

TRENT RADIO BoD AGENDA
03 December 2003 at 7:30pm
Trent Radio House

1. Approval of Previous Minutes - 23 Nov 2003 before AGM
23 Nov 2003 after AGM

2. Orientation & Orientation Planning
 - 23Nov03 AGM (unapproved) minutes
 - Board Member Bios
 - Board Development Sessions
 - Directors availability
 - Committees ... what and who? (previous)
 - Membership & Fundraising
 - Social Convenor
 - Music
 - Sponsorship & Earned Revenue
 - Trent U
 - Publicity (Trout Rodeo)
 - Board Development (usu the Prez)
 - Nominating Committee
 - Physical Plant & Technical
 - Studio C
 - Summer Radio Camp
 - Audio Soup
 - &c
 - Setting Meeting Times for the BoD and AGM
 - Construction of template Agenda

3. Appointment and Confirmation of Officers
 - President & Chair
 - Vice-Chair
 - Secretary/Treasurer

 - GM & VP
 - Bookkeeper

 - Appointment of Committee Chairs

4. Operations Report
 - General Manager's Report (JK Muir)
 - Radio Marathon
 - Extra-Season Plans
 - Transmitter Arrangements

5. Any Other Business

6. Set date for next BoD meeting (see above)

7. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterboro, Ontario on 06 November 2003 at Noon (just prior to the AGM)

P R E S E N T: Kim Fielding, Ryder Ziola, Al Kirkaldy, & Emily Addison

R E G R E T S: Anne Stevenson, Joel Buxton, & Laura Farina

Also Present: John K. Muir, General Manager

Notice of this meeting having been made to all the Directors, and a majority of the Directors being present either in person or by telephone, the meeting was declared duly constituted and called to order at 12:15 p.m., with Ryder Ziola acting as Chair and John Muir acting as Secretary.

Chair's Opening Remarks: The Chair welcomed the Board and offered apologies for the necessary telephone meeting.

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 06 November 2003, were approved as amended.

Presentation and review of the Annual Report for one year ended 31 August 2003.

The financial review prepared by McColl Turner Chartered Accountants was presented. It was noted that Trent Radio was able to fully fund its payroll obligations and that there is concern regarding the accurate reporting of TrentU student enrolment. It was also noted that all disbursements made under the Ontario Trillium Foundation (OTF) funded StudioC project were capitalised, including payroll expenditures for the Digital Ingest Clerk, and that the funds received for these disbursements will be recognised as revenue in an amount to match the depreciation of these assets.

UPON A MOTION duly made, seconded and carried unanimously, the Financial Review for one year ended 31 August 2003 prepared by McColl Turner Chartered Accountants, for one year ended 31 August 2003, was approved.

The Annual Report was presented and discussed.

UPON A MOTION duly made, seconded and carried unanimously, the Annual Report for one year ended 31 August 2003, was approved.

UPON A MOTION duly made, seconded and carried unanimously,

Nominating Committee:

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 at the Annual General Meeting. The Nominees are;

Joel Buxton, Laura Farina, Kim Fielding, James Kerr, Al Kirkaldy, Reuben Maan, & Kristine Williams

UPON A MOTION duly made, seconded and carried, the Nominating Committee Report was approved.

It was noted that due process regarding nomination procedure had been taken and that no additional nominations were received.

The matter of employment eligibility under a Government of Canada programme was discussed, and it was reported that a photocopy of a faxed visa had been delivered to Janice Rose at HRDC. It was agreed that, if necessary, the matter would be followed up by Nancy Laverty, also with HRDC, and MP Peter Adams.

Farewells, thanks, and future good luck were expressed all around.

The next Board meeting was set for immediately following the AGM.

There being no other business, the meeting was adjourned at 1:15.

Ryder Ziola, President

John K Muir, General Manager

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 23 November 2003 at the Squash Court Hall (JCR) at Peter Robinson College, Trent University, 751 George Street North, immediately following the AGM

P R E S E N T: Joel Buxton, Laura Farina, James Kerr, Al Kirkcaldy, Kim Fielding, and Reuben Maan.

R E G R E T S: Kristine Williams

Also present: John Muir, General Manager

Notice of this meeting having been made to all the Directors, and a majority of the being present, the meeting was declared duly constituted and called to order at 4:35 p.m., with Laura Farina acting as Chair and John Muir acting as Secretary.

INFORMAL INTRODUCTIONS

Board Members introduced and greeted each other

It was noted that according to our by-laws, Trent Radio must have a President and Chair, and there was now a vacancy.

