

# TAKE NOTICE

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

- a corporation without share capital -

to be held, **SUNDAY, 25 NOVEMBER 2007, 2 P.M.**  
at the Dining Hall, Sadleir House Facility,  
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 26 November 2006.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.  
Namely: Sponsorship, Fundraising, Summer Operations (including a report from the Summer Programme Coordinator), Radio Free Peterborough, Production Manager, Programme Director; General Manager; & President.  
  
MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.
- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2007 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 2008.
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 (s = student & c = community member);

**BRYN BATTON WALL (s), VINCENT BIERWORTH (c), MEAGHAN CULKEEN (s),  
TREVOR DUNN (s), CHRISTINA LAST (s), STEVE MCNABB (c), & DAHN MIRABELLI (c)**

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 2 p.m., Sunday, 18 November 2007 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 his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected or qualified. Members of the Board of Directors shall be, capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 7.) Any other business  
A report and matters for consideration concerning Trent University.
- 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: John K Muir, Vice-President & General Manager, 12 November 2007

MINUTES OF THE MEETING of MEMBERS held on Sunday, 26 November 2006 in the City of Peterborough, at the Dining Hall, Sadleir House, 751 George Street North.

P R E S E N T: Meaghan Culkeen, Victor Heng, James Kerr, Alec Kirkcaldy, Yvonne Lai, Christina Last, Steve McNabb, Dahn Mirabelli, John K Muir, Laurel Paluck, and Jill Staveley

R E G R E T S: Kim Fielding

Notice of this meeting having been made to all the members, the meeting was declared duly constituted and called to order at 2:10 p.m., with Dahn Mirabelli acting as Chair..

CHAIR'S OPENING REMARKS

The Chair welcomed the Members a proposed meeting agenda was presented, and agreed upon. Discussion followed.

The minutes of the previous AGM were presented.

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Annual General meeting, held on 20 Nov 2005, were approved unanimously.

PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers:

Sponsorship Report - Al Kirkcaldy et al (see attached)

Fundraising - Kim Fielding et al (see attached)

Tourist Information Correspondent Report - Adam Driscoll (see attached)

Summer Programme Coordinator's Report - Andrew Illiadis (see attached)

Radio Free Peterborough Project - Steve McNabb (see attached)

Production Manager's Report - Jill Staveley (see attached)

Programme Director's Report - Laurel Paluck (see attached)

General Manager's Report - John K Muir (see attached)

President's Report - Dahn Mirabelli

UPON A MOTION duly made, seconded and carried unanimously, the reports of the committee chairs, staff and officers were accepted as presented.

PRESENTATION of the Financial Statements for One Year Ending 31 Aug 2006

The Financial Review was presented for the corporation for the fiscal year ended 31 August 2006, as prepared by McColl Turner Chartered Accountants, the auditors of the Corporation, consisting of a statement of the Financial Position, a Schedule of Changes of Net Assets, a Statement of Operations, a Statement of Changes in Cash Position, and Notes to the Financial Statements - dated 15 November 2006.

Discussion followed.

UPON A MOTION duly made, seconded and carried unanimously, the financial review, as prepared by McColl Turner Chartered Accountants, for one year ending 31 Aug 2006 was accepted as presented, and that McColl Turner Chartered Accountants, be appointed to conduct the next financial review for the period ending 31 Aug 2007.

MOTION to confirm all resolutions of the Board

All Board Minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the Trent Radio website throughout the year.

UPON A MOTION duly made, seconded and carried unanimously, it was resolved that all resolutions and acts of the Board since the last AGM held on 20 November 2005 as set out in the Minutes of Directors and the Corporation or in the Annual Report of the Corporation submitted to this meeting were approved and confirmed by the membership.

REPORT of the nominating committee and election of Directors. The General Manager reported that no further nominations had been received, as provided by the bylaws of the corporation.

The Chair reminded the members that the bylaws of Trent Radio Provided that: "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. Board Members must be eighteen years of age or older."

The Chair asked the Nominees present to confirm that they were Canadian citizens and have achieved the age requirements and declared that a majority of the nominees were enrolled as students of Trent University.

The Nominees present then introduced themselves and explained their reasons for their interest in sitting on the Board.

UPON A MOTION duly made, seconded and carried unanimously, it was resolved that the report of the Nomination Committee be accepted, and that the Nominees presented, namely;

Meaghan Culkeen(s), Kim Fielding(c), Victor Heng(s), Al Kirkcaldy(c), Christina Last(s), Steve McNabb(c), & Dahn Mirabelli(s) [Please note that (s) denotes student and (c) indicates drawn from the community.]

be appointed to the Board of Directors of the Corporation and shall be considered duly elected to represent the Corporation and to hold office until next annual election of Directors subject to provisions and bylaws of the Corporations.

Any other business:

There being no other business, the meeting was adjourned at 4:15.

\_\_\_\_\_  
Dahn Mirabelli, Chair & President

\_\_\_\_\_  
John K Muir, General Manager

**Sponsorship Fundraising & Earned Revenue Report for Trent Radio AGM 071125**  
**prepared by JKMuir with Al Kirkcaldy & Miriam Stucky et al / 24 Nov 07**

**Sponsorship**

A total of 17 season sponsorships were sold over 2006-07 for total receipts of \$3,950. In addition funds were received through Target Broadcasting from various federal and provincial government clients. In the Spring of 2007, Miriam Stucky joined forces with Al Kirkcaldy to pitch local sponsorships.

**Fundraising**

Planned events for the upcoming year include the annual Radio Marathon for mid-Dec 07, a Winter Cabaret for Feb 08, a return of the "Knackwurst & Sauerkraut" event for the end of Spring Season (Apr08). Last May's Good 'n Country was postponed to Sep07 (occurring this fiscal year) and yielded \$207. Mounting another Good 'n Country Show for May 08 is to be discussed.

The table below shows our fundraising totals for the last fiscal year and the three years prior. Looking at last year's (YE07) activities in particular, a) donations have dropped now that the capital campaign for the new transmission system is over, b) after some modest increase, student enrolment is dropping and reflected by lower student memberships, c) a discussed Winter Cabaret did not go ahead, d) the Knackwurst & Sauerkraut event was repeated to great effect, e) Good & Country event was postponed, and f) button and t-shirt sales are down. Efforts continue to ensure that membership fees are collected from our community members. It should be noted that many of community members volunteer as operators, in which case their membership fee is waived.

**Earned Revenue**

For the most part, earned revenue is derived as rent for the residential apartment, with production & recording making up the balance. Trent Radio is booked to again provide production for the Lakefield Literary Festival, scheduled for 18-20 July 2008. The residential apartment will need significant repairs in the next few years.

<b>Comparative Fundraising &amp; Earned Revenue</b>	YE07	YE06	YE05	YE04
<b>Donations</b>				
Corporations	75	0	750	1,250
Private Net	4,834	3,278	5,929	8,935
<b>Memberships</b>				
Trent Student Memberships (@\$15/ea) <sup>(1)</sup>	89,044	93,457	88,744	83,644
Community & Other Memberships	670	300	740	895
<b>Special Events &amp; Fundraising Activities</b>				
Winter Cabaret 02 Dec 04	-	-	2,007	total only shown for YE04
Radio Marathon (end of Fall Season)	1,034	884	858	
Knackwurst & Sauerkraut (end of Spring Season)	833	581	-	
Good 'n Country mid-May <sup>(2)</sup>	-	589	1,758	
Trent Radio Reunion Weekend 26 Aug 05	-	-	-	
Summer Yard Sale	-	-	67	
Special Events Net	1,867	2,054	4,690	4,914
Fundraising Net (TShirts & Buttons)	207	479	162	353
<b>On Air Sponsorship, Earned Revenue &amp; Misc</b>				
On Air Sponsorship Net	5,643	7,600	4,638	3,400
Rental Apartment Net	7,898	6,851	5,953	4,635
Misc Earned Revenue Net	1,052	1,475	1,024	1,219
Municipal Grants <sup>(3)</sup>	1,000	3,500	2,865	-
	\$112,290	\$118,994	\$115,495	\$109,245

1. Please see GM report for a discussion re: TrentU performance in collecting & remitting Trent Radio Membership Fees
2. The Good 'n Country event scheduled for May07 was postponed to Sep07
3. The City of Peterborough amended its grant classifications in 2007.

