

NATIONAL CAMPUS AND COMMUNITY RADIO ASSOCIATION BOARD & STAFF REPORTS 2014-15

NCRA Board:

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Hello everyone and thank you for being part of the NCRA. My name is Brian Cleveland and I had the pleasure of serving as the President of the NCRA Board over the last year. It's been an amazing opportunity to welcome you all to Saint John and to bring your passion and experience to our city for the week. This annual gathering is always an invigorating experience as we meet to undertake the national business of our membership organization.

I am going to remain brief because some of the most exciting and important work is completed outside of our board meetings by committed volunteers and staff. These committees and staff members are going to tell you about some of the fantastic progress made over the last year that finds this organization with lots of positives to build upon. As with every year, the NCRA was faced with new and interesting opportunities to face our challenges. The upward momentum and stability of this organization and sector look promising.

This board was elected by the membership to govern the organization and guide its direction in serving you and the sector. The NCRA board is very proud to support the work of our staff, and we hope you will see the many accomplishments of this year and how they benefit your individual stations. We actively seek your feedback and participation in this work, and will continue to do so throughout the conference and the upcoming year. Thank you to staff, board members and everyone who assisted with a committee during this past year!

There are many opportunities for members to get involved and we would encourage everyone to ask current board and committee members about how they can take part. I'm going to close with a huge thank you to outgoing NCRA staff this past year including the very difficult to replace, Shelley Robinson. In addition, I want to welcome the current NCRA

staff, Luke Smith and Barry Rooke, who have already made some big strides in their new roles.

Thank you for this amazing opportunity this past year and I can't wait to see what's next for the NCRA and it's one-of-a-kind members.

All my best,

Brian

1. Staff Report
2. External Policy Committee
3. Policy & Governance Committee
4. Finance and Fundraising Committee
5. Conferences Committee
6. Human Resources Committee
7. Equity Committee
8. Indigenous Committee
9. GroundWire Steering Committee
10. Homelessness Marathon Steering Committee
11. Equity Reading and Listening Group
12. Iearshot
13. Member Services & Projects Working Group

NCRA/ANREC staff report
prepared by Shelley Robinson
June 2014-May 2015

Similar to last year's report, this is a blend of some of the major work activities all NCRA staff undertook this past year. It's very similar to what I prepare each month for the Board, though less detailed as it spans a much longer period of time.

Thanks to outgoing NCRA staff this past year, Kari Benninghaus and Gunargie O'Sullivan and to Penny Clark for her work on the Friends of Community Radio program. Thanks to new Membership Training Coordinator Luke Smith, who hit the ground running with enthusiasm and dedication (and has been on his own at the NCRA office since March 30th). And a HUGE welcome to incoming Executive Director Barry Rooke!

Thanks to the Board, who have worked hard this past year on our financial sustainability and ensuring that NCRA work is accountable to members at all levels. Special thanks to Brian as President and Brenda as Treasurer, both of whom I have worked with more closely.

Thanks to the committees who help guide a lot of NCRA work, particularly the External Policy Committee — Catherine Fisher, Johnnie Regalado, Brady Holec, and especially Freya Zaltz are taking on significant work in researching, drafting and/or editing our (many and detailed) submissions to the CRTC, and helping us advocate for fairer copyright tariffs. This kind of work is what members mention most as their greatest need from the NCRA, and the committee's help means we continue to improve the depth and breadth of our regulatory lobbying efforts and advocacy for individual stations and the sector as a whole.

In my five years as ED I've been lucky to do some cool projects, engage with inspiring c/c stations across Canada, and work with so many amazing people! Thanks to all of you for that.

Fundraising

- Granted \$100,000 from the CRFC through the new Altimetres program that specifically funds CCD-eligible work by the three associations and does not come out of the same pool as the Radiometres program for stations. The "Estimated Health After Advanced Training" (EHAAT) project includes funding for a Membership Training Coordinator, a webinar series, redesigning the Program Exchange, some additional membership resources, and a compilation of songs under one minute long by local artists. We have also confirmed with the

CRFC that we can budget for another Altimetres grant for this coming membership year.

Total: \$100,000 (deferred \$ until

- Partnered with media union CWA Canada (who in turn partnered with Canadian University Press and CWA freelance members) to develop and manage the “Media Works” project. It funded five NCRA members each produced 30-minute documentaries on local labour issues, particularly as they relate to media. Ten additional print and multi-media stories were also produced. We also produced a related handbook that includes content on media workers learning and protecting their rights, and how to increase and improve labour reporting. **Total:** \$8000 (\$3000 for core costs) **Note:** Katherine LaPointe from CWA Canada is hear to talk about the program.
- Partnered with Fondation Dialogue for the “Rendez-vous de la Francophonie” project that funded nine NCRA members to each produce a series of two-minute audio capsules celebrating local French culture and language and Canada’s part in the global Francophonie. Possibility to continue the funding next year. **Total:** \$15750 (\$5000 for core costs.) **Note:** Guy Matte from Fondation Canada is at NCRC to talk about the program.
- Penny Clark developed and launched the Friends of Community Radio program, including a live event in Ottawa. Since Penny left at the end of the funding, with very little additional outreach we have already raised more than \$1500 and have 13 Friends and counting! This is a solid base to grow for the future
- Working with CFMH-FM, applied for a FACTOR grant to help cover some of the costs of NCRC. **Total:** \$5000
- Applied for two Canada Summer Job positions (Website Support and Alumni Coordinator). **Status:** unsuccessful
- Applied for Young Canada Works position for French website coordinator. **Status:** successful, to be hired soon.
- Building on the success of the Resonating Reconciliation project and partnering with Red Jam Slam Society, an Aboriginal arts organization in Vancouver, applied for a \$300,000+ grant from the Department of Canadian Heritage’s Northern and Aboriginal Broadcasting program. (They later moved us to the Aboriginal Languages Initiative program.) It would provide 30 stations funding to recruit and train Indigenous broadcasters in their community to each produce at least 10 hours of local programming in an Aboriginal language. Thanks to all 29 member stations who wrote letters of support. **Status:** waiting to hear back, expect a response by September.
- Wrote a \$50,000 grant to the Canadian Internet Registration Authority (CIRA), the organization that runs the .ca domain, for a project that would fund stations to recruit

producers from under-represented communities to produce multimedia works on relevant internet issues. **Status:** unsuccessful.

