



LCA

Princess Margaret road

Maseru

Mafeteng Community Radio

Box 725

Mafeteng 900

#### RENEWAL OF BROADCASTING LICENCE

Dear Sir/Madam

Mafeteng Community Radio Station, based in Mafeteng Urban Council Area is hereby applying for renewal of its broadcast licence which is due to expire on the 25<sup>th</sup> August 2021. As per LCA act, we are liable to apply a year before.

Our station will be changing location before the end of this year, whereby our offices will be located at Ha-Ramokhele, in urban area.

Attached you will find;

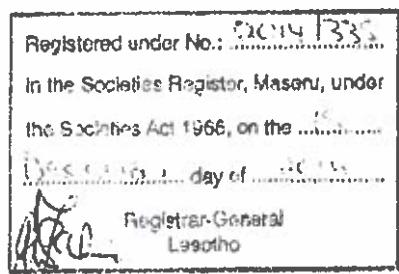
1. Constitution (amended)
2. List of Board members
3. List of station employees
5. Particulars of New site
6. Latest improvements (Report)

We are hoping that our application will be successful.

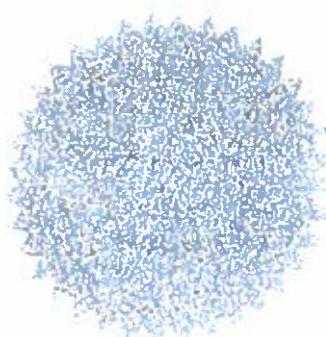
Yours Sincerely

Ntsane Sello

Station Manager



## CONSTITUTION OF MAFETENG COMMUNITY RADIO ASSOCIATION



## **CONSTITUTION OF MAFETENG COMMUNITY RADIO ASSOCIATION**

### **DEFINITION OF TERMINOLOGY:**

For the purposes of clear and common understanding, it is imperative to define some terminology:-

#### **i. EXECUTIVE COMMITTEE**

The Association's governing body of elected and appointed persons who jointly oversee the activities of the Association and has the full authority on all the affairs of the Association.

#### **ii. Annual General Meeting**

When members of the Association come together annually for the purpose of appointing the executive committee and transacting other business such as informing members of previous and future activities.

#### **iii. Committee**

A small deliberative group of appointed members by the executive committee formed to serve several different functions of the Association.

#### **iv. Quorum**

A quorum of the executive committee consists of a simple majority (2/3) of the committee in office immediately before a meeting commences.

### **ARRANGEMENTS OF SECTIONS**

#### **SECTION 1 - NAME, ADDRESS, OFFICE, LOGO, STATUS AND PURPOSE**

### **1.1 NAME**

The name of the Association shall be **Mafeteng Community Radio Association**, (hereinafter referred to as 'Association')

### **1.2 ADDRESS**

**PHYSICAL:**      **MAFETENG URBAN**  
                        **OPP. N.D.S.O. H.H. - VANDKUHL**  
                        **MAFETENG**

**POSTAL:**      **P.O. BOX 725**  
                        **MAFETENG 900**

### **1.3 OFFICE**

The Offices and Broadcasting studios of the Association shall be determined by the executive committee from time to time in line with all the procedures dictated by the Lesotho Communications Authority and the Association's constitution.

### **1.4 LEGAL STATUS OF THE ASSOCIATION**

- a. The Association shall not be a profit making or gain association.
- b. The Association shall continue to exist notwithstanding the changes in the composition of its Membership and executive committee.
- c. The Association shall sue and be sued in its name.
- d. The Association shall acquire and/or hold property and assets and certificates of allotments of rights to occupy land.
- e. The assets of the Association shall be registered in its own name and shall remain the property of the Association and cannot be shared or otherwise

distributed among the executive committee and membership.

- f. The Association shall have its own bank account (s).

### **1.5 ASSOCIATION LOGO**

- a. The Association logo shall be in such form as the Board of Directors may from time to time determine.

### **1.6 AIMS AND OBJECTIVES**

- a. To establish and manage the Mafeteng Community Radio Station with the aim of educating, informing, entertaining and advancing skills development within the community via the medium of the Community Sound Broadcasting Services.
- b. To develop policies, rules and regulations which are consistent with the Constitution of Lesotho and the Lesotho Communication Authority.
- c. To utilize the Community Radio Station to promote diverse cultural, social and interfaith religious practices within the Mafeteng Community.
- d. To advance the cause of development, peace and stability, reconciliation, rights of children, youth, women and the physically challenged persons.
- e. To assist in promoting Economic Development for the benefit of the Community members at large.
- f. Encourage and promote Exchange Programmes with other Community Radio Stations locally and abroad.
- g. To enhance principles of freedom of speech and free circulation of ideas and information.
- h. The Association shall support the emancipation of women, combat sexism and ensure that the voice of women is fully heard and that women are properly represented at all levels, in the executive committee, Presenters and Management of the Radio Station.

## **SECTION 2 – AREA OF OPERATION, AND MEMBERSHIP**

### **2.1 AREA OF OPERATION**

- a. The Association shall operate the Radio Station broadcasts within the demarcated License area which shall cover primarily all the Mafeteng Councils.
- b. The Association shall ensure that the Radio Station broadcasts utilizing the Frequency Modulation (FM) on **107.7MHz**.
- c. The Association broadcasting demarcation area may be expanded at any time upon due application to Lesotho Communications Authority.

### **2.2 MEMBERSHIP**

The Membership shall be open to:

- a. The various Community based Organisations.
- b. The Community members in all forms and sectors.

## **SECTION 3 - THE EXECUTIVE COMMITTEE**

### **3.1 Establishment of and the General powers and Authority of the executive committee.**

There is hereby established the executive committee. All Association powers shall be exercised by or under the authority of and the affairs of the Association managed under the direction of the executive committee.

### **3.2 Composition, Term, Election and Nominations.**

#### **3.2.1Composition**

The executive committee shall be comprised of nine (9) members namely:

- i. **CHAIRPERSON**
- ii. **DEPUTY CHAIRPERSON**
- iii. **SECRETARY**

- iv. DEPUTY SECRETARY**
- v. TREASURER**
- vi. THE PUBLIC RELATIONS OFFICER**
- vii. PATRON**
- viii. TWO COMMUNITY MEMBERS**
- ix. THE RADIO STATION  
MANAGER/MANAGERESS**

### **3.2.2 TERM**

- a. The term of office for the elected executive committee shall be thirty six (36) months or three (3) years from the date of their elections.
- b. All elected executive committee shall be eligible to serve a second three year term (but no more than 2 consecutive terms).
- c. Each executive committee member likewise shall serve for three (3) years and are also eligible to serve a second three-year term (but no more than 2 consecutive terms).
- d. A duly elected and qualified member shall be eligible for re-election to the executive committee if he or she has served more than one full term.

### **3.2.3 ELECTIONS**

- a. The executive committee shall be elected at an Elective Annual Meeting.
- b. The Elections of the executive committee shall be conducted under a Free and Fair environment.
- c. A duly accredited Elections Agency like IEC will conduct elections. If they are not available, the executive committee shall decide how to handle this matter well in advance.

- d. The appointment of the Elections Officer(s) or Agency shall be announced at the beginning of the meeting and be adopted by the meeting.
- e. The elections shall be conducted by means of a secret ballot.
- f. The method of elections to be used should be established at the beginning of the meeting for the purpose of Logistical arrangement.
- g. The results of the elections outcome may be announced one by one after the elections of each post in their sequence.
- h. A neutral person(s) who does not have interest on the Elections shall be appointed to become an Electoral Officer(s) and oversee the smooth running of the elections.

#### **3.2.4 NOMINATIONS**

- a. The nomination of contesting candidates for all six (6) Office Bearers Posts and the two ordinary members shall be moved and seconded in the Elective General Meeting.
- b. Should the nominated name fail to be seconded, such name shall be discarded.
- c. Three (3) candidates shall be nominated to contest for one portfolio.

### **SECTION 4 - DUTIES OF THE OFFICE BEARERS**

#### **4.1 CHAIRPERSON**

- a. Presides over the executive committee and Annual General Meetings.
- b. Remains the custodian of the decisions taken by the executive committee and Annual General Meeting

and ensures that all structures of the Association implement these decisions and operate within the parameters of the policy.

#### **4.2 DEPUTY CHAIRPERSON**

- a. The Deputy Chairperson shall assist the Chairperson, deputizes him or her when necessary and carries out the functions entrusted to him or her at the Annual General Meeting and the executive committee.
- b. Assumes all the above responsibilities of the Chairperson in his/her absence.

#### **4.3 SECRETARY**

- a. The Secretary shall be the Chief Administrative Officer of the executive committee of the Association.
- b. Keeps the minutes of the Annual General Meeting, Special General Meeting and the executive committee meetings, as well as other records of the Association.
- c. Conducts correspondence of the executive committee and the Association and sends out notices of all meetings.
- d. Prepares Annual reports on the work of the executive committee and such other documents which may, from time to time, be required by the executive committee.
- e. In the absence of the Chairperson and Deputy Chairperson, the Secretary shall assume the functions of the Chairperson.

#### **4.4 DEPUTY SECRETARY**

- a. The Deputy Secretary shall assist the Secretary, deputize for him or her when necessary and carry out the functions entrusted to him or her by the Annual General Meeting and the executive committee.

- b. Assumes all the above responsibilities of the Secretary in his/her absence.