[end]

**Summer Operations Manager's Report for BoD Meeting 30Aug 2007  
prepared by Vincent Bierworth 29Aug07**

**Summer Operations 2007**

**Overview:**

The Summer Season commenced on Monday, 07 May and ended Sunday, 19 August 2007. Generally, Broadcast Hours were 17:00-00:00 on weekdays, 07:00-17:00 on Saturday, and 09:00-12:00 & 17:00 - 00:00 on Sundays. Office Hours were 12:00-19:00, and for production, Studio A was open 12:00 - 16:30 weekdays by appointment. There were about 50 programmers (including four people new to TRadio), with forty or more making one time contribution to Trent Radio, producing a total of about 728 hours of live broadcasts.

**Key Events of the Summer 2007**

**May**

Regular programming began with support from the Fall & Spring staff. Once funding issues were resolved Vincent Bierworth took on the job of Summer Operations Manager 28 May 07.

Meeting held 30 May 07 with Summer Executive (Francis Allen, Andrew French, Kerry Day, Ariel Sharrat, Nick Ferrio, Misha Paramonov & Vincent Bierworth) to discuss direction for the summer.

**June**

Successful promotional collaboration with Peterborough Native Learning Centre for their fundraising concert, as well as National Aboriginal Day. SOM produced a half hour program aired Monday, 18 June at 8pm, as well as other recorded promotion material.

Began work on Local Concert Archive, in collaboration with The Spill Café. By the end of the summer there were eight hours of recorded and produced material with nine different performers, both local and non local musicians, all available for play as fill in material or shows unto themselves.

Informed that KAOS Radio, in collaboration with Apsley Community Chapel, are proposing to launch a 50 watt station to serve Apsley and area at 92.9Mhz. If completed, will have impact on Trent Radio's signal in that area. However, informed that the impact is small and not worth pursuing.

**July**

Began promotional interviews and recorded promos for the Willie P. Bennett Benefit at the Market Hall. Benefit was to support Willie P. Bennett, a local musician who had a heart attack and was unable to perform and support himself. Heavy promotional rotation on air the whole month of July, with promo's, interviews, and a hour long show (23Jul) by Washboard Hank (Hank Fisher), a programme by Barb Woolner on 26 July, & an interview with Fred J Eaglesmith. The concert was a great success - sold out attendance, with TRadio staff volunteering for production.

**August**

"Radio On The Lawn" local music day held on 09 Aug 12:00 - 18:00. A great deal of interest and good performances, with John Rose, James Kent, Misha Paramonov, Meagh Culkeen, Andrew Shedden, Brock Stonefish, Marie Hough, Barb Holtmann and Washboard Hank. Sound was done by Jill Staveley, with Andrew French, Ariel Sharrat, Dahn Maribelli and Vincent Bierworth performing hosting duties. Music from Local Concert archive was broadcast the week prior to promo the event. Much thanks to all who volunteered their time.

Programming ended on 19 August. Plant and Technical cleaning & maintenance commenced 20 Aug with Dahn Maribelli, John Muir, H P Hodgson & Vincent Bierworth.

There were no mechanical and operational issues over the summer. New programmers including Tim Haureney (Sports Talk), Mary McGillis (youth motivational speaking) and Age Smies (Non Denominational Minister and Big Band leader). Busy Smooth Operator schedule, with many local and touring bands coming through, as well as community event promotion including collaborations with PAU, Ennismore Shamrock festival and many more. In general, a very busy and exciting summer, with many great community connections made.

Suggestions: If, somehow, there can be a way to reduce how hot it gets in this building during the summer, that would be amazing. There were some issues with elderly guests who where in who couldn't remain in the building do to the heat. Plus it would make the SOM's job much nicer.

**STATEMENT OF PERFORMANCE**

It is my opinion that Trent Radio's programming a) is balanced, b) is of high quality, c) meets or exceeds all undertakings set out in applications to the CRTC (see CRTC Decision 2001-103 Ottawa 22Feb01, and d) in compliance with all relevant particulars of the "Broadcasting Act, 1991".

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Vincent Bierworth  
Summer Operations Manager

Trent Radio Summer 2007 - Weekly Programing Stats / prepared 28Aug07 VBierworth

Show Name	Length (hrs)	11 News	12 S/W	21 P/R/D	22 Country	23 Acoustic	24 EasyListening	31 Concert	32 Folk	33 World	34 Jazz/Blues	35 Religious	36 RadioArt	Comments
Smooth Operator	2.50		2.00	0.50										
Blue in the Face	3.00		1.00								2.00			
All Indian All The Time	0.50		0.25						0.25					
The Introspector	1.00		0.50	0.50										
The Rolling Room	1.00		0.50	0.50										
Sunday Buffet	1.50		0.50	1.00										
Ink Smith	0.25		0.25											
Patchwork Variety Hour	1.00		0.25	0.75										
Hysteric Glamour	1.00		0.50	0.50										
Ninth Wave	0.50		0.25						0.25					
Info Zone	0.50		0.25								0.25			
Way In Way Out	1.00		0.50			0.50								
Roots Music	2.00		0.50							1.50				
Giga Guide to Gaming	0.50		0.50											
SpaceShip	0.50		0.50											
Sharing Memories	0.50		0.50											
Making Waves	0.50		0.25	0.25										
Preying Mantra	2.00												2.00	experimental
Small World	1.00		0.50							0.50				
Freestyle Lewis	0.50		0.25	0.25										
The Mit	1.00	0.50	0.50											
Around The Horn	1.00	0.50	0.50											
Bitches And Prose	1.00		0.50			0.50								
Mistaken Losses	2.00		0.50	1.50										
La Boite a Chansons	1.50		1.00							0.50				
The Hour of Air Guitar Power	1.00		0.50	0.50										
Ferrio Variety Hour	1.00		0.25						0.75					
Folkus	1.50		0.50						1.00					
Isaac on the Mountain	2.00												2.00	
Disco Drive-by	1.00		0.25	0.75										
We Shit Vinyl	1.00		0.25	0.75										
Maybe Music Isn't Dead	1.00		0.25	0.75										
TISA World	2.00		0.75							1.25				
Satisfaction Show	2.00		0.50	1.50										
The New Noise	2.00												2.00	
Good 'n Country	5.00		2.00		3.00									
Radio/Audio Art Day	5.00												5.00	
Knackwurst & Sauerkraut	4.00		2.00							2.00				
<b>Totals</b>	56.3	1.00	20.00	10.00	3.00	1.00	0.00	0.00	2.25	5.75	2.25	0.00	11.00	
		1.8%	35.6%	17.8%	5.3%	1.8%	0.0%	0.0%	4.0%	10.2%	4.0%	0.0%	19.6%	

## **Radio Free Peterborough Operations Report for Trent Radio AGM 25 November 2007**

### **Prepared by Steve McNabb - 21Nov07**

This year at Radio Free Peterborough was an exciting one with lots of new initiatives coming online, and existing initiatives growing nicely. So far, we have built a catalogue of 3,511 tracks of all local music. With the expert help of Jill Staveley we've been culling tracks that had made their way into the RFP catalogue but were not in fact local.

### **Challenges**

The core challenge for us this year was available time to work on the project. There are many other things that *could* be done, but there simply wasn't time to do them. That said, I am extremely pleased with the progress of RFP to date. This is our third year of running RFP and we show no signs of slowing down any time soon. Interest continues to build in the project throughout the community and we continue to get (mostly) positive feedback from listeners and users.

There are still quite a number of "scratchy" tracks in the catalogue which were likely the result of being digitised at a speed too high for the CDRom player in the ingest machine to handle. Recommend that all future ingest take care to set the digitisation CDRom speed to something lower than its maximum to allow the system some breathing time to catch up. I would estimate the number of scratchy tracks to be about a dozen or so.

There are also a few "dead air" tracks in the catalogue which seem to have been digitised with the levels all the way down resulting in John Cage-like blocks of silence in the middle of an RFP broadcast. Hopefully astute listeners will report these blocks of silence with timestamps so we can start tracking down these dud tracks and re-digitising the originals.

### **New Projects**

\* RFP received a donation of \$250 from a listener and long-time Trent Radio supporter in France which we used to secure matching funding which was turned into a small youth journalism/media scholarship. Our first recipient is Elias Taylor. Elias will be working on content development and production as an intern and will receive a small stipend for his work.