- Established group insurance-buying plan with Shaw Sabey Insurance. NCRA members get a 10 percent discount (and low general rates) and the NCRA will get a portion of the total insurance buy, to a maximum of \$4200 this year and \$3000 every year after. **Note:** Jeff McCann from Shaw-Sabey is at NCRC to talk/offer workshops.
- increased membership dues to make the organization more sustainable AND improved collections to bring in more than \$41,000 in dues this year, our highest ever!

Advocacy (CRTC, IC, CRFC)

See External Policy Committee report for much of this work. In addition:

- regularly attended CRFC Board meetings and other related meetings and staff support
- met with CRTC Commissioner Raj Shoan
- presented at CRTC hearing on behalf of CIWS-FM
- ran (third) Annual Returns campaign to ensure every NCRA member station submitted their Annual Returns to the CRTC on time: contacted every single licenced NCRA member (via email and/or phone – often multiple times) and facilitated with the CRTC. In 2012, 68 out of 69 members that needed to submit, did so on time. In 2013, all 74 members that needed to submit, did so on time. This year, 78/78 submitted on time!
- sought member input on letter to Commissioner Simpson about potential changes the CRTC could make that would benefit NCRA members
- informed membership about the emergency broadcasting decision and helped Luke put together a comprehensive webinar on the subject
- helped the CRFC and their consulting partner EEC on a study about the economic and social impact of c/c radio
- met with Cathy Edwards from CACTUS about a potential community media
- interviewed with U of O professor Genevieve Bonin for SSHRC-funded research on c/c

Membership Services

In addition to the member work included in other categories, we:

- re-launched newsletter
- increased social media communications (yay Luke!)
- updated the Regulatory Survival Guide (to be released at NCRC)
- presented community radio workshops for CHHA-AM
- gave session at CHUO-FM/CKCU-FM training day on how to make good radio while engaging with your community
- compiled survey data from 56 members on membership forms
- helped start the Accessibility Committee going again

- worked with F/F committee to prepare budget: BALANCED! (For the first time since
- EHAAT project: started working with a contractor to redesign the Program Exchange,
- continued work on Copyright Handbook (still not done, but close)
- added new functionality to the NCRA website (including members-only section, details can be sent out by Luke and Barry after NCRC)
- ongoing member support

Communications

- interviewed with !earshot 20 on CFMH-FM about FOCR and importance of c/c radio
- interviewed with Carleton student doing a profile on NCRA, also hooked him up with Board members
- met with representatives from Radio Television Hong Kong (the state broadcaster) about their community radio services and helped them arrange meetings with CRTC, CRFC and local c/c stations
- wrote a letter of support for funding for the Independent Media Arts Alliance and National Indigenous Media Arts Coalition about a project that could interest NCRA members

COMMITTEE REPORTS

External Policy Committee

- Members: Freya Zaltz, Catherine Fisher, Johnnie Regalado, Bill Stuart, Brady Holek, Shelley Robinson and Barry Rooke

The NCRA/ANREC External Policy has continued working with the CRTC, Industry Canada, The Copyright Board and other external organizations to better the position of individual member stations and the sector as a whole.

This work has included submitting letters of support for all NCRA/ANREC member stations seeking license renewal or participating in other licensing decisions at the CRTC. Thanks to committee member Catherine Fisher for her regular checking of the depths of the CRTC website and keeping the committee informed of relevant processes and decisions. And thanks to all committee letters for their work researching, drafting and editing these letters.

In addition, the committee provides advice and support to many of our member stations about ongoing operational questions, from paying tariffs to changing bylaws to filing annual returns. As Regulatory Affairs Director, Freya Zaltz is often the main contact with stations about these issues, working with NCRA staff, and is the lead on much other work, particularly ongoing negotiations with Re:Sound and the Copyright Board.

This year Freya kept detailed notes on her work so this report reflects that work and some of the other activities we know we did in this area. That said, this report does not reflect all the committee's work as the ED and other members didn't keep the same kind of detailed notes. Incoming ED Barry Rooke will, so that next year we can have an even better sense of this kind of work done on members' behalf.

Following last year's NCRC presentation with Commissioner Stephen Simpson, the committee also gathered input from members about changes you would like to see come from the CRTC for our sector. This information has been reviewed, a letter drafted and sent to Commissioner Simpson, and the letter has recently been circulated to membership.

Finally, the committee helped review, edit and draft new material for the updated Regulatory Survival Guide that is set to be launched at NCRC.

