

**TRENT RADIO BoD AGENDA**  
**06 November 2003**

01. Chairs Opening Remarks
02. Approval of the Previous Minutes - 25 Sept 2003
03. Business Arising  
Part-time student levy
04. Committee Reports  
Sponsorship and Earned Revenue - Al Kirkcaldy  
Nominating Committee's recommendation
05. Operations Report  
Financial Statements to 30 Sep 2003  
General Manager's Report
  - a) Fiscal Year-end with McColl Turner for financial review
  - b) Trillium (third and final payment arrived)
  - c) Tower move
  - d) Production Director position
  - e) Upper apartment; change of tenant, replace floor in north-east bedroom, repair toilet.
  - f) Barb Woolner's computer
  - g) SCP funding problem
06. Any Other Business  
Planning AGM set for Sunday, 23 Nov 2003 at 2pm.
07. Next BoD meeting proposed for Thursday, 23 November 2003 at Noon.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 25 September 2003 at 7:00 pm.

P R E S E N T: Emily Addison, Laura Farina, Kim Fielding, Ryder Ziola

Also Present: John K. Muir, General Manager; and  
Laurel Paluck, Programme Director

Regrets: Anne Stevenson, Joel Buxton, Al Kirkaldy

Notice of this meeting having been made to all the Directors, and all of the Directors being present either in person or by telephone, the meeting was declared duly constituted and called to order at 7:30 p.m., with Ryder Ziola acting as Chair and Secretary.

Chair's Opening Remarks: The Chair welcomed the Board and apologised for any difficulty caused by the need to conduct the meeting via telephone.

With the unanimous consent of the Board, it was decided to deviate from the agenda to allow the presentation of the Programme Director's report.

The Programme Director presented her report (see attached).

UPON A MOTION duly made, seconded and carried unanimously, the Programme Director's report was accepted.

The minutes of the previous Board meeting were presented.

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board of Directors' meeting, held on 28 August 2003, were approved.

BUSINESS ARISING:

The issue of a Levy on part-time students is being pursued and will be discussed with the Julian Blackburn Executive. It is being proposed as a \$2 per course levy.

COMMITTEE REPORTS:

Sponsorship and Earned Revenue: (see attached)

Nominating Committee:

It was noted that the Committee had been struck at the last meeting. The Committee will be advised by the Programme Director.

UPON A MOTION duly made, seconded and carried unanimously, the Committee reports was accepted.

OPERATIONS REPORT:

The General Manager's report was presented, including the financial statements (see attached).

At this point Kim Fielding left the meeting.

UPON A MOTION duly made, seconded and carried unanimously, the Operations report was approved.

The next Board meeting will be held at 7.00pm, 30 October 2003. It was noted that the date may be moved, given the availability of Board members.

There being no other business, the meeting was adjourned.