\* RFP has formed a partnership with the organization Ukuleles for Peace – an initiative which brings Jewish and Arab children (and their parents) together to learn and perform songs in English, Arabic and Hebrew. This partnership was built through the excellent volunteer efforts of Mathias Kom and we would like to single him out for this fantastic contribution. Mathias is in Israel for 6 weeks to work with the Ukulele orchestra in preparation for the recording of a CD which Mathias will be onsite engineer for. Mathias has been posting photos and mp3s to his blog on the Radio Free Peterborough site as he goes along

\* We will be launching a completely re-vamped version of the Radio Tarahumara project website in the next few months. This new site will feature automated spam-prevention, additional posting/upload options and most excitingly: a user-maintained photograph gallery.

\* Radio Free Nepal is well underway – and RFP staff attended and spoke at the Canadian Forum For Nepal conference in Ottawa Oct 5<sup>th</sup> and 6<sup>th</sup>. Many interesting conversations were had, and much excitement was expressed about the project. Radio Free Nepal is a co-operative project between Radio Free Network and the Canadian Forum for Nepal and will work in partnership with a CFFN project to bring Internet connectivity to several remote rural schools in Nepal. Once that phase of the project is completed, the radio portion of the project will begin in earnest. For the moment, the site serves as a central communications hub for Radio Free Nepal-related information, and we are broadcasting a limited catalogue of Nepali music and spoken word.

\* Peterborough Arts Umbrella Artist in Residence – Brian Sanderson (Co-Director of Radio Free Network) has been selected as the PAU audio artist in residence and will be conducting a number of workshops as part of this residency on the theme of "Decay". An important part of these workshops will be a focus on content development and audio preparation for broadcast / posting via Radio Free Peterborough to further engage the Peterborough arts community in the day-to-day content offerings of RFP.

### **Trent Radio / RFP Streams**

\* To date, the Trent Radio online stream server has served up 56,376 listeners from 112 countries since 18 Oct 2004 and the audio streaming software and hardware has been running uninterrupted without a service outage since Fri, 15 Jun 2007. More than 25,000 hours of "up time" since the service started.

\* It is my technical opinion that no modifications or additional capacity enhancements are required for the streaming infrastructure at this time. The server seems to be handling the load without difficulty and appears to be extremely stable.

\* Since our partnership with Trent Radio formed in Oct 2004, RFP has enjoyed more than 15,000 hours of FM broadcast time, with broadcast time up to approximately 6,000 hours in the last fiscal year.

## Production Manager's Report - Trent Radio AGM 25 Nov 07

prepared by Jill Staveley 19 Nov 07

This year so far has had a new direct focus for me - How am I related to Programming? With this focus and question, a new space is unfolding in how I understand my responsibilities and my role at Trent Radio. With my ability to focus more on Trent Radio this year, the possibilities and answers are beginning to present themselves in a very tangible, plausible and direct way.

As usual, I feel very fortunate to have the opportunity to work at Trent Radio, experience the glow and excitement of programmers and programming, explore the possibility of growth for creative production projects, listen to an amazing variety of new music, and work alongside two very strong, creative, compassionate and capable people - Laurel & John.

**Local Music Archive Database:** Last year we were able to really get a jump on the Local Music Archive Database (LMAD). We have come a long way with this project, but it seems that every time it seems almost ready – we keep finding more work to complete. The In-House version will be a living database (constantly updated), but it's hard to know when to stop for the Sadleir House version. I have been comparing the tracks & albums at RFP with our Local Music Archive and have found albums missing from both. The next step is finding out why some of these albums are not where they should be, and moving tracks back and forth to upgrade both archives. It is taking a little longer than I thought it would. Realistically, this is now 01 Jan 08 in the Alternative Resource Library at Sadleir House.

**Listening Station:** We're still working on making this happen. It's really evident that we need more than just CD players and tape decks for our programmers. We have an offer of a computer from Sadleir House in exchange for the LMAD Computer. We also have people scouting possibilities for a laptop, which would be very functional in this space – as people could then sit in the kitchen, studio c, or anywhere – and check out the archives to plan their shows more effectively.

**Spoken Word:** Last year we were able to keep up with ingesting the Spoken Word archive, but did not focus any time on reorganising the archive, and were not able to get to the lack of database for the archive (which was lost during a computer crash). Our current SW Archivist Karina Daukaeva is working away, and has already taken the initiative to re-organised the Spoken Word CDs in the Operators room, and is re-labeling old Music Archive CDs that actually fall under the SW Archive system. Once again we've been very lucky to find a self-motivated and reliable person to keep this job on the go. I have created a new database for the Spoken Word Listing and am currently in the process of data entry. It will take a few months to update all of the records, and I will do a call for volunteers to help with this process once we have it set up in an accessible and permanent location. I have been working on it at the LMAD Computer, which will have to change once it has moved to Sadleir House. I will set up the database on the StudioC computer for volunteer help.

**Community Profiles:** Andrew Iliadis was able to complete 4 community profiles last year, along with some very fun 5 minute projects with our programmers. I fully intend to continue on with this project. It is a great way to highlight members of our vibrant community, draw their attention and ears to Trent Radio, as well as create an archive of life in our community that can be listened to by future Trent Radio generations.

**Incoming Music:** Christina Last has returned and we are on the job. We've got a great system in place, are keeping up to date with new music, responding to tracking requests through [jreno@trentradio.ca](mailto:jreno@trentradio.ca), programming a weekly show featuring some of the new music we like (and giving us access to Studio A to rotate the new CDs), and sending out a biweekly email with new CDs to watch out for at the station.

Every year I say this but, Vinyl & Cassettes have to be started - and we MUST get a system in place this year. If we don't I'm afraid that it will become one of those projects that will sit and wait for 10 years until we have "time" to get around to it. Once we get these systems in place, with effective "How To" sheets, we can open up space for volunteers, operators, and staff members to help out with the daunting project.

**Repairs** - We are constantly looking for better ways to keep track of broken gear, and repairs that are needed. There will be a simple "REPAIR" sheet available for anyone to fill out if they find broken gear, or if they seem to have consistent problems with any of our broadcast technology. Hopefully the physical documentation will help us keep on top of problems as they arise.

**Assistance for Technical Projects** - Sandy Tremblay is our new Studio B trainer this year, and he has been doing a great job. The training demand seems lower than last year, and he has made himself available for times outside of scheduled training times for assistance, additional training, and production purposes. So far so good.

**StudioC Projects:** We saw a good amount of activity in StudioC last year, despite the increased usage for archiving activities in the space. This year, with fewer OWSP archiving staff, and a slow but steady pace of project activity, StudioC has also become a backup production space when StudioB is in use. In general I am trying to let potential StudioC projects present themselves to me, rather than forcing projects to happen that do not realistically reflect the needs, goals and passions of our volunteers, programmers and community. One project that has come forth is a Radio Project Day in February 2008, including not only a "Journalism Day", but also 3 workshops leading up to the event. We are currently in the process of relating this project to the Cultural Studies 435 Media Class, who are required to complete a research interview, and present a transcription of said interview as part of their course load who may require/want technical assistance and/or interview skills workshops. This project will be open to participation from the community at large.

It has also come to my attention that the StudioC project listing was in fact missing a few projects to date. The updated listing is available at Trent Radio. The following records represent projects completed since November 2006.