2014-2015 Highlights:

- Wrote and submitted seven letters to the CRTC in support of 10 NCRA members licence renewals and other applications
- Helped at least 33 members with direct requests for information or support
- Ran a third annual successful Annual Returns campaign with all NCRA members required to file (78/78), doing so on time!
- Wrote and submitted a letter to Commissioner Simpson re: CRTC changes that could benefit the sector
- Wrote three letters of objection to Copyright Board re: proposed tariffs
- Finished the updated Regulatory Survival Guide
- Served memorandum of fact and law of ARCC, ARCQ, and NCRA on all parties to Re:Sound judicial review proceeding in Federal Court of Appeal

CRTC Submissions:

- Letter to Commissioner Stephen Simpson about NCRA member suggestions for things the CRTC could do to improve their work with the c/c radio sector
~Awaiting response
- CRTC 2015-363
Licence renewal for CHES-FM
~Awaiting decision
- CRTC 2015-51
Licence renewal for CFTH-FM, CFTA-FM and CFEP-FM
~Awaiting decision
- CRTC 2015-45
Licence renewal for CJHQ-FM
~approved!
- CRTC 2014-621
Licence application for Caper Radio
~approved!
- CRTC 2014-541
Licence application for Peach City Community Radio
~approved!
- CRTC 2014-383
Licence application for Radio Ryerson Inc. and transfer of assets for CJUM-FM from University of Manitoba Students Union to UMFM Campus Radio Inc. as well as new licence
~both approved!

- CRTC 2014-366
FM application for CJLO-AM
~denied
- Letter to Commissioner Stephen Simpson regarding his comments about the licence revocation of CKLN-FM at NCRC 2014 in Victoria, BC
~received response from Commissioner Simpson to clarify his comments

Direct station support (led by Freya Zaltz with NCRA staff):

- CKTZ-FM – emails re: reporting on public meeting
- CiTR-FM – appeared as a guest on a show about copyright issues
- CHRW-FM – advice re: liability for radio school for teenagers
- CKHA-FM – appeared as a guest on a show to discuss history of regulatory work
- CHSR-FM – response to question re: show of live cover music and relevant tariffs
- Peach City – advice re: application and low power issues
- CiTR-FM and others – emails re: anti-spam legislation
- CJSF-FM – emails re: intervenor using fake name, making false accusations
- CKTZ-FM – provided info re: SOCAN surveys
- CIVL-FM – emails re: gas reimbursements for personnel
- CJUM-FM – emails with grad student re: research on obscenity and profanity in US and Canada
- CFEP-FM – emails re: checking on late annual return mentioned in decision granting tech amendment
- Peach City – assistance with CRTC application (edited multiple drafts)
- CiTR-FM – emails with Station Manager re: copyright disclaimer for volunteers re: future use of broadcast content
- CKAR-FM – emails re: logger outages
- CKCU-FM – emails re: SOCAN fees for university to web stream the station's simulcast
- CICV-FM – assisted with obtaining extension to implement new licence (reviewed application and assisted with CRTC procedure)
- CJQC-FM – emails re: when to apply for power increase after receiving licence
- The Scope at Ryerson – emails advising re: letters of support
- CiTR-FM and CFRU-FM – emails re: beer and beer festival ads
- CiTR-FM – emails with Program Director re: logging montages
- CKTZ-FM – emails re: managing charitable grants
- CFBU-FM – emails re: amending bylaws for balanced board and ED wrote letter explaining the CRTC requirement for the station to distribute
- CFUR-FM – provided info re: obtaining licence for repeater
- CKTZ and CFRO – emails re: election policy (whether candidates can have a radio show)
- CJQC-FM – emails re: how to submit to CRTC in writing to confirm launch date

- CIWS-FM – review CRTC decision, lengthy email discussion and call with NCRA ED re: how to negotiate with commercial station to stay on air
- CHES-FM – reviewed CRTC decision and article
- CHSR-FM – email question re: copyright tariffs for secondary web stream
- CJAM-FM – email discussion with re: copyright tariffs
- CJSW-FM – responded to questions re: paying Re:Sound monthly instead of annually
- CITR-FM – answered copyright questions
- CHAA-AM – answered questions re: how to log advertising and station IDs
- CKTZ-FM – answered questions re: legalities of agreement for use of charitable funds
- CFCR-FM – answered questions re: copyright issues with airing comedy recordings
- CJHQ-FM – helped Nakusp write response to CRTC re: local programming on licence renewal form
- CFEP-FM – helped station write responses re: local programming and non-compliance (annual returns) for licence renewal
- CKTZ-FM – answered questions about copyright (reading audiobooks on air)
- CiTR-FM – more work on copyright statement for volunteers
- CJQC-FM – helped station address issues re: online submission process for application docs, getting printed licence
- CJQC-FM – answered questions re: spoken word and logging when music bed underneath
- CKTZ-FM – answered questions re: charitable donations and partnership agreement with charity
- CHAA-AM – answered questions re: music categories
- CJHQ-FM – helped respond to requests for information from CRTC following up on licence renewal application and previous non-compliance with annual returns and insufficient spoken word
- CFEP-FM – helped with station's deficiency letter to CRTC re: non-compliance with annual returns
- CJHQ-FM – helped with application for exemption from spoken word requirement
- CHAA-AM – reviewed program log template
- CKUT-FM – answered bylaws question re: new Not-For-Profit Act and motions from the floor
- CJAM-FM – answered medical privacy law question
- CKTZ-FM – answered question re: conflict of interest for board
- CJTR-FM - emails re Re:Sound tariff 8 payment deadline (+ discuss with NCRA ED)
- CiTR-FM – advised on copyright questions re making mix cassettes of live performances recorded in studios
- CFEP-FM – answered questions about renewal process and letters of support
- CFCR-FM – answered questions re: logging medleys (if not CanCon)
- CHRW-FM – responded to questions re split from USC so CHRW is an independent society
- CHRY-FM – answered questions re: non-profit corporation name change, station IDs, corporate nicknames