#### **4.5 TREASURER**

- a. The Treasurer is the Chief Custodian of the Funds and Property of the Association.
- b. He or she shall receive and bank all monies within twenty four (24) hours on behalf of the Association and shall, together with any one (1) member of the executive committee and the Station Manager/Manageress operate a banking account.
- c. Keeps such books of accounts as may be necessary to record clearly the financial position of the Association.
- d. Submits to the Annual General Meeting an Annual Audited Report showing the income and Expenditure Accounts and the Balance Sheet of the Association for the period since the previous Annual General Meeting to the executive committee.

#### **4.6 THE PUBLIC RELATIONS OFFICER**

- a. The Public Relation Officer shall act as the spokesperson of the Association on issues authorized by the executive committee.

#### **4.7 PATRONS**

- a. There shall be two patrons tasked with the oversight role of the radio station, namely: Secretary General of Lesotho National Commission for UNESCO and the Principal Chief of Likhoele (Or their representatives).

#### **4.8 THE STATION MANAGER**

- a. Shall be an ex-officio (by right of office) member of the executive committee but shall have no voting rights.

## **SECTION 5 - POWERS OF EXECUTIVE COMMITTEE**

- a. The executive committee shall be responsible to formulate policies, rules and regulations of the Association.
- b. Receive and scrutinize the Association's comprehensive reports from the Radio Station Manager/ Manageress.
- c. Should a vacancy occur on the executive committee by resignation, death or any other reason, the executive committee shall have the power to fill the vacancy by appointing a replacement.
- d. The replacement shall be presented to the next Annual General Meeting to be approved and confirmed by the remaining or surviving members of the executive committee.
- e. Acquire movable and immovable property including investments of whatever nature and hold such property and invested funds in Trust and act as Agents on behalf of the Association.
- f. By virtue of any member who serves the Association's Trust not re-elected on the executive committee, that member shall be deemed to have automatically resigned from the executive committee and excused himself or herself from the day the new executive committee member is elected. That member can continue to serve on the Trust provided so approved by the executive committee.
- g. An external Accountant shall be appointed on temporary basis by the executive committee to audit books and accounts, and shall be an Ex-officio of the executive committee meetings but shall have no voting rights.
- h. A legal advisor shall be appointed on temporary basis by the executive committee to advise the Association on

all legal matters of the Association, and shall be an Ex-officio of the executive committee meetings but shall have no voting rights.

- i. To have powers of appointing standing committees depending on case by case or for specific task.

## **SECTION 6 - MEETINGS**

### **6.1 Annual General Meeting**

- a. The Annual General Meeting shall be held once in every twelve (12) months. The Annual General Meetings shall be reporting meetings and non elective if term of office of three years has not expired.
- b. An elective Annual General Meeting shall be held every three years.
- c. The executive committee shall be elected at an Elective Annual General Meeting duly constituted and assembled.
- d. Majority of the out-going NINE (9) of the executive committee shall remain and continue to serve as the executive committee for continuity purposes.
- e. The out-going executive committee at its last committee meeting before the Elective Annual General Meeting shall determine the majority for continuity purposes and submit the same to the appointed Electoral Officer.
- f. The Elective Annual General Meeting shall be legible to elect the new executive committee from electing card carrying members in good standing and in attendance.
- g. The previously serving executive committee member/s, who failed to make the majority continuity arrangement, is/ are legible to contest to be re-elected if available.
- h. Notice of the Annual General Meeting shall be fourteen (14) days prior the date of the scheduled meeting.
- i. The notice or Announcement of the meetings shall be accompanied by the Agenda, Date, Time and Venue of the meeting.

- j. All community members in attendance at an Annual General Meeting are legible to participate during debates but cannot vote for people or decision. Only members in good standing shall be allowed to vote.
- k. Attendees who hold political office of whatever sector or wing in politics (Office Bearers), executive members do not qualify to be elected on the executive committee but they are legible to nominate and vote at Annual General Meeting.

#### **6.1 SPECIAL ANNUAL GENERAL MEETING**

- a. A special Annual General Meeting of the Association may be convened by the executive committee at any time. The request should be done and signed by at least two thirds (2/3) (quorum) of the executive committee in attendance and in good standing.
- b. Not less than one (1) month's notice of such a Special Annual General Meeting shall be given.
- c. The date, time and venue of the Special Annual General Meeting shall be determined by the executive committee and communicated to the members if it is deemed fit to call a meeting.
- d. The executive committee may convene a Special General Meeting at any time should the necessity arise.
- e. A notice of at least seven (7) days shall be sufficient to convene a Special Annual General Meeting whenever is extremely urgent to do so.

#### **6.2 ORDINARY MEETINGS OF THE EXECUTIVE COMMITTEE**

- a. The executive committee meetings shall be convened by the Chairperson in consultation with the Secretary of the executive committee.

- b. A maximum of seven (7) days notice shall be given to the executive committee members or at least a minimum of three (3) days in case of an urgent meeting.
- c. The quorum of the executive committee meeting shall be formed by fifty plus one percent (51%) of total number of the executive committee members.
- d. Should the executive committee meeting not form quorum after thirty (30) minutes of scheduled time, the meeting shall stand adjourned.
- e. The meeting shall be reconvened within at least seven days (7) after the date of the previously adjourned meeting and shall proceed even if it does not form a quorum.
- f. The executive committee shall meet quarterly per annum. Special executive committee meetings may be convened from time to time depending on the need.
- g. The executive committee shall be entitled to petition the chairperson to convene an executive or Special executive committee meeting should the Chairperson not convene meetings as per the constitutional provision. Two third (2/3) of the executive committee members shall sign the petition stating clearly the reasons of the petition.
- h. All meetings shall be compulsory and failure to attend such meetings shall amount to a serious breach and disciplinary measures shall be taken by the executive committee.

## **SECTION 7 – FINANCES**

### **7.1 PURPOSE OF THE FUNDS**

- a. The Funds of the Association will be made up of all monies received by means of the Listeners' Club Membership, Donations, Fund Raising functions, proceeds from Air Time Buy/Rate Card and by any other means within the framework of the Association.

- b. Purpose of the funds is to be applied solely in furtherance of the Association's aims and objectives subject to the decisions of the executive committee.

## **7.2 BANKING ACCOUNT**

- a. The Station Manager must deposit funds received into the Association's Account within twenty four (24) hours of receipt.
- b. No person may open a Banking Account in the name of the Association or any other similar name without:-
- c. The explicit written authority of a Resolution of the executive committee on an official Association's Letterhead signed by three (3) executive committee members appointed and approved signatories.
- d. All cheques, drafts or other orders for the payment of money issued in the name of the Association shall be signed by one of the three executive committee members appointed and approved as signatories and in such manner as shall from time to time be determined by resolution of the executive committee. All cheques drawn in foreign currency must be signed by the three signatories at all times.

## **7.3 PETTY CASH**

- a. The Association shall operate a petty cash which shall be under the control of the Station Manager.
- b. The petty cash shall be drawn once a month and accounted for every month.
- c. The amount of the petty cash shall be determined by the executive committee according to the needs.
- d. Proper recording and slips shall be kept save for proper accountability and reconciliation.

#### **7.4 THE FINANCIAL YEAR**

- a. The financial year of the Association is from the **1<sup>st</sup> April to the 31<sup>st</sup> March.**

#### **SECTION 8 - ASSOCIATION MINUTES AND RECORDS**

- a. The Association shall keep as permanent records minutes of all meetings of its executive committee, a record of all actions taken by the executive committee without a meeting. The Association shall maintain its records in written form within a reasonable time. The Association shall keep copy of the following records at its principal office;
  - i. Its Constitution and all amendments to them currently in effect;
  - ii. A list of the names and business or home addresses of its current executive committee members; and
  - iii. Its most recent annual report.

#### **SECTION 9 - CONTRACTUAL LIABILITY**

- a. Only the executive committee and Office Bearers shall have the authority to bind the Association or create any legal relationship.
- b. Any person purporting to bind the Association must produce a written authorization on original Letterhead of the Association from executive committee, Office Bearers which must indicate the extent of that person's authority.
- c. The Radio Station Manager shall have delegated powers from the executive committee to enter into contracts and legal relationships. Those delegated powers shall be not be automatic unless indicated otherwise in writing on the Association original Letterhead.

## **SECTION 10 - MANNER OF RESOLVING DISPUTES**

- a. The Association shall have an arbitration committee that shall settle disputes between members.
- b. Members shall decide on the composition of this committee.
- c. If members are not satisfied with the arbitration's findings they may resort to legal action in the courts of law.

## **SECTION 11 - CONSTITUTIONAL AMENDMENTS**

- a. Any Constitutional Amendments to this Constitution shall be by a two-third (2/3) majority of the attendees present who are the Association stakeholders and voting at the Annual General Meeting. Notice of intent to propose any amendments to the constitution should be forwarded to the office of the executive committee Secretary at least two (2) months before the Annual General Meeting.
- b. The executive committee shall give at least one (1) month's notice for any proposed Constitutional Amendments.

## **SECTION 12 - TERMINATION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

Membership can be terminated by:

- a. Where the member terminates membership, it shall be done by giving a written notice of one (1) month to the executive committee Secretary.
- b. Dismissal.
- c. Permanent Insanity.
- d. Death.

## **SECTION 13 - BENEFITS**

- a. The executive committee shall be entitled to a sitting allowance to be determined exclusively by the Treasurer and Chairperson.

## **SECTION 14 - DISSOLUTION**

- a. The Association may be dissolved by means of a resolution at the Annual General Meeting which has to be carried by 2/3 majority of attendees in good standing.
- b. All the assets of the Radio Station after dissolution shall be donated to another community Radio Station or any other non-profit making organization which its aims and objectives are to advance Community Broadcasting Services.