SCP#	Project	Artist/Organiser	Date(s)	On site	Off site
25	Sabbath Hymns	Or Pardes (Paula Baruch)	Feb07		X
26	Score&Shoot Audio Tracks	PAU- Drea Nasager, Curtis Driedger, Mike Morrirt, Jill Staveley, Jordan Mack	Feb07		X
27	Emergency#15, Programme C	Bill Kimball, Live Broadcast	Mar07	X	
28	12 Hour Poetry Marathon	Cooked&Eaten	Apr07	X	
29	The Staveley Project EP (rec & mixing)	Jill Staveley	Jun07	X	X
30	Radio on the Lawn	Vincent Bierworth, Jill Staveley	Aug07		X
31	Barrie Zwicker Interview	John Muir, Barrie Zwicker	Oct07		X
32	The New Theatre Radio Drama	Kate Story, Matt Gilbert, Jill Staveley	Oct07		X



**Programme Director's Report for Trent Radio AGM, 25 Nov 2007**  
**prepared by Laurel Paluck -19Nov07**

**Programming and Events Year in Review**

**Sep07**

- Interior of house receives paint, Couch to benches
- Pre season begins 05Sep
- Clubs and groups day at TrentU 06Sep
- Programme Proposal workshop 12Sep at Peterborough Arts Umbrella
- Trent Radio Open House 09Sep noon-6pm
- Programme idea's workshop at Trent Radio 11Sep
- Studio A training begins 15Sep
- Programme proposal deadline 15Sep noon
- Proposal selection committee 17Sep
- Co-op Student begins 18Sept
- Programmers interviewed and scheduled
- Interviews and hiring of all OWSP positions completed by 21Sep
- Audio Art Workshop hosted by Dahn Mirabelli, featuring Brian Wagner 23Sep
- Referendum and Levy campaign set, Campaigning began 25Sep
- Fall 2006 Broadcast Season begins 25Sep
- Trent Radio participates in Doors Open Peterborough 30Sep

**Oct07**

- Levy raise is not secured /lack of voter turn-out
- TCCBE produce World Food Day 16Oct
- James Kerr hosts Radio Drama Workshop
- PCVS ESL Students Special Programming
- Trout Rodeo Fall season Schedule Printed
- Audio Art Hallowe'en Special Broadcast
- Municipal Candidates Interviews and special broadcasting w/ Tom Donoghue

**Nov07**

- Candidates debates recorded and broadcast
- Programme Development with Club Connexion Francaise Scheduled for Jan07
- Programme Development with Alzheimer's Society Scheduled for Jan07
- TR Programmer Profiles bi-weekly in The Arthur
- Brainstorming for TR February Fundraiser with Miriam Stucky and Candace Shaw begins

**Dec07**

- Fall Season Ends 15Dec at noon w/ Open House
- Good 'n Country Marathon! 15-16Dec
- Entre-Season begins 18Dec

**Jan07**

- Entre-Season Ends 03Jan
- Spring Season Begins 08Jan
- Spring Programming revisions begin
- Club Connexion Francaise and Alzheimer's Society begin regular programming
- 9 new programmes scheduled
- TRadio Dance Party Sadleir House 29Jan

**Feb07**

- James Strath students tour 05Feb
- Levy Campaign idea's begin
- Levy Campaign meetings with Arthur, Trent Women's Centre
- Co-op student Kyle Dorricott interviewed/ training begins
- Peterborough DOWNTOWN Bluesfest 22-24Feb
- Dance Party "1989" at Sadleir House feat DJ's Dahn Mirabelli & Andrew Iliadis

**Mar07**

- Singer Songwriter Radio Project Day w/Simon Ward & Andrew Iliadis 01Mar
- Campaigning Begins 05-08Ma
- "Score & Shoot" video project collaboration with PAU
- Live Broadcast of PND Emergency Dance Fest 22Mar via internet connection
- Trout Rodeo deadline 23Mar/ printed 27Mar
- Discussions with Donna McCue re: Aboriginal Radio next season
- Planning for International Poetry Day (13Apr) with Cooked & Eaten

**Apr07**

- Summer Executive Producers search begins
- Poetry day live broadcast from the Spill w/Canadian Authors Ass Fri 13Apr
- Summer Programme Proposals due 22Apr noon/ followed by Summer Selection Committee
- Last day of Spring Broadcast: 27Apr
- Knackwurst 'n Sauerkraut BBQ & Open/Party scheduled 29Apr

**May07**

- Vincent Bierworth hired as Summer Coordinator
- Summer Exec's meeting and training

**Sep07**

- Pre-Season Begins 04Sep
- Prop Workshop Public Library 04Sep
- Groups and Clubs 05Sep
- Studio C Radio Drama Auditions 06Sep
- Prop Workshop Otonabee 07Sep
- Prop Workshop New Canadians Centre 08Sep
- Studio A training with JK Muir begins 11Sep
- Programme deadline 14Sep
- Interviewing OWSP begins 17Sep
- Co-op Student begins 17Sep
- William Bain world Music workshop 19Sep
- Programmers scheduled 20Sep
- Hiring of all OWSP positions 21Sep
- Fall Broadcast Season begins 24Sep
- Good 'n Country Jamboree 30Sep

**Oct07**

- CanStd 100 Heritage Minutes discussion
- Radio Robot /w Meag Culkeen begins
- Studio B training with Sandy Tremblay begins
- Trout Rodeo Schedule creation and printing
- Web Schedule goes up
- Programme Promo sign up begins

**Nov07**

- Listen to the World CD library underway
- Chimes of Freedom Returns
- New Programming discussed
- Heritage Minutes begins recording studio B
- Recording KWIC lunchtime lectures
- TRadio Scrabble Party at Sadleir 26Nov

<b>Broadcast Stats</b>	<b>Spring 2006</b>	<b>Fall 2006</b>	<b>Spring 2007</b>	<b>Fall 2007</b>
Total live broadcasting hours (weekly)	<b>94</b>	<b>103</b>	<b>117</b>	<b>102.5</b>
Number of Programmes	<b>85</b>	<b>89</b>	<b>90</b>	<b>95</b>
Number of Programmers	<b>112</b>	<b>113</b>	<b>115</b>	<b>116</b>

## **Trends, Goals and Activities 2006-07**

### **Trends 2006-07**

- Canadian and Local Music Programmes continue to be popular
- Religious programming: Catholic Council of Trent, Rabbi Cohen, Christian Gospel, and alternative spirituality
- Interest in World music continues to grow
- Interest in Audio Art continues to grow
- Community programming with members from: Artspace, Older Women's Network, Tough Drum, Shrimps Comedy Troupe, Cooked and Eaten Reading Series, Peterborough Singers, The Orchard Spirituality Centre, PCVS ESL program, Club Connexion Francaise, Alzheimer's Society
- Trent U groups include Women's Centre, Trent Film Society, Arthur Newspaper, Kawartha World Issues Centre, Trent Works, Trent Student Catholic Ass., TCCBE, TSCA and TISA-(incl. HOLA, TACSU and other international stud groups)
- Sharing of the Logger files has increased with programmers adding shows to their websites-the logger may become a model for, or a potential source of pod-casting

### **Goals for 2006-07**

- Increase Presence on Main Campus- w/ Programmer Profiles in Arthur, Programming from Groups and Clubs.
- Regular running articles in Arthur achieved
- Moderate response from Groups and Clubs with PSAs
- TCCBE project with Lily Mills
- Increase Levy awareness-w/ exploring campaign strategies. Please see Campaign projects/Campus activity below
- Get the Spring Levy. Please see Levy 2006/07 below

### **Campaign projects/Campus activity 2006-07**

Truth in a Booth: was a decorated mobile cardboard box containing a Trent Radio rep armed with a tape recorder.

The booth was brought out from it's hiding spot in the seasoned spoon ,travelled around main campus to ask students a variety of questions. The responses were broadcast on Trent Radio. This friendly and fun project created a bit of a stir and stimulated discussion with students. I suggest this become a regular event next year-on a weekly basis, with the PD's assistant taking it on as their weekly project. (The actual cardboard box is perhaps not necessary.)

Project Share the Love: Programmers were asked to invite "new to us" students to be a one time guest and share their music, stories, and views on a regularly running programme. This project piloted for the month of Feb, with many programmers offering to mentor. Joe Fortin developed a simple schedule to accommodate the guests and hosts. I think this project could run throughout next year, after the season has gotten underway.

Singer Songwriters on Air Simon Ward instigated this project, inviting singer songwriters to come in and strut their stuff live in Studio A. It operated as a Radio Project Day and might be considered as Trent Radio Open Stage monthly event. I believe these projects may offer an opportunity for those who chose not to commit to regular programming to share in and contribute to the community of Trent Radio in a meaningful and enjoyable way.

**Studio A 2006-07:** Peter Greenall offered Studio A training 3 times a week during the busy month of September and included evening and weekend training when necessary. He currently conducts 2 hour Studio A training sessions every Monday and Friday mornings with 1 hour refresher options which include phone and turntable training. This year we included a programmer test Sheet to ensure programming ability. Studio A trainers may benefit from reviewing and re-training during the start of the Spring Season.

**Studio B 2006-07:** Dahn Mirabelli provided weekly Studio B Training Thursdays and Fridays from noon –4pm. Along with full Studio B Training Dan aided in the production of Programmer Promo's and Programmer back-up shows. He has also facilitated pre-recorded programming with group projects such as the PCVS ESL programming. Studio B continues to remain popular with daily bookings. Some programmers do not take readily to computers and need assistance throughout their learning.