- CFTA-FM - advice re interventions in support of renewal
- CFR-FM – responded to tariff 8 questions
- CFRO-FM – responded to insurance questions
- CHMA-FM – answered questions about SOCAN surveys
- CJMP-FM – provided information re: tower sharing agreements
- CJLY-FM – answered question about podcasting and re:sound tariff
- CIWS-FM - assisted with process of negotiating with East FM, help write letter requesting a meeting
- CJSW-FM – provided opinion re: insurance coverage
- CJAM-FM – provided advice re: response to CRTC regarding board composition for licence renewal

Sector support:

- Re:Sound judicial review – emails, research, file pleadings
- Friends of Community Radio – discussions and research re: name registration and privacy issues with collecting individuals' info
- Revised draft of info to members re: music questions and CRTC answers
- Copyright board: wrote three letters of objection regarding new tariffs
- Sent emails re: Industry Canada broadcasting certificates
- Sent emails re: Industry Canada's regulation of transmitters if not in use or shipped out of country
- Re:Sound - numerous emails with counsel for Re:Sound re pleadings, filing deadlines, confidentiality agreements, scope of judicial review, etc., consult with counsel for CAB
- Calls to Re:Sound confirming deadline for our members to pay 2015 tariff (Feb 15, 2016)
- Re:Sound judicial review - call with John Cotter (counsel for Re:Sound), emails with Gabriel (counsel for CAB), draft and serve memorandum of argument

Other:

- Emails with member of GroundWire Steering Committee re: use of copyrighted audio
- Discussion with members of NCRA board re: lobbying for c/c radio rep on CRTC
- Reviewed NCRA Board's insurance agreement
- Reviewed new Commercial Radio Policy
- Helped coordinate information for members about mandatory Emergency Broadcasting
- Sent email to members re: CRTC changes to renewal procedure
- Sent email to members re: tariff 8 copyright guide
- work with Shelley toward finalizing content (still not done)

Policy & Governance Committee

Composition: Kristiana Clemens (chair), Sarah Newton, Stephane Bertrand, Zoe Ludski, Brenda Grunau, Gretchen King

The Policy and Governance Committee had a very active year. The committee's first priority was drafting amendments to the NCRA's Election bylaw to clarify numbering errors in the current bylaws and to implement mandated representation for People of Colour on the Board, as mandated by a majority vote of NCRA members at the 2013 AGM; as well as a People with Disabilities, as recommended by the Accessibility Committee.

Next, the Committee undertook research and consulted with NCRA members on the concept of developing an Ombuds for the association: a third-party mediator with experience in non-punitive conflict resolution that could be called upon by the organization and its members to help in the case of intractable disputes. This proposal has been tabled for further consideration, after consultation suggested that many members have their own third-party conflict resolution support in their local communities. At the same time, it was apparent to Committee members that negotiating conflict within the Association and for its members is an ongoing matter of concern that could benefit from further resources and attention. The NCRA website and Policy Exchange was viewed as an appropriate location for such resources to be shared in the future. The Equity Officer also suggested that she or the Equity Committee could take on this role within the association, obtaining consultation from third parties as required: a proposal meriting future consideration and clarification.

Since the new year, the Committee focused discussion on drafting proposed bylaw amendments to address long-standing concerns among members regarding the lack of time to review and consult with their members regarding substantive motions presented for a vote at the AGM plenaries. Two alternate proposals were developed for presentation to the membership, which may vote to approve either a 3-day or 14-day advance deadline for submitting members' motions to an AGM, or preserve the current system, outlined in a members' resolution, of allowing substantive, non-procedural motions to be added to the AGM agenda the night before a meeting.

The Committee also began the considerable work of revising and updating the association's Accountability Framework, which sets minimum standards for NCRA activities to adhere to regarding their mandate, representation, transparency and the recourse they offer to participants when difficulties arise. The revised Framework is a work-in-progress and member feedback and suggestions are welcomed during the 2015 NCRC.

The Committee worked with current initiatives of the NCRA to help develop accountable and up-to-date Terms of Reference against which to measure their activity. With the support of the Policy and Governance Committee, Terms of Reference were developed and approved by the Board of Directors for the following NCRA initiatives:

-Indigenous Committee

- Equity Reading Group
- Homelessness Marathon Steering Committee
- learshot
- GroundWire Steering Committee
- Equity Committee
- Human Resources Committee
- External Policy Committee
- Conferences Committee
- Finance Fundraising Committee
- Policy and Governance Committee

With the support of NCRA staff, the updated Terms of Reference and other governance documentation were shared on the Governance section of the NCRA's website.

The Policy and Governance Committee worked to ensure that the Board fulfilled the Committees resolution passed by a majority of members at last year's AGM, liaising with active committees to develop their Terms of Reference in a timely way and sharing these documents with members in two calls for participation put out over the NCRA members' list serv, in early December and early May.

As the Policy and Governance Committee is a standing committee of the Board, it has also identified goals for the year ahead, to be recommended and addressed through the Board's Strategic Planning process. These goals include:

- Completion, approval and implementation of the revised Accountability Framework.
- Development of confidentiality agreements for NCRA Board and staff members
- Development of a conflict of interest policy for the NCRA

Finance and Fundraising Committee

Members: Brenda Grunau (Chair), Bill Stewart, Shelley Robinson

The Finance and Fundraising Committee was responsible for:

- Reviewing the finances, and presenting regular financial reports to the NCRA Board of Directors
- Creating cash flow projections to ensure adequate cash flow for NCRA activities
- Preparing a budget for the 2015-16 fiscal year
- Reviewing projects and initiatives launched to diversity revenue sources and improve the sustainability of the NCRA, which include increases in membership fees, the affinity program with Campus Shield, the Friends of Community Radio Program and the anticipated National Advertising Program
- Reviewing budgets for project grants and agreements outlining our relationship with partner organizations

The audited financial statements and budget for the 2015-16 fiscal year will be presented during the first plenary of the NCRA Annual General Meeting, along with detailed notes.

