final bills for the move in 2017 coming due, stabilizing our financial situation was an urgent priority. The decision was made to stagger the hiring of new staff, to ensure that we were not increasing our costs beyond our ability to meet them.

Happily, our financial situation has improved, primarily through increases in member contributions in 2018, and from new grants and revenue sources.

We have hired new staff, and recovered from the costs of last year's move without

incurring debt. Improving our financial stability will continue to be a focus for the Board in 2019, however, have not had the funds available to invest in anything — such as upgrades in our technology — beyond our basic operating costs.

Many efforts have been made this year to bring new folks into the Coop Radio community. We have welcomed ten new shows to the schedule, and began hosting monthly event evenings at the station. We participated in over 35 cultural events and festivals, and emphasized recruiting and training youth Programmers from across the region.

At the same time, we continue to count on the depth of experience and community involvement of so many long-running shows and long-standing volunteers — including former staff, who we are grateful to have as active volunteers with Coop Radio.

The Board will enter into Strategic Planning in January. We look forward to mapping out a direction for the station that is guided by our core values of: the participation of many voices, co-operation, social justice, independent media and remaining community-based. We also look forward to navigating new opportunities, new initiatives, and new revenue sources within a changing media landscape, as we continue to serve our diverse membership.

Kate Mooney
Board Chair

EXECUTIVE DIRECTOR / REPORT

It's been just over a year since I started. None of us would be here today if it wasn't for the commitment and generous contributions of a lot of people.

I want to thank the former staff, for their commitment to the station, Leela & Pamela who showed up to provide training and support and advice. Anju for their trust and willingness to leap into the unknown during a difficult time. And Emily Aspinwall, who, if they hadn't returned to help out with finances we probably wouldn't have made it.

I also want to acknowledge the folks we lost this year. Longtime members: Ken Fisher & Skyy Powers, and newcomer Johny Moore. Ken announced that it was his last show, went home and passed away two days later.

FINANCE / FUNDRAISING REPORT

Looking back at the first months of the fiscal year, there was about \$160,000 of unpaid bills, and \$120,000 of grant money that wouldn't be released until we'd caught up on funder reports that were months overdue. My job simply was to ensure the station had what it needed to continue operating.

Phase 1. Focus for the first 6 months:

1. Bring in Money (spend less money)
2. Rebuild The Staff Team (without going into debt)
3. Support Programmers (without spending any money)

1. Bring In The Money

- A. Year Round Weekly Phone Program.
- B. Community Partnerships & Sponsorships (unions, ngo's & local businesses)
- C. Major Donors

Revenues	2017-18	2016-17	Variance
Fundraising / Member Drives			
Listeners & Donors (No Tax Receipt)	37,828	14,253	23,575
Listeners & Donors (Tax Receipt via CRET)	110,000	87,369	22,631
Memberships	7,420	6,041	1,379
Union & Community Partnerships	23,488	17,640	5,848
Fundraising Events	2,153		
Miscellaneous	1,243	3,089	-1,846
Total Fundraising / Member Drives Revenues	182,132	128,392	53,740

1. Bring In The Money

- D. Submit overdue Fundraising Reports
- E. Apply for Grants
- F. Strengthen Relationships with key stakeholders (and show off the station)

FUNDRAISING: GRANTS

Grants			
City of Vancouver	25,000	38,914	-13,914
Grant - Infrastructure	25,714	0	25,714
HRDC Summer Student Grant	10,317	0	10,317
Provincial Gaming Grant	10,000	0	10,000
CRES Other	32,010	26,124	5,886
Community Radio Fund Canada	0	40,996	-40,996
Frequency Swap Revenue	0	10,424	-10,424
Pattison Transmitter Donation	0	38,400	-38,400
Total Grants Revenues	103,041	154,858	-51,817