NAME & SURNAME	TITLE	SIGNATURE
1. JOEL MOHALE P.O BOX 11 MAFETENG 900	CHAIRPERSON	<i>Joel Mohale</i>
2. MOTINYANE J MOTINYANE LEH - CO- OP MAFETENG 900	VICE CHAIRPERSON	<i>Motinyane</i>
3. MOEA KUBUTU LEH - CO-OP MAFETENG 900	SECRETARY	<i>Moea Kubuto</i>
4. 'MANTHETHE 'MEFANE MATHOLENG MAFETENG 900	VICE SECRETARY	<i>'Manthethe Mefane</i>
5. <del>NTS'HOA SENAOANE</del> P.O. BOX 1384 MAFETENG 900	TREASURER	<i>Nts'hoa Senaoane</i>
6. LEMOHANG KWEKWANA TJOROSING MAFETENG 900	PUBLIC RELATIONS	<i>Lemohang Kwekwan</i>
7. LEUTLOILENG MATSEPE MATHENENG MAFETENG 900	PATRON	<i>Leutloileng Matsepe</i>
8. 'MATS'EPO MASOETSA HA LUMISI MAFETENG 900	MEMBER	<i>'Mats'Epo Masoetsa</i>
9. FUSI SEFUTHI HA LUMISI MAFETENG 900	MEMBER	<i>Fusi Sefuthi</i>
10. MONOSI MONOSI P.O BOX 725 MAFETENG 900	STATION MANAGER	<i>Monosi Monosi</i>

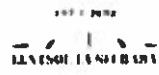
**MAFETENG COMMUNITY RADIO  
ASSOCIATION**



**Address:** P.O. Box 725  
Mafeteng 900

Call: 22701777

Visit: [www.mcr.co.ls](http://www.mcr.co.ls)



**THE BOARD MEMBERS**

PORTFOLIO	FULL NAMES	SIGNATURES
CHAIRPERSON	MR. Joel Mohale	
VICE	Motinyane Motinyane	
SECRETARY	Moea Kubutu	
VICE	Mrs. Manthethe Mefane	
TREASURER	Mrs. Nst'iuoa Senaoana	
P.R.O	Mr. Lemohang Koekoana	
PATRON	Mr. Leutloileng Matsepe	
MEMBER	Mr. Fusi Sefuthi	
MEMBER	Mrs. Mats'epo Masoetsa	

#### **PRESENT STAFF**

1. Station Manager : Ntsane Sello- 56511302 / 53478403
2. Programmes Manager : Phuthi Moleko- 58069707 / 69357550
3. Production Manager : Poosela Pule- 58453331 / 66700018
4. Marketing Manager : Thato Rantsebe- 56238988 / 63633125
5. Head of news : Monosi Monosi- 57585857 / 68691475

#### **PRESENTERS**

6. Masupha Matlakala
7. Thapelo Moeketsi
8. Katieho Ts'ehle
9. Ntoa Mats'aba
10. Khotso Masolisa
11. Bele Sehobai
12. Libuseng Ts'asanyane
13. Lintle Lekhanya
14. Mohloko 'Matli
15. Tebello Sello
16. Phakiso Moroeroe

**LIST OF PROGRAMMES (Monday-Friday)**

0500HRS-0700HRS: Tosa Morning Drive (Current Affairs)

0645HRS : News Bulletin (5minutes)

00700HRS-1000HRS: Rea Ikaha (Community reports/current affairs)

0945HRS : News bulletin (5Minutes)

1000HRS-1200HRS: Lumelang Makaota (Health, Agriculture, community services)

1200HRS-1400HRS : Lihloohong tsa mengala (Road transport and safety)

1245HRS : News bulletin (5minutes)

1400HRS-1600HRS : Thakaneng afternoon drive show ( Talenta tsa bacha)

1545HRS : News bulletin (5minutes)

1600HRS-1800HRS : Leseli sechabeng (Public service, government and non-government organisations)

1800HRS-2000HRS : Senakangoeli (Current affairs, local government, reports)

1745HRS : News bulletin (5minutes)

2000HRS-2200HRS : Litsoa-Kotleng (Entertainment, music)

2200HRS-0000HRS : Re Haola Thota (Koriana)

0000HRS-0500HRS : Molula-Qhooa (Mixed music)

**SATURDAY**

0500HRS-0700 : Litsoere (Choral music)

0700HRS-0900HRS: Mahlaseli (Politics)

0900HRS-1100HRS: Mofuthung oa pelo

1100HRS-1300HRS: Rona le bana

1300HRS-1500HRS: Reggae Music

1500HRS-1700HRS: Lipapali

1700HRS-1900HRS: Re hetla morao

**1900HRS-22HRS : Duma (Music)**

**2200HRS-0000HRS: Music shower**

**SUNDAY**

**0500HRS-0700HRS: Matlafala**

**0700HRS-0900HRS: Bapa le nna**

**0900HRS-1100HRS: Seliba se mapholi**

**1100HRS-1300HRS: Boikhutsong ba sontaha**

**1300HRS-1500HRS: Jazz**

**1500HRS-1800HRS: Lipapali**

**1800HRS-2000HRS: Church Ministries**

**200HRS-2200HRS: Thuto ke leseli**

**2200HRS-0000HRS: Tseba ka Mafeteng**

**SATURDAY**

- 0500HRS-0700 : Litsoere (Choral music)
- 0700HRS-0900HRS: Mahlasell (Politics Affairs)
- 0900HRS-1100HRS: Mofuthung oa pelo (Marriage counselling)
- 1100HRS-1300HRS: Rona le bana (Kids Program)
- 1300HRS-1500HRS: Reggae Music
- 1500HRS-1700HRS: Lipapali
- 1700HRS-1900HRS: Re hetla morao (Summary of weekly news)
- 1900HRS-22HRS : Duma (Music and mghozi)
- 2200HRS-0000HRS: Molula-Qhooa (Music shower)

**SUNDAY**

**0500HRS-0700HRS: Matlafala (Religious Affairs)**

**0700HRS-0900HRS: Bapa le nna (Different Religious Beliefs)**

**0900HRS-1100HRS: Seliba se mapholi (Local Gospel releases)**

**1100HRS-1300HRS: Boikhutsong ba sontaha (Soft music)**

**1300HRS-1500HRS: Jazz**

**1500HRS-1800HRS: Lipapali**

**1800HRS-2000HRS: Baruti (Church Ministries)**

**200HRS-2200HRS: Thuto ke leseli (Educational issues)**

**2200HRS-0000HRS: Tseba ka Mafeteng (village Histories)**



MAFETENG URBAN COUNCIL

P.O BOX 49

MAFETENG 900

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DATE: ...../...../.....

TEL: 22700610

THE DIRECTOR OF LEASES

LAND ADMINISTRATION AUTHORITY

MASERU/MOHALE'SHOEK

**RE: SITE CONFIRMATION.**

This is to confirm that .....has a residential/ commercial/  
Agricultural/ institutional/industrial site located at..... Within  
Mafeteng urban council jurisdiction. The plot number is ..... Your office  
is therefore requested to assist him/her with the services he or she may need.

Yours faithfully

M. Ntlhafu- Damane

Town clerk Mafeteng



## PROGRESS REPORT (LAST 2 YEARS)

### 1. Site Allocation and Erection of Station Building

In 2018, the station manager approached the management of JP Finance's for funding the building of the station. In a reply, JP demanded that, Mafeteng Community Radio should submit official allocated site and board approval. By that time, MCR had a site near NDSO campus alongside new taxi rank. Due to our topography in Mafeteng, the station decided to apply for another site at an upper level where the station mast could reach some places within the district that could not be reached.

It was then that, in March 2020, the erection of the building started through JP Finances. At the moment of reporting, the building is on the final touches although the electricity and water are yet to be connected.

These by saying, our airing will lengthen the number of listeners because of our height of antenna.

New building will facilitate the station with, on-air studio, Production studio, news room, and Admin office, Reception, Pantry and in house Toilet.

### 2. Station Vehicle

Since the inception of over-night Programmes, the station has been hiring private owned vehicles to transport the night shifts presenters to and from their homes from Monday to Monday.

In 2018, the station , after saving some collection from adverts and announcements , managed to purchase a Toyota-Voxy, model 2002 through Japanese Import dealers, worth M40 000 including taxes.

Moreover, the vehicle is again being utilized by attending field events within the district and administration matters within the country boundaries.

### 3. Staff

Mafeteng Community Radio Station has a close number of 20 volunteers, being the station manager, 4head of departments, presenters. Reporters and news readers.

All volunteers are non-payable, but are given commission of adverts recruited by them. Also those who have their own businesses are allowed to advertise for free, during their respective programmes.



**FORM S.10**

TO : DIRECTOR OF LEASING AND CUSTOMER SERVICES  
FROM : DIRECTOR CADASTRAL SURVEYS

APPLICATION NUMBER : 1300001576  
SURVEY FILE : 35/05/2004  
CADASTRAL PLAN PLOT NUMBER : 6472-10126  
AREA OF PLOT : 530 SQUARE METRES more or less  
SURVEY FEES : M  
REMARKS :

THIS RELATES TO A PLOT IN HA RAMOKHELE Mafeteng WHERE THE  
APPLICANT IS MAFETENG COMMUNITY RADIO

SURVEYED BY : MAKHATE MAKHATE

DATE : 23 December 2019

ISSUED BY : *[Signature]*  
DIRECTOR CADASTRAL SURVEYS

DATE: 23/12/19

(2021/22)  
13 Jan 21



CEO

LCA - MASERU.

