

TRENT RADIO BoD AGENDA  
02 February 2004

1. Approval of Previous Minutes - 03 Dec 2003
2. Business Arising
3. Committee Reports
4. Operations Report
  - Financial Statements to 31 Dec 03
  - General Manager's Report (JK Muir)
  - Referendum Question Approved by TCSA
  - Fundraising Results
5. Any Other Business
6. Set date for next BoD meeting
7. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on  
Wednesday, 03 December 2003 at StudioC, Trent Radio House,  
715 George Street North, Peterborough, Ontario.

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

R E G R E T S: Joel Buxton

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 7:45 p.m., with James Kerr acting as acting as Chair and John Muir acting as Secretary.

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' meetings, held on 23 Nov 2003, were approved unanimously.

A brief run down of the Board's function and mandate was provided by the General Manager, along with an overview of committee and officer roles was given.

#### Director's Availability

Board Meeting times are set for 4th Monday of every month at 6:30pm

It was noted that both Laura Farina and Reuben Maan were uncertain of their plans after 01 May 2004, and this might affect their availability after that date.

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

UPON A MOTION duly made, seconded and carried unanimously, it was resolved that Laura Farina be appointed Vice Chair.

UPON A MOTION duly made, seconded and carried unanimously, it was resolved that Kristine Williams be appointed as Secretary.

UPON a motion duly made seconded and carried unanimously, it was resolved that, John K. Muir be confirmed as General Manager and Vice-President and Sue Newman be confirmed as Bookkeeper.

Discussion followed regarding committee work and appointing chairs.

UPON A MOTION duly made, seconded and carried unanimously, the following appointments were approved;

Kim Fielding - Chair of Membership and Fundraising Committee;  
Reuben Maan - Social Convenor & Chair of the "Trout Rodeo" Committee;  
Al Kirkcaldy - Chair of the Sponsorship and Earned Revenue Committee;  
James Kerr - Chair of the Trent University, Community Relations Committee  
and Board Development Committee;  
Laura Farina - Chair of the Summer Radio Camp Committee.

General Manager's Report - (see attached)

Two fundraising events are scheduled;

a) An Emergency Fundraising Broadcast set for 12 Dec 03, and organised by Laurel Paluck and Jill Staveley, and,

b) the annual "Radio Marathon", set for 19 Dec 03, and organised by Barb Bell, and Barb and Henry Holtmann.

Both events will target obtaining money for the new antenna.

HRDC SEED 2003 Funding; The situation is to be pursued with our MP if ongoing negotiations are unsatisfactory with the local HRDC office.

Antenna Move: A place has been approved by CHEX on the new tower at 100m, not as high as we'd hoped, but much better than the height of the current antenna.

Studio C: The CD rack have been dismantled and are for sale.

Tenants for 715 Upr: A couple have moved in and have made a commitment to stay until the end of Aug 04. The rent is \$627 per month.

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

#### Fundraising Endeavours

The sale of used t-shirts and silkscreen with the picture of a radio tower by Michael Waterman by Pink House Productions. Wise Buys has donated 35 t-shirts. The prices are \$12 for short sleeves, & \$15 for long sleeves. Downtown stores may be invited to sell any surplus. Trent Radio buttons have been made, and a secure donations jar will be set up.

For publicity, ad space was donated by Arthur with an article to follow in January 2004, the Peterborough Examiner has been following our story, and a poster campaign is planned under the director of the Laurel Paluck and Jill Staveley.

#### Entre Season

Al Kirkcaldy will organise this.

#### TCSA - Levy Increase

The TCSA will be requested to run a referendum to raise the current levy for full time students from \$15 to \$18 per year, cost of living indexed. This would be the first increase since 1989.

The next Meeting is 26 Jan 04 at 6:30pm in Studio C at Trent Radio House.

The being no further business, the meeting adjourned at 9pm.

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James Kerr, President & Chair

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Kristine Williams, Secretary

Trent Radio Balance Sheet As At 03-12-31

ASSETS

CURRENT ASSETS

Raffle & Bingo Acct	0.00	
Boost & Freq Acct	5.93	
General Funds Montreal	5,703.21	
ING Savings	49,100.96	
Cash In Bank		54,810.10
Petty Cash: Programming	0.00	
Petty Cash: Admin	(0.00)	
Petty Cash: Summer Admin.	0.00	
Term Deposits		0.00
Accounts Receivable	3,088.19	
Employee Advances	75.37	
Doubtful Accounts	0.00	
Receivables Net		3,163.56
Student Levy Receivable		17,951.25
Prepaid Expenses		444.81
TOTAL CURRENT ASSETS		76,369.72

FIXED ASSETS

Land	10,000.00	
Buildings	93,908.34	
Office Equipment	20,552.32	
Technical Equipment	142,435.47	
Technical Renovations	18,546.00	
Fixed Assets at Cost		285,442.13
Accumulated Depreciation		(195,490.73)
TOTAL FIXED ASSETS		89,951.40

