

# TAKE NOTICE

there shall be an  
**ANNUAL GENERAL MEETING of**  
**TRENT RADIO**  
- a corporation without share capital -

to be held, **Sunday, 24 November 2002, 2 p.m.**  
at the **Junior Common Room, Peter Robinson College**  
**Trent University, 751 George St North, Peterborough, Ontario**

=== AGENDA ===

- 1.) **Call to Order, President's opening remarks and setting of the agenda.**
- 2.) **MOTION to approve minutes of last Annual General Meeting held on 25 November 2001.**
- 3.) **PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.**  
Namely: Board Development; Physical Plant and Technical; Sponsorship and Earned Revenue; Social Convener; Publicity; Live Music and Fundraising; Trent University and Neighbourhood Relations; Programme Director; General Manager; & President.  
  
MOTION to accept the reports of the committee chairs, staff and officers.
- 4.) **PRESENTATION of Financial Statements for One Year Ending 31 August 2002 with an independent Financial Review.**  
  
And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and a MOTION, to appoint the auditor for the next fiscal year ending 31 August 2003.
- 5.) **MOTION to confirm all resolutions of the Board.**
- 6.) **REPORT of the Nominating Committee and election of Directors**

As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership. The Nominees in alphabetical order are;

**EMILY ADDISON, JOEL BUXTON, LAURA FARINA, KIM FIELDING, AL KIRKCALDY, ANNE STEVENSON, & RYDER ZIOLA**

Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting.

Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by midnight, 16 November 2002 at Trent Radio House, 715 George Street North, by a responsible Trent Radio representative.

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of her/his election or within ten (10) days thereafter and throughout her/his term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after s/he shall have been elected or until her/his successor shall have been duly elected or qualified. Members of the Board of Directors shall be, at all times, Canadian Citizens, except when seen to be of exceptional benefit to Trent Radio and its direction, and an application for their membership is made to the Government of Canada. A majority of the Board shall be enrolled students of Trent University.

- 7.) **Any other business**
- 8.) **MOTION to adjourn**

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish. All full time student of Trent University are members of Trent Radio.

per Trent Radio Board of Directors: Emily Addison, President, 7 November 2002



## **Trent Radio AGM 24 Nov 2002: Reports of the Directors, Committee Chairs, Staff and Officers**

**Board Development Committee:** prepared by Ryder Ziola, Committee Chair

Board Development Committee Develops Board! The Board Development Committee organised a Development session. It was attended by members of the Board who were not familiar with the material. Some of the subjects covered in the session included what it means to be a charitable organisation, the Board's stewardship role and fiduciary responsibility, Trent Radio's specific objectives, Board structure, and how to read financial statements.

**Physical Plant and Technical Committee:** prepared by Anne Stevenson, Committee Chair

This has been a great year for Physical Plant and Technical. One of the first activities included familiarizing me with the facilities. This included a tour of both the Trent Radio House and the transmitter site, guided by the GM. Ongoing minor repairs and replacements of equipment continued throughout the year, but Physical Plant and Technical was a flurry of activity over the summer. After a survey was done of the house to determine what work was needed, Daniel Chuan Tat was hired to do various painting and repair jobs around the house, and Glen Caradus once again volunteered his much appreciated gardening services. A number of extensive repairs also took place during the summer, including the re-roofing of the house and numerous renovations in the upstairs apartment. Annual repairs and cleaning of most equipment took place as well. As a result, the Trent Radio House looks fantastic and is running relatively smoothly. **LOGGER SERVER**

**Sponsorship Report:** prepared by Al Kirkcaldy, Sponsorship Director

2002-03 was a steady year for sponsorship and saw activity throughout all three broadcast seasons.

Year-round sponsors Bryston Ltd. and McWilliams Moving & Storage renewed in 2002.

The new owners of Subway joined-on part way through the spring season and renewed again for the fall. The new owners of the Montreal House took out a 2-season sponsorship in the fall.

The Holiday Inn became a first-time sponsor, joining Greg Clarke's Affordable Used Cars as a summer addition.

The Night Kitchen joined Wayne's Music World as a year-round sponsor with a '\$200 + services provided' agreement (free catering and equipment rentals respectively).

Traditional fall sponsors The Legendary Red Dog Tavern and Mark's Work Wearhouse were joined this year by Peterborough Square (also a first-time sponsor).

In-kind sponsors Peterborough Internet Pipeline and Mailboxes Etc also re-signed, providing internet and photocopying/mailling services respectively.

In all, 2002 saw 13 different sponsors representing income of \$3,450.00. Onyx records of Toronto also provided a gift of 50 Grant Lyle CDs to Trent Radio, some of which were used in a raffle to raise \$400.00 for the Peterborough Folk Festival. Future sponsorship dealings should become easier in the future thanks to business cards provided by Trent Radio and Emily Addison.

**Social Convener's Report:** prepared by Laura Farina, Committee Chair

As social convener I helped organize three events this year. The first was a bowling tournament that took place on April 6th 2002 at the Bowlarama on Chemong Rd. There was a good turnout for this event and it was nice to see programmers of all ages having a fun together. It should probably be noted that the team of John K. Muir, Kim Fielding, Blair Anderson and Emily Addison won the tournament with an enormous score of 489.

The second event was an Open House on Graduation Day which was May 31st 2002. Kristine Williams was the only person who showed up to this event, but a number of people in the community listened to our live broadcast from the graduation ceremony.

The final event that I organized this year was the Open House on November 13th 2002. The day consisted of live music, studio training, tours and a lot of people dropping by to see what Trent Radio is all about.

None of these events could have happened without the help of the amazing people at Trent Radio who really do amaze me. I'd like thank Emily Addison, Nick Iszakovits, Nathan Rambukkana, Emily McClung, Keren E., John Muir and Barb Woolner for making it all so easy.