UPON A MOTION duly made, seconded and carried unanimously, it was resolved that, James Kerr be appointed as Chair and President, until the next Meeting.

It was noted that Signing officers shall remain the same.

It was noted that bios from Board Members should be forthcoming by the next Meeting.

The date of the next Board Meeting was set for Wednesday, 03 Dec 2003 at 7:30pm at Trent Radio House.

There being no other business, the meeting was adjourned at 4:45pm.

James Kerr, President

John K Muir, General Manager

From Trent Radio By-law #1

Duties of Officers

4.02. CHAIR OF THE BOARD - The Chair of the Board of Directors shall, when present, preside at all meetings of the Board of Directors of Trent Radio. He shall ensure the preparation of a proper agenda, including follow-up of matters and responsibilities heretofore assigned, for all such meetings and due notification of the members of the Board of time and place of meetings and where appropriate of particularly significant or urgent matters to be introduced thereat.

4.03. VICE-CHAIR OF THE BOARD - The Vice-chair of the Board of Directors shall perform the duties of the Chair in the absence or inability to act of the Chair and shall, in addition render assistance to the Chair in the performance of such duties when called upon to do so.

4.04. PRESIDENT - The President shall, when present preside at all meetings of members of Trent Radio. The President shall also be charged with the general and overall management and supervision of the affairs and operations of Trent Radio. The President with the Secretary and other officer appointed by the Board for the purpose shall sign all by-laws. During the absence or inability of the President to act, his duties and powers may be exercised by the Vice-president or such other director as the board may from time to time appoint for the purpose, and where the Vice-president or such other director appointed exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

4.05 SECRETARY - The Secretary shall be ex officio clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose and, without limiting the generality of the foregoing, a register of directors and a register of members except in circumstances where the provisions of Section 2.05 (a) of Article II apply, in which case Trent University shall make and keep a register of members admitted as members under the provisions of Section 2.05 (a) of Article II, showing the date of their elections or approval and of their respective retirements or removal. He shall give all notices required to be given to members and directors. He shall be the custodian of the seal of Trent Radio and of all books, papers, records, correspondence, contracts and other documents belonging to Trent Radio which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such a person or person as may be named in the resolution, and he shall perform other such duties as may from time to time be determined by the Board of Directors.

Subject: Big TRAdio news
Date: Fri, 28 Nov 2003 14:05:32 -0500
From: lpaluck <lpaluck@trentradio.ca>

Hello Tradio stars, big news coming up here, We are starting a massive fundraising campaign. attached is info from John explaining our sudden financial problem, please read and share the news. So, Friday Dec. 12th is our last day of the fall season and we are having an Emergency Marathon from 8am to midnight (perhaps beyond). We'll be taking pledges over the phone, taking donations at the station, Jill on the beat selling call-in's on her cell phone (toonie talk), selling t-shirts, buttons, baked goods, whatever we can really.

Sooooooooo, how would YOU like to be involved in this day? here's yer options: Programming for an hour or two, donating yummy things/crafts/services/etc., coming in with your cell phone and taking pledges-this means offering up your # for a couple of hours as we only have two lines here, operating, greeting, spreading the word, postering, making coffee. If you have any other suggestions let me know. We're working on getting press for this event, but word of mouth is really vital. talk it up! whew! news #2 though the season ends on the 12th we will continue broadcasting in our "Entre Season: until dec.27. Our saturday morning Programmers-Good 'n Country and Knachwurst and Saurkraut will do their annual marathon on from fri 19th - 20th (wonderful, beautiful folks!!) If you want to continuing with your programming during the week of Dec. 13-19 and/or have extra programming to offer up let me know and we'll hammer out a schedule. We lose a lot of students during this time so lots of time for specials, and lots of need for operators. If you would like to continuing with programming from the 21st -27th, you'll be on self-support and needs to talk to me-we have a few seasonal special shows already lined up. That's it for now. Hope everyone is happy and well.

See ya, Laurel

Subject: Re: FW: Student Eligibility
Date: Mon, 01 Dec 2003 18:14:14 -0500
From: John K Muir <jkmuir@trentu.ca>
To: janice.rose@hrdc-drhc.gc.ca

Hello Janice, Thank you for your reply.

According to the agreement Trent Radio signed with Canada the participant must be legally entitled to work in Canada, as stated in the email from Olivero Rendace dated 16 Jun 2003. .

The participant's visa conditions provides that she is "prohibited from engaging in employment in Canada" and that she "may accept employment on the campus of the institution at which registered in full-time studies."