FUNDRAISING - MEMBER DRIVES

MEMBERS: AGM 2017 = 696 AGM 2018 = 947

TOP FUNDRAISING SHOWS

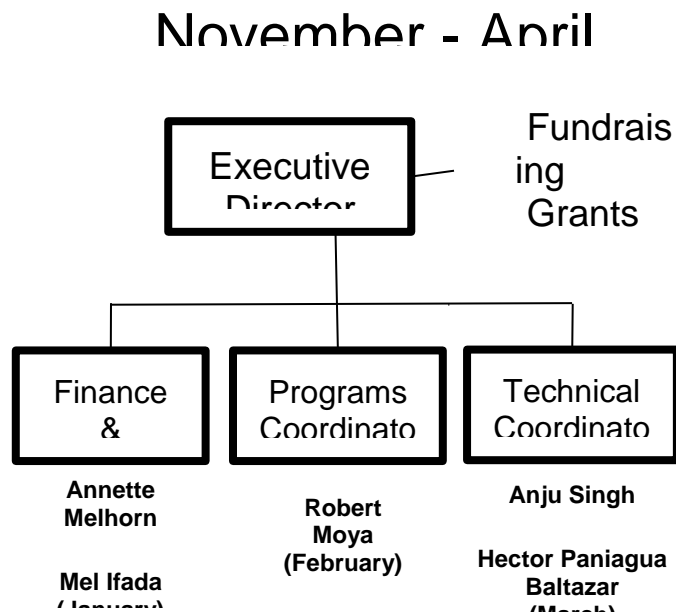
In The Pines	\$5,952.14
Redeye	\$5,531.95
Rock Talk	\$4,102.30
Union Made	\$3,846.80
Better Days	\$3,336.68
Arts Rational	\$3,282.50
Armenian Variety Show	\$2,980.00
A Trane	\$2,771.60
Each For All	\$2,741.30
What The Folk	\$2,329.90

America Latina al Dia	\$2,166.00
One O'Clock Jump	\$2,150.00
All Over The Map	\$2,100.00
Animal Voices	\$2,057.20
Caribbean Sounds	\$1,949.75
Crossroads	\$1,810.00
Soap Box Radio	\$1,787.50
Ragbag	\$1,703.15
African Vibes	\$1,467.80

Social Media & Website Content

We currently have 5782 Twitter followers (up from 5375 last fiscal year), and we are at 3226 'likes' on our Facebook page (up from 2,992 last year), and 3,166 followers (up from 2,911). This growth is supported greatly by programmers tweeting and posting Facebook content about their shows, and tagging Co-op Radio so that it can be shared by staff and volunteers on social media.

2. Rebuild the Staff Team



Thank You!

Anju Singh
Emily Aspinwall
Leela Chinniah
Pamela Bentley
Annette
Melhorn

OPERATOR'S CLUB

Allan Jensen
Laurence
Gatinel
Kerry Regier
Jim Mainguy
Robin Puga
Dale
McGladdery

PROGRAMMING AND TRAINING REPORT

3. Support The Programmers

A. Trainers & Training

- Thank You Trainers!

Alana Higgins, Alex Skyba, Allan Jensen, Daniel Rotman, Gerald Williams, Godwyn Young, Gwendolyn Reischman, James Graham, Jim Hauck, Jim Mainguy, Jodi Pongratz, Krusheska Quiros, Lorenzo Schober, Michael Bodnar, Michael Viens, Pam Bentley, Sian Madoc-Jones, Stan Janecki, Sylvia Skene.

- Approx 500 Participants in Orientations & Trainings
 - New Audacity Workshop: Krusheska Quiros
 - Control Room Training Retooling

PROGRAMMING MIX

85 Radio Show Collectives Producing 135 Hours / week*

CATEGORY	HOURS / WEEK	% based on 168 Broadcast Hours Per Week	% based on 126 CRTC Broadcast Hours Per Week
Arts	9.5	6%	8%
Music	79.50	47%	63%
Non English	20.5	12%	16%
Public Affairs	24.50	15%	20%
Pre-Recorded / External	34	20%	27%
First Nations/Metis	8.50	5%	7%
Original Programming	135	80%	107%