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Ryder Ziola, President

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A. N. Other Director

**Trent Radio Balance Sheet As At 03-09-30 - unaudited and subject to adjustment**

ASSETS			
CURRENT ASSETS			
Raffle & Bingo Acct	0.00		180.00
Boost & Freq Acct	5.93		33,000.00
General Funds Montreal	6,705.74		1,030.00
ING Savings	<u>45,769.06</u>		1,819.00
Cash In Bank		52,480.73	13,195.07
Petty Cash: Programming		0.00	
Petty Cash: Admin		(100.74)	
Petty Cash: Summer Admin.		0.00	
Term Deposits		0.00	
Accounts Receivable	3,088.19		1,424.53
Employee Advances	75.37		
Doubtful Accounts	<u>0.00</u>		<u>855.00</u>
Receivables Net		3,163.56	51,503.60
Student Levy Receivable		0.00	
Prepaid Expenses		609.24	6,871.00
TOTAL CURRENT ASSETS		<u>56,152.79</u>	<u>6,871.00</u>
FIXED ASSETS			
Land	10,000.00		
Buildings	93,908.34		
Office Equipment	20,552.32		
Technical Equipment	130,399.06		
Technical Renovations	<u>18,546.00</u>		
Fixed Assets at Cost		273,405.72	44,742.45
Accumulated Depreciation		(179,348.51)	47,092.95
TOTAL FIXED ASSETS		<u>94,057.21</u>	<u>91,835.40</u>
TOTAL ASSETS		<u>150,210.00</u>	<u>150,210.00</u>
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable			
Contract Obligation			
Deferred Income			
Accrued Liabilities			
Trillium StudioC			
CPP Payable		439.14	
UIC Payable		257.54	
Income Tax Withholdings		<u>727.85</u>	
Receiver General Net			1,424.53
Health Benefit Payable			
Other Withholdings Net		<u>855.00</u>	<u>855.00</u>
TOTAL CURRENT LIABILITIES			<u>51,503.60</u>
LONG TERM LIABILITY			
Deferred Contribution			6,871.00
TOT. LONG TERM LIABILITY			<u>6,871.00</u>
TOTAL LIABILITIES			<u>58,374.60</u>
NON-SHARE EQUITY			
Retained Surplus/(Deficit)		44,742.45	
Previous Year-end Adjustments		<u>0.00</u>	
Net Retained Surp/(Def)			44,742.45
Current Surplus/(Deficit)			47,092.95
TOTAL NON-SHARE EQUITY			<u>91,835.40</u>
LIABILITIES AND EQUITY			<u>150,210.00</u>

**Trent Radio Income Statement 03-09-01 to 03-09-30 - unaudited and subject to adjustment**

REVENUE					
GOVERNMENT GRANTS					
Federal Grants	0.00				
Provincial Grants	0.00				
Municipal Grants	0.00				
TOTAL GOVERNMENT GRANTS	<u>0.00</u>				
FUND RAISING					
Corporations	0.00				
Foundations	0.00				
Private	0.00				
Leadership	0.00				
Donations "In Kind"	0.00				
Net Donations					
Trent Student Memberships	53,853.75				
Commercial & Non-profit	0.00				
Individual Memberships	0.00				
Discretionary M'ship Exp	0.00				
Net Memberships					
Special Events	0.00				
Special Events Expense	0.00				
Net Special Events					
Fundraising	0.00				
Fundraising Expense	0.00				
Net Fundraising					
TOTAL FUND RAISING	<u>53,853.75</u>				
EARNED REVENUE					
ON AIR Sponsorship	450.00				
ON AIR Sponsorship Expense	0.00				
Net ON AIR Sponsorship					
Net "RADIO PAPER"	450.00				
Net Other Sponsorship	0.00				
Tape Sales	0.00				
Tape Sales Expense	0.00				
Net Tape Sales					
Rental Income	0.00				
Net Misc Sales & Services	627.00				
TOTAL EARNED REVENUE	<u>1,077.00</u>				
MISCELLANEOUS REVENUE					
Interest Income	21.69				
Miscellaneous Revenue	0.00				
Amortisatn Dfrd Contribtns	0.00				
TOTAL MISC REVENUE	<u>21.69</u>				
TOTAL REVENUE	<u>54,952.44</u>				
EXPENSE					
PERSONNEL					
Programming Wage	1,720.00				
Technical Wage	1,664.00				
Publicity Wage	0.00				
Administrative Wage	2,454.28				
Benefits	0.00				
CPP Expense	248.94				
EI Expense	171.64				
Total Wages & Benefits	<u>6,258.86</u>				
Programming Fees	0.00				
Technical Fees	0.00				
Publicity Fees	0.00				
Administrative Fees	110.00				
Total Fees	<u>110.00</u>				
TOTAL PERSONNEL	<u>6,368.86</u>				
SUPPLY & EXPENSE					
Publicity & Promotions	0.00				
Equipment Rental	189.83				
Line Rental	0.00				
Rental Other	0.00				
Net Rentals					
Postage & Delivery	189.83				
Office Supplies	66.70				
Telephone	215.84				
Utilities	125.11				
	387.47				
	0.00				
Programming & Licence					
Building R & M	0.00				
Building R & M Upper Apt	0.00				
Technical R & M	279.00				
Net Repair & Maintenance					
Professional Fees	279.00				
Insurance	0.00				
Travel	0.00				
Volunteer Expense	0.00				
Bank Charges	0.00				
Mbanx Loan Interest	11.50				
Net Interest	<u>0.00</u>				
Depreciation	0.00				
GST Paid	136.02				
Bad Debts	0.00				
Miscellaneous	0.00				
TOTAL SUPPLY & EXPENSE	<u>1,490.63</u>				
TOTAL EXPENSE	<u>7,859.49</u>				
NET SURPLUS/(DEFICIT)	<u>47,092.95</u>				