### **Fundraising 2006-07:**

Good 'n Country Marathon Dec. 15-16

Henry Holtmann's Knackwurst and Sauerkraut BBQ 29 Apr 07

Miriam Stucky has joined Al Kirkcaldy to attain new Sponsors

**Levy 2006-07:** The fall 2006 levy referendum was unsuccessful due to lack of voter turn out.

The spring 2007 levy referendum was a big surprise! Although we were unsuccessful in achieving a levy raise I believe the various campaign strategies we employed should be continued as regular forms of outreach to students.

**Mayoral and City Council Elections Fall 2006:** Our previous co-op student Tom Donaghue returned to produce extensive programming covering the elections, as part of his independent studies with C.I.S. Each candidate was invited to participate in a 15 minute interview prior to the election. Coverage of debates hosted by the Peterborough Social Planning Council and The Peterborough Arts Coalition were also included in live broadcast.

## **Trends, Goals and Activities 2007-08**

### **Trends 2007 so far...**

- Indie Music Programming continues to find it's home here
- Canadian artists are popular with Canadian music feature shows and within variety music show
- World music continues to be popular and is finding it's way into various programmes under other music genres such as: Metal, punk, hip-hop and ska/reggae roots music. There is a lot of enthusiasm for the William Bain World Music Archive
- Radio Drama has returned with an original script written and produced by new programmer Carissa Cowley. She is currently producing a series now and will make excellent use of our people and technical resources
- Programmers are finding pleasure in our new Sound Effects folder
- Folk music is making a come-back with 2 shows this season devoted to the genre

## Goals for 2007-08

- Operator and OWSP meetings and socials on a regular basis. Thursday afternoons seem to suit best for kitchen social /teatime rap session.
- Conduct formalised interviews with all programmers both new and returning.
- Continue to increase Trent Radio Presence on Main Campus with Programme Proposal Workshops, "Truth in a Booth", "Project Share the Love" and various TRadio Events. The Ceilidh and the Second Floor Lounge have offered to hold Trent Radio Events this year. PD's assist may conduct Truth Booth activities on Main Campus along with willing programmers.
- To continue broadening our scope in the greater community through individuals and orgs. Programming with the New Canadians Centre has begun with Trevor Dunn, Programming with the New Theatre has begun with Kate Story, Programming with the Canadian Authors Association continues.
- To consider and implement further fundraising strategies. Board Members are welcome to join in!!
- Further experiments with remote broadcasting via internet connection. The Spill might be an ideal testing ground.

## Campaign projects/ Campus activity 2007-08

**Heritage Minutes:** In conjunction with David Hugil, T.A. for Canadian Studies 100, Trent Radio is facilitating the production of "Heritage Minutes". David's students have been scheduled in studio B Thursday evenings and Friday afternoons to produce one minute parodies of CBC's Heritage Minutes using course material. These will be aired in December and marked as class assignments. Studio B trainer Sandy Tremblay has taken on the recording and some editing of this project.

**Radio Robot:** Meagh Culkeen is furthering the project "Truth in a Booth". Tuesday evenings she invites students on Main Campus to speak their minds on a variety of issues. The results are currently being edited for broadcast on Sunday 1800-1830.

**Studio A Fall 2007:** John Muir is at the helm! Quality training is assured! Studio A Training is currently conducted 3 times a week, shall Taper off after reading break to 2 times a week or as needed. To date 55 new Programmers have been trained.

**Studio B Fall 2007:** Sandy Tremblay has been trained and is conducting training 3x a week, he has also been an excellent resource for pre-recorded projects: Magical Tales from Jackson Forest Radio Drama, Canadian Studies 100 "Heritage minutes".

**PD Assist Fall 2007:** Meag Culkeen has accepted this position and has produced the fall issue of Trout Rodeo. Currently she is conducting interviews with students on main campus for project "Radio Robot" the results of which are aired Sunday 1800-1830. Further attempts to engage students with Trent Radio are in discussion.

**Smooth Operator:** ... broadcasts 2 to 3 times daily during the week and has been host to dozens of touring and local artists, activists, politicians and other colourful characters. Smooth Op has provided first time programmers an opportunity to jump right into Studio A and shake off some stage fright, while practicing their broadcasting skills. The Smooth Operator binder is refreshed daily with incoming news received through our psa@trentradio.ca email, from posters brought into the station and from programmers, operators and the general public.

**Student CO-OP Placements:** This mutually beneficial program seems to work best within a structured environment. Smooth Operator continues to be an excellent focus for the student placements allowing them to learn broadcasting skills while contributing to the daily flow of Trent Radio. Our Fall Student co-op placement with Anastasia May is proving to be an excellent venture. Co-op Students introduction to the broader community is resulting in collaborations with other orgs.

## Fundraising 2007-08

Good 'n' Country Jamboree Sept. 30<sup>th</sup>

Good 'n Country Marathon TBA

Max Price has discussed a Trent Radio Cabaret Fundraiser in Feb 2008. (2007 was dedicated to the New Theatre)

Henry Holtmann's Knackwurst and Sauerkraut BBQ scheduled for either 20 Apr Or 27 Apr 07

**Levy 2007-08:** TBA

**Provincial Elections Fall 2007:** All local candidates were invited to be guests on Smooth Operator, none accepted. MMP Campaigners accepted invitations to appear on Smooth Operator.

## People Power 2007-08

### Operators Fall 2007

	am/09h	pm/13h	17h
<b>SU</b>	self support	Philip Benmore	tba
<b>MO</b>	Anastasia May	Dahn Mirabelli,	Andrew French
<b>TU</b>	Anastasia May	Christina Last	Kerry Day
<b>WE</b>	Anastasia May	Victor Heng,	Brent Belamy
<b>TH</b>	Anastasia May	TBA	David Grenon
<b>FR</b>	Anastasia May	Trevor Dunn,	Misha Paramonov
<b>SA</b>	self support	self support	Parkey Glynn-Adey

## OWSP/TIP/High School Coop Jobs 2007/08 to 23Nov07

Studio B /Digital Editing Trainer	- Sandy Tremblay	TIP Spoken Word	- Karina Daukaeva
PD assist/ Trout Rodeo Editor	- Meag Culkeen	Physical Plant	- Geoffery Forest
Music Archivist	- Christina Last	Lakefield SS Coop	- Anastasia May

**TRENT RADIO AND THE CRTC  
STATEMENT OF PERFORMANCE**

It is my opinion that Trent Radio's programming a) is balanced, b) is of high quality, c) meets or exceeds all undertakings set out in applications to the CRTC (see CRTC Decision 2007-381 Ottawa 17Oct07, and d) in compliance with all relevant particulars of the "Broadcasting Act, 1991". Laurel Paluck, Trent Radio Programme Director, 19 November 2007.

Content Category	CRTC Required	TRadio Required	Actuals				
			Spr05	Fall05	Spr06	Fall06	Spr07
<b>Category1 - Spoken Word</b>	Min 25% of all programming	Min 25% of all programming	41%	43%	55%	55%	54%
SubCat 11- News	no spec	no spec	-	-	-	-	-
SubCat 12 - S/W Other	no spec	no spec	44.25hrs	40hrs	52hrs	52.25hrs	55.5hrs
<b>Category 2 - Popular Music</b>	no spec	no spec	35.88%	48.50%	35%	25.75%	34%
SubCat 21 - Pop Rock Dance	at least 20% other than Cat21	max 40% of all music	18.5hrs 29.3%	19hrs 33%	15 hrs 22%	16hrs 16%	19.5hrs 16.7%
SubCat 22 - Country & C'try Oriented	no spec	no spec	3hrs	5hrs	5.25hrs	6.75hrs	5.75hrs
SubCat 23 - Acoustic	no spec	no spec	0.75hrs	3.5hrs	4hrs	3hrs	7.5hrs
SubCat 24 - Easy Listening	no spec	no spec	0hrs	0.75 hours	0.5hrs	0hrs	0hrs
<b>Category 3 - Traditional &amp; Special Interest</b>	min 5% of selections	min 5% of selections	64.10%	51.30%	65%	44.35%	60%
SubCat 31 - Concert	no spec	no spec	1.75hrs	0hrs	0hrs	2hrs	3.75hrs
SubCat 32 - Folk & Folk Oriented	no spec	no spec	7hrs	8.5hrs	6hrs	7hrs	6.25hrs
SubCat 33 - World Beat & International	no spec	no spec	10.75hrs	9hrs	20.7hrs	12hrs	15.5hrs
SubCat 34 - Jazz and Blues	no spec	no spec	11hrs	8hrs	12hrs	10.5hrs	10hrs
SubCat 35 - Religious	no spec	no spec	0hrs	0.5 hrs	0.5hrs	0hrs	0hrs
SubCat 36 - Audio Art*	-	no spec	10.25hrs	4hrs	4hrs	9.5hrs	14hrs
<b>"Hits" Played</b>	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
<b>Station Produced</b>	Min 42 hours	Min 42 hours	108hrs	78hrs	94hrs	102hrs	117hrs
<b>Advertising &amp; Sponsorship</b>	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

\* Not a CRTC Subcategory

**General Manager's Report for Trent Radio AGM 071125  
prepared by John K Muir, Vice-president & General Manager / 19 Nov 07**

**Preamble:**

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;

The 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, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment;

The Studio C project has established a digital audio collection, with the new third studio and enhanced production facilities which have come about in the prior to last fiscal year;

The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of a internet accessible stream sources.