Conferences Committee

Members. Larry Portelance (chair). Kristiana Clemens, Stephane Bertrand, Brian Cleveland, Gretchen King, Ophira Horwitz, Jenna Albert, Brenda Grunau

1. This committee started meeting in January and set to work on the purposes and goals as outlined in the committee Terms of Reference.

2. Accomplishments:

- a. worked closely with Local 107.3 FM who are the host station of NCRC 2015 to ensure the conference is a success and within the mandate of the NCRA by meeting monthly and creating a checklist for monitoring NCRC related resolutions;
- b. created a draft Conference Planning Guide which outlines planning cycles, requirements, goals, resources and more for prospective host stations to host the NCRC, regional conferences and station manager conferences; and
- c. worked with the Equity Committee to ensure accessibility concerns were addressed by the NCRC 2015 host station.

3. 2015 Goals. The chair set out these goals at the time when this report was made. These goals are extremely flexible and the committee is very open to suggestions from NCRA members:

- a. continue work on meeting the purposes and goals of the committee Terms of References;
- b. work closely with the host station of NCRC 2016 to ensure it is a success;
- c. work with CiTR to ensure their station manager conference is a success; and
- d. encourage member stations to host regional conferences and offer assistance as necessary.

Human Resources Committee

Members: Gianna L. Lalonde (HR Officer/Chair), Sarah Newton (Equity Officer), Brian Cleveland, Zoe Ludski

Thank you to the members of the HR Committee for their dedication and flexibility - it has been a busy year. Ongoing committee duties include monthly check-ins with NCRA staff, reviewing grant-funded and/or short-term contract job postings, being available for consultation regarding contracts, and sitting on hiring committees. Zoe Ludski joined the HR Committee halfway through the year to round up the committee to four members, as required by the committee's terms of reference.

The HR Committee was involved in three major projects accomplished this past year; including the member-wide Executive Director evaluation, the hiring of the Membership Training Coordinator (welcome, Luke Smith!) and the hiring of a new Executive Director (welcome, Barry Rooke!)

1. Executive Director Evaluation

The Executive Director (ED) Evaluation for NCRA ED Shelley Robinson was sent out to the NCRA membership, NCRA Board, and the Executive Director electronically on August 18 2014. The NCRA HR Committee received 18 responses from Members, 8 responses from Board Members, and 1 Self Evaluation from the ED Shelley Robinson. Based on feedback from previous years, the HR Committee decided to conduct an online survey to increase expediency and data collection. Thank you to all the NCRA Members for completing the evaluation – constructive feedback assists staff and Board in strategic planning and can better inform day-to-day priorities for staff. Data was collected and presented to the ED, as well as presented to the NCRA Board.

2. Membership Training Coordinator Hiring

It is a great asset to the organization to have a position in the NCRA office dedicated to assisting with station communications and sector development. Shelley Robinson worked diligently to re-imagine this opportunity and source funding through the Community Radio Fund of Canada in order to supplement the costs of the position and associated projects. It has been a long-term goal of the NCRA to re-introduce this position to the national office so the Executive Director can focus on advocacy and income development. The HR Committee provided feedback on the job positing, sat on the hiring committee that interviewed six candidates, and officially welcomed Luke Smith into the role of Membership Training Coordinator on February 24, 2015.

3. Executive Director Hiring

After five years in the role of Executive Director, Shelley Robinson said farewell to the NCRA in March 2015. She worked closely with the HR Committee while transitioning into an exciting new employment opportunity and being available for feedback regarding updates to the job description. The job was posted March 4, and posted again in late March in both French and English and posted in more diverse locations (the final number of applicants was sixteen). A Board-driven hiring committee was struck, applicants were short-listed, the committee developed interview questions and a rubric for quantifying skills and qualifications, and interviewed six candidates. A second round of interviews were conducted for two candidates, and the committee offered the contract of Executive Director to Barry Rooke. The HR Committee continues to assist with the

transition between the outgoing and incoming ED.

Equity Committee

At the in person meeting that followed the 2014 AGM, we established a rough trajectory for the Equity Committee based on member resolutions.

First thing to complete was to draft the Equity Committee TOR's and get them approved by the board. We did that through the first part of the year and it is interesting to note that we equipped the EC with dispute and conflict resolution support capabilities, providing member stations an opportunity to consult and report on equity concerns in their stations.

Following that, we created TOR documents for the Equity Reading Group and the Indigenous Committee. The Accessibility TOR's are still a work in progress and we hope to lay some groundwork into these at the NCRC in Saint John.

It was a bit of work to pass the Equity Reading Group TOR's as the Board had also at the in person meeting introduced the idea of a Members Services and Projects Committee and it was unclear whether the ERG should be a Sub-committee of the Equity Committee or a project/service of the NCRA because it had some elements such as that it required member participation and had a public-facing element with the Equity Radio Show.

We were eventually able to finalize the ERG TOR's as delaying approval those was significantly hampering the work the internal policy committee was doing to finalize the latest version of the accountability framework.

Though the ERG does not run as a committee with a chair according to the TOR's, the Equity Officer was given a permanent role in the group and we planned to facilitate the annual schedule of next year's ERG at the NCRC in Saint John.

We welcomed two new members to the Equity Committee in 2014-2015, Courtney Harrop from CJMP and Carolin Hwang from CKUT. We hope to recruit at this year's conference as we are mandated by the TOR's to include three members at large on the Committee.

