

**Cre-Comm Radio Inc. 92.9 CKIC-FM
Board of Directors Minutes
11:30am, Wednesday, May 25, 2011
Boardroom W411, Red River College Roblin Campus**

Members			Present	Regrets
Rick	Baverstock	Station Manager, 92.9 CKIC-FM	x	
Tristan	Field-Jones	First Year Student Representative		x
Chris	Gaudry	Second Year Student Representative		x
Nikki	Harris	Students' Association Representative RRC Roblin Campus	x	
Garry	Moir	Radio Instructor Creative Arts	x	
Larry	Partap	Chair, Creative Arts (Secretary)	x	
John	Pura	Media Technician, Creative Arts	x	
Tracey	Seida	Coordinator, Creative Communications	x	
Chris	Stevens	VP Bell Media Radio (Vice-Chair)	x	
Graham	Thomson	Dean, School of Business and Applied Arts	x	
Janet	Trecarten	Station Manager, QX104		x
Russ	Tyson	Program Director, 99.1 Groove FM	x	
David	Wiebe	Community Member (Chair)	x	
Klara	Labady	Administrative Assistant, Creative Arts (Recorder)	x	

1. Call to Order

Meeting Called to Order at 11:42.

2. Approval of the Agenda

Moved: Chris Seconded: Russ

To approve the Agenda as circulated.

Carried.

3 Approval of Previous Meeting's Minutes

Moved: Russ Seconded: Nikki

To approve the Minutes from February 22, 2011

Carried.

4. Business from Previous Meeting

None

5. Items for Discussion / Decision

At the Radio Meeting in February, Larry commissioned Garry to create a report outlining ideas to better utilize the radio station (attached). Garry spoke with present and former students, Cathy Hanson and with some faculty members. He also took a close look at how BCIT ran their radio program. BCIT has one of the longest running and most successful programs in Western Canada. Garry came up with a list of ideas for the station - some that can be acted on right away, some that will need additional commitments. While there has been significant progress in integrating the radio program with KICK, the radio component is still a relatively

small section of Cre Comm and Continuing Education. Media Production Majors get radio classes every Monday - they run the radio station all day, and every week the jobs in the radio station are rotated. When Garry took a close look at BCIT, RRC is doing everything the same way, except that BCIT has a bigger program and students get radio every day.

Tracey noted that there would be a lot of interest in a continuing education radio class. Creative Communications is very hard to get into and there are a lot of people who really want radio who can't get into Cre-Comm. There are also those who don't want to write for an entire year and who want to do radio sales, work on the technical side etc. Tracey gets a lot of calls from potential students who are looking for a continuing education program and not a full time one.

Graham said there were two streams within the College. The first stream, a full time one, is funded by COPSE. We would have to put together a proposal and then ask COPSE for money; at this point there is virtually no money for five years. The second stream is continuing education that is not funded and is a cost recovery program. If we did it with continuing education, the radio station manager could be the instructor, and we could probably do it within the day program. The cost recovery for most continuing education programs is \$8000 per year, but if we could do it internally it would be better; Graham will look into it.

6. Reports

a) Finance Report

There was no finance report. Robert Buisson resigned from Board and the Board will have to wait for the next President's Council Meeting when they'll appoint a representative. Graham said the next meeting was the first Tuesday in June.

b) Operations Report – Rick Baverstock

Rick met with Susan André from Continuing Education. He volunteered to do a needs assessment for them that involved the radio station. He will look at other continuing education programs across the country and will be in touch with the Board.

There are two second-year Cre Comm students doing IPPs at the radio station. Dave Hollier is thinking of doing a play by play for the Moose and he's putting a team together. Andrew Lezak is the Promotions Director. He's planning on doing live remote broadcasts from both Notre Dame and downtown while giving classmates live remote broadcast experience.

About one-third of the volunteer crew from last term is on board for the summer, doing some live shows and voice tracking and some former students are coming back to get more experience.

Rick was sent a list of questions from the CRTC about KICK's programming quotas and the campus radio policy. Rick replied that we are complying with everything. They also had some questions about the accounting procedures and annual filing which was late this year. Because KICK is using the College for accounting it is not complying with the CRTC year end. The College year end is July 1, CRTC is August 31. The CRTC wants KICK to use their fiscal year end. ...

Rick brought \$1950 from advertising revenue, but since there was no treasurer to hand it to he would send it to Accounting at the Notre Dame Campus.

c) Technical Report – John Pura (attached)

Rick asked about the possibility of getting wireless headphones. John will look into it and he hopes Fidelity will be good enough

David noted it would be nice to be able to hear KICK all over Winnipeg and it's something that should be considered for the future. During the day he has been able to pick up the station past Brunkild.

The first step would be to contact SBL to tell them what we're interested in, get a cost and bring it back to the Board. After that the CRTC would have to be contacted as well as other stations in Winnipeg for their input.

d) Administration Report – Larry Partap

We're always looking at ways to enhance student training at the radio station. There have been 23 reports over the past two years from the instructors and at the next meeting we should discuss it in more detail.

e) Chair's Report – David Wiebe

Part of the license renewal with the CRTC included a complaint from Mr. John Hotchkiss. We responded and hopefully answered all the questions so that the CRTC is in agreement. If Mr. Hotchkiss comes back with questions he will have to go to the CRTC.

David reiterated that complaints should go to the Station Manager if it's about the station, otherwise they should go to the Board or to the CRTC. Some volunteers and community members are under the impression that KICK is a community radio station located on a campus; this is in fact a campus radio station training students and providing a service to the community. The Board Chair is from the community while most members on the Board are from the College, who are running the radio station and training students.

7. New Business

The Board discussed getting KICK involved in promoting College events and news. Graham has contacted College Relations several times but they don't use the station. Starting in September one of the students will be the Promotions Director.

Larry would like the station used as a tool for the Students' Association as well and they could then help support the students volunteering there. They all ready fund volunteers at The Projector, and if they provided an honorarium to the radio station's volunteers, we may be able to get more student volunteers.

8. Adjournment

Meeting adjourned at 12:43pm; next meeting to be held in the middle of October.

Technical Report CKIC-FM
Wednesday, May 25th, 2011

The on air, logger, and voice-tracking computers continue to run fairly well. There have been very few operator-induced off air events. Though still unanswered as to how a next day log can get deleted, I have found out from OMT that there is a current day copy feature. This will copy the current day's log to tomorrow's date if the tomorrow date does not exist. I have made those changes to our system so we should not go off the air because of a missing log.

This past year has been particularly hard on studio equipment. Headphones in particular have been taking a beating as have microphone pop filters. In most cases I can repair them but I will likely need purchase at least two sets of headphones at \$ 150 each. The pop filters are about \$ 35 each.

On Cathy Hanson's recommendation I had contacted Jack Heoppner prior to his sudden passing a few months ago. Jack Wells was able to provide me with information on the streaming system they use. Corus uses StreamTheWorld as a streaming service so other than generating the original audio stream, streaming services and the mobile device application is all handled by them.

Because our needs are significantly less than that of Corus, we will be setting up a streaming server within the College using QuickTime Streaming Server. This will allow for streaming to devices such as an iPhone or iPod Touch as well as desktop PCs and Macs. Our previous method of streaming through the Live at 5 link limited us to Flash-enabled devices only. This will also automatically create an archive which can be made available as a podcast on our server.

Time did not permit me to finish configuring our Canadian Press local audio feed before the end of this term. It will however be up and running for mid-summer.