LESOOTHO COMMUNICATIONS  
AUTHORITY

12 JAN 2021

CHIEF EXECUTIVE  
P.O. Box 15896, Maseru-100 - tel: 2222 4300  
Email: lca@lca.org.ls

DEAR MADAM,

AS PER YOUR REQUEST FOR ADDITIONAL INFORMATION FOR LICENCE RENEWAL, ATTACHED FIND THE FINANCIAL STATEMENTS AND 21/22 PLAN.

UNFORTUNATELY, WE ARE UNABLE TO GET THE MINUTES OF EXECUTIVE COMMITTEE, SINCE THEY LAST SAT DOWN IN 2018, AND ARE NOT REACHABLE AT THE MOMENT.

SINCERELY,

KISANE SENO  
STATION MANAGER



# MAFETENG COMMUNITY RADIO

## INCOME STATEMENT

For the period ending 31-March-2020

	2020
Revenue	381 211
<b>COST OF SALES</b>	
Cost of sales	<u>197,182</u>
<b>Gross Profit</b>	<u>184,029</u>
<b>EXPENDITURES</b>	
Communication expenses	3 266
Printing & Stationery	868
Depreciation	5 807
Salaries and wages	43 200
Travelling expenses	9 073
Fuel & lubricants	15 146
General expenses	6 967
Rentals	84 000
Licensing & insurance	400
Electricity & water charge	3 190
Cleaning Materials	1 452
Bank charges	3 735
Motor vehicles	9 475
Accounting fees	<u>1 500</u>
<b>TOTAL</b>	<b>188,079</b>
<b>Earnings Before Interest &amp; Taxation</b>	<b>(4,050)</b>
<b>taxation</b>	-
<b>Earnings after Tax</b>	<b><u>(4,050)</u></b>

Lesotho Revenue Authority  
DOMESTIC TAXES DIVISION

2021 -01- 12

29

Mohale's Hoek Advice Centre  
P.O. Box 1065, Maseru

**MAFETENG COMMUNITY RADIO**  
**STATEMENT OF FINANCIAL POSITION AS AT 31-MARCH-2020**

ASSETS	NOTES	2020
<b>Total assets</b>		<b>38,439</b>
<b>TOTAL ASSETS</b>		<b>86,967</b>
<b>FINANCED BY:</b>		
Capital	3	66,950.00
		<b>66,950</b>
<b>NON CURRENT LIABILITIES</b>		<b>0</b>
<b>CURRENT LIABILITIES</b>		<b>20,017</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>		<b>86,967</b>

Lesotho Revenue Authority DOMESTIC TAXES DIVISION
2021 -01- 12
29
Mohale's Hoek Advice Centre P.O. Box 1085, Maseru



#### Additional information

#### Future plans and projections

##### A. PROJECTED INCOME AND EXPENDITURE

INCOME :(-financial year 21/22)



adverts	M 250,000.00
slots	M 50,000.00
sponsors	M 90,000.00
Announcements/notice	M 10,000.00
<b>TOTAL</b>	<b>M 400,000.00</b>

##### B. EXPENDITURE

commissions	M 136,000.00
electricity	M 10,000.00
water	M 1,000.00
Vehicle Running costs	M 18,000.00
Equipment/furniture	M 75,00.00
License fee	M 12,000.00
rent	M 15,000.00
drawings	M 18,000.00
<b>TOTAL</b>	<b>M 258,800.00</b>

**C. OTHER METHODS OF INCOME**

donations	M 60,000.00
Selling of t-shirts and caps	M 20,000.00
Street broadcasting	M 30,000.00
<b>TOTAL</b>	<b>M 110,000.00</b>



**D. CASH FLOW PROJECTION**

There will be a petty cash of approximately M 1,000.00 on monthly basis for purchasing of office expenses. All other payments, which exceed M 500.00, will be paid through bank transmission.

**E. FINANCIAL STATEMENT**

Station books will be audited annually, and will be handed to board of the station for approval. LCA will be given the copy after completion.

**F. SOURCES OF FUNDING**

- Selling of t-shirts, caps, key-holders, coffee mugs, soft porridge(motoho), bottled water and stickers
- Adverts , slots, sponsors, announcements, notice and obituaries of which are regularly done.

**G. TRAINING PLAN**

- Proposal of funding a 5 days workshops(2) to UNESCO or MISA LESOTHO, as a refresher course for presenters on news writing, journalism investigations and how to prepare the program script.
- BUDGET FOR TRAINING**  
Hall free  
Meals for 20 participants and 2 facilitators

Lunch meals M 100 X 20 X 5days =M10,000.00

Facilitators fee M 500 x 2 x 5days =M5,000.00

Course material	=M1,000.00
Accommodation for facilitators	= M3,000.00
Contisencies	=M1,000.00
<b>TOTAL</b>	<b>=M20,000.00</b>



#### H. COMMUNITY EMPOWERMENT PLAN

Experts on health issues, Agriculture Know-How, Counselling, Religion and Ministry and ministerial services together with veterans from the community will be invited to relevant programs on air.

Local community activities where the government officials are present, MCR.FM will broadcast or highlight that certain event live.

#### I. TECHNICAL IMPROVEMENTS

Since the station will be transferring to the new building, the old equipment will be replaced, new mixer will be installed. Also, the level of antenna is going to the uphill, meaning the coverage will extend to some few areas nearby.

#### J. PRESENT AND FUTURE PROGRAM COVERAGE

- 1.
- a) Community issues (local) 40%
- b) Police (crime) 10%
- c) Education 10%
- d) Health 10%
- e) Agriculture 10%
- f) Youth 10%
- g) Religion 10%

#### 2. COMPOSITION OF PROGRAMS

- |                      |     |
|----------------------|-----|
| I. Local news/issues | 75% |
| II. National         | 20% |
| III. International   | 5%  |

#### COMPLIANCE WITH LICENCE TERMS, LAWS AND DIRECTIVES

- 1) The outage of air will be reported timeously whenever it occurs
- 2) Payments of regulatory fees will be done within stipulated period in order to avoid penalty measures.
- 3) Complaints measurement notebook has been opened to facilitate complaints from listeners and is categorized as follows : sources or causes, resolved complaints as well as escalating complaints.

- 4) Submission of audited financial statement referred to article E on this report.
- 5) Submission of recording as for compliance terms and laws stipulate, recordings of daily programs are kept for the period of 3 months even beyond. LCA will be provided with recordings whenever need arise even during resolution panels.
- 6) Content standards please refer to article J above.
- 7) Programming (schedule) – refer to initial information of this application (it has been presented already)
- 8) Free service  
(16M)
  - a) Lost ~~time~~ reported within 24hours
  - b) Job seekers announcements
  - c) Police reports(weekly)
  - d) All authorized notices by district administration office.
  - e) DMA and community councils announcements
- 9) Technical standards – we will stick to the present parameters of approved transmit power and limitations

#### CHALLENGES ENCOUNTERED

In 2014, due to the in-fighting within MCR-board which was overdue on terms of the office, UNESCO and district administrator intervened to change that board. One year later, that is 2015, the old board challenged their dismissal in high court claiming the station belongs to them as MAFETEMG MULTIMEDIA ASSOCIATION.

After the court trial, the station lawyers and community representative both agreed on changing the name and constitution in order to persist the smooth running of the station. Regulatory authority (LCA) was informed of this change.

Furthermore, the present board is still to be renewed since its office tenure has long expired. Preparations for the board elections are at advanced stage.



## A. COMPLIANCE WITH LICENCE CONDITIONS, LAWS AND REGULATORY DIRECTIONS

Mafeteng community radio station, since its inception, has ever always consult the regulator whenever introducing some changes, so as to be given proper direction. Example is, by the time we intended to extend broadcasting hours we applied to do so.

Again, our license is still of the community radio of which we are still continuing to operate under.

Furthermore, the regulator (LCA) directives has always been fulfilled, as per demand

At the moment we are liaising with LCA directive that, all matters and issues pertaining COVID-19, are broadcasted freely, even national concerns from the government are given that priority.

In the meantime, the equipment on the use now, for broadcasting, is still under permitted and sizeable standards

## B. FUTURE PLANS AND PROJECTIONS

- The station will encourage and foster regular and ongoing dialog between community members, different Mafeteng geographical locations and interest groups on issues of concern and relevant to the advancement and development of Mafeteng community.
- To underneath, nature, expose and promote young and new talent from and within the community boundaries for the sustainability and flagship branding of MCR as a choice brand for the Mafeteng communities.
- To build capacities and empower community members in order to make meaningful contributions towards the socio-economic and political improvement of their community areas.
- Programs for youth and people with disability will be increased, so as to involve them in the development of district in large.
- Participation of community in live programs will also be strengthened as the expertise.

### **C. RELOCATION TO A NEW PLACE**

The new building is located at Ha-Ramokhele Tip-top village, near WASCO reservoirs. You turn left, when approaching Mafeteng main circle, and drive straight uphill along tarred, after passing WASCO offices, about 200m you turn left.

### **D. GOVERNANCE AND MANAGEMENT IN TERMS OF THE CONSTITUTION NO.2014/335**

- The failure of AGM since 2018, was caused by duty denial of BOARD MEMBERS. Again, the executive is very slow to react as expected.
- Attached, find the minutes from 2014 to 2016
- Due to meeting allowances, which was provided by UNESCO/SIDA in previous years, the station could not provide members allowance, hence the quarterly meetings were paralysed .