The Equity Committee identified that the NCRA website could be better configured to promote the Equity Resources of the NCRA and advertise the ERG and Radio Show and we plan to pursue that end in the next term.

The Equity Committee consulted with the Conference Committee to ensure that all equity concerns were met at the planning and execution stages of the upcoming NCRC. It was good to work with the Indigenous Rep on the EC because Larry is also involved

on the Conference Committee so it made it easy to communicate mandates and create ideas around what needed to be accomplished.

Going forward, the Equity Committee plans to schedule regular materials to be distributed on the list serve that encourage equality and respect on the list serve. We resolved that these resources should consider diverse perspectives; follow pre-determined guidelines wrt context; be linked to Equity concerns in the Community Radio sector; that they not overlap materials used within the ERG and radio show; that they be chosen by consensus of the EC and based on a shared understanding of appropriateness and relevance. We also hope to appoint an administrative volunteer to coordinate posts in a timely fashion.

Indigenous Committee

Members. Larry Portelance (chair). Gunargie O'Sullivan.

1. This year there were no official meetings of this caucus other than at NCRC 2014 in Victoria. It is the hope of the chair to be more vigilant in this matter by setting five goals for 2015.

2. Goals for 2015:

- a. recruit more members;
- b. review caucus Terms of Reference at NCRC 2015 and update as necessary;
- c. develop a strategic plan at the NCRC 2015 for the committee;
- d. meet monthly after NCRC 2015 to monitor progress on the strategic plan; and
- e. ensure funding sources are found for Indigenous members to attend NCRA conferences.

GroundWire Steering Committee

GroundWire (<http://groundwire.ncra.ca>), a national community news radio magazine produced by NCRA member stations, continues to be produced on a biweekly basis with production rotating between stations from coast to coast.

We are happy to announce GW has had 13 stations produce episodes in the last year. These include: CHUO / CHRW / CFRU / CKUT / CILU / CFMH / CFUV / CKUW / CiTR / CFCR /

CJSF / CJMP / CJLO. Thank you all! To sign up your station, email groundwireprod@gmail.com.

After the NCRC in Victoria 2014, Ophira Horwitz was selected in December to serve as the GW National Coordinator for six months. Over the last year, the GW Steering Committee worked with the Board of Directors to develop Terms of Reference which were approved by the Board in April. The GW Steering Committee has met on three occasions and now includes the participation of Carly Forbes, Frieda Werden, Kristiana Clemens, and Gretchen King. A face-to-face meeting is scheduled during the NCRC 2015 in Saint John, where roles and structure will be discussed and new participants will be welcomed.

This year we have made it a goal to reach out to one Indigenous station or one French station every two week cycle. We have had new contributors to GW as result, like CFBI in Cambridge Bay, Nunavut. We have also been working with stations to build their capacity to produce news programming by collaboratively training their staff and volunteers to produce content for GW. This year we conducted trainings at CKUW-Winnipeg, CJSF-Burnaby, and other stations. These initiatives have seen an overall increase in contributions for GW.

In addition, we are developing training documentation to get volunteers excited about contributing to GroundWire, for example, a Wiki about news reporting for GroundWire, and a Zine about GroundWire to be distributed at community radio stations. Finally, we are developing a new program review process conducted by member stations. This process will help us garner feedback to help improve the production quality of GW.

We are always looking for funding initiatives to participate in that help strengthen GW and for cultivating local news production in your station. If your station is interested in collaborating with GW for any funding opportunity, through the Community Radio Fund's partnership program or otherwise, email groundwireprod@gmail.com.

See you in Saint John and please join us for the GW Training Track (taking place all week) during which we will collectively produce an episode of GW; and/or the in-person GW Steering Meeting (likely to take place Monday evening and remote participation will be possible).

Any questions or comments? Please email groundwireprod@gmail.com.

Homelessness Marathon Steering Committee

Composition: Brenna Owen (chair), Kristiana Clemens (interim chair), David Parker, Aaron Lakoff, Gretchen King.

The 2015 national Homelessness Radio Marathon was hosted by CFRC-FM Kingston under the leadership of Spoken Word and Special Programming Coordinator, Brenna Owen, with

support and guidance from members of the CFRC and NCRA communities who shared their experience with past Marathons as broadcasters, contributors and hosts.

This year's Marathon was a great success for CFRC, for the Kingston community and for the NCRA at large. CFRC received support for the broadcast from the Community Foundation for Kingston and Area, and was able to partner with 10 local groups serving Kingston's homeless community. These groups participated in the broadcast and/or helped to promote it to listeners. More than a dozen CFRC volunteers participated in the production, operation and setup/teardown of the broadcast. More than a dozen local and visiting participants shared their experiences of homelessness and their perspectives on this issue during CFRC's live-to-air introductory portion of the broadcast from Martha's Table, a local community centre that provides hot meals and snacks to low-income and homeless residents of Kingston. Later in the evening, the broadcast set up a streetside studio outside of the Kingston Street Mission which amplified the program throughout the night. Both the Martha's Table and Kingston Street Mission segments of the broadcast were well-attended by engaged members of the public and interested passers-by.

23 NCRA member stations simulcast the Marathon, which featured contributions from 20 NCRA member stations: CHUO, CFRU, CKDU, CKUT, CJSF, CICK, CKUW, CFUR, CIVL, CJSR CFRO, CKMS, Radio Emily, CKUA, CJLO, CJAM, CITR, CFBI, CKCU, CIWS and CFRC. In addition, the broadcast was promoted widely in local Kingston media, with area newspapers, television and CBC radio journalists all reporting on the event. The Mayor of Kingston even paid a surprise visit to CFRC's streetside studio, to demonstrate his engagement with the issues related to homelessness in our community.

