

TRENT RADIO BoD AGENDA
23 February 2004

1. Approval of Previous Minutes - 02 Feb 2004
2. Business Arising
3. Committee Reports
4. Operations Report
 - Financial Statements to 31 Jan 03
 - General Manager's Report (JK Muir)
 - Fundraising Results
 - web page information
 - Full-time Student Membership Fees AY2003-04
 - Referendum Dates and Plans
 - SCP 2004 application due the 24 March 04
 - CCRA Return of Charitable information due 27Feb04.
 - Antenna Move now set for 15Apr04
 - Personnel Matters
 - Renewal of General Manager's Contract
 - Programme Director and Production Manager position plans
5. Any Other Business
6. Set date for next BoD meeting
7. Adjournment

[end]

Trent Radio BoD

02 February 2003

MINUTES OF THE BOARD OF DIRECTORS MEETING held on
Wednesday, 02 February 2004 at StudioC, Trent Radio House,
715 George Street North, Peterborough, Ontario.

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

R E G R E T S: Reuben Maan and 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 5:15 p.m., with James Kerr as acting as Chair and Secretary. An agenda was agreed upon and discussion followed.

01. 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 03 December 2003, were approved unanimously.

02. There was no business arising.

03. Committee Reports

It was reported that the Toronto Blues Society has taken out a sponsorship to promote their activities, and that long-time sponsor, Bryston, was having difficulty renewing. It was decided that broadcast of Bryston sponsor messages would continue in any case.

04. Operations Report Financial

The financial statements as prepared by the Bookkeeper were presented for the period ending 31 Dec 03. It was noted that the bank account totals was \$54,810.10 at 31 Dec 03, some portion of which represents unspent monies received for the StudioC project. It was reported that payroll information as required by CCRA had been prepared and submitted, and that HRDC will honour the SCP2003 contract and send a final cheque for \$685.

A statement showing fundraising activities which are to be used for the antenna move was presented, indicating revenues of \$6,736.29. It was noted that t-shirt sales, concerts & other activities were ongoing, and that the TCSA had made a commitment for a \$1,000 donation which is to be received in February 2004.

It was noted that as of 01 Feb 04, the new CHEX-TV tower appeared to be less than half built, and as a consequence, installation of the Trent Radio antenna would be delayed.

It was reported that the TCSA had approved the putting forward the following referendum question to the full-time students in March;

Do you support a non-refundable levy increase for Trent Radio in the amount of \$3, to \$18 and indexed annually to the Consumer Price Index, from the amount passed by Trent students in 1989 of \$15, to support and sustain student and community programming and broadcast operations, and Trent Radio as a non-profit, cultural and educational facility, sponsored and operated by the students of Trent University, shared with the community as a whole, and governed by an independent Board of Directors?

UPON A MOTION duly made, seconded and carried unanimously, the operations report, including the financial statements to 31 December 2003, was approved unanimously.

05. Any Other Business

a) Given the delays with the installation of a PIPCOM antenna at Trent Radio house, our signal is being streamed temporarily from the General Manager's computer.

b) Letters of thanks should be sent out, and personal request to business should be made to further fundraising efforts.

c) A proposal for the installation of a radio at the TrentU, Symons campus bus stop met with concerns, primarily that it come be a nuisance.

06. The date for the next BoD meeting was set for 5:30pm on Mon, 23 Feb 2003 at Trent Radio House, StudioC.

07. There being no further business, the Meeting was adjourned at 6:15pm.

James Kerr, President & Chair

Kristine Williams, Secretary

Trent Radio Balance Sheet As At 04-01-31- subject to adjustment

ASSETS

CURRENT ASSETS

Raffle & Bingo Acct	0.00	
Boost & Freq Acct	5.93	
General Funds Montreal	(680.07)	
ING Savings	42,100.96	
Cash In Bank		41,426.82
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		<u>667.74</u>
TOTAL CURRENT ASSETS		63,209.37

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		<u>(195,490.73)</u>
TOTAL FIXED ASSETS		89,951.40