**Publicity Committee:** prepared for Ellen Waterman, Committee Chair by Emily Addison, President

Unfortunately for Trent Radio, the Watermans have moved to Guelph, Ontario to pursue new careers, new educational ventures, and new soundscapes.

However, prior resigning from the board due to the move, Ellen Waterman completed a 'year in review' edition of the Trout Rodeo which was published in April 2002. The edition included articles from a wide variety of individuals included some art by Trent Radio's own audio-artist emeritus. Well done!

**Live Music and Fundraising Committee Report:** prepared by Kim Fielding, Committee Chair

It has been an exciting year at Trent Radio. As the chair of the Live Radio and Fundraising Committee it has been fun thinking a ways to boost Trent Radio's funding. Through a series of open houses paired with a bake sale and goody bag sales we were able to provide some great food and interesting goodies.

Live Music is always an interesting and integral aspect of Trent Radio. There has been some wonderful "live" events over the past year, everything from a live music day featuring local talent and students from the Cultural Studies programme at Trent U, to individual live event days on the lawn. And we look forward to creating other opportunities that may combine both the live events and fundraising.

**Trent University and Neighbourhood Relations Committee:** prepared by Emily Addison, Committee Chair

It's been a busy year for the Trent University and Neighbourhood Relations Committee with some projects continuing on into the new year. I will attempt to do a brief recap!

- Most buildings associated with Peter Robinson College were sold within the past year. The Maloney brothers, land holders of various properties throughout Peterborough, are now the new owners and seem like good neighbours from a chance meeting with the General Manager. The selling of the buildings was a dramatic and unwanted change. Meeting space is now limited to the Peter Robinson squash court, there is no access to Sadlier House and the Hangman Pub was demolished by night. Without reference to anyone, the head of Trent U's Physical Resources thought that Trent Radio was not a student group. As a result we have our own mail box. It has taken some months for Canada Post to adjust, and during that time some mail deliveries were delay by as much as four weeks. It was reported in the Arthur that the head of Physical Resources had been fired in September 2002 due to incompetence in other matters. In the last month, Sadlier House is yet again for sale. The Trent Central Student's Association is exploring the feasibility of its purchase and operation.
- A successful Mortgage Burn party was held 14 December 2001 to celebrate the fact that Trent Radio now owns its own building with both the mortgage and loan paid off. Among those in attendance include Tom Symons, founding president of Trent University, and Peter Adams, local MPP. Thanks to David Parsons and Barb Woolner for making and maintaining the fire and to Kim Fielding for creating a copy of the mortgage, a bit of which was torn by each of us who gathered around the fire and then burned in effigy in one big whoosh.
- Photographs and related Trent Radio information was collected and submitted to the Trent Annual yearbook. The photographs were returned once used.
- An online Trent Radio photo album has been created. Approximately 300 pictures were scanned and then put into accessible webpage format. At present, this project is almost complete with only a few names missing. However, a photo album is never complete and I look forward to more submissions of photographs in the future. Thanks to John Muir for helping to identify past Trent Radio volunteers.
- In regards to the Ontario Trillium Foundation grant, a press release was drafted, edited, and released to publicly announce Trent Radio's latest venture. Trent University's Communication's department put the announcement and some pictures on the Trent U "Daily News" website. Feedback thus far has been very positive.
- The Trent Radio Board has continued to be concerned over Trent University's inability to properly report how the amounts of full-time student membership fees (levy monies) are determined. Within the last year, Trent University charged \$6000 dollars against this past year's Trent Radio levy due to some over-charge that they claim to have found from a few years back. In the last few days, the University has confirmed and returned about \$4,500 of this. Following up on this concern, the General Manager and President have had discussions with the TCSA and with Trent Radio's auditor. The TCSA Board passed a motion to work with Trent Radio in a partnership to resolve the reporting problems with Trent University. What is sought is a verifiable report, stating the number of qualifying students at Trent and which correlates to the fund disbursed. Discussions continue with the goal of Trent Radio, the TCSA, and Trent University entering into negotiations regarding this matter.

**Summer Program Co-ordinator's Report:** prepared by: Nick Iszakovits

Trent Radio was host to many exciting and diverse programmes and projects this summer, and as the Summer Program Co-ordinator, I had the privilege of witnessing them all. I began my position as Summer Program Co-ordinator on May 6, and my primary concerns at that time were becoming familiar with the volunteer executive producers and programmers, as well as attending to the daily operations of Trent Radio. As the season progressed, my concerns remained focussed on the executive producers and programmers, and encouraging them to continue with the great work that they were doing, as well as attending to the daily operations of Trent Radio. Many programmers had their first radio experience this summer, and I believe that for a number of them it will be the first of many. I believe the thanks for this should largely go to the executive producers, who did an excellent job in keeping Trent Radio running this summer.

Programming Information for Summer 2002, as of August 29

At the end of the season, we had:

6 Executive Producers: Nick Iszakovits, Nathan Rambukkana, Al Kirkcaldy, Yvonne Lai, Kristine Williams & John K. Muir

35 programmes (not including 1 daily Smooth Operator and Back to the Bible broadcast)

34 volunteer programmers

We were broadcasting Sunday through Thursday, and on Saturdays (no broadcasting on Fridays)

We needed:

2 hours of French programming

One half hour of Aboriginal programming

One half hour of 3<sup>rd</sup> language programming

100 hrs. average broadcasting

25% Spoken Word

5% content category 3

We had:

0 hrs.

0 hrs.