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

**Overview:**

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

- a) general on-going programme and production direction.
- b) the purchase, operation and maintenance of rf & digital 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-to-day 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**

**CRTC Application:**

The definition of a Campus station as set out in Public Notice CRTC 2000-12 is a station owned or controlled by a not-for-profit organization associated with a post-secondary educational institution. The Commission expects that the board of directors of a campus radio station will include balanced representation from among the student body, the associated college or university, station volunteers, and from the community at large.

Trent Radio advised the Commission that its board did not include representation from the university, and that Trent University's administration stipulated, at the commencement of Trent Radio's operations, that in order for the university to collect the station's membership from the students, an entirely independent legal entity needed to be created - separate from that of the university. It was the university's desire to ensure that any real or perceived responsibility for the radio operations be eliminated. Trent Radio's association with Trent University is through their student members.

In light of this information, the Commission considered the possibility of renewing CFFF-FM as a Type B community radio station as per the community radio policy (Public Notice CRTC 2000-13).

Further to this comment Trent Radio reconsidered its application and determined that it is not associated with a post-secondary educational institution within the meaning of Public Notice CRTC 2000-12, and following this requested the Commission renew its licence to operate CFFF-FM as a "Type B Community Radio station" on the understanding that Trent Radio will comply and abide by all particulars and regulatory elements set out in Public Notice CRTC 2000-13 for this class of broadcast licence.

On 17 Oct 07 the CRTC issued Broadcasting Decision 2007-381 approving Trent Radio for a "new" broadcasting licence to operate a Type B community radio programming undertaking, expiring 31 Aug 2014.

**Report on FOIA Efforts and Presentation of Results**

In early January of this year, acting in his capacity as a private citizen (not a board member), Steve McNabb submitted a FOIA request to Trent University asking for specific and complete enrolment details for the past 21 years. These results were tallied and compared to the actual funds transferred to Trent Radio indicating a potential underpayment of \$19,702.27 since 1988, with \$13,824.35 in underpayments in the last ten years (see attached).

It is only in the last four years that Trent Radio has received any report from TrentU on how has collected and disbursed monies to Trent Radio (see attached). These reports are, in part, a result of Trent Radio's efforts to establish a comprehensive collection, disbursement and reporting policy in 1999, 2000, 2001, and on-going. Even still, these reports leave several questions unanswered, with the appearance that TrentU is not acting in accord with its own policies laid out in the university calendar. Further, still no authoritative reference has been forthcoming on why nursing students pay only half-memberships and why students on "year abroad" pay nothing. Recently, a draft policy has been circulated (see attached) which would compel student organisations to report their activities to TrentU, purportedly to obtain the information needed to meet the university's obligations under the Freedom of Information and Protection of Privacy Act. While every student group must be accountable for the funds it is given, the proposed policy (as received) is inexpertly and sloppily crafted. Even if student organisations were to adhere to its every element, the result would not generate anything like a satisfactory account of a group's activities.

A report prepared by the TrentU Finance Office, entitled "Trent University: Billing, Collecting and Remitting Student Levies" and received in September 2002 states in essence that the subject monies are not auditable or cannot be otherwise verified. In my opinion, this does not demonstrate good judgement. The Trent Act notwithstanding, Trent University is in an especial position of trust and must be able to report all monies received and remitted according to generally accepted accounting principles. Reference: CICA & The (Ontario) Provincial Auditor. Accountability is always a two way street, and with TrentU now collecting upwards of \$2,700,000 in Student Association Fees, it would be proper for the university to put its own house in order first.

Trent Radio wants an amicable arrangement with the university which provides the information, which under law it must report to its membership and various governmental and other agencies.

At minimum this would include;

- a) A full, accurate and timely annual reporting of all receipts and disbursements of funds received and remitted in trust by Trent University, pertaining to Trent Radio full-time student membership fees, also described as a portion of "Student Association and Organization fees" in the Trent University Calendar, according to generally accepted accounting principles, commencing immediately, and,
- b) the ability to make an independent review and verification of these reports and the university's performance in this function.

It is hoped a more positive report can be made to the membership at the next AGM.

#### **Canada Summer Job (CSJ - formerly SCP) Grant:**

With the application filed, the CSJ Hiring Committee, made up of the Production Manager, the Programme Director, and the General Manager met on 02May07 to review, shortlist and interview candidates for the positions of Operations Manager and Information Correspondent pending funding. An original HRSDC decision not to fund was amended (thanks to Al Kirkcaldy & the Ptbo Examiner) to provide \$4,637 in subsidy for the Summer Operations Manager. To that end, Vincent Bierworth was officially hired on 28-May-07.

#### **Contract Obligation & Loan Arrangements Report:**

At the Board Meeting held on 04 Oct 07, Dahn Mirabelli, President & Chair, reported that, while we have done very well in fundraising for the new transmitter, at year-end we find ourselves with \$25,000 cash debt, about \$17,000 more than expected. This is in part due to Trent University's eight month delay in forwarding about a guesstimated \$12,000 in student fees (due Jan 07 & delivered Sep 07), and a change in the City of Peterborough's granting system. This next year will be critical in establishing whether we can sustain 2-1/2 full-time positions, and deciding if this staffing structure achieves the goals we've set out for the organisation. At the time of writing we owe about \$48,000 under a contract obligation and a further \$15,000 from borrowing made over this past summer. Paying out the contract obligation according the current schedule and the current loan immediately would put Trent Radio under too much of a financial constraint. The Board decided that for one year Trent Radio will make interest only payments on both the contract obligation and its summer loans. As part of this proposal, this arrangement would be reviewed at the same time next year, and either be continued or adjusted as necessary. While we may endeavour to obtain a positive referendum result to increase our student fees in February 2008, and raise funds from donations and earned revenue of the course of this fiscal year, if we are not successful enough, we must institute plans which will accordingly reduce operational expenses.

#### **Thank you:**

Yes there are always too many to thank. I do not ever take working here for granted. It is simply a wonderful job.