OTHER ASSETS

Deferred Charges		<u>0.00</u>
TOTAL OTHER ASSETS		0.00

TOTAL ASSETS

153,160.77

LIABILITIES

CURRENT LIABILITIES

Accounts Payable		0.00
Contract Obligation		33,000.00
Deferred Income		627.00
Accrued Liabilities		0.00
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		<u>855.00</u>
TOTAL CURRENT LIABILITIES		106,977.40

LONG TERM LIABILITY

Deferred Contribution		<u>6,013.00</u>
TOT. LONG TERM LIABILITY		6,013.00
TOTAL LIABILITIES		112,990.40

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)		<u>35,558.98</u>
TOTAL NON-SHARE EQUITY		40,170.37
LIABILITIES AND EQUITY		<u><u>153,160.77</u></u>

Trent Radio Income Statement 03-09-01 to 04-01-31 - subject to adjustment

REVENUE		EXPENSE	
GOVERNMENT GRANTS		PERSONNEL	
Federal Grants		Programming Wage	
Provincial Grants	0.00	Technical Wage	9,460.00
Municipal Grants	0.00	Publicity Wage	9,152.00
TOTAL GOVERNMENT GRANTS	0.00	Administrative Wage	0.00
		Benefits	13,498.54
FUND RAISING		CPP Expense	0.00
Corporations		EI Expense	1,369.17
Foundations	0.00	Total Wages & Benefits	944.02
Private	0.00	Programming Fees	34,423.73
Leadership	4,758.32	Technical Fees	200.00
Donations "In Kind"	50.00	Publicity Fees	0.00
Net Donations	0.00	Administrative Fees	0.00
Trent Student Memberships	4,808.32	Total Fees	615.00
Commercial & Non-profit	71,805.00	TOTAL PERSONNEL	815.00
Individual Memberships	0.00		<u>35,238.73</u>
Discretionary M'ship Exp	700.00	SUPPLY & EXPENSE	
Net Memberships	0.00	Publicity & Promotions	
Special Events	72,505.00	Equipment Rental	100.76
Special Events Expense	244.14	Line Rental	100.00
Net Special Events	(44.76)	Rental Other	948.95
Fundraising	199.38	Net Rentals	12.96
Fundraising Expense	1,743.39	Postage & Delivery	1,061.91
Net Fundraising	(204.80)	Office Supplies	246.64
TOTAL FUND RAISING	1,538.59	Telephone	410.20
	<u>79,051.29</u>	Utilities	812.17
EARNED REVENUE		Programming & Licence	2,312.29
ON AIR Sponsorship		Building R & M	665.26
ON AIR Sponsorship Expense	3,100.00	Building R & M Upper Apt	386.43
Net ON AIR Sponsorship	0.00	Technical R & M	830.56
Net "RADIO PAPER"	3,100.00	Net Repair & Maintenance	1,530.29
Net Other Sponsorship	0.00	Professional Fees	2,747.28
Tape Sales	618.46	Insurance	700.00
Tape Sales Expense	4.00	Travel	3,721.05
Net Tape Sales	0.00	Volunteer Expense	1,284.00
Rental Income	4.00	Bank Charges	133.56
Net Misc Sales & Services	3,118.00	Mbanx Loan Interest	179.69
TOTAL EARNED REVENUE	(11.58)	Net Interest	0.00
	<u>6,828.88</u>	Depreciation	0.00
MISCELLANEOUS REVENUE		GST Paid	0.00
Interest Income		Bad Debts	746.96
Micellaneous Revenue	456.19	Miscellaneous	0.00
Amortisatn Dfrd Contribtns	0.00	TOTAL SUPPLY & EXPENSE	416.88
TOTAL MISC REVENUE	0.00		<u>15,538.65</u>
	<u>456.19</u>	TOTAL EXPENSE	50,777.38
TOTAL REVENUE	86,336.36	NET INCOME	35,558.98
			<u><u>35,558.98</u></u>