* Refer to Appendix [Strategy Statement Nov 2017](#): Goal was to achieve 140 Hours by Dec 2018

Shows That Ended	Shows That Started	Shows Asking For Help
Death Matters Live	Artspeak Radio Digest	All Over The Map
Democracy North	Girls Rock Camp	Bulland Awaaz
Foodline	Excuse My French	Caribbean Supermix
Hey Weirdo	From Abba to Z'Ev	Reggae Xtended Mix
Indigenous News	Jabulani	Gender Queeries
Juktakkhar	Lac Viet Radio	Make A Better World
Make A Better World	The Overnight Show	The Rational
Media Mornings	Terrestrial FM	The Storytelling Show
Re:Composition	Two Hicks and a Lady	Union Made
Rumbamerica	Wabi Women	
Siamo Vancouver	Why A Duck?	

3. Support The Programmers

B. Outreach & Onboarding New Programmers

- Sustainability of Radio Show Collectives
 - I believe a Sustainable Radio Show Collective requires at least 5 people
 - Affordability & other Issues means individuals less able to volunteer weekly
 - Aging volunteer and donor base requires reaching out to next generation

- Funded Outreach Positions
 - Canada Summer Jobs Program: Outreach Staff: May to August 2018
 - Kimit Sekhon, Demi Montes, Sidney Parker
 - 35 Festivals / Events over the summer
 - Orientations at the station from outreach = 100 people
 - of these 25 passed at least Core 1 training
 - Training Reboot
 - PSA & Show Promo Production
 - New Show Development & Mentorship
 - Community Partnerships & Sponsorships

 - Post Secondary Media Education Co-operative Placements
 - Kimit Sekhon: BCIT Broadcast & Media Communications
 - Anna Vugier: Institute of Political Sciences Toulouse, France

 - Radiometres (Community Radio Fund of Canada) Funding (Sept 2018)
 - Kimit Sekhon: Youth Outreach Coordinator

- Monthly Radio Station Events

- NGO Outreach
 - Met with over 50 different organizations including Semiahmoo House, West End Seniors Network, Qmunity, Mosaic.

TECHNICAL REPORT

3. Support The Programmers

a. TECHNICAL ISSUES

- i. Boost Power of Wifi (we spent money here)
- ii. Test New Software - Radio DJ vs Media Monkey (also PSA & Overnight Management)
- iii. Purchase / Repair Computers & Technical Equipment
- iv. Monitor Audio Issues with Logger Server (ongoing)
- v. Power Failure Surge Protection (BC Hydro issues)
- vi. Music Library Failure / Reboot
 1. Thanks to Bruce Triggs, Alison Klein, and John Harbour for their patience
- vii. Working on
 1. Issues Reporting System / Testing New Ticketed System
 2. Equipment Loan System
 3. Overnight / Pre-recorded Programming / Democracy Now
 4. Remote Broadcasting

b. WEB ISSUES

- i. Radio Show Archives
 1. Archives Fail during show / don't appear or loop
 2. The player is not playable!
- ii. Online Streaming
 1. Now links to Radio Player Canada
 - a. Live Stream Often Fails
- iii. Online Control Room / Studio Booking System
 1. Working on it! Currently can't book studio

c. DESPERATELY NEEDS FINANCIAL & IN-KIND SUPPORT

- i. New Website / Programmers Site
- ii. New Computers / Servers / Keyboards
- iii. Video Monitors in the Control Room need to be adjustable
- iv. Web Archives
- v. Purchase Equipment / Set Up Control Rooms & Studio for Live Music / Performance

WHAT'S NEXT?