John K Muir, VP & GM / 19 Nov 2007

[end]

**TrentRadio: Student Membership Fees: Schedule of Calculated Fees Due, Reported Amount Received & Differences v0.02 / 071124 jkm**

Undergraduate Enrolment 1985-86 to 2004-05 FOI & <a href="http://www.trentu.ca/oirsp/facts.php">http://www.trentu.ca/oirsp/facts.php</a> 24Nov07 TrentU @ Ptbo											Trent Radio Mship Fee	Membership Fees Due  ((I-K)*L)+(K*1/2*L)	TR Actuals Rcv'd /w Adjustments	Over/(Under) Payment
Academic Year	Domestic Headcounts			International Headcounts			Total Headcounts			Nursing Students	L	M	N	O
	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time					
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1985-86	4,207	3,112	1,095	14	13	1	4,221	3,125	1,096	-	\$10	31,250.00	-	-
1986-87	4,398	3,243	1,155	5	0	5	4,403	3,243	1,160	-	\$10	32,430.00	-	-
1987-88	4,503	3,239	1,264	25	20	5	4,528	3,259	1,269	-	\$10	32,590.00	-	-
1988-89	4,884	3,401	1,483	18	18	0	4,902	3,419	1,483	-	\$10	34,190.00	33,690.00	(500.00)
1989-90	5,078	3,527	1,551	19	19	0	5,097	3,546	1,551	-	\$15	53,190.00	51,616.60	(1,573.40)
1990-91	5,466	3,652	1,814	33	26	7	5,499	3,678	1,821	-	\$15	55,170.00	54,694.33	(475.67)
1991-92	5,659	3,815	1,844	22	22	0	5,681	3,837	1,844	-	\$15	57,555.00	57,915.00	360.00
1992-93	5,575	3,778	1,797	24	24	0	5,599	3,802	1,797	-	\$15	57,030.00	56,550.00	(480.00)
1993-94	5,475	3,833	1,642	28	28	0	5,503	3,861	1,642	-	\$15	57,915.00	57,075.00	(840.00)
1994-95	5,216	3,738	1,478	23	22	1	5,239	3,760	1,479	-	\$15	56,400.00	56,055.00	(345.00)
1995-96	5,248	3,859	1,389	13	13	0	5,261	3,872	1,389	-	\$15	58,080.00	57,555.00	(525.00)
1996-97	5,108	3,849	1,259	75	70	5	5,183	3,919	1,264	-	\$15	58,785.00	57,286.15	(1,498.85)
1997-98	5,035	3,837	1,198	83	78	5	5,118	3,915	1,203	-	\$15	58,725.00	56,415.00	(2,310.00)
1998-99	4,693	3,549	1,144	125	118	7	4,818	3,667	1,151	-	\$15	55,005.00	53,325.00	(1,680.00)
1999-00	4,773	3,617	1,156	191	180	11	4,964	3,797	1,167	-	\$15	56,955.00	57,213.70	258.70
2000-01	4,876	3,651	1,225	295	257	38	5,171	3,908	1,263	-	\$15	58,620.00	59,516.00	896.00
2001-02	4,967	3,717	1,250	391	346	45	5,358	4,063	1,295	98	\$15	60,210.00	56,513.35	(3,696.65)
2002-03	5,668	4,419	1,249	472	426	46	6,140	4,845	1,295	192	\$15	71,235.00	68,206.31	(3,028.69)
2003-04	6,669	5,418	1,251	450	432	18	7,119	5,850	1,269	317	\$15	85,372.50	83,643.83	(1,728.67)
2004-05	7,110	5,659	1,451	446	414	32	7,556	6,073	1,483	405	\$15	88,057.50	88,743.70	686.20
2005-06	7,511	6,212	1,299	411	376	35	7,922	6,588	1,334	459	\$15	95,377.50	93,456.96	(1,920.54)
2006-07	-	-	-	-	-	-	7,312	6,263	1,049	480	\$15	90,345.00	89,044.30	(1,300.70)

**Total Amount of Estimated Potential Over/(Under) payment > (19,702.27)**

The Membership Fees due to Trent Radio in each academic year is calculated as the sum of;

- i) the product of the Total Headcounts for Full-time Students (Column "I"), minus the number of Nursing Students (Column "K"), times the organisational fee for Trent Radio for the year in question (Column "L");

- and
- ii) the product of the number Nursing Students (Column "K"), and one-half the Trent Radio organisational fee for the year in question (Column "L")

or  $((I-K)*L) + (K*1/2*L)$

**For Review  
Only**

**TrentU Reporting of Levy amounts taken from TrentU Finance Office Report rcvd Mon 10Sep07  
AY06-07 Final Cheque Calculation**

	Levy Rate for AY06-07	TRadio	
		\$15	
Number of FT Ptbo Students* at 30 April 07	5,328	79,920.00	
Number of Nursing Students** at 30 Apr 07	371	<u>2,782.50</u>	
AY06-07 Revenue Reconcilled to student counts at 30 Apr 07		82,702.50	See Note 1
Less amount applied to TU AR in Sep06		0.00	
Less Levy Installment Issued Sep 06		(61,560.00)	
Less Levy Installment Issued Jan07		(18,489.73)	
Plus/(Minus) Registration adjustments from:		6,341.80	See Note 2 & 3
Less amount applied to TU AR in Aug07		<u>0.00</u>	
<b>Balance &amp; Amount of Cheque Issued disbursing final levy amounts</b>		<b><u>8,994.57</u></b>	See Note 4

\* excludes nursing & graduate students, and students abroad

\*\* Nursing Student Pay 50% of the levy rate

**AY07-08 1st Installment Cheque Calculation**

	Levy Rate for AY07-08	TRadio	
		\$15	
Number of FT Ptbo Students* (preliminary count)	4,716	70,740.00	See Note 5
Number of Nursing Students** (preliminary count)	381	<u>2,857.50</u>	
Estimated AY07-08 Revenue		73,597.50	
Amount now payable (75% of AY07-08 Revenue Estimate)		55,198.13	
Reduced by owings to TU AR account Sep 07		<u>0.00</u>	
<b>TU AY07-08 1st Installment</b>		<b><u>55,198.13</u></b>	

\* excludes nursing & graduate students, and students abroad

\*\* Nursing Student Pay 50% of the levy rate

**Notes:**

1) From <http://www.trentu.ca/admin/ro/calendar/2006-07/uc40.html> "Student Government fees are non-refundable after first day of classes", ie. Mon 11Sep06, and not 30Apr07.

2) The reconcilled amount with adjustments comes to \$89,044.30 indicating there were 5936.286667 students paying Trent Radio's membership fee. How is this a viable number?

3) What was this amount of \$6,341.80 calculated. What does it represent?

4) The final amount was received on 10Sep07 - eight months overdue.

5) Is AY07-08 enrolment from this source is to drop by 12% (or 20% with \$6,341.80 in adjustments) from AY06-07?



# **DRAFT NOT FOR DISTRIBUTION**

## **Trent University Policy on Collection and Distribution of Student Levies**

Trent University collects compulsory student government and organization levies on behalf of the Trent Central Student Association, College Cabinets, Graduate Student Association, Julian Blackburn College Student Association, and student levy groups as part of the tuition and fee collection process.

The number and amount of each levy is set based on the Trent Central Student Association referendum process for establishing levies.

Levy payment is mandatory for each student regardless of if the levy includes an “opt out” component or not. (Students who choose to opt out of specified levies must contact individual organizations for refund.) Students who fail to pay the levies may have restrictions placed on their registration.

The levies are mandatory, can affect account status and registration, and are in the custodianship of the University. The levies are also subject to the Freedom of Information and Protection of Privacy Act under which any student can request records from the University of the levies collected, levies distributed, to whom they were distributed and how the levies were used. The University is, therefore, accountable to all students for the following:

- i) to ensure that the levies are distributed in a timely manner; not later than September 15<sup>th</sup> and January 30<sup>th</sup> of each calendar year, where the levy groups have fulfilled the criteria for receipt of the levy cheque. (See items iii and iv below.)
  - ii) to reconcile the levy distribution to match the students to whom the levy applies and the registration records for each semester
  - iii) to distribute levy cheques only to authorized signing officers of the group to which the levy applies
  - iv) to receive annual financial records from each organization that receives a levy. Financial records will:
    - a. be submitted to Financial Services by August 31<sup>st</sup> of each year.
    - b. Include bank statements for the fiscal year from May 1<sup>st</sup> to April 31<sup>st</sup> that show the deposit of the levy fees for that year.
    - c. Receipts for all expenses with:
      - i. signature of person submitting the receipt
      - ii. identification of what the receipt is for
      - iii. identifying number of cheque used to compensate for the receipt
      - iv. filed by month with the corresponding bank statements
- \*\*\* debit machine withdrawals are NOT legal receipts for expenses
- d. Cheque book
    - i. All cheques accounted for whether cashed, outstanding, or void
    - ii. Indication that cheques have been reconciled to the bank statement
    - iii. Any cheques exceeding policy amount must have 2 signatures
  - e. Ledger
    - i. Record of all expenses and deposits in date order
    - ii. Must include levy cheques

Alternatively, any levy group can submit a financial audit statement from a certified accountant. This will usually apply, but is not limited to, levy groups that are incorporated.

The Trent Central Student Association will provide:

- i) a complete list of all levies to the Board of Governors and Financial Services by April 1<sup>st</sup> of each year.
- ii) a list of all signing officers for each levy group to Financial Services by September 15<sup>th</sup> of each year.