We believe that taken together this means that she is lawfully able to accept employment in Canada at Trent radio, and eligible to participate in the SCP programme.

Please advise.

We also inquire that if this was a concern on 16 June 2003, why were we only alerted to the problem four months later, in October 2003.

All the best // John

janice.rose@hrdc-drhc.gc.ca wrote:

Hello John,

I'm sorry for my delay in responding, but my daughter was ill at school and I had to leave the office to get her when you called.

Please find attached the response I received from the Regional Coordinator of the Summer Career placement Program. I had asked this question specifically in regards to Trent University.

Please read the response and if you have any questions, please call or email me.

750-4781

Thanks, Janice Rose

-----Original Message-----

From: Rendace, Olivero P [ON]
Sent: 2003-06-16 11:43 AM
To: Rose, Janice [ON]
Subject: Student Eligibility

Hi Janice,

According to the Terms and Conditions of the SCP program, In order for a student to participate in the Summer Career Placements program, that student must meet certain criteria (as outlined in the SCP Articles of Agreement).

One criteria that must be met is: "legally entitled to work in Canada." According to SCP guidelines this refers to: Canadian citizens and permanent residents as well as refugees in Canada to whom that status has been legally granted. Students on a temporary work visa are not eligible to participate.

Thanks,

Oliver Rendace
Regional Program Consultant
Youth and Disabilities Employment Initiatives
Tel: 416-954-7897
Fax: 416-954-7940
oliver.rendace@hrdc-drhc.gc.ca

Subject: RE: Trent Radio - CFFF-FM's proposals on new tower

Date: Wed, 3 Dec 2003 12:29:04 -0500

From: "Paul Ward" <Paul.Ward@corusent.com>

To: <jkmuir@trentradio.ca>

CC: "Larry Cameron" <Larry.Cameron@corusent.com>,"Al McCabe" <AMcCabe@westtower.com>

John: I have discussed this with our tower people and they have given the go ahead with your option 3 or 6 at 87 Meter level with HJ5-50. (assuming a 2 bay Jampro with radomes)

Hopefully this will fulfill your requirements. This refers to your transmit Antenna only.

Please let us know your intended option ASAP.

Paul Ward

CHEX-TV

-----Original Message-----

From: John K Muir [mailto:jkmuir@trentu.ca]

Sent: Wednesday, November 26, 2003 12:55 PM

To: Paul Ward

Subject: Re: Trent Radio - CFFF-FM's proposals on new tower

Dear Paul, Further to our telephone conversation of today, I am writing to make an appeal to you and request that the parameters be reviewed in regard to locating the Trent Radio CFFF-FM transmission system on the new CHEX TV tower.

In 1997, when Trent Radio changed transmission facilities from LPFM (96.3MHz) to Class A1 (92.7MHz), we were restricted from using a higher aperture, or larger diameter transmission line, because the old CHEX TV tower had been "grandfathered", with all further development frozen.

The current transmission system consists of a Phelps-Dodge ECFM-2 (two bay, circularly polarised) antenna mounted at 190ft/58m agl, providing an EHAAT of 230ft/70m, and fed by a 1/2" foam coaxial transmission line.

During our telephone conversation on 10 Sep 2003, and when I was first informed of plans for the new tower, I indicated that it would be Trent Radio's hope to fully utilise its Class A1 licence at a higher aperture, with a more efficient transmission line and an antenna fitted with radomes. We also discussed the practical aspects of the project and agreed that it would be best if a new antenna and transmission line was set and ready to go on the new tower to aid conversion.

I immediately set about to secure the services of a broadcast consultant to develop a technical plan, and determine costs. Since that time we have been working hard to develop an appropriate technical plan which meets interference concerns with CISS-FM (92.5Mhz 1st adjacent to our frequency of 92.7Mhz) and the funds from donors and other available resources.

Full utilisation would indicate mounting the antenna to provide an EHAAT of 320 ft/100m or 288ft/88magl on the new tower, or as I discussed with you, the possibility of creating a Class A1 equivalency, with an even higher EHAAT with a correlative reduction in ERP. On the financial side we discovered that the move was going to cost in the range of \$25k-\$30k, which is pretty scary given that we receive annual revenues of only \$80,000 from the community and Trent students and had no plan in place to pay for it. We also determined that, we could in theory, apply for a limited Class A, at little extra expense, and seeing as we were going to have to pay out a great deal of money anyway, this might be a way of improving our technical situation and give our charity donors a further rationale to help us.