1 hr

average 47.5 hrs

44% (20 of 47.5 hrs)

54% (15 of 27.5 hrs)

Total Average # of broadcast hours: 47.5

Including: 20 hours spoken word content (44% of 47.5 hrs)

27.5 hours of musical content (57% of 47.5 hrs)

Breakdown of Musical Content:

12.5 hours Category 2 content (45% of 27.5 hrs)

Cat. 21 Pop, Rock, Dance- 7 hours (25% of 27.5 hrs)

22 Country and country oriented- 3.75 hours (13%)

23 Acoustic- .25 hours (.84%)

24 Easy Listening- 1.5 hours (5%)

15 hours Category 3 content (54% of 27.5 hrs)

Cat. 31 Concert- 1.5 hours (5%)

32 Folk and folk oriented- 1 hour (3%)

33 World beat and international- 6 hours (21%)

34 Jazz & Blues- 2.6 hours (9%)

36 Audio art- 3.9 hours (14%)

Executive producers have assured me that the 35% CanCon requirement was met

Promise of Performance: To the best of my knowledge, all CRTC requirements have been met during the summer 2002 broadcast season.

Programming Highlights

In addition to the regularly running programmes, Trent Radio was the site of a number of interesting projects this summer, including:

Radio Project Day: Convocation 2002

Laura Farina, with the help of Nathan Rambukkana, Emily Addison and Barb Woolner, organised and carried out a Radio Project Day for Convocation on May 21, 2002. The day included interviews with graduating Trent Radio volunteers, an open house, and rebroadcast of graduating programmers' past shows.

### Live Music on the Lawn 2002

On June 20, there was a live concert on the front lawn of the Trent Radio studios, featuring performances from local musicians. The event was partially sponsored by Subway, and was made possible through the donation of equipment by Wayne's Music World and the A/V department at Trent University, and of course by the support of the executive producers and John Muir.

### Community Training and Development Centre's Media Arts Day Camp Tour and Workshop

On July 2, participants in the CTDC's Media Arts day camp visited Trent Radio for a tour and a workshop, hosted by Emily Addison, Chantal Barrette and myself. During the workshop, participants were taught about the differences between commercial and community radio, and were given the opportunity to produce their own show, as well as station ID's. The participants had filled out program proposals prior to their visit, and each had a 5 minute piece that they had prepared. They were given a tutorial in Studio A, and then the participants worked the board and read their pieces on the air, while being assisted by Emily Addison. Following this, Emily Addison assisted a group of participants in hosting an hour long episode of Trivial Pursuit on the Air. Groups of participants were also given tutorials in Studio B, and were able to produce station ID's with the assistance of myself. The tour and workshop was undertaken enthusiastically by the participants, and was a great success.

### Summer Explorations in Canadian Culture Tour and Discussion

On July 10, participants in the SECC program, which was being presented by the Canadian Studies Department at Trent University, visited Trent Radio for a tour and discussion of Canadian media and community radio. The participants had come from such places as India, Cuba, Hungary and China to experience an example of Canadian culture first hand. They were treated to a discussion by John Muir about the Canadian media and how Trent Radio exists within its boundaries. The tour and discussion seemed to be enjoyable and thought provoking for both the participants and the presenters.

### AFS Interculture Canada Exchange Program Tour and Workshop

For three days in August, participants in the AFS Interculture Exchange program, a program that offers students from foreign-language countries the opportunity to study English within a predominantly English speaking society, visited Trent Radio. Facilitated by Miriam Stucky and myself, the 8 students from Quebec, China, and Italy, worked together to plan, produce and broadcast three, 20 minute long programmes. They also worked in groups to produce 3 station ID's. The broadcasts, in my opinion, were a great success, and I believe the visit on a whole was enjoyable for the group, despite the excruciating heat in the studios. I thoroughly enjoyed this experience, it was a challenging and entertaining.

In addition to programming oriented functions at Trent Radio, there were a number of other activities that happened this summer, including 3 volunteer socials, a Program Promo Party, and an Archiving Party. These gatherings were, in my opinion, successful even though many of them had lacklustre attendance of volunteers.

All in all, I thought that the summer season was quite good, and my one disappointment is that the volunteers did not become more involved in Trent Radio activities outside of regularly scheduled programming. I enjoyed my time as the Summer Program Co-ordinator at Trent Radio and I would like to thank John Muir and the Board of Directors for having given me this opportunity. I would also like to thank all the executive producers and programmers for making Trent Radio possible this summer.

Nick Iszakovits - 29 August 2002

**PROGRAMME DIRECTOR'S REPORT  
FOR TRENT RADIO'S ANNUAL GENERAL MEETING  
24 NOVEMBER 2002**

**Barb Woolner, Programme Director**

**INTRODUCTION**

My imagination is drifting to thoughts of my new home. The day I write this report is also the day that Paul and I take possession of our first house. I am anxious and excited. The need for the space came from the need to be rooted in this community and to create a sense of home. My imagination drifting to thoughts of Studio C, which, like our new home, is becoming real. The need for more production space at Trent Radio has become obvious, with Studio B training on the increase and Studio B bookings throughout the day. The need for this space is also about being rooted. I have the impression that Trent Radio is becoming of more importance and relevance to the community at large. My hope is that current and future radio producers will feel at home with the technology so that they can create works of self expression.

When asked by a Program Director in St John's this past summer about why I value the work that I do, I responded quite that everyday I bear witness to people living out their dreams and hopes. It has been an honour to be part of the lives of the Programmers and other volunteers at Trent Radio. In times of anxiety, excitement, uncertainty and stress I try to keep this in perspective. Why do we do this work? Why do we devote ourselves to this organization? What will develop with the grounding of Studio C?