Item 05. Operations Report for BoD Meeting 06Nov03

a) Fiscal Year-end with McColl Turner for financial review

I met with Don Jackett on 05Nov03 in regards to this. The obvious highlights of the year included the OTF funding Studio C project and full payment of the GM YE03 salary

b) Trillium third and final payment arrived and was deposited on 20 Oct 03

c) Tower move

The plan for the move will comprise two stages, and be conducted in concert with Paul Ward (CHEX Chief Engineer), Gary Hooper (our technician) and Gordon Elder (our engineer).

The first phase will be to pursue a straight "equivalency" at a higher EHAAT (effective height above average terrain) based on our current parameters of 250watts ERP (effective radiated power) and 70m EHAAT without a new brief.

This could place the antenna at say 125m, 150m or higher EHAAT (based upon what Gary Hooper and Gordon Elder recommend and how high Paul Ward will allow us to go) with a correlatively lower ERP.

For this we'll need the 7/8" transmission line and another two bay antenna with similar specs to the Phelps Dodge ECFM-2 that we have now, rigged and placed by mid-January 2004.

The second phase would be to bring our system up to an equivalency of a full Class A1 (100metres/250watts) parameters with a brief (if needed) and a simple power adjustment, given the antenna can remain at the same EHAAT as decided for the first phase.

I am awaiting a progress report and details from Mr. Hooper.

d) Production Director position

Jill Staveley is to be appointed to this position, with duties as outlined in the job description attached. The description is to be reviewed prior the end of March 2004, and then again before the end of March 2005.

Funding for this position is to come from the StudioC grant until the end of March 2004, whereupon it is hoped that we can access HRDC job creation funding until March 2005. After this time, a contribution of about \$10,000 would come from core funding towards the job, with the balance from earned revenue and other "pay for use" sources.

e) Upper apartment

Sadly Sue Russell and Zen are leaving us during November (this month) with Derek Johnston-Main & Valerie Roy agreeing to take on the apartment from 01Dec03 to 31Aug04.

It has been agreed that during the summer they may elect to continue on into and beyond Sep 2004. The rent will be \$627 per month exclusive of gas and electricity through to the end of August 2004, and will rise to the legal amount starting in September 2004.

During this month the floor in north-east bedroom is to be replaced (\$650.00, and the toilet repaired so it does not run on and on.

f) Barb Woolner's computer

There have been terrible delays in delivering Barb's computer to her, for a number of good reasons. The last of which is that on Friday last week, it was reported that the system that was to be used as the new PD computer mysteriously turned itself on and then started to smoke. Because of the delay, I called Barb to apologise and determined with her that she is agreeable to a cash settlement of \$400.00. It is recommended that we pay this out to her now.

g) SCP funding problem

After a phone call from HRDC, it appears there may be a problem with Keren E's employment eligibility for the SCP funded .Summer Programme Coordinator's position that she undertook this last summer. Please see my letter to Janice Rose attached.

Attachment to General Manager's Report

Agenda Item 5d Production Director job description- prepared 06Nov03

Reporting to the General Manager, the Production Director is charged with overall responsibility for all matters production and technical at Trent Radio, including technical training, certification of technicians and operators, and special technical arrangements and shall be responsible for ensuring the proper care, security, maintenance and supervision of hardware at all times. Responsibilities encompass all audio, radio-frequency, computer and plant systems related to operations.