I didn't want to involve you in the day-to-day melodrama that we have been plunged into, and this may have been a disastrous mistake, as I understand that on your side, things are pretty much set now. This is so sad, because our whole effort has been to come up with a plan without bothering you, as quickly as we could. My feeling now is that Trent Radio is already committed to paying out a large amount of money, and while I have no idea of the costs involved in amending the current plan for the new CHEX TV to accommodate us, I request that you consider the schedule of possible technical set-ups (following) arranged in decreasing order of our preference and let me know what the costs might be for your antenna consultant to certify what you decide is best.

Trent Radio and its community of participants and listeners acknowledge the continuing and extraordinary support of Corus Entertainment, and I fervently hope we can make this situation better.

Sincerely,

John K Muir, Trent Radio

Re: Trent Radio CFFF-FM conversion to new CHEX TV Tower

Schedule of possible amendments in decreasing order of preference. In all cases, assumes;

- a) a two bay CP antenna such as the Jampro JMPC or equivalent, and,
- b) 7/8" air dielectric transmission line such as Andrew HJ5-50 or equivalent with 1.11" diameter over jacket and a cable weight of 0.54 lbs/foot.

The current set-up is a Phelps-Dodge ECFM-2 circularly polarised two bay antenna without radomes.

(I am awaiting antenna weight and windload data from applicationsengineering.americas@rfsworld.com) fed by a 1/2" foam dielectric transmission line, equivalent to Andrew LDF4-50A, 0.63in diameter over jacket, and a cable weight of 0.15 lbs/foot

Plan#	AGL (m)	Weight (Lbs)	Windload (Lbs)	Comment
01	154	160	385	/w radomes
02	130	160	385	/w radomes
03	87	160	385	/w radomes < Approved by CHEX 03 Dec03
04	154	100	145	no radomes
05	130	100	145	no radomes
06	87	100	145	no radomes < Approved by CHEX 03 Dec03
07	58	160	385	/w radomes
08	58	100	145	no radomes
09	- current setup applied to new tower -			

----- Original Message -----

Subject: RE: CFFF-FM's proposals on new tower

Date: Mon, 24 Nov 2003 09:16:45 -0500

From: "Paul Ward" <Paul.Ward@corusent.com>

To: "Gordon Elder" <eldeng@sympatico.ca>, <hps@sympatico.ca>, <jkmuir@trentradio.ca>

CC: "Larry Cameron" <Larry.Cameron@corusent.com>

Gordon: This is the first I have heard of any change from Trent U radio and frankly I'm not sure we can do any rework at this late time for them. John should have forwarded his request months ago when we notified him of the tower construction.

Paul Ward

-----Original Message-----

From: Gordon Elder [mailto:eldeng@sympatico.ca]

Sent: Friday, November 21, 2003 3:51 PM

To: jkmuir@trentu.ca; Paul Ward; hps@sympatico.ca

Subject: CFFF-FM's proposals on new tower

We were told that the main objective is to improve CFFF's transmitting system from class A1 to limited A, at moderate cost and extend it's service area. This afternoon, I tried but failed to fax CHEX-TV's new tower elevation drawing to the station, therefore this email is the substitute.

If our proposed antenna elevation of 154 m agl is unacceptable, either 130m or 87 m, just above the 2nd or 3rd guy levels, are suggested as alternatives, for a minor improvement, compared with the present 58 m. We note that the antenna is a light weight two bay model and it's relocation will likely have a negligible affect on tower loading.

Since Corus Entertainment offers this antenna space, in goodwill to Trent University, I hope that these details are discussed and resolved by John and Paul next week, or whenever convenient.

Gordon Elder

----- Original Message -----

Subject: New Tower

Date: Wed, 10 Sep 2003 17:07:06 -0400

From: "Paul Ward" <Paul.Ward@corusent.com>

To: <jkmuir@trentradio.ca>

CC: "Larry Cameron" <Larry.Cameron@corusent.com>, "Ron Johnston" <Ron.Johnston@corusent.com>

John: This E-mail is to inform you that we at CHEX are going to build a new 1000' tower on TV road. The tower is to be completed by January 2004. The New tower will allow for growth in the future as new technologies come to commercial broadcasting.

You should at this point be aware that the old tower will be disassembled after Jan /04 and you will need to move your transmitter to the new tower by that time. We would be happy to help in any way we can to make the transition as easy as possible. Please keep me informed of your plan in this regard.

Yours truly, Paul Ward