This report covers the outstanding past broadcast year (Fall 2001-Spring 2002). It also comments on the beginning of the Fall 2002 season. I thank General Manager, John Muir for his ongoing support and confidence in my work. I have had productive and inspiring Operators, OWSPers and volunteer Programmers

**PROGRAMME PROPOSAL PROCESS**

This method of programme selection has become engrained and I will clarify the steps. I begin with the mindset that everyone is interesting and all ideas may be possible.

**What is the purpose of Programme Proposals?**

Prior to completing a proposal, the potential Programmer, brainstorms about what they would like to do a radio programme about. They may get guidance and ideas from friends, past and current Programmers or the Programme Director. The proposal is the place to begin articulate, in writing, the show idea and how the time will be used. It is the beginning place of negotiation and discussion with others. Proposals demonstrate how one organizes their ideas. In the review process, attention is paid to the "three show outline" which tells what the show is about. The proposal is reviewed by the PD through the season(s).

**What is involved with the Proposal Review?**

A Committee is struck by the PD, members invited from a range of background and interests. Programmers who are relatively new to Trent Radio are asked to be on the Committee because I feel that they are familiar with the feelings of a first time applicant. Every proposal is reviewed and considered for scheduling.

**What are the steps in the proposal process?**

- Motivation and inclination on the part of the potential Programmer.
- Programme Proposal is submitted by deadline
- Proposal is reviewed.
- Interview or meeting with Programme Director (involving introductions, brief explanation of idea and additional thoughts from potential Programmer(s), feedback from the Review Committee, confirmation of availability, volunteer opportunities). At this time, the proposal may be ready to go or need work.
- Trent Radio House tour
- Studio A training

**Why would a programme not be scheduled?**

- Timetable conflicts is the most common reason a programme is not scheduled. There are popular days and times for availability (Monday to Thursday night). Another consideration are those Programmers who would benefit from Operator support and those who can be on "self-support". Several good Programmes are not scheduled each year due to timetable conflicts.
- The proposal was not completed to the PD satisfaction. Direction of experienced others (Programme Director and others) was not taken into consideration.
- The potential Programmer(s) changed their mind.
- The Programmer(s) demonstrated a weak performance in the past (regarding such things as attendance, attitude, goals not realized) and are not interested to make changes.

- The above mentioned Programmer(s) are willing to make changes and the Programme Director chooses to offer Specials, in order to re-establish good relations
- The Proposal was submitted late. I do understand that not all great radio ideas come to mind in time for the deadline at the beginning of a season. I do exercise "first come, first considered". I do reserve openings in the schedule for Specials.

## HOW MANY RADIO PEOPLE DOES IT TAKE TO...

### Spring 2002

Number of Programmers – 115 "Regulars" (120, Spring 2001)  
 Number of New Programmers - 65 (57, Spring 2001)  
 Number of Guests Hosts on Smooth Operator – 87 (47, Spring 2001)  
 Number of Studio A Trainees – 89 (100, Spring 2001)  
 Number of Programme Ideas Workshop Attendees - 2 (9, Spring 2001)  
 Number of Programmes Scheduled – 82 (plus Coffee Break and Smooth Operator) (66, Spring 01)  
 Number of Trent Radio Info Session Attendees – 12 (54, Spring 2001)  
 Number of Studio B Trainees – 23  
 Number of Digital Editing (Cool Edit Pro) Trainees - 13

### Fall 2002

Number of Programme Proposals Received – 88 to date (77, Fall 2001 and 80, Fall 2000)  
 Number of Programmes Scheduled – 81 (plus Smooth Operator) (79, Fall 2001)  
 Number of Programmers – 98 "Regulars" (113, Fall 2001)  
 Number of New Programmers - 45 (69, Fall 2001)  
 Number of Guests Hosts on Smooth Operator – 34 (36, Fall 2001)  
 Number of Studio A Trainees – 31 (65, Fall 2001)  
 Number of Studio B Trainees (beginner) – 21 (No Studio B Training in Fall 2001, therefore no stats)  
 Number of Studio B Trainees (advanced) - 1  
 Number of Programme Ideas Workshop Attendees - 0 (2, Fall 2001) no workshops held this season  
 Number of Trent Radio Info Session Attendees – 9 (30, Fall 2001)  
 Number of Radio Salon Attendees – 6 (Announcing Tips)

**PEOPLE POWER:** Please recognise the people noted below for providing volunteer and paid service at Trent Radio. There is change and transition each season so it is important to remember these folks. Trent Radio relies of volunteers to fulfil its aims.

### Operators Fall 2001-Spring 2002

Monday – Nicolas Sawatzky, Chantal Barrette and Laura Farina  
 Tuesday – Emily McClung and Kristine Williams with Glenn White  
 Wednesday – Glenn White, Hans Finkeldey and Paul Cleveland  
 Thursday – Chris Glover and Neal Simard with Mike Reynolds  
 Friday – Andrea Penrod and Jenny Scott  
 Friday nights and weekends – Programmers on self-support  
 Five Operators were returning and eight were new.

**Operators Fall 2002** Four Operators were returning and eleven are new.

Monday – Andrew Ritchie, Sonya Howard, Laurie Corpuz  
 Tuesday – Keren E, Paul Duchnay, tba  
 Wednesday – Keren E, Emily McClung and Daniel Tan, Laura Farina and Emily Addison  
 Thursday – tba, Nick Iszakovits, Ryder Ziola and Anne Stevenson  
 Friday – Malka Gerber, Kinya Fujiwara  
 Saturday – programmers on self support  
 Sunday – Anita Erskine and programmers on self support

### Ontario Work Study Jobs (Fall 2001)

Spoken Word Archiving Team – Kristine Williams and Jasmine Courneya  
 Studio A Trainer – Nicholas Sawatzky  
 Studio B and Digital Editing Trainer – Nick Iszakovits  
 Music Archivist – Blair Anderson

### Ontario Work Study Jobs (Fall 2002)

Spoken Word Archiving Team – Nathan Rambukkana and tba  
 Studio A Trainer – Joel Buxton  
 Studio B Trainer – Nick Iszakovits  
 Music Archivist – tba  
 Programme Director's Assistant – Nathan Rambukkana

**Canada World Youth Participants**

Liam Morgan from New Brunswick (Fall 2001)

Amresh Singh from India (Fall 2001)

Note: The CWY Ontario-Mongolia Program Fall 2002 programme was cancelled.

