

## Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting of the Community Broadcasting Association of Australia Limited (CBAA) will be held on Friday, 3 November 2023 at the Ian McLachlan Room, Adelaide Oval, War Memorial Dr, North Adelaide, South Australia and online at:

- 4:00pm ACDT – South Australia
- 3:30pm AEST - Queensland
- 4:30pm AEDT – NSW, ACT, Victoria and Tasmania
- 3:00pm ACST – Northern Territory
- 1:30pm AWST – Western Australia

### Ordinary Business

1. To announce the outcome of the election of three (3) Member Elected Board Members.
2. To receive the Report of the President and the Chief Executive Officer on behalf of the Board for the financial year ended 30 June 2023.
3. To receive the Annual Financial Report for the year ended 30 June 2023, together with the declaration of the Directors, the Directors' report and the Auditor's report.



Jon Bisset,  
Chief Executive Officer & Company Secretary

Dated: 13 October 2023

## Explanatory Notes

### Introduction

1. To enable participation by all members, the AGM will be a hybrid meeting so that CBAA members can participate online or attend in person.

The 2023 CBAA Annual General Meeting will be held on Friday, 3 November 2023 at the Ian McLachlan Room, Adelaide Oval, War Memorial Dr, North Adelaide, South Australia and online at:

- 4:00pm ACDT – South Australia
- 3:30pm AEST - Queensland
- 4:30pm AEDT – NSW, ACT, Victoria and Tasmania
- 3:00pm ACST – Northern Territory
- 1:30pm AWST – Western Australia

### Vero AGM

2. Vero AGM is an independent voting and AGM service and has been appointed by CBAA to manage the AGM. In the Vero AGM portal you can:
  - Register to attend the AGM
  - View the documents and information regarding the AGM
  - Submit questions prior or during the event via the Q&A Tab
  - Cast your direct vote to elect three (3) Member Elected Directors prior to 4.15pm ACDT on 3<sup>rd</sup> November 2023 (only members with voting rights)
  - Submit an apology or lodge a proxy via the proxy tab if you cannot participate in the AGM on the day
  - Watch the AGM via the Video Stream on the day
3. Vero AGM will email the current representatives of CBAA members on or about 20 October with details about accessing the portal, lodging proxies and voting. At this time registrations and direct voting will open.
4. Registration for non-members, guests and other stakeholders will open closer to the Annual General Meeting and will be announced on the CBAA website.

### Minutes of the 2022 Annual General Meeting

5. In accordance with the Corporations Act, the Minutes of the 2022 AGM were confirmed as a true and correct record by the Board and signed by the President at the February 2023 CBAA Board Meeting. A copy of the minutes can be downloaded from the CBAA website: [AGM](#).

## Financial statements and reports

6. The Corporations Act requires that the report of the directors, the auditor's report and the financial report be laid before members at the AGM.
7. Neither the Corporations Act nor the CBAA's constitution requires a vote of members at the AGM on the financial statements and reports. However, members will be given reasonable opportunity at the AGM to raise questions with respect to these reports.
8. The CBAA Annual Review and audited financial report will be available on the CBAA website.

## Questions from members

9. In accordance with the Corporations Act and the CBAA Constitution, the Chair of the meeting will allow a reasonable opportunity at the meeting for members to ask questions.
10. Members are strongly encouraged to submit questions to the CBAA in advance of the meeting.
11. Questions can be lodged through the Vero Voting portal or by sending questions to Liz at [liz.freestone@cbaa.org.au](mailto:liz.freestone@cbaa.org.au)

## Direct Election of three (3) Member Elected Board Members

12. Direct elections are being held for three (3) Member Elected Board Members in advance of the AGM. Votes must be cast prior to 4.15pm ACDT on 3rd November 2023 and the outcomes of the election will be announced at the Annual General Meeting.
13. Details of the candidates standing for Election to the CBAA Board are attached to this notice of meeting.
14. Elections and appointments to the CBAA Board are conducted in accordance with the CBAA Election and Appointment By-Laws available on the CBAA website: [AGM](#).
15. The method of ballot includes a gender equity voting method. In order to ensure a gender balance on the Board, the CBAA applies the gender equity voting method in the election of Ordinary Board Members. When using the gender equity voting method, the woman with the highest number of votes will be declared elected and the man with the highest number of votes will be declared elected, i.e., the first two ordinary member positions will be awarded to the highest polling male and the highest polling female. Any remaining positions are filled on a first-past-the-post basis.
16. The CBAA Board currently consists of three (3) men and four (4) women.
17. The terms of Member Elected Directors, Peter Rohweder (Vice President), Quinn Glasson, Sewar Mitanis and Hannah Rogers and the Women and Gender Diverse

Peoples Representative, Megan Williams continue until the conclusion of the 2024 AGM.

18. Attributes and competencies required to be an effective Board member are specified so that Members can assess their suitability for candidature.

To effectively govern the CBAA and meet their legal responsibilities, Board members should understand and be able to effectively deal with the unique opportunities, issues, risks and challenges facing the CBAA.