Unfortunately, this year's Marathon planning and production were completed without the involvement of a structured and engaged Steering Committee. It was not until after the Marathon concluded that the NCRA Board of Directors approved Terms of Reference for the Steering Committee and a callout was made for participants. It is hoped that, by engaging member stations to participate at this year's NCRC, the Committee can be fully developed in line with its Terms of Reference to support the planning and production efforts of next year's host station through a regionally diverse group of NCRA member station representatives.

Equity Reading and Listening Group

SubCommittee of the Equity Committee

Membership currently includes: 2014 Group Participants: Zoe Ludski (CJMP + NCRA Board), Kristiana Clemens (NCRA Board), Robin Eriksson (CKUW), Roshini Nair (former CSJR), Victoria King (CKUW), Michael Welch (CKUW), Courtney Harrop (CJMP), Tricia Sharpe (CJMP)

The Equity Reading Group was formed in June of 2014 after a discussion at the Equity Committee Caucus held in Victoria NCRC 2014. In attendance were Robin Eriksson CKUW + NCRA BOD and chair, Kristiana Clemens CFRC + NCRA BOD, Roshini Nair, CJSR, Homelessness Marathon 2012 CoOrdinator, and Zoë Ludski (CJMP). The group decided to host the discussions in the form of a radio show book club. An email was circulated in advance to various NCRA List Serves announcing the show, how to participate and what the readings were. CJMP selected the first set based on suggestions from C/C radio volunteers.

October 9th, 1st episode hosted by Zoë Ludski CJMP and included Kristiana Clemens CFRC
November 25 2014, 2nd episode hosted by Robin Eriksson CKUW and included Roshini Nair from Vancouver, Victoria King CKUW, Michael Welch CKUW Jan 28th 2015, 3rd episode hosted by Zoe Ludski at CJMP and included, Courtney Harrop CJMP, Robin Eriksson CKUW and Sarah Newton (NCRA BOD) but due to technical difficulties, the two phone participants were only able to participate in the first 20+ minutes. February 28th 2015 4th episode hosted by Robin Eriksson, CKUW, Michael Welch CKUW, Victoria King CKUW March 2015, 5th episode hosted by Kristiana CFRC June at the NCRC, hosted by Kristiana CFRC, produced by Sarah Newton NCRA BOD

At the last Equity Committee meeting it was discussed that at the NCRC 2015, the Equity Reading Group hopes to establish a schedule for the year and create a sign up list as well as have a poster and information available for stations who wish to participate. In January the ERG submitted a draft TOR to the Board of Directors as a subcommittee of the Equity Committee. The TORs were passed April 21st by the Board of Directors. The Equity Officer will sit on the committee and Directors of the Board are strongly encouraged to participate in the Group.

The Terms of Reference are as follows: NCRA/ANREC Terms of Reference: Equity Reading & Listening Group

1. Mandate: To coordinate a reading and listening group, open to all NCRA members on an ongoing basis, covering material related to equity, antioppression, communication and conflict resolution, and to create participatory programming content Sessions reviewing the materials read and listened to, with the goal of enriching knowledge and understanding of equity and antioppression among NCRA members in fulfilment of the Association's Statement of Principles.

2. Membership: Participation in the Group is open to staff and volunteers of the NCRA and its members. Participation in at least one Group Session is a prerequisite for hosting a Session. Participants should host Sessions in rotation, ensuring that each participant in the Group has the opportunity to propose reading or audio material and to produce the resulting programming content. Recruitment shall take place at the NCRC and at least one other time annually; with regular recruitment coinciding with the outreach and promotion for each participatory Session via NCRA list serves. Given the nature of the material covered, the

publicfacing nature of the Equity Radio Show and the importance of equity issues to the NCRA's operations and governance, the Equity Officer shall participate in the Group and Directors of the Board are strongly encouraged to participate in the Group. The Group functions as a collective and, as such, does not have a chairperson: any participant may call a meeting or initiate email communication for the purpose of discussing the Group's activities or goals. There is no term limit to participation in the Group. All Group and Session participants shall be expected to adhere to the following guidelines: Communicate Respectfully; Be Open to SelfReflection; Think Critically and Engage with the Material; Be Sensitive to the Fact that People Have Been and Continue to be Affected by these Issues.

2014 Group Participants: Zoe Ludski (NCRA Board), Kristiana Clemens (NCRA Board), Robin Eriksson (former NCRA Equity Officer, CKUW), Roshini Nair (volunteer member at large, former CSJR), Victoria King (CKUW), Michael Welch (CKUW), courtney harrop (CJMP Volunteer Coordinator), Tricia Sharpe (CJMP BOD member Policy)

3. Decisionmaking: Decisions shall be made by consensus. Where there is a conflict of interest or complaint concerning an individual participant, that individual shall excuse themselves from the Group's discussion and deliberations on the matter. Where a consensus cannot be reached, the Group may request that the Equity Committee provide recommendations to help facilitate the Group reaching a consensus. Decisions regarding changes to the Terms of Reference of the Group shall not be implemented until approved by the Board of Directors. Session hosts shall be empowered to make independent decisions regarding the reading/listening materials and production plan for the Session they plan to host, while adhering to the following guidelines:

- Materials should address visible and invisible forms of oppression and privilege
- Materials should strive to address issues from an intersectional perspective
- Materials should be applicable in a meaningful way to our work as community radio broadcasters
- The Session should strive to allow participation via a varied selection among conference calling, Google Hangouts, Skype, chat, social media, radio listening and/or in person, allowing multiple platforms for realtime participation among people with different resources and needs.
- Each Session's reading/listening selections, date/time, and ways to participate should be promoted to NCRA members via the list serves at least 2 weeks before each Session in an email that includes a link to the audio recorded at the last Session.
- Sessions should be shared via the NCRA Program Exchange.