**High School Co-op Students (Fall 2001)**

No students for the Fall 2001

Hartley Miller from Adam Scott Secondary (Fall 2002)

**Programme Proposal Review Committee (Fall 2002)**

Matt Brundage, Joel Buxton, Laurie Corpuz, Nicholas Currie, Laura Farina, Nick Iszakovits, Blair MacDonald, Emily McClung, Glenn White, Ryder Ziola and Barb Woolner.

**TRENDS****CONTENT**

Programmers continue to produce radio of high quality. Each year, Trent Radio's expectations rise and Programmers raise their own standards and expectations.

Foreground Content remains a main criteria for programme selection. All Programmers are required to include a minimum of 15 minutes of spoken world "foreground" content. Most programmes have elements of foreground content or are entirely foreground.

Foreground is defined such that the intellectual content of the matter broadcast is entirely related to one theme or subject that is at least fifteen minutes long and broadcast without interruption. The demand for foreground programming has proven very successful in encouraging Programmers to focus and enrich the content of their programmes. These requirements are noted in the Programmers Guide (booklet). It is not always necessary to draw attention to this requirement during interviews as most Proposals outline foreground content in their outlines.

Timetable and scheduling conflicts seem to be happening more regularly. Since 1994 I have noted increasing demands on Programmers time due to family, employment and school. There has been little interest (from potential Programmers) in early morning programming in the (6am) in several years.

There has been increasing interest in hosting or producing programmes of 30 minutes in length. Fall 2002 has 12 programmes of 30 minutes in length, not including Back to the Bible or Smooth Operator. Fall 2001 had five.

In Fall 2002, several Trent and community groups have visited Trent Radio house to record their own "organisational profiles", which are scheduled during the Smooth Operator show and throughout the broadcast day. Two-thirds of regular Programmers are (full time) Trent students.

**STATEMENT OF PERFORMANCE**

Assigning classification is challenging. The content of some programmes change week to week (as noted in their programme proposal). To make the calculations for the content categories, listening studies were done during the week of November 10-16, 2002.

Fall 2002 the broadcast week is 105.5 hours. Fall and Spring 2002 the broadcast week was 112.5 hours. There are fewer late night (after midnight shows) in Fall 2002. In previous years, Fall broadcast season hours tended to be fewer than Spring Season.

Fall 2001-Spring 2002 saw an increased interest in "global" programmes, including world music, world issues, meet international students and travel tales. Fall 2002 sees and increased interest in punk and hardcore music and a surprising and welcomed interest in "creative words" programmes, including kid's lit, creative writing, poetry, comic books, reading books, the book industry etc

**OPERATOR RESPONSIBILITIES**

Operator duties and responsibilities are generally on the rise due to increased usage of the space.

Operators do tours nearly every shift and manage the traffic in Studio B.

Special guests and hosts are interested in being on Smooth Operator.

Each Operator (or team) will produce a 5-Minute Feature series. I am testing this in the current broadcast year in the hopes of adding it as a requirement for the Operator job.

Operators record Programmer Profiles, a question and answer with the Programmers on their shift. The profiles are then aired regularly in the Spring Season on Smooth Operator.

A morning Operator shift was added. Operator shifts are now:

1) 10:00-13:00, 2) 12:00- 17:00 and 3) 17:00-22:00.

**USAGE OF SPACE**

The Fall season is a time of creating structure and processes, Spring Season is a time for consolidating then



stretching the structure and process. This is shown on the list of years activities. For sample there are more Radio Projects, Specials, Guests in the Spring season.

Daytime activity at Trent Radio House is busy and unpredictable. Night time activity is busy but consistent with generally the same people working on projects on a regular basis.

There is a dramatic increase in Studio B usage. The studio is booked throughout the day, most days. Fall 2002 sees problems and errors with double booking. This bodes well for the Studio C project.

### **TRAINING**

There is a steady interest in learning Studio A through out the year

There also an increase of interest in production studio training, especially on digital editing.

Problems of attendance and punctuality for these trainings can be reduced by reminder phone calls.

Trent Radio hosted, "Audio Soup", a weekend long audio workshop. Radio producers from across the province, Canada and the U.S. attended. This workshop will happen again Spring 2003.

Summer programming ideas and initiatives, such as Programme Promo parties, carry through to new seasons.

### **INTERPRETATION - WHAT TO MAKE OF TRENDS**

**Content** – Trent Student participation (regular Programmers and Operators) at Trent Radio is fairly high and has remained consistent for many years. With the double cohort of high school graduates, I anticipate the numbers of regular student contributors will increase. With an increase in scheduling demands, I can continue to encourage radio collaborations and feature productions. The trend of Programmers anticipating the need foreground content is likely to continue to show in their Programme Proposals.

**Statement of Performance** - There are very major changes or surprises in this area. The total number of broadcast hours will likely increase in Spring 2003 as I begin a consistent Weekend Echo (re-airing selected shows from the previous week, from sign-off Saturday until sign-on Sunday). I have hopes for a Trent Radio overnight service, which will re-air programmes from the current day from sign-off until sign-on the next morning..