To be an effective Board member of the CBAA, a nominee should possess or be able to quickly develop the following attributes and competencies:

Internal	External
An extensive and current knowledge of the CBAA and of community broadcasting.	An understanding of the role and legal and fiduciary responsibilities of a company director.
A focus on improving benefits for the membership and the broader community broadcasting sector.	A strategic approach, including skills in strategic planning within relevant and current contexts.
A willingness to effectively communicate with members and non-members of the CBAA and actively encourage their involvement in the CBAA.	The ability to apply business judgement to strategic decision-making
The commitment and ability to devote time to Board matters and be involved in the work of committees.	The ability to represent the CBAA to external bodies
The propensity to work constructively as part of a team governing the CBAA.	A genuine interest in working towards community broadcasting being recognised as a key pillar of Australian broadcasting and a valued contributor to Australian society.

### Further Information

19. If you need any further information about the AGM, please contact the CBAA on 02 9310 2999 or email Liz at [liz.freestone@cbaa.org.au](mailto:liz.freestone@cbaa.org.au).

## Member Elected Director candidates for election to the CBAA Board

 <p>Nominators:</p> <ul style="list-style-type: none"><li>• Eastside</li><li>• Curtin FM</li></ul>	<p><b>Jacquie Riddell, Maroubra, NSW</b></p> <p>Jacquie is an experienced media executive and governance leader, and current President of the CBAA.</p> <p>She has worked in community radio as a presenter, producer and station manager. She has held media leadership roles at SBS, Foxtel, ABC (the Triple J network) and others. She is experienced in NFP governance and a graduate of the Australian Institute of Company Directors.</p> <p>As President of the CBAA and a CBAA Director for 5 years Jacquie has helped grow and steer the sector through Covid lockdowns, the development of the new Sector Roadmap, Government engagement and other achievements.</p> <p>Jacquie is passionate about the role community plays in a strong and cohesive Australia, and has a particular interest in ensuring the CBAA and wider sector reflects Australia's contemporary diversity.</p> <p>Watch Jacquie's nomination video:</p> <p><a href="https://vimeo.com/875062312/2a2307d92b?share=copy">https://vimeo.com/875062312/2a2307d92b?share=copy</a></p>
 <p>Nominators:</p> <ul style="list-style-type: none"><li>• Hope FM</li><li>• Curtin FM</li></ul>	<p><b>Louisa Graham, Artarmon, NSW</b></p> <p>Louisa joined the CBAA board in May 2022 following an advertised selection process to fill a casual vacancy.</p> <p>Their interest in the position stems from 14 years' experience at the Walkley Foundation for Journalism where 4 of those years was as the CEO. They had also worked in community broadcasting both at 2XX and 2SER.</p> <p>Louisa brings a deep understanding of journalism and the media sector to the CBAA board. They have served on the Media Diversity Australia and Alliance of Journalists' Freedom boards and as a judge on the Australian Communications Media Authority, Small Regional &amp; Rural Publisher's Fund.</p> <p>They have extensive experience in not-for-profit management and governance and is a graduate of the Australian Institute of Company Directors and has worked in senior leadership roles across the not-for-profit sector.</p> <p>Louisa is passionate about the role and purpose of community broadcasting.</p> <p>Watch Louisa's nomination video:</p> <p><a href="https://vimeo.com/875062431/3315bd08b7?share=copy">https://vimeo.com/875062431/3315bd08b7?share=copy</a></p>



**Paul Tolley, Armidale, NSW**

Paul started radio at 2RDJ-FM88.1 Community Radio before moving to commercial radio.

He moved to the NT to work for the Central Australian Aboriginal Media Association (CAAMA), twice, managing their remote radio network and loved working in the Central desert and in remote communities. He is a member of First Nations Media Australia (FNMA).

Paul spent six years at the Batchelor Institute of Indigenous Tertiary Education south of Darwin as a lecturer delivering Screen and Media training, predominantly radio. He has a great interest in education, particularly media education and training, and believes education both formal and informal changes lives.

Currently he lives in Armidale NSW where he volunteers at 2ARM-FM92.1.

He is on the Management and Programming Committees and broadcasts live three hours a week.

He holds a Diploma of Quality Auditing with the risk management unit, and an Advanced Diploma of Screen and Media along with other qualifications.

Watch Paul's nomination video:

<https://vimeo.com/875062528/c7bc92e935?share=copy>

Nominators:

- 2ARM
- Tjuma Pulka (Media) Aboriginal Corporation



**Gavin Brett, Orange, NSW**

Gavin has been involved in community radio for over 12 years and has held several senior roles in community radio governance; currently he is a board member on 4 regional community stations.

He started his community radio career at Hope Media Ltd as Group Sales Manager.

Gavin is now the CEO of the Christian Media Hub which partners with and currently manages 6 community stations across regional Australia.

Gavin is honoured to serve on the CBAA board, especially being a voice for the 'smaller' members and would love the opportunity to continue to serve the sector on the board for another term and be your voice at the table.

Gavin believes we can do so much more when we work together as highlighted by being a part of the 'Sector Roadmap 2033' process.

Watch Gavin's nomination video:

<https://vimeo.com/875062104/3ea32fad6a?share=copy>

Nominators:

- Life FM Bathurst
- Pulse 94.1