Current and future fundraising activities. Feb. 23 2004

- Fundraising began on Dec. 12 with “Emergency Fundraiser Open House” with great success. T-shirts and buttons were sold as the donation jar was filled. Chex T.V. ,The Examiner and The Arthur spread the word of our situation.
- The Good ‘n Country’s Annual Marathon was again a great success the following weekend on Dec. 19th
- Benefit concerts to date include: Local performers at the Trasheteria -all proceeds to Trent Radio, 8-8 dance performance from Peterborough New Dance-all ticket sales to Trent Radio, Mae Moore concert at the Market Hall-donations and t-shirt sales, Trent Radio Social/Fundraiser at the Spill Coffee Bar-donations,t-shirt and c.d. sales.
- Project Days have become opportunities to raise funds through donations, t-shirt/underwear/button sales, and auctioning of donations from local businesses.
- Sale of “Tower Trax” a Trent Radio produced c.d. featuring programmer’s musical and spoken word productions, sold at the Spill Coffee Bar.

Future Fundraising Events

- Benefit concert with Trent Radio Programmers at the Rooster on Feb. 28th. If this is successful we have been offered one Saturday a month to continue with all ticket proceeds to the Trent Radio Fund.
- Barb Bell of the Good ‘n Country show is currently organizing a benefit concert in May.
- Radio Projects Days to continue with fundraising on March 7th w/ AudioArt and March 31st Geek Fest!
- Funday Fundraiser on the Lawn to feature auctions, t-shirt sales etc. Date TBA
- Beginning Feb. 28 the Examiner will run monthly articles on the last Saturday of every month featuring Trent Radio programmer profiles, which will include updates on our fundraising and encourage continuing donations, t-shirts sales etc.
- James McKenty and the Spades have offered to donate tickets sales from an upcoming concert. Date TBA
- Rhythm and Soul Dance nights at the 2nd Floor Lounge have offered to donate proceeds from an evenings performance. Date TBA
- Continuing support from Peterborough’s Music and Arts communities with proceeds and ticket sales are anticipated
- Continued sale of T-shirts and various articles are anticipated
- Trent Radio Benefit Events will continue with the engagement of programmers.

Please see attached breakdown of funds raised.

Laurel Paluck

TRENT RADIO

Last Update 15-Feb-04
66 Days

Total Antenna Project Fundraising >>	\$8,938.11
4220 Corporations	1,000.00
4240 Private	4,893.32
4340 Individual Memberships	240.00
4410 Special Events	244.14
4430 Special Events Expense	(44.76)
4450 Fundraising	1,941.75
4460 Fundraising Expense	(204.80)
4610 ON AIR Sponsorship	250.00
4690 Net Other Sponsorship	618.46

GM Report for Trent Radio BoD Meeting 23 February 2004

Full-time Student Membership Fees AY2003-04:

On 06 Feb 2004, we received the second instalment of this year's full-time student membership fees in the amount of \$17,951.25 from Trent University. This brings the total from this source for this year to \$82,382.15. For a comparison to other years, please see chart below.

The reconciliation from TrentU has been repeatedly postponed, and as of today we have been told to expect this on or about 04 March 2004.

Fiscal Year	Amount	Calculated No of ft Students
1999	53,325.00	3,555.00
2000	54,502.50	3,633.50
2001	59,516.00	3,967.73
2002	54,813.35	3,654.22
2003	68,206.31	4,547.09
2004	82,382.15	5,492.14

Referendum Dates and Plans:

A proposed referendum poster has been prepared (see attached).

Work will be undertaken to spread the word among student programmers

- 01 Mar 04 8:59am Referendum Group registration due at TCSA office and campaign materials approved
- 01 Mar 04 9:00am MANDATORY ALL candidates and groups meeting at TCSA office
- 01 Mar - 07 Mar 04 11:59pm Campaign period with all material removed thereafter.
- 02 Mar 04 1:00pm Campaign Speeches at LEC PIT
- 04 Mar 04 7:00pm Campaign Speeches at Atrium GC
- 08 Mar - 11 Mar 04 VOTING at BATA Library 10am - 4pm each day
- 10 Mar 04 12pm All scrutineers to be registered with Elections Committee
- 11 Mar 04 4:30pm Counting of ballots begins, with unofficial results announced upon completion of counting.