**Operator Responsibilities** – We must continue to value our Operators! They do good work and I truly could not do my job without them. Operators are often the first contact that the public at large has with Trent Radio. Operators are kept in the loop about the progress of Studio C so that they can help communicate the updates to others. When considering how Operators may be able to help with the audio ingest of the archive rooms, we need to consider that some days the Operators are very active and other days less so. What will the priorities be for Operator responsibilities as the Studio C project develops.

**Usage of Space** – It is obvious that Studio C is needed and will be welcomed. Production and on-air ideas are developing based on current usage.

**Training** – Programmers have benefited from the skill and teaching style of the Trent Radio Studio Trainers. The Studio B training has been modified. In Spring 2002, there were two separate trainings, one for the equipment and one for Cool Edit. In Fall 2002, there are two trainings, beginner and intermediate and each session features elements of all studio equipment. These changes come as a result of the quest for what works in practice. All training is refreshed or updated when needed. Ideas are shared between Fall/Spring and Summer Programming Committees.

### **TRENT RADIO AND THE CRTC**

Overall, it is my opinion that 1) Trent Radio's high quality programming is balanced and 2) Trent Radio's programming is in compliance with its broadcast licence. Decision CRTC-103 Ottawa, 22 February 2001. (<http://www.trentu.ca/trentradio/crtc/db2001-103e.html>)

- All programming is recorded and kept for one month. Digital logger in testing mode.
- All programme logs are used and kept for one year.
- All music sheets are kept for one year. Improved storage and reading in the planning stage.

**PROGRAMMING AND EVENTS YEAR IN REVIEW:** This does not include all the ongoing work that Programmers and Operators on a weekly basis.

<p><b>September 2001</b></p> <ul style="list-style-type: none"> <li>• Preseason began September 4</li> <li>• Information Table, clubs and groups days at Trent's Intro Week</li> <li>• Open House</li> <li>• Community Orientation Meetings</li> </ul> <p><b>October 2001</b></p> <ul style="list-style-type: none"> <li>• Specials: Globalisation, WWE Wrestling, Road Tripping, Local Poetry, Wicca and Paganism, Trent Walkhome Program, Peterborough Coalition Against Poverty, Golden Tone Follies, Katimivik. Martin Tielli music interview</li> <li>• Radio Project Day – Radio Art, Halloween Theme</li> </ul> <p><b>November 2001</b></p> <ul style="list-style-type: none"> <li>• Specials: Music From Naples, Music from India, Optic Nerve Film Festival, Market Hall Feature, Governor General Literary Award, Political Firings, The Weakerthans, music interview, Catherine Hume, music interview, Dennis O'Toole, music interview</li> <li>• Music Archiving Party</li> </ul> <p><b>December 2001</b></p> <ul style="list-style-type: none"> <li>• Specials: Peterborough Arts Umbrella, Second Language Learning, Linguistics (class project), Notes on a Beer Pad, author reading</li> <li>• Music Archiving Party</li> <li>• Mortgage Burning Party and Open House</li> <li>• Entre Season Programming</li> <li>• Cogeco TV feature about Trent Radio</li> </ul> <p><b>January 2002</b></p> <ul style="list-style-type: none"> <li>• Specials: Audio Art Students, PFLAG, Peterborough Families of Lesbians and Gay People, Peterborough Green Up, Home Heating, Aboriginal Women's Symposium, Poetry, Movie Review, Central Asian Music, WWE Wrestling</li> <li>• Radio Project Days: Briefs in Your Suitcase, International Day</li> </ul> <p><b>February 2002</b></p> <ul style="list-style-type: none"> <li>• Specials: Pedro Y El Capitan &amp; Peter and the Captain, Spanish and English Radio Drama, Kawartha Chordsmen (barbershop quartet), R F Downey students, Grade 4 French and Grade 6 French Drama, Trivial Pursuit Challenge, WWE Wrestling, Elders' Gathering, Water Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Radio Project Days: Live Performance, Black History Month</li> <li>• Audio Soup, weekend-long audio workshop</li> </ul> <p><b>March 2002</b></p> <ul style="list-style-type: none"> <li>• Specials: Girl Guides of Canada, Rangers, Girl Guides of Canada, Pathfinders, St. Anne's School, Grade 4-5 "Kids in Stores", WWE Wrestling, Urbanization, Geography (class project), Kawartha Sexual Assault Centre, Art Fundraiser, Cultural Outreach</li> <li>• Radio Project Days: International Women's Day Geek Fest 2002, A Day of Science Fiction and Fantasy</li> <li>• March Break Open House for area High School and Elementary students</li> <li>• SOCAN Review Days</li> </ul> <p><b>April 2002</b></p> <ul style="list-style-type: none"> <li>• Specials: Music from Mexico, Kurt Cobain Special, Hip Hop Feature, Contemporary Christian Issues, I was a Teenager in the 80's, My Canadian Life, Quiet Resonance, WWW Wrestling, New World Music, African Music, Canadian Spinal Research, Kenner High Students, Coffee House, Poetry. Acapella Music, Slow Nerve Action, music interview, Tijuana Bibles, music interview, Matty Cooper, music interview</li> <li>• Programme Ideas Brainstorm (4 sessions)</li> <li>• Porch Sale, fundraiser</li> <li>• Trout Rodeo, newsletter "year in review" produced</li> <li>• Bowling Party</li> <li>• Bake Sale, fundraiser</li> <li>• Trent Radio Open House</li> </ul> <p><b>September 2002</b></p> <ul style="list-style-type: none"> <li>• PreSeason began September 2</li> <li>• Information Table, clubs and groups days at Trent's Intro Week</li> <li>• Trent Radio Orientation Meetings</li> </ul> <p><b>October 2002</b></p> <ul style="list-style-type: none"> <li>• Radio Salon – Announcing 101</li> </ul> <p><b>November 2002</b></p> <ul style="list-style-type: none"> <li>• Audio Soup (radio training sessions) in Guelph</li> <li>• Open House Radio Project Day</li> </ul>
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**Trent Radio Annual General Meeting: 24 Nov 2002**  
**STATEMENT OF PERFORMANCE (\* Listening Study. 10-16 November 2002 broadcast week)**