### **E. MEMBERSHIP**

- Business community of Mafeteng
- Local chiefs
- Sports community
- Disabled people
- Christian council of Lesotho
- Listeners

### **BOARD MEMBERS ARE COMPOSED OF THE FOLLOWING**

- A member from business community
- One chief representing local chiefs
- A member of Agriculture forum
- One member from sports community
- One representative of LNFOD
- One representative from CCL
- Three elected listeners
- Station Manager as Ex-officio

BOARD MEETING 18/12/2015 at station premises

The present were:

1.

2.

3.

4.

5.

6.

7.

8.

## AGENDA

1. Minutes reading.

Minutes were read

### Discussion

Q The station manager did not show up in previous meeting, Is the Station manager available today?

A It seems as if he did not show up for the second time to the board meeting.

Q Did he receive the invitation?

A At secretary confirmed that he was informed in time.

Q How will the report be discussed?

A Mr. Kurihara and Mr. Semacawa should make follow up as to why Mr. Mihara did not attend the meeting on or before 18/12/2015.

2) The workshop for LCA / UNESCO

The attendees for workshop were:

1. Mr. Bhikale
2. Mr. Leutloitong
3. Mrs. Germarase
4. Mr. Kaderka
5. Mrs. Matsepo
6. Mr. Mayoum (Station manager)
7. Mrs. Mauithethe

1<sup>st</sup> day

It was about LCA to introduce all the radio stations  
having community radios and commercial radios. To  
rules and regulation governing media.

- The minister plead sincerely mentioned that presenters  
are not well trained or skilled in handling issues.
- The regulation were tabled before the attendees  
and day was mainly community radios only  
on good governance of radio stations
- The coordinator Mr. Chumki said it he is  
surprised that MRK station manager is not present  
as is the youngest manager who need to be  
equipped
- CRB should have clear line of communication and  
link to the community. there must be regular  
reportings and AGM.
- MRK was informed that it should write the proposal  
for capacity building.
- It was reported that MRK should told AGM as soon  
as possible

#### • FUNDRAISING

- MRK had a planned event of FUNWALK and it  
was said that it should happen in close future as

- the station is well equipped and old enough to be independent
  - MCRs should lead by ex good examples of being a community station
  - The station manager is of MCR does not attend the workshops.
  - The Board can also form subcommittees to improve the development of the radios by task force or fund raising.
- The LCA suggested the presidencies must be warned about the administration of radios in Lesotho, and keep on monitoring on regular basis.

#### Questions and Answers:

No questions or answers.

#### AGENDA

- Station reports
- AGM preparations
- Report on fund raising
- Announcements

#### 1. Announcements.

- There is a personnel that is requesting to research on community radio programmes of MCRs, it is up for the board to decide whether it is he is allowed to go abroad or not.

Station Manager said that he was suspicious to grant permission for a researcher to go abroad.

- The manager was asked what was instrument in the plan

## The conclusion

The researcher should be allowed but only on with a clear questionnaire (interview) not to based on or to to observe daily activities.

- Mrs. Manthetho is inviting the board to a wedding at CIC on the 20<sup>th</sup> December and mentioned should confirm prior

## 2 Code of conduct

- Members were warned that they were no longer showing care and not attending meetings and this is disrespect of the constitution and community
- Members were told that the public does not belong to the board but the community.
- Members should work hard to ensure that MCR should continue to work for Mngqengq community.
- The conflicts for pertaining to board members should not impact the or infect the future of MCR and members urged to be committed and work for the success for MCR.
- They should also be prepared for elections and be cooperative to the newly elected members so that MCR can be successful. and Station manager was task to forward these to the president.

## 3, Station's Report

### B Human resource

Q Does it include only volunteers?

A Yes, despite Tsholo Mabeki who was arrested but later he is allowed to volunteer while he is still supplementing.

The station is have a total of 14 volunteers being,  
Males are 8 and 6 females

It was suggested that gender be considered.

#### FINANCIAL REPORT

Q Did the station manager pay the debts that were to be paid at being Rent and Wages.

A The amount of M5000,00 was paid and M2000,00 to the station manager.

Q The written reports were to last obtained from the Accountant.

Q Is it the arrangement or what?

A Yes, since I arrived this was the condition since then. Said the Station Manager

#### Direction

The link only back to the board is the Station Manager and no one else. The reports should be reported by the station manager to the Treasurer of the Board.

-The Radio should get prepared for winter electricity usage as it will be high.

-The station manager said there is management of announcements and lost and found.

-The radio is surviving on announcement fee and sponsorship and there is a little income because of lack of commitment  
Future plans for fundraising

-Presenters were asked to share their views of fundraising.  
The items that are made to sell be held and advertise the radio

They includes, key holders, coffee marks, T-shirts.

They planned a Chuck to school fundraiser which meant  
be cheap as it will incur expenses for entertainment?

Terms and conditions of the building should be revisited.

Q Is the team supporting all the events

A The presenters deemed to translate to participate in fundraising  
events.

### AGM

It is suggested that it will be held at the end of  
1 February 2016.

Station Manager - please that see needs the support of  
board members and put aside the conflicts for  
the success of the radio.

- He has observed that there is no support.

The meeting closed with remarks by the chair  
Mr. White.

## August After Board Meeting (08/03/2016)

### Agenda

Report from UNESCO meeting. (04/03/16)

The meeting was called as to present progress report but to a surprise meeting was at Education office and there was a complaint from Mr. Zebatsu to education as UNESCO is controlled by the Ministry of education so the radio representative were asked about programme clips.

The answer was that there were no clips & as they were not requested prior to meeting, they were told that case related to that is pending in courts of law.

The Minister of Education ordered that the radio should not broadcast politically related programmes.

### Conclusion

- Mafeteng Community Radio and the board does not consider the orders ~~communicate~~ of the Ministry of Education as the meeting was not intended for that but for UNESCO.
- Whoever will continue with these issues should write a mail in a written document so as to copy to the lawyer.

Urgent Board Meeting (08/03/2016?)

Present members were:

1. JEWEL MOKATE
2. Fensheng Kuoafuana
3. Mbane Sello
4. Moza Kubatu
- 5.
- 6.

HASSENT MEETING WITH STATION MANAGER 13/11/2013  
TIME 14.30  
VANUE; MCR offices

AGENDA

1. Station Manager's Report.
2. Hasent's report (workshop on victim)
3. Application for Bolo
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

ATTENDANCE LIST

1. M.J. Motinyane
2. Mr. Matsepe Pheshego
3. Ntsiso Senaca
4. Meza Keshu
5. Mr. Sivekweza
6. Apologies
7. Mr. Nhale
8. Mrs. Aburthorne
- 9.

Reading of the minutes and matters arising from the minutes.

- Did the Station Manager pay the rent?  
Answer by Mr. Nhale no receipts have been issued yet.
6. How is the debts and for how long before was

it last paid

A. Miss Antenna is was 24/07/15 amounting to M\$6000,00  
There was no production at station financially and  
the board was bound to use money for Antenna  
building.

-The money was to update back payment and  
one month in advance

Q Where the station money was kept.

A. The station was always in debt ~~or~~ <sup>deficit</sup> with low net  
profit e.g M\$0.00 and most of finances was used  
to cover daily expenses.

-The commission that is given to presenters by Station  
manager is not the one that is set by the board.

-Mr. Mettingan suggested that the board must  
define ways of managing station finances clearly.  
(cash flow)

Mrs. Ntshave said she encounter problem when  
attaching the financial report from the station.

Q Who supposed to produce the financial reports

A The board manager to take care it from the  
Station manager.

## AGENDA

### 1. ITEM

#### Station Manager.

Reports were read by Mrs. Ntshave  
The total number of presenters is  
" " " " " programmes.

Item inventory will be attached.

Financial report was also read and will be attached

Q Is the money kept at bank?

A At Station Branch account.

#### Discussion

Mr. Deschamps The report is clear despite the fact that is not clear where as to whether the money was paying back dates or advance.

A Was discussed previously.

- The updated report must be provided to give way forward

- The reports detailed will be discussed in the presence of the station manager.

Q Should the report be produced monthly or quarterly?

A It should be produced monthly

Mr. Kuchumra added that Unicef report should be issued on monthly basis even if there is no profit as the board is not impressed by profit but transparency

2) Report on workshop for LCA and UNESCO

It is suggested that it should not be dealt with as people were supposed to be given report but not present particularly Mr. Motilal, Mr. Kuchumra and Mr. Beffelin

3) Board Meetings

The constitution states four quarterly meeting despite extra-ordinary meeting and the members must act attentive. Minutes must be given or alerted in

minimum 7 days and 3 days in case of emergency.

All meetings are compulsory and notice shall amount to breach of duty members or members.

- AGM

There shall be a meeting to discuss the dates and agenda of the AGM and other related meetings.  
The meeting shall be on the 12/12/2015 at  
1400hrs at MCR offices.

Ans The meeting was closed by prayer.