OTHER ASSETS

Deferred Charges		0.00
TOTAL OTHER ASSETS		0.00

TOTAL ASSETS

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166,321.12  
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LIABILITIES

CURRENT LIABILITIES

Accounts Payable		100.00
Contract Obligation		33,000.00
Deferred Income		627.00
Accrued Liabilities		1,800.00
Trillium StudioC		72,495.40
CPP Payable	0.00	
UIC Payable	0.00	
Income Tax Withholdings	0.00	
Receiver General Net		0.00
Health Benefit Payable	855.00	
Other Withholdings Net		855.00
TOTAL CURRENT LIABILITIES		108,877.40

LONG TERM LIABILITY

Deferred Contribution		6,013.00
TOT. LONG TERM LIABILITY		6,013.00

TOTAL LIABILITIES

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114,890.40

EQUITY

NON-SHARE EQUITY

Retained Surplus/(Deficit)	4,611.39	
Previous Year-end Adjustments	0.00	
Net Retained Surp/(Def)		4,611.39
Current Surplus/(Deficit)		46,819.33
TOTAL NON-SHARE EQUITY		51,430.72

TOTAL EQUITY

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51,430.72

LIABILITIES AND EQUITY

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166,321.12  
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## Trent Radio 'Income Statement 03-09-01 to 03-12-31

## REVENUE

## GOVERNMENT GRANTS

Federal Grants	0.00
Provincial Grants	0.00
Municipal Grants	0.00
TOTAL GOVERNMENT GRANTS	0.00

## FUND RAISING

Corporations	0.00
Foundations	0.00
Private	4,474.92
Leadership	50.00
Donations "In Kind"	0.00
Net Donations	4,524.92
Trent Student Memberships	71,805.00
Commercial & Non-profit	0.00
Individual Memberships	660.00
Discretionary M'ship Exp	0.00
Net Memberships	72,465.00
Special Events	244.14
Special Events Expense	0.00
Net Special Events	244.14
Fundraising	1,724.39
Fundraising Expense	(200.00)
Net Fundraising	1,524.39
TOTAL FUND RAISING	78,758.45

## EARNED REVENUE

ON AIR Sponsorship	3,100.00
ON AIR Sponsorship Expense	0.00
Net ON AIR Sponsorship	3,100.00
Net "RADIO PAPER"	0.00
Net Other Sponsorship	525.69
Tape Sales	4.00
Tape Sales Expense	0.00
Net Tape Sales	4.00
Rental Income	2,491.00
Net Misc Sales & Services	0.00
TOTAL EARNED REVENUE	6,120.69

## MISCELLANEOUS REVENUE

Interest Income	354.63
Micellaneous Revenue	0.00
Amortisatn Dfrd Contribtbs	0.00
TOTAL MISC REVENUE	354.63

TOTAL REVENUE	85,233.77
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## EXPENSE

## PERSONNEL

Programming Wage	6,880.00
Technical Wage	6,656.00
Publicity Wage	0.00
Administrative Wage	9,817.12
Benefits	0.00
CPP Expense	995.76
EI Expense	686.56
Total Wages & Benefits	25,035.44
Programming Fees	0.00
Technical Fees	0.00
Publicity Fees	0.00
Administrative Fees	515.00
Total Fees	515.00
TOTAL PERSONNEL	25,550.44

## SUPPLY &amp; EXPENSE

Publicity & Promotions	100.76
Equipment Rental	0.00
Line Rental	659.39
Rental Other	0.00
Net Rentals	659.39
Postage & Delivery	213.33
Office Supplies	410.20
Telephone	687.21
Utilities	1,827.50
Programming & Licence	219.06
Building R & M	224.07
Building R & M Upper Apt	830.56
Technical R & M	1,528.46
Net Repair & Maintenance	2,583.09
Professional Fees	0.00
Insurance	3,721.05
Travel	1,284.00
Volunteer Expense	121.65
Bank Charges	164.19
Mbanx Loan Interest	0.00
Net Interest	0.00
Depreciation	0.00
GST Paid	455.69
Bad Debts	0.00
Miscellaneous	416.88
TOTAL SUPPLY & EXPENSE	12,864.00

TOTAL EXPENSE	38,414.44
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NET INCOME	46,819.33
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Trent Radio Fundraising 03-12-01 to 04-01-30  
REVENUE

FUND RAISING

Corporations	0.00	
Foundations	0.00	
Private	4,758.32	
Leadership	0.00	
Donations "In Kind"	0.00	
Net Donations		4,758.32
Trent Student Memberships	0.00	
Commercial & Non-profit	0.00	
Individual Memberships	240.00	
Discretionary M'ship Exp	0.00	
Net Memberships		240.00
Special Events	244.14	
Special Events Expense	(44.76)	
Net Special Events		199.38
Fundraising	1,743.39	
Fundraising Expense	(204.80)	
Net Fundraising		1,538.59
TOTAL FUND RAISING		6,736.29