SCP 2004 application due 26 March 04:

An approach s/b made to HRDC to improve our rating.

CCRA Return of Charitable information due 27Feb04:

Antenna Move now set for 15 Apr 04:

CHEX-TV has now set the date for installation of the new TRadio antenna for 15 Apr 2004. This may change to a later date according to how quickly the new tower is built and populated with equipment. The Trent Radio spring season ends about a week later on 23 April 2004 at noon.

Renewal of General Manager's Contract & Programme Director and Production Manager position plans:

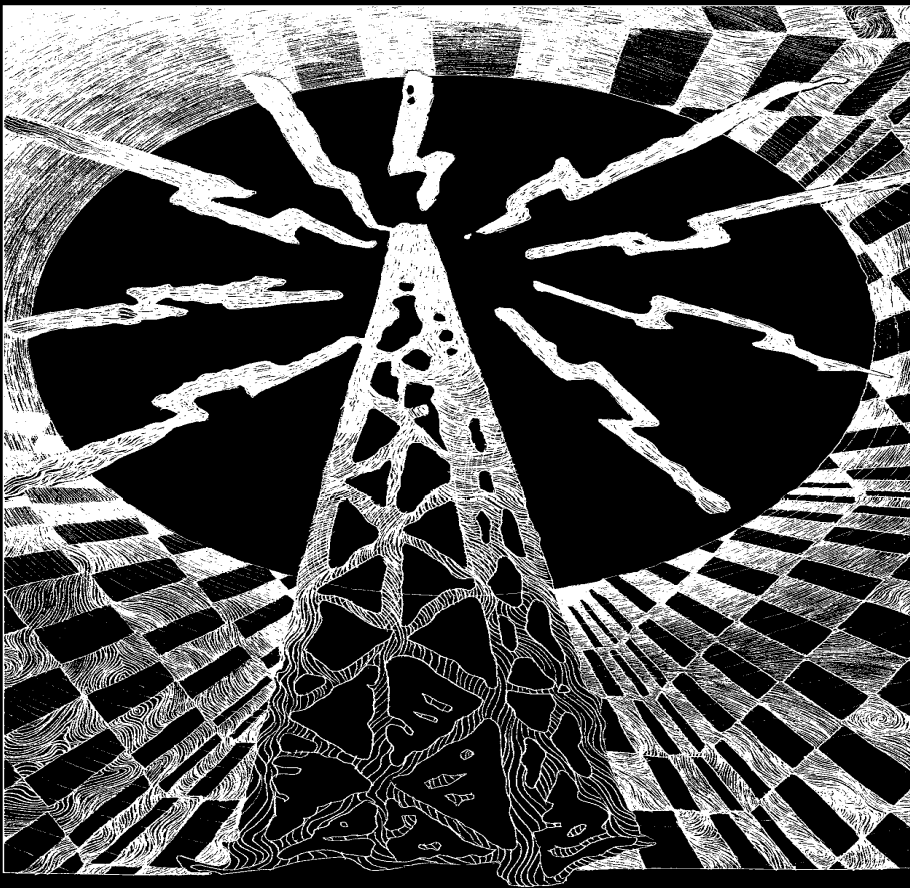
I am suggesting that the GM contract be sorted out in advance of employment planning for the two other positions. As things stand the Production Manager's contract ends at the end of March, and the Programme Director's contract ends with the spring season.

[end]

STUDENT VOICES

**in support of
community media**

from the HEART!



Do you support a non-refundable levy increase for Trent Radio in the amount of \$3, to \$18 and indexed annually to the Consumer Price Index, from the amount passed by Trent students in 1989 of \$15, to support and sustain student and community programming and broadcast operations, and Trent Radio as a non-profit, cultural and educational facility, sponsored and operated by the students of Trent University, shared with the community as a whole, and governed by an independent Board of Directors?

During Election Week:

**Please SUPPORT & VOTE FOR the referendum
to support and sustain TRENT RADIO,
sponsored and operated by Trent Students.**