# QUARTERLY BOARD MEETINGS 06/11/2015

## ASENNA

1. Malaita ex UNESCO/LCA workshop.
2. Conflict of interest
3. Inventory.
4. WAY FORWARD

## ATTENDANCE

- |                                                  |             |
|--------------------------------------------------|-------------|
| 1. Joel M. Hale                                  | M. Hale     |
| 2. Matseeta Matseeta                             | M. Matseeta |
| 3. Nisioa Seneone                                | Dane        |
| 4. Moni Kubulu <del>Habitu</del>                 |             |
| 5. Manuhette Megane — Apologised due to wedding. |             |
| 6.                                               |             |
| 7.                                               |             |
| 8.                                               |             |
| 9.                                               |             |

## Announcements

1. Unpaid Rent
2. Wages for Station manager
3. Station inventory and financial statement submitted.

## LIAISIO

- Station manager should submit financial statement on monthly basis which will serve as a way of receiving wages.
- Station manager should be called for meeting to produce a work contract and to discuss code of conduct.

- The station manager must ensure that the payment of rent is upto date before receiving his wages.
- The board should cater for Mrs. Mulsepo's transport allowance this is treated as a special case.
- Meeting with station manager shall be next week on the 13/11/2015.
- Station manager should withdraw M7000.00 from station bank acc. to for 1. M5000.00 for rent  
2. M2000.00 two months wages.

20 August 2015 Board Meeting with Mr. ...

i, kiparis e butroe ha Nodloo ke Mr. Motiyanne tefet...  
motula behela.

- Bole le buschelis ha tsikuru

1. Buscheli ha kiparis ha kiparis istaku ha tsebetba nayate.  
a. Iku
2. Na ha tsia kece ha mewafee on bona le kore na  
hi kura NSE ha transmisi jeneng.

#### Bole Buscheli

Litara bu kore tsilise li kiparis kandil empero kiparis  
ha ha kura & e le buscheli ha kore se streeticle.

- Bu kiparis ha kiparis ke ha sora lesoli liu kore bu le...  
se iku le ngece.

3. Bole en kintia ha buscheli ha sora streetclan mitu e  
kintia e sa kiparisig murungong & Masy e kiparisig  
holong

#### Buscheli

Bu buscheli ha phitribersaie en kielactsa e ha ngece  
jemu ha ngece e sa phitribersaie ha nodloo.

Bosiso ha kiparis ha jemba motaeli e kiparis li buscheli

- Bole en kiparis kore litara littu tsela ke ha kiparis  
Ha kiparis ha kore le sephateng ha kiparis e kiparis  
ha ngece e kiparis.

4. Markunoli - buscheli bu motaeli nutha ke ota ngece  
e ho kore buscheli ha ota mewafee  
- Ha bua kiparis ha tana nayateleeng

26/08/2015 KOPANO LE BASEBTS.

BA TENS / ATTENDANCE LIST

- 1, Agnes Sello
- 2, Leeteanie Pashoh
- 3, Sisachmanee MPH
- 4, JAHIE TSETSO
- 5, Marcus Meinecke
- 6, Poussara Rue
- 7, Houaphone Libest
- 8, Moustafa Nkou
- 9, Agier NTSINY
- 10, R. Khensi
- 11, BK RAMAETE
- 12, H. Messala
- 13, Mumelle Chez
- 14, M. J. Motingana
- 15, Alou hokanii
- 16, Siemchang Kockana
- 17, Joel Mohale

- Hau ke paseo lo bora hau likopane hau lo tury lo su mwanahela tschetsung ea e fuony
- Pui tencya lo tury rara ea hukua mokarueli hause
- Tury ba nyonye futsu mokarueli hau mangolo a hause a Phuket.
- Mo hukua thukuelo ea hau hukka sponsorship kohesivig mo sea-le-nuev lo mutha ha lo tury.

Boto - ea hukue mokarueli hau tschetsai lo mukeris.  
Hau mawia a tury, mo ea elotsua hau hukua likopane juna

- banketsi ha ikelde laucaise hau sa tschette mawia kapa lekissi
- banketsi ha hotsua mukarueli a hause ikelde laucaise?

### Bascheti

- He se tsche boenio hau mutha hau he mury a filong hau mura den-le-mury lo hau hukka tente lo Phuket.
- Ho fluteron hau hukku od mokarueli e hau lo mokarueli.
- He mitha mawia a mutha a Ha pele hau tschetsai lo hau filong juna.
- Hau hukka thukuelo ea hukua mokarueling a mokarueling hau mutha mukaruelan.

Boto ea hontsa hau e su hukke mangolo a mutha hau hukka  
hau hukka hau hau tschetsai hau mokarueli

- Bascheti hau e hau mutha hau hau tschetsai hau hukke mangolo
- Ba hukka hau hau tschetsai hau hukke mangolo
- Ho hukue mokarueli hukka hau hukke mangolo hau hau tschetsai hau hukke mangolo

- Baschelsi hu bilikorulisa lu sekhluu ka Huuha lu  
ribetluu seu-le-novee pele nutorang aq bekhuluu su  
mujekung.
- Hu sekhluu Kuelie lu fentluu seu-le-novee lu cbsang  
ke banchelsi, bu bilikorulisa kore else jado kapa  
luu skekuu mukulu fognapakkuu a mang.
- Hu buu litaku lsa Kuelie lu Boto nuu lu nepaketseng.  
ka hu buttuu tadtshuluu ke butseletsi.
- Ho zetei feng niesabetseng naka e jelang ee molar  
molduluu nulihuluu a mukhami a fseletheng me hu  
koce mantsals a jado.
- Ho buu litaku lsa Boto lu su klipe-nelisai Boto e  
inte libohuu ku neekkuu o su nepaketseng lu nuteng e  
su nepaketseng.
- Baschelsi lsa sui tsatelleng Kuelie jado lu lu H.lu  
niveeng empte luu melle a karamy.

### Baschelsi

- ba kli-Hudeltuu tuu hung luu hu te londi lu Kuelie lu  
baschelsi lu hung.
- Mr. Nhura lma lebela kapino a hontuu hu buttuu lu  
ubata lu lipkuu ino baschelsi mafko lu kilangphucca  
lu lu idallu monebelsi ova hona. Lu hure thuleke tsakile  
lu neekkuu u lu Hela lu chapek lu hung. A htaalhaleba  
mucchumeli lu hontuu lu thula lu su tsatellihe gacan  
a feng kelen lu ino hontuu ke sonayehu.
- Mr. Humpke a hontuu noot o lu shorogatu lu baschelsi  
lu hure ihunichole & a qrsilku kore ubatu lipkuudi  
kuu pele ku neekkuu e nepaketseng atte lu yolu  
phorzhurro.

Mr. Rammuto - a bonita ho filang haan tace ku lejapeng  
ta mactan e hene hohe mete lantana si nile ho  
basebetsi. A bonita a mactan sa mactan do a ubay  
ku jeso, a kinalabutan Mactanell ho obokha ho a  
troleite mactan lo ho kopu basebetsi mactan ho obokha  
troleite lo Mactanell.

- A pupu Mactanell tase mu shaballe a mactan ku  
lirato.

Mr. Alfringane - a tabakka tase ea tsiophaniu le boitelo han  
Ricino e Ho tsaka ho pachita basebetsi ha Mactan ta  
mactan kahit dechawig. Sa Majeteng he mata Kacan lo  
ho mactan pachita ha mactan ti ha urdu.  
- A hontsa tabakka ha likha kahit olo wana pakakito  
ooc Ricino

### Mactanell (Mr. Mraice)

A tabakka likha tsaka tsaka bukabukang tabakka likha kahit  
basebetsi a bonita tase tsaki kung Mactan le letakwa a  
seisa ho bua ha tona kada likha tasa ho mactan  
ku mactan.

- A bonita bua sa bata mactan e kung Programma Manager
- Bonita ha tipea ea Ricino le en basebetsi mactan ho  
basebetsi tipea nile ho sa laumebetang.
- Ho emisa ha kinalabutan Mactang
- A hontsa ha basebetsi ha ha tsaka untag ha tsakalete  
empu ha ha else effort ha kinalabutan konya checate.
- Ho kinalabutan Marketing team ha konya checate  
Ricino
- Bonita ha ho obokha tipea konya jecate ku lisenyefelo  
tsa ha kinalabutan.

- Mejhola e labu teng fuo beheloa fuo haad leta  
belepela.
- Radio ha nijangepasseung parkeng ha mawolo a  
ha tsedel eripak fuu si kipunng.
- Ho lora maemo u malapeng mobepeling le fu  
sebilisa hischelsi ha buku fuo beheloa.
- Buschelsi labu teloknole (contests) thi numeron  
moo hischelsi ha tschela fuo istimpre fuo fuu e siligatza  
beniti sa Radio
- A bentiu fuo hischelsi ha lletsen he berkholosso  
me ha kore moffa u fuo bukunng.
- UNESCO fuo moo e bluketung be trauning fu  
Radio mo ukahuli li tschela The Simpson Universe  
e neupkeseng jeclo fuo Station Manager Board  
and programmes Manager
- A lebela bukde fuo bileng teng kipunng le  
titabu tschel li tscheleng le kore hemu se  
moylo matla u fuo beheloa
- Ho kolo u kopa kore aktualis za littu fuo kolo  
we ke en ha beholleli ha libohuis le fu hemu hemu  
le sianasso zu tschutti le tschutti
- A getellu ka fuo bentiu phigeto za fuu fuo ralate  
Minensi

Mr. Milingan a. Misionelina hischelsi fuo (Lawanit N.)  
ea lletsen e kipunng. fu kipuna fuo beheloa fuo haad  
fu batta littuso.