<b>Content Category</b>	<b>CRTC Requirements</b>	<b>Trent Radio Reqs</b>	<b>Fall2000</b>	<b>Spr2001</b>	<b>Fall2001</b>	<b>Spr2002</b>	<b>Fall2002 *</b>
<b>Category 1 Spoken Word</b>	Minimum 25% of all programming	Minimum 25% of all programming	48%	36%	40%	40.60%	42.58%
<b>11 – News</b>	no specification	no specification	Zero hrs	Zero hrs	Zero hrs	Zero hrs	Zero hrs
<b>12 – S/W Other</b>	no specification	no specification	53.25 hrs	39.50 hrs	45.00 hrs	45.70 hrs	45 hrs
<b>Category 2 Popular Music</b>	no specification	no specification	54% of all music programming	35% of all music programming	28% of all music programming	30.2% of all music programming	33.01% of all music programming
<b>21 – Pop Rock Dance</b>	No Maximum	Maximum 40% of all music	24.50 hrs 42% of all music	23.0 hrs 32% of all music	16 hrs 24% of all music	18.5 hrs 28% of all music	18.25 hrs 30% of all music
<b>22 - Country &amp; C'try Oriented</b>	no specification	no specification	5.50 hrs	0.5 hrs	0.2 hrs	0.5 hrs	1.08 hrs
<b>23 – Acoustic</b>	no specification	no specification	Zero hrs	Zero hrs	0.10 hrs	Zero hrs	Zero hrs
<b>24 – Easy Listening</b>	no specification	no specification	2.25 hrs	1.5 hrs	2.3 hrs	1.15 hrs	0.67 hrs
<b>Category 3 – Traditional &amp; Special Interest</b>	Minimum 5% of selections	Minimum 5% of selections *	46% of all music programming	65% of all music programming	72% of all music programming	70% of all music programming	66.99% of all music programming
<b>31 – Concert</b>	no specification	no specification	0	0.5 hrs	3.25 hrs	3.2 hrs	4.25 hrs
<b>32 – Folk &amp; Folk Oriented</b>	no specification	no specification	10.75 hrs	14.75 hrs	13.1 hrs	12.5 hrs	10.42 hrs
<b>33 – World Beat &amp; Internat'l</b>	no specification	no specification	4.75 hrs	10.5 hrs	12.75 hrs	13.25 hrs	9.42 hrs
<b>34 – Jazz and Blues</b>	no specification	no specification	5.50 hrs	11.5 hrs	10.5 hrs	12 hrs	6.50 hrs
<b>35 – Religious</b>	no specification	no specification	0.50 hrs	1.3 hrs	Zero hrs	1.0 hrs	0.33 hrs
<b>36* – Audio Art</b>	*not designated	no specification	4.50 hrs	7.4 hrs	9.0 hrs	4.8 hrs	9.67 hrs
<b>"Hits" Played</b>	Maximum 10%	Maximum 5%	Below (TR) Max	At (TR) Max	Below (TR) Max	At (TR) Max	At (TR) Maximum
<b>Station Produced</b>	Minimum 42 hrs	Minimum 42 hrs	107 hrs	107 hrs	109 hrs	108 hrs	102 hrs
<b>Advertising &amp; Sponsorship</b>	Max 504 min/wk	Max 252 mins/wk	22 mins/wk	25 mins/wk	26 mins/wk	15 mins/wk	25 mins/wk

**General Manager's Report::** prepared by John K Muir

Established and operated by the students of Trent University, Trent Radio is designed with the production of exceptional radio in mind.

Its aims and objectives include producer oriented programming and broad community participation for the production of creative local radio.

**Administrative Mission:**

The provision of radio production equipment and related training, direction and facilities in support of radio programming activities and programmer development.

And, general support for the artistic, research and administrative activities by those involved in the organisation.

In carrying out that mission the following functions are performed;

The operation, maintenance and development of 715 George Street which houses an archive, two radio studios, associated meeting areas, offices, storage facilities, and a revenue producing residential rental apartment. The Studio C project will establish a digital audio collection, a new studio and enhanced production facilities.

The operation and maintenance of a licensed 250 watt ERP radio transmission facility at Television Road, with the addition of a internet accessible stream source

The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers.

**Overview:**

Operations reflect on-going and project priorities established over the last five years, as well as moving towards making support of the mission more manageable.

- a) general on-going programme direction
- b) the purchase, operation and maintenance of transmission and related equipment.
- c) the purchase, development and maintenance of 715 George Street - Trent Radio House.
- d) the maintenance and development of a Digital Spoken Word and Music Collection.
- e) the establishment of and ongoing improvement to a flexible "in-house" computer system and network with a high speed connection to the internet, to aid and abet programming, production and support for same.
- f) production and distribution of publicity (Trout Rodeo & guides)
- g) support for the development of radio art pursuant to stimulating innovative programming.
- h) general day-today administrative and technical direction and support
- i) related office, building & technical overhead
- j) developing on-going and new sources of revenue in support of the above.

**Operational and Other Highlights not covered in other reports:**

In August 2001 Trent Radio elected to pay off both the mortgage on the house purchased in 1984 and the bank loan which was secured for the change of frequency and power in 1997. Prior to paying off the debt, disbursements for interest and principle amounted to about \$10,000 annually. These funds have since been called upon to cover maintenance deficits allowed to build up during the debt retirement period.