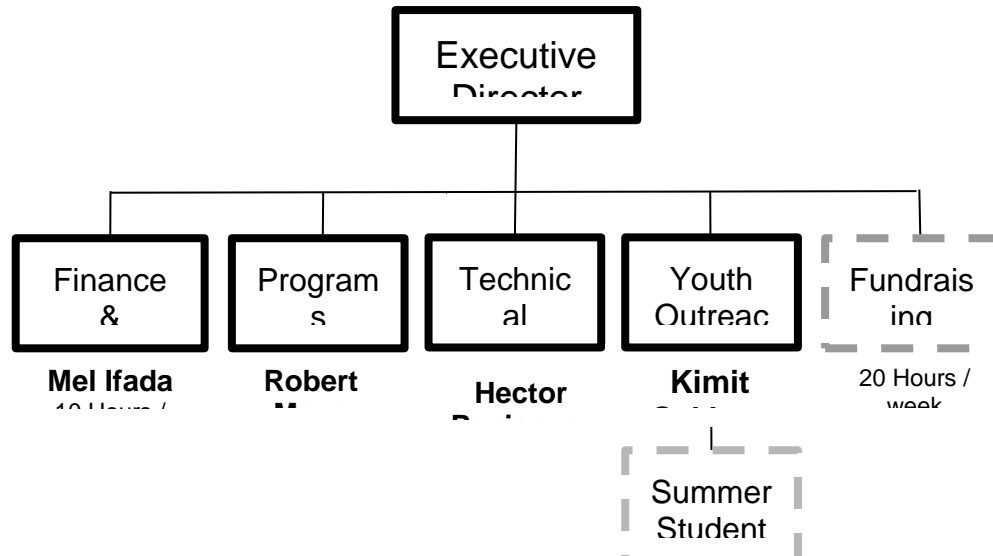
Phase 2. Focus 2018-19

1. Bring in Money

- a. Phone Program (lapsed, conversion, upgrades)
- b. Bequest Program
- c. Sponsorships
- d. Fee For Service: Podcast Production, Studio Recording, Voice-Overs
- e. Post Secondary Institution Funding
- f. Boost Grant Funding
- g. Events
- h. Merchandise / Online Store Sales
- i. Digital Marketing / New Listeners & Supporters
- j. Leadership Roles
 - i. Member Drive Coordination
 - ii. It's Time! Hire A Fundraiser

2. Rebuild The Staff Team

May to August &



3. Support Programmers

- a. Recruit & Train New Programmers to boost Collectives to sustainable size
- b. Train more Control Room Operators to float between shows
- c. Upgrades to Control Rooms
 - i. Support Video / Audio Sync on control board for Facebook Live
 - ii. New Computers / Keyboards
 - iii. Make it easier to record shows on laptops
 - iv. Re position equipment for comfort / efficiency
 - v. Accessibility (for Sight Impaired programmers, wheelchair users)
- d. Develop Listener Measurement Systems
- e. Fix Web Streaming / Archiving (and accessibility)
- f. TEST Boost Profile for 10 Show Collectives
 - i. Micro Websites / weekly updates
 - ii. Sponsors
 - iii. Podcast Upload
 - iv. Social & Digital Promotion
 - v. Events
 - vi. Merchandise

OTHER HIGHLIGHTS

- Working with Gunargie / recruitment & onboarding for Indigenous Programming
- Coop / CRES Branding Front Doors (Thank You!)
- Working with CRES & Co-op Boards
- MAC Artist In Residence Programs / Working with Anju
- Meeting with Programmers & Show Collectives
- Station Gatherings
- Showing off the station
- Presenting our programming to Funders / Prospects
- Listening to Co-op Radio!

END OF EXECUTIVE DIRECTOR'S REPORT

BOARD OF DIRECTORS - ELECTION

The Board of Director's puts forth the following recommendations to fill current vacancies:

Seeking 1 Year Term

- Bereket Kebede (former Programmer: African Vibes)
- Rashid Hille (community member)

Seeking 3 Year Term

- Abdel Naroith (Programmer: Jabulani)
- Adrian Margarint (Programmer: Muzica Romaneasca)
- Kate Mooney (current Board Chair)
- Macarena Cataldo (Programmer: El Bus de la Siete)

Everyone will be invited to briefly introduce themselves at the AGM