Betto na Kolo (Mr. Kuchwana)  
a kopa hischelsi fuo beheloa e le misionelle fuo phitela  
tora e ie nyee. a misionelina hischelsi kore kuse

- horau fructiferaeng Radio mu ha thotalle hore litsi  
 Isa Beto ha litsi leitta ku Kedua.  
 -le fare ha else lituna ku mungolo molonung oo  
 hupaku le mookanelli ku ha fsoona.  
 -A kopa hasidin kuze fare lituna doe kusuu end  
 hunkle ha mura aad kopusse.  
 -A kopa hasidin ta khatulla kudur le iqbalihi kaya  
 litsikello.  
 -A kaya hasidin ta kubanelli (Annon ~~that~~ statement <sup>value</sup> for  
 kudur).

### Mookanelli ca Board (Mr. Michael)

Haan kaata ha ka mara jaro Mr. Michael ee punuu ha ille  
 jecu kopusse litsi le pali doe litsig Radio mu ha  
 jumana mookanelli, ha muz. here le cewu u baxwe  
 ha aad ha kopusse in belkiha bu fannasaa me hufi  
 mookanelli oo jecu ee mookanelli ca mookanelli. A kopa  
 here tsabello ia FACEBook & shopee amadde. libatoli li  
 ukola ta istaypha le ha else zibraah pila tutta de. tla  
 beranung lo ha khaolu nusnado libato e nake cubu  
 kuda. litsi ta hoto li khudilidhaay ee ha putto  
 e dene nafku a fochakara ku kaya ee Radio.

A getella ha ha beka busibeti ha nyere-kedilisay.  
 A istayha litsi ta Beto le tsabello ku tuttol  
 kopusong eruu a hantaa ha aad horumada ha hoto  
 ha libato kio ha kopusse le hoto haare Board here  
 fad bellu.

10/08/15

# NISCISO PELE EA MEETING OA LA 10/08/15

1. ditto tei tasy
2. Pantheche Mefare
2. Toto Mohale
3. Sengay Coefana ~~Coefana~~
4. ~~M. J. Lefele~~
5. M. J. Motusima
- 6.
- 7.
- 8.
- 9.
- 10.

Apologies  
Rosa Matsepe

## Lithuania

- File en Mr. Moshotho e butse se me tulima MECU  
ho Kaliningrad e 112300 ho Kenya nyce UNESCO
- Nyce e fla koma ka 27/08/15 me tsatello tsa  
Dispute Resolution panel li jangalwe
- Ho ukela ho jwana ka lebile la sethe sa bole se  
eony Cape Town ho lebile lithetho lso Atlantic UNESCO
- Ho hukuhula mohitse a libeteli tse supery ho en  
thugeleng Masern. ka UNESCO.
- Dimants tsu letlile la MCR ka nyce li entlo ne  
liprinted so hu logo en MCR.
- Bechassa se kepile ka ba useli se ntha ~~sethlo~~ tsatello  
tse etshadang.
- Molotsu o ngutso lo libetsile en MCR emppu e bulaway  
en AIR haes bananae ha. He. ka libateli bora e haesi?
- Letlakone li jwane ha lebile jwana ka ukonto en lona.

Lipotsa le litauku  
Mr. Kurkkuuna - Workshop ke eu mang e kua kasy le maa  
Mr. Michael, Ha loa ia fsehatua.  
Lollomai lutsa li lamaed jang.

### Gato

- L'NUNESI e ngole litaua fatse tu macta e supuketan  
e filalese litaua tukite
- Hafe punani kui litaua lde Sesellu National Commission  
for UNesco kojihela ho ngotsa.
  - Lithuania lutsa oipana ho luteia Muckunudi (Mr. Ntane)  
lehu ece hauer/ magyebi. eku
  - Cheleke e teng e keru hukeng kung taay e Schelde  
ke nata kuekuwa le Ntane Ntane.
  - Mrs. Ntane a koya fu luteian na a lamente.

### Pito

Nt te liblale fu joetsa Bechuania nu fu metuina  
bstae  
Kuapu - Bechuania de se joetsa sa feso liblale eo  
fsebelu fefla kasy-tung ea la ~~18/03/15~~ 19/03/15

Poto - Na Attorney e en keru Appeal Court  
Kuapu e keru tukite

Poto - Na Melactua ou foto o ou heynua Academy (in AIR)  
Kuapu - Mr. Ntane a basita a ia feso metuina so keru  
ehu ke literasianao the maleditong fu liblale esar.

Gato hanuse e inthasay ~~so~~ e teng janté tu liblale  
the maleditong.

Melactua ou Station Manager o fokisana le Muckunudi ~~ou~~  
Rueli e ig Melactua le biyek li etan fu Deputy ke

alio le Marketeer le meetings le kawabetsi a sa  
Maitekela Station Manager.

Dele. Haka Deputy MGR le kua hana constitution  
Lithabetsi - Accountant a kene tapa le marketing  
ase kene lithabetsi tha bannanze.

- Deputy e thoswala le yulere hang

- Tshise a close busy-busy e kopenyeng litotsi le  
Marketeer a ka ntsi tha khunene le the khetekileng.

### Kepura le libethall

la hina ka ATE, 10.30 am la 26/05/15

Mr. Michael o hope ka letakela ka 12.30 tsatsing le  
Marketeer ase Mr. Lewis ka area kebele tony.

06/03/2015      Urgent R/R Board Meeting (M.R.s)

Agenda.

• Minutes / Reports

• Meetings

• Reports

On 17/02/2015 a letter from LCA was received from Mr. M. Plaskett to ask for programme recordings from 1400hrs - 1600hrs for 4 days.

The recordings were send on behalf of the station manager as he was on workshop for UNESCO.

The board and station manager were invited for a meeting by LCA.

The letter received was addressed to Mrs. Plaskett and she informed the LCA that the radio is no longer owned by Mayeteng Multi Media Am but by Mayeteng Community Radio Am.

The meeting which was based typically on (M.R.s) was cancelled due to unawareness of ownership of M.R.s.

At a Workshop the representatives from Magnitu and Trenute FM showed uncertainties issues by that they were expecting the (M.R.s) to be closed.

Each Radio station was expected to give the name of a senior presenter which will interview the F.M and M.R.s to did not give as the presenter station manager was unavailable on 08/02/2015.

06/03/2015 Urgent Board Meeting (MCR)

ATTENDANCE LIST

Manthele Nefane	56189455
F. Sifiso	58736477
Diezepe Dube	55164755
Simone Kockama	53736756
D. J. Mnguni	58831344
Joel Michael	67276847
Mare Solo	59563913
Noni Kuhla	53121844

On the 23/06/2015 another letter to the Board was received from his party Resolution party

Mr Kavvounis raised a concern that letters were signed by different officials. He further complained that Mr Michael should not addressed from making issues with the party.

Mr Patriayane stated that Mr. Michael should reveal his statement.

Mr Makale suggested that he should delegate the chair to his vice. Finally he agreed to withdraw. He announced that the office addresses and titles were being debated for its validity or legality.

Mr. Michael clarified the letter came to him on 07/07/2015 which invited them for a case on the 08/07/2015. The complaint was Mrs. Morrison on weekly programmes suggested that she viewed FACEBOOK where Mr. Lebatsi was badly represented over the media. She was not interviewed to clarify the issue concerning Mr. Thatane and the MCRB presenter did not control the cutter.

The Vice warned that it should write an apology to Mrs. Morrison and the judgement was to be passed on the 30<sup>th</sup> of 07/2015

Mr. Michael indicated that Mr. Lebatsi had a conflict conflict with Mr. Ntshane even before the elections and Mr. Lebatsi had no intention to shoot the MCRB.

- After workshop that was held on the 26th Mr. Letsatsi recommended that Mr. Nhauze and one other should go for training and they volunteered to take for all costs.

The judgement of MCoS was received on 25/03/2016 and it states the following:

1. An apology should be made for a month
2. Mr. Nhauze should be ~~suspended~~ removed from the air until further notice
3. MCoS should provide training for presenters
4. FACEBOOK should be banned/restricted.

#### Comments

Mr. Ntshingane - suggested that board member should not be suspended by the parastas, and has a disqualification to suspend Mr. Nhauze and a difficulty to contact senior members (elder) e.g. Mr. Sibisi and Mr. Thabane.

Mr. Kwekuane - added on that Mr. Motsepe Kabelo was uncontrolled/uncontrollable. He stated that MCoS is unaccountable and has its own way of recruiting policy and said this is dictatorship and law enforcement.

Mr. Ntshingane suggested that they should ask for minutes of prior meeting BDRP and a promise was made that they will follow with judgement. He also warned that the suspension is illegitimate.

Mr. McTigue suggested that he is not concerned that Mr. Albarie deserves to be suspended.

Mr. Albarie asked that the recommendations that were made by Mr. Ballouze and Mrs. Morrison were not a surprise and he is ready for the decision. He is not clear with complaints by the LCA as the recordings were presented but the complaints involves FACEBOOK.

He further indicated his concern that nevertheless LCA has the authority to promote and demote workers.

The board listened to the clip that Mr. McMurtry complained about which he stated that it involves FACEBOOK allegations.

Mr. Depatti stated that LCA has no right to suspend other workers.

#### Resolution

- To write a letter indicating that the judgements provided should be denied and indicate those that are accepted as soon as tomorrow.
- There are two judgements facing the M.R.s
- An appeal should be made to protect the presenter to avoid harassment.
- The M.R.s should complain about Isendo FM who played our recording (tape)
- The complaint is that in media the presenter cannot be singled out without the M.R.s.

- The Chairman suggests that the presenter should be protected immediately and he should be allowed to work in the morning.
- The Board should meet tomorrow at 8 o'clock.
- He should ask for protection from the police.
- Mr. White asks not to be reported to the station for his safety (life).