4. Reporting: The Group shall annually appoint at least one of its members to participate actively on and report to the Equity Committee. The Equity Committee chair shall report on the activities of the Group to the Board. Where the Equity Committee chair is unable to fulfill this role, any other voting Director who is an active Group participant may report on the Group's activities to the Board. The Group shall delegate a participant or collaborate to

produce an annual report on its activities to present to the Equity Committee for inclusion in the Equity Committee report as part of the Board of Directors' annual report to NCRA membership.

5. Complaints: Complaints regarding the Group, its structure or Terms of Reference should be directed to the NCRA Equity Officer. Complaints regarding a Participant, Host or Session should be directed to the Group, who will strive to resolve the complaint in a spirit of community accountability and transformative justice. Participants recognize the intersectionality of different types of oppression and the unequal power dynamics created by oppression. In striving to resolve complaints brought to its attention, the Group shall prioritize the safety of participants and marginalized people, and the importance of addressing inequity and injustice, over the protection of the status quo or the comfort of those whose privileges are questioned. Remarks or behaviour deemed to be racist, sexist, homophobic, transphobic, ableist, ageist, poorbashing or otherwise oppressive, or in violation of the Membership Guidelines listed under Section 2, shall be grounds for suspension or removal from the Group. Complaints or conflicts regarding a Participant, Host or Session which are not able to be resolved by a consensus of the Group and those involved in the complaint or conflict within 2 months of being brought to the Group's attention shall be directed to the NCRA Equity Officer. Complaints or conflicts regarding the Group or its Sessions, which are not resolved by the Equity Committee within 2 months of being brought to its attention, should be directed to the Chair of the Board of Directors for consideration by the Board.

6. Meeting Schedule: The Group shall meet as needed. Sessions shall be held at least once every 8 weeks, with a goal of scheduling regular monthly Sessions on an ongoing basis.

learshot

learshot continues to be an excellent tool for representing campus/community radio and the music we play and support at a national level and is a valued resource for artists, labels, promo

companies and music fans. We are continuing to make a host of improvements to the site. On the public side, features were added to display all chart appearance across all charts for charting records. Behind the scenes, a major effort was put into addressing some performance problems the site was having and to make the chart submission process easier for music

departments. A number of sections were substantially rewritten to make them more efficient leading to an 80% improvement in page load times and a similar reduction performance related errors. Improvements to the chart submission process included making it possible to recover an interrupted chart submission rather than having to start over from the beginning.

Some other

improvements are currently in the works and will be rolled out during the summer and fall.

This spring, !earshot successful raised several hundred dollars to support the !earshot party at the national conference.

Charts are the mainstay of !earshot and this year more than 5600 charts of all types were published on the !earshot site. !earshot now has about 55,000 charts published on the site since we started automated chart reporting.

We have a steady crew of regular writers but are looking to recruit new writers for articles and reviews. Contact Magnus Thyvold at magnus@vcn.bc.ca to get involved.

!earshot's twitter account has nearly 3500 followers, adding more than 500 since last year. The !earshot Facebook page is also slowly gaining likes at www.facebook.com/earshotonline. Drop by and like us!

Member Services & Projects Working Group

Membership: Chair Zoe Ludski, Johnnie Regalado, Brian Cleveland

The first part of the year was spent speaking with volunteers who participated in various services and projects to hear their thoughts. The mandate of the committee was also discussed and we asked for further clarification from the Board. The group decided to change from a committee to a working group in hopes of clarifying the mandate.

The Chair of this committee stepped down in December and in January Zoe took up the position of Chair. The group worked on the Terms of Reference to aid in clarification of a mandate in January.

In February, the working group continued to develop the TORs as well as definitions of what an NCRA Project or Service is and what responsibility both the NCRA and the group involved in the project/service have to each other. Committee members were asked to draft motions that clearly outlined what a project or service was, how one could be started or ended, who and how to participate and what responsibilities participants and the NCRA had.

In March, two motions were presented to the group who disagreed on both of them. One member decided to put forward his motion to the Board as an individual because the committee would not support it. The group looked at the existing Accountability Framework, continued to discuss definitions, work on the TORs as well as create a list of existing Projects and Services.

In April, the group reported on their process with definitions, differences, and a list of Services and Projects. The Policy committee had also done this, and the two groups had quite different definitions. The MSP group expressed frustration that it seemed two committees were doing the same work. The Board of Directors suggested at the April meeting that the MSP group and the Policy Committee meet together and discuss their definitions.

In May, the groups met and discussed the Accountability Framework.

This working group has been ineffective in achieving clear goals, however the discussions have been imperative. It is clear that the NCRA must make a decision about these definitions and responsibilities as well as a clear outline of Who Membership is, How it is represented and How it accesses services and projects of the association. Currently the Associations members are themselves Associations. The NCRA's main method of dispersing information is the List Serve however that information does not always make it past the 'gatekeeper' whoever receives the email. There is no clear way to ensure that those on the list serve are sharing information with all stakeholders, or that the whole Member Association is being consulted or informed.

In the upcoming year, I would recommend this committee focus on applying the Accountability Framework to each Member Service or Project in order to assess the work, and then working with key stakeholders in the project or service, help support the work to best serve the membership. Responsibilities of this committee, might include being a Liaison or Chair for a Project Steering Committee, helping facilitate consensus building, helping a group start a new project, assisting in maintaining a service or moderating it, supporting the ED with Staff or Board led projects and services.