Since starting my work here as General Manager in 1994, I have seen Trent Radio's revenues rise from about \$65,000 per year to close to \$90,000 with expenditures on capital improvements, major renovation and debt reduction over that period amounting to about \$95,000.

This last year we incurred some unusual expenses (about \$12,000), which paid for a new roof, new flooring in two rooms in the upper apartment, repairs and painting in the upper apartment and a general exterior cleanup and repairs which including painting and window repairs.

A grant of \$4,932 was received from the federal government under the Summer Career Placement scheme to put towards hiring students for eighteen weeks during the summer, This compares well to \$3,288 received for twelve weeks of work for the prior year and the extra six weeks provided the funds to hire a student to undertake the exterior work mentioned above. The SCP pays a subsidy of \$6.85/hr towards the hourly rate set by Trent Radio of \$8.50/hr plus vacation pay and statutory benefits.

The last fiscal year saw decreased revenues from student memberships, largely due to TrentU making a prior year adjustment, initially of about \$6,300. In the last few days this has been reduced and confirmed to be about \$1,800. Another \$1,700 set as owing from TrentU was written off pending an investigation of revenue from this source. Donations and fundraising were also down after the campaign for capital improvements two years ago. The Studio C project will provide focus for donors over the next few years.

Sponsorships were down about \$2,000 over the previous year to \$2,600, however, revenues for the first three months of the current fiscal year of \$2,750 bode well for bringing revenue from this source back on track.

Rental income from the upper apartment came down slightly (by \$370) as one month's rent was foregone to replace flooring and make repairs, but this was more than offset by a \$1,000 increase of revenues to \$4,400 for service work such as AudioSoup.

AudioSoup is weekend of basic audio and editing workshops, and funded by the Canadian Society for Independent Radio Production. The first AudioSoup was held in February 2002, and subsequently Trent Radio was contracted by CSIRP to present two more - one at CFRU in Guelph, Ontario in October 2002 and another here in Peterborough, set for February 2003. My thanks to all involved in making this event a great success.

Expense for personnel were reduced by about \$10,000 to balance losses in revenues and increases in capital disbursements and operating expense.

Utility expense (electricity and gas) rose \$1,000 to \$4,650 from \$3,650 the year previous, While this is still less than \$5,200 from two years prior, it is disappointing to see this increase and should be considered when budgeting any increase to summer season activities on addition to any other on-going energy draws, such as the coming digital server.

I am happy to report that Trent Radio will receive \$78,000 over two years from the Ontario Trillium Foundation to create a new studio to accommodate training, large group talk shows and performances, and to digitise the extensive audio collection, making our facilities more accessible and widely available. My thanks to the Studio C Committee, Mithra Dubey, Candace Shaw, Gil Wright, Michael Waterman and ably chaired by Miriam Stucky.

It should be noted at this annual meeting that in the last weeks we have lost two fine men - my dad at the age of 90 who has always been an inspiration for my radio work here in Peterborough and tragically Trevor Alderdice who was only thirty. I shall miss them both keenly.

My thanks to everyone involved in Trent Radio, It has been a year of planning, development, and an excellent environment for programmers and programming.

I would like to single out Miriam Stucky, Nick Iszakovits, Emily Addison and Barb Woolner for their extraordinary work and support during the last year. Thank you! And, thank you all for your support, encouragement, good humour, patience and hard work.

John K Muir, 24 Nov 2002

## **President's Report:** Emily Addison. President & Chair

I will try to keep this to the point as there is so much that happened this year worth mentioning or that has already been mentioned!

Although the Trillium Foundation grant writing, and now implementation, seemed to be a focus for this past year, I found it more of a year focused around 'people'.

Right off the top, a big thanks to both Barb Woolner and John Muir. I know that they have both worked extremely hard in the face of some challenging and well as enjoyable periods. Even when they didn't have more to give Trent Radio, they did so anyway and I feel they both deserve recognition for their efforts. A big congrats to Barb Woolner and Paul Cleveland (our scapegoat) for the purchase of their first house which they are presently settling into.

More news seemed to come from those involved with Trent Radio in the past:

- Peter David Fogarasi bounced into the world this summer. Our congratulations to Andrew and Lisa for bringing another Foog into the world.
- Andrew Cousins has opened up a new 'factory for beer' - KLB style
- Scott Gordon and his wife Alice Hutton have bought a house in Ottawa
- Ellen and Michael Waterman have moved with Nicolas and Elizabeth to Guelph – quickly making contact with the CFRU while still maintaining some ties with Trent Radio
- The difficult news is that of the passing of Trevor Alderdice. His contributions to Trent Radio were many and most appreciated – he will be missed on air and in the kitchen.

### Other News

Other than the regular ongoing and intermittent duties of the President, there were office cleanings, Return of Information to the Ontario Ministry of Consumer and Business Services forms to fill out, and calling/business cards to make. Attendance was required at some meetings and thank you notes were sent out for various contributors (again – thanks to Glen Caradus for maintaining the garden this summer!). The President and General Manager created a 'study package' for future secretaries. The package essentially outlines the roles/responsibilities of the position including how to produce minutes. This was created as it can be difficult to pass on specific skills and knowledge from one Board to the next depending on how many members return after an annual general meeting.

Due to Ellen Waterman's move to Guelph, the Board decided to find a replacement for her position. Joel Buxton was appointed and has done a fine job, coming in during the second half of the year.

Thanks again to the Board for putting up with me being out of the reach while at I undertook a B.Ed. degree at Queen's University. I very much appreciate your patience and am glad that we will be working together again this next year!

Not that we should be overly proud but just think – we were listed as one of the hip and great reasons to come to Trent University in MacLean's university review this past year. With the Trillium funded StudioC project on the go, we will be able to do so much more and work with many new individuals...

Thanks, Emily