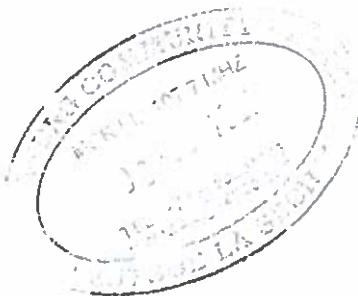
The Chairman plead that that the Board members should keep these steps secretions with others.

Ahalihao a hukihiri hea tutelang

1. Mr. Alphonse Sello

2. Mrs. Maha Kater.

3. Mrs. Mayamé Nathanielo



Hukihao ka Aii kaukauua a hukihao too kope ea here  
mohio a hukihao kau here Mr. Alphonse a koe a hukihao no  
khalestielie.

Hukihao eae flatteea.

3 Lettakere la Station manager

Mr. Ntance

Risefetesi maha bu hana fefetisine maha hau  
me unuuele e le mitmatua.

- Bouvet hau haua here traumasi e le tangi. mukula  
ke Mr. Pule a idony a kope bu ia pheuehing e  
lumelletsee te Mr. Michael.

- Mr. Michael a opa iugti tsu Radio khajetsa ntle  
le Motsouarisi (Mr. Ntance.)

Mr. Michael a lateda brenna bu here o jite Mr. Pule  
Motsouarisi a pheuehing, a hukihao here o hana tabu  
tsu Radio etia lisa fassae hanale li behere ke  
no eenu me a hentaa a sa kretsegala.

- a hentaa a sa kretsegala here a hanalelo en hau  
Radio hau ntle.

22/06/2015 Meeting the Radio Station Manager

Agenda:

- 1) LCA letters and Minister
- 2) Mr. Khetsi's mistakes issue
- 3) The personnel arrangements.

LCA issue

The public be informed about the result of letters from LCA to curb the situation. They should also be informed that there shall be meeting with the Minister of Communication on 30<sup>th</sup> June 2015.

This will be done by Mr. Nkosi and Mr. Motinyane.

Mr. Kachephereng's issue

Mr. Nkosi is asking <sup>to be</sup> reinstated with the correct. That he has reprimanded and revised his mistakes.

The Station Manager suggested that he has no problem to work with concerned party. He further said that he is dedicated to his work despite the behavior of which is not major problems as he is manageable.

The board enquired the fact that discipline should be imposed by Station Manager as the board will be expecting to be implemented.

Agreement is that Mr. Kachephereng be reinstated.

Mr. Kachephereng was asked to convince the board and Station Manager that he has reformed. He said that really the mistakes of the past will no longer occur. He pleaded that he reinstated and he will show by work as actions speaks louder than words.

The Board stressed on discipline expected to Mr. Kielekuken that he should be cooperative and submit to the station manager.

The Station Manager expressed that the main problem with the staff is over confidence and plead the FM Publishers should consider that he should earn respect by producing with the team and to see to it that the radio benefit.

Mr. Kielekuken was made aware to respect listeners by listening and communicate with words that considers all the community with different eyes very gently and to build a good ~~relationship~~ relationship among the co-workers. Mr. Kielekuken was reinstated with the fact that he is an producer but he produces his terms will be reviewed.

#### HITHANCI

1. JOEL McHALE
2. M J. MONTYANE
3. Tjekero Sello
4. L. Oletsi
5. M. Kuhunu

24 April 2015 Board Meeting with Station Manager.

1. Appointment of a new Station Manager

The offer of the board entails the following

1. To sign a contract of 12 months
2. To accept a salary range of Mto 2000.00 for three month
3. To increase a salary of to Mto 2000.00 if target is achieved.

The appointed Station Manager

Mr. Nisusse accepted the contract

He further suggested and asked whether he has the authority to maintain and repair or replace equipment anytime.

Board

Told Mr. Nisusse has all the authority but in consultation with the Board to approve or disapprove.

The manager should communicate with the Board in writing on monthly basis.

The commitment

ATTENDANCE LIST

- 1, M. J. Motunyane
- 2, H. M. ~~KOFOOM~~
- 3, Joel MOHALE
- 4, Moecu Kubantu.
- 5,
- 6,

28/04/2015

## Board Meeting Minutes

### Station Manager Volunteers

#### Station Manager

- Tari re kira Station Manager letia niki e mabie me ka bokatseka niki en bolante  
en tholox lu i Mr. Rectorate le Mrs. Marthelle.

#### 2. Alipuice

- 1. Mihuson - Mr. Rectorate x lu se jumis ka bokatseka bokatseka
- 2. A qabeli lu Mihuson she lu jumis a stages li bokatseka bokatseka kiflu lha en i amanu Mihuson lu hawn lu nemi kira private Kastoda a hawn Mihuson en faw

Station Manager - both former contract lu lehutu li lehutu lieng 27/04/2015 lu hawn en faw. He kiflu faw lieng lu kira bokatseka.

#### Leħassix la Kastod (Nick)

##### Alipuice

- 1. He bokatseka busibek lieng e lu kira bokatseka li kastod
- 2. He bokatseka busibek lieng e lu kira bokatseka li kastod

#### Qabeli

He albu qabeli li kastod li lu nemi e lu jumis li bokatseka

# Monthly Board Meeting LSPP 03/04/2015

1. Constitution, Policy and Contracts
2. Radio Day (MC R) 03/May/2015
3. Policy The Liberate
4. Meeting with Presenters.

## 1. Abreviations of Presenters on Air

Kloethuletsa ke kore ke Bokiso moko in chawolong  
firebury

- Acting Station Manager e Agolice mokonye in perebutan il  
sidihi (democratization) mokonye which kore in han ha rina kore tsotso  
zoo Republik.

Alvi Nihau a teloku nyengarene ke kore in han ha rina  
resistoratso Station Manager.

- Segolo li staton moko zu ke tisone.

## 2. Report to libekulu

- diploc ke kore in koreza le Acting Manager jaka ke  
libekulu

- Libekulu lna koreseng (workshop) ke Noku ku 14 - 16  
Kepuncu x ke fu Yuktumai ke uppi libekulu ka 15pm  
Borail ku 13.30pm

Board Meeting at LSPP 03/04/2015 Attendance List

1. Meri Kishita
2. M. J. Moiintane
3. L. M. Koekemoer
4. Melisepe Maseetsa
5. Seli Melale
6. F. Dafelam
- 7.
- 8.
- 9.



10/12/2014 Board Workshop DA Office  
Accounts / Bookkeeping

1. Cash book - the purpose and advantages of cash book.
2. Asset Register - is used to record fixed assets that facilitate business.  
They should be recorded with Serial numbers and a personal should be assigned. This should be checked annually. (Asset Management) INVENTORY  
Asset should be marked with for example dates.

Classification of Assets

Assets

Liabilities & debts, loans }

Equity & Net Assets }

Income Generation.

Bindays

Fame research.

Fair & others. - { Distinctive Dress Style at Muster Day }  
{ Youth & Beauty Competition }

Anniversary.

Demonstration - Youth <sup>Number</sup> Team  
Woman  
- Men

Amalgamations e.g. Police Service      { Not contact  
Local Government  
DA  
Health.

## Marketing

### • People

- Physical Evidence / image, reception, corporate culture
- Place & coverage should be clearly marked

## Risktaking issue

Itaklobo e filmol on kore o ile o ngala bengtak  
le kopying kore o khatulistiwa. Risikotaking.

- Itaklobo na Mrs. Alvaro a matutu atutu kulebutkency  
o matukunse kaa nukkello on Air & Facebook
- Mrs. Peterithetho a bantuu kaa kulebuttu a entan  
urukku lise tawang tawang use urasse a na  
nusreholsing

A itaklobo kaa Mrs. Alvaro.

## Custo

Mrs. Kulebutkency kaa anukelaka MKs

No kulebuta patiaranu bu neukunecu bu korelio

27/11/2014 Board Meeting [contracts for correspondence.]

Taha ea pele  
Ho fetelou hua lehite lu Mokhullo va Multi-Medical Am.  
Ho lu Mayeteng Community Radio Association.

Dato

Board of Directors e eise resolution e tekenoleo ke  
majority e isue law sivity.  
Ho whelen lu nkoa Mokhullo eohlo ea ngoliso  
hu hu teluthia mubitao a Marum a mokhullo.

14/11/2014 TIHOTIHOBO EA MOLAO-THEO OA MM-MA  
④ 09.00 am BA'S OFFICE  
THAPELO EA PULO

PWU EA KAMOHEDO HA MOLULIA SEJULOKA;  
Mr. Motau

Debitkong UNESCO PWU HA Mr. Rankrone

FACILITATOR: Mrs. Motsepene

- Ho site Itukoneelong ea Board and Stakeholders here  
masuba a futsa le mangata molao theong mo hotslo  
lokava tubu ea
- γ UNESCO e le mathei oa Radio e se Ha Moteloi ho  
Tsetseka Radio.

#### BA BILLING ITEMS

1. Mr. JOEL MOHALO
2. Mr. CHARLES CHELLE MOAHI
3. Mr. RORISHING
4. Mrs. Motsepene Moteloi (lecture Note, Chairperson) ...
5. Mr. Fusi Segutti Beetho
6. Mr. Motau Motekelo
7. Mrs. Marweta Matiopo
8. Mrs. Ntši'uou Senuoana.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Industrial and Production guidance for MCR.

Recommendations

- Hold a workshop of all stakeholders but preferably ASMs