The four core functions include;

- a) working with artists, speakers, writers, composers, performers, staff and volunteers, and acting as or delegating to others the role of producer and/or technician in support of Trent Radio's mission, programming, and various other projects utilising Trent Radio's production and technical facilities.
- b) supervision of all activities related to technical operations to ensure that technical areas operate and are operated in a satisfactory manner.
- c) training and orientation of volunteers and others in radio and production craft, and of the purpose and practices of Trent Radio, and of campus and community radio stations in Canada generally.
- d) developing and implementing earned revenue and "pay for use" initiatives.

Specific responsibilities include;

- 1) Directing and managing all studio and technical operations, comprising
  - a) Developing and implementing usage criteria and methods.
  - b) Equipment purchase and regular maintenance planning and implementation, including the creation and set-up of Studio C which can easily be maintained as a consistently efficient and productive facility for producers of varying skills and experience.
  - c) Providing technical and studio training for Trent Radio programmers and staff. The work may also include preparing show promos and other material for broadcast, and preparing technical orientation materials.
  - d) Organising and facilitating workshops and seminars for Trent Radio members and the community at large to expand and enhance the quality of usages from a technical point of view.
  - e) Supervision and oversight of technically oriented OWSP positions.
  - f) Maintenance of Spoken Word and Music Archive materials, comprising;
    - i) Accessioning and digitising incoming new music discs and tapes and organising regular "archiving days" for volunteers to do the same.
    - ii) Proofing of digitised music files, and accountability for maintenance and general functionality for the digitised music collection.
    - iii) Creating and maintaining a local music archive which is physically accessible to programmers, operators and the general public.
    - iv) creating and maintaining a resource guide new CDs for TR programmers and operators (the CDs are available physically for such a short period of time, if it works out well, it would be a good resource for people to 'know' what to look for on M:)
- 2) Developing and conducting earned revenue and "pay for use" projects, comprising, including outreach to clients, and pursuing grant opportunities.

Attachment to General Manager's Report  
Agenda Item 5g Letter to Janice Rose at HRDC

Subject: Trent Radio; Follow-up on Keren E SCP03 employment eligibility  
Date: Thu, 06 Nov 2003 16:23:13 -0500  
From: John K Muir <jkmuir@trentu.ca>  
To: janice.rose@hrdc-drhc.gc.ca

Janice Rose  
HRDC  
King Street  
Peterborough, ON

Hi Janice, I have not been able to contact Keren E directly as yet, however, I am advised that the conditions of Keren's study visa would be in accord with information contained at;

<http://www.cic.gc.ca/english/study/work-opps.html>

I have a very poor knowledge of employment eligibility for visa students and am very concerned about the implications for both Trent Radio and Keren if there is a problem.

Based upon a phone call I made several years ago to HRDC (1999 or 2000) I was under the belief that foreign students were eligible to participate in the SCP programme, and that employment at Trent Radio would be considered an "on-campus" job. Since then we have entertained applications from foreign students as we would anyone else, although this is the first year that one was hired.

In addition, in a scheme similar to the Ontario Work Study Programme, foreign students work at Trent Radio and are paid through TrentU with contributions from Trent Radio and other sources.

When Keren applied for the job this summer, she did express some concern about her status, and I advised her that she should register with the HRDC sponsored Student Employment office who could make that determination. I understand that she did register, and did not hear that there was any problem as to her status, and assumed all was well.

I will continue to pursue that matter with Keren, but thought I should pass on what I know at this stage.

Please advise if I can help in any further way.

Sincerely, John K Muir, Trent Radio GM & VP

[end]

**DRAFT  
ONLY**

# TAKE NOTICE

there shall be an  
**ANNUAL GENERAL MEETING of**

## **TRENT RADIO**

- a corporation without share capital -

to be held, **Sunday, 23 November 2003, 2 p.m.**  
at the "Squash Court Hall", 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 24 November 2002.**
- 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 2003 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 2004.

- 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;

**[SEVEN NAMES]**

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, 15 November 2003 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: NAME POSITION , ?? November 2003