**President's Report for Trent Radio AGM 25 Nov 2007**  
**prepared by Dahn Mirabelli, President**

I hate to say that 'another year has come and gone' or perhaps 'a new year is upon us', because it's the most clichéd beginning for this sort of reflection. However, it's the first thing that came to my mind, and it's also too late.

Many things have happened in the past year; we've upgraded some of the technical equipment in the studios; we've had a fantastic summer session thanks to the hard work of our summer execs coordinated by Vincent Bierworth; new and exciting radio project days have come and gone as well. Nothing has exploded, and to me, that's one of the best parts. I love our Transmitter.

However, the AGM is a time for closing. It ends a year, and wraps it up very nicely to be stored in the archives. It contains within it the kind of energy to simultaneously close and open a new chapter in the Trent Radio Paperback Romance novel. From here, a new Board of Directors is chosen and shaped, and likewise, my role within it changes.

The same is true for Al Kirkcaldy, who is leaving the Board of Directors this year after 8 fantastic years on the board. Al's leaving is part of this same movement that shapes and shifts the makeup of Trent Radio. He has done an excellent job in securing funds through sponsorships, and will continue to keep on in that respect. Al is very much a part of Trent Radio, even as we do the Board-of-Directors-shuffle.

Thank you very much, Al.

Thank you very much, All.

\_dahn mirabelli

**Financial Statements of**

**TRENT RADIO**

**August 31, 2007**

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## **REVIEW ENGAGEMENT REPORT**

To the Directors  
Trent Radio

We have reviewed the statement of financial position of Trent Radio as at August 31, 2007 and the statements of changes in net assets, operations and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the company.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

*McC Coll Turner LLP*

Licensed Public Accountants

Peterborough, Ontario  
November 15, 2007

**TRENT RADIO**  
**STATEMENT OF FINANCIAL POSITION (Unaudited)**  
**August 31, 2007**

	2007	2006
	\$	\$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	435	1,676
Accounts receivable	11,517	5,426
Prepaid expenses	722	663
	<u>12,674</u>	<u>7,765</u>
<b>CAPITAL ASSETS</b> (note 3)	<u>106,781</u>	<u>133,438</u>
	<u>119,455</u>	<u>141,203</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	4,488	8,346
Current portion of long term debt	-	2,334
	<u>4,488</u>	<u>10,680</u>
<b>LONG TERM DEBT</b> (note 4)	<u>70,789</u>	<u>59,793</u>
<b>DEFERRED CONTRIBUTIONS</b> (note 5)		
Operating fund	1,020	745
Capital assets	58,038	76,380
	<u>59,058</u>	<u>77,125</u>
<b>NET ASSETS</b>		
Invested in capital assets	48,744	57,058
Unrestricted	(63,624)	(63,453)
	<u>(14,880)</u>	<u>(6,395)</u>
	<u>119,455</u>	<u>141,203</u>

See accompanying notes to the financial statements

## TRENT RADIO

### STATEMENT OF CHANGES IN NET ASSETS (Unaudited)

Year Ended August 31, 2007

	Invested in capital assets \$	Unrestricted \$	Total 2007 \$	Total 2006 \$
<b>BALANCE</b> - beginning of year	57,058	(63,453)	(6,395)	(1,387)
Excess of expenses over revenues for the year	(9,159)	674	(8,485)	(5,008)
Purchase of capital assets	845	(845)	-	-
<b>BALANCE</b> - end of year	48,744	(63,624)	(14,880)	(6,395)

See accompanying notes to the financial statements

**TRENT RADIO**  
**STATEMENT OF OPERATIONS (Unaudited)**  
**Year Ended August 31, 2007**

	2007	2006
	\$	\$
<b>REVENUES</b>		
Membership fees	89,714	93,757
Donations and fundraising	22,909	6,650
Sponsorships	6,233	-
Rental income	7,920	7,740
Federal grants	5,693	18,872
Province of Ontario grants	9,823	10,364
Municipal grants	1,000	3,500
Interest income	12	187
Amortization of deferred contributions	18,342	18,342
	<u>161,646</u>	<u>159,412</u>
<b>EXPENSES</b>		
Salaries, wages and benefits	103,961	110,936
Advertising and promotion	563	723
Equipment and line rentals	3,455	5,378
Postage, stationery and office supplies	997	1,453
Telephone	1,321	1,503
Heat and utilities	4,845	4,924
Programming	5,446	1,804
Repairs and maintenance	10,667	8,998
Professional fees	2,050	1,850
Insurance	4,080	3,767
Interest and bank charges	4,638	2,822
Fundraising and sponsorship expenses	607	-
Amortization of capital assets	27,501	20,062
Miscellaneous	-	200
	<u>170,131</u>	<u>164,420</u>
<b>EXCESS OF EXPENSES OVER REVENUES FOR THE YEAR</b>	<u>(8,485)</u>	<u>(5,008)</u>

See accompanying notes to the financial statements

**TRENT RADIO**  
**STATEMENT OF CASH FLOWS (Unaudited)**  
**Year Ended August 31, 2007**

	2007	2006
	\$	\$
<b>CASH PROVIDED FROM (USED FOR)</b>		
<b>OPERATING ACTIVITIES</b>		
Excess of expenses over revenues for the year	(8,485)	(5,008)
Add (deduct) items not involving cash:		
Amortization of capital assets	27,501	20,062
Amortization of deferred contributions	(18,342)	(18,342)
	674	(3,288)
Changes in non-cash working capital items:		
Accounts receivable	(6,091)	224
Prepaid expenses	(59)	(46)
Accounts payable and accrued liabilities	(3,857)	(8,176)
Increase (decrease) in deferred contributions for operating funding	275	(891)
	(9,058)	(12,177)
<b>FINANCING AND INVESTING ACTIVITIES</b>		
Contributions received for capital purposes	-	15,646
Purchases of capital assets	(845)	(30,008)
Net increase in long term debt	8,662	28,149
	7,817	13,787
<b>INCREASE (DECREASE) IN CASH FOR THE YEAR</b>	(1,241)	1,610
<b>CASH POSITION - beginning of year</b>	1,676	66
<b>CASH POSITION - end of year</b>	435	1,676

See accompanying notes to the financial statements



# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2007

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### 1. PURPOSE OF THE ORGANIZATION

Trent Radio is sponsored and operated by the students of Trent University and is shared with the community as a non-profit cultural and educational organization broadcasting to Peterborough and the Kawarthas as CFFF-FM, 92.7 FM.

The company was incorporated on January 16, 1978 without share capital under the laws of Ontario. It is a registered charity under the Income Tax Act (Canada) and, as such, is exempt from income taxes.

### 2. SIGNIFICANT ACCOUNTING POLICIES

(a) *Revenue recognition*

Trent Radio follows the deferral method of accounting for contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assumed.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a straight-line basis at rates corresponding with the amortization rates for the related capital assets.

Restricted investment income is recognized as revenue in the year in which related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

(b) *Capital assets and accumulated amortization*

Purchased capital assets are stated at acquisition cost. Contributed capital assets are stated at fair market value at the date of contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives, which for the building is 25 years and for the equipment is 7 years.

(c) *Contributed services*

Volunteers contribute a significant number of hours per year to assist Trent Radio in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(d) *Financial instruments*

Financial instruments included on the statement of financial position consist of cash, accounts receivable, accounts payable and accrued liabilities and long term debt. The fair value of these financial instruments, other than the long term debt, approximates their carrying value due to their short term maturities. The fair value of the long term debt approximates its carrying value, as the future cash flows associated with the long term debt approximate the future cash flows for similar instruments that would be available to the company.

Management has determined that the company is not subject to any significant currency, credit or interest rate risk.

# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2007

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) *Use of estimates*

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amount of assets and liabilities and the disclosure of contingencies at the date of the financial statements and the reported amount of revenue and expenses during the period. Actual results could differ from those estimates.

### 3. CAPITAL ASSETS

The major categories of capital assets and accumulated amortization are as follows:

	2007		2006	
	Cost	Accumulated amortization	Net book value	Net book value
Land	10,000	-	10,000	10,000
Building	94,439	81,306	13,133	16,911
Office equipment	20,774	20,424	350	501
Technical equipment	247,252	163,954	83,298	106,026
	372,465	265,684	106,781	133,438

# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2007

### 4. LONG TERM DEBT

Long term debt consists of deferred payments under an employment contract that were initially payable on September 30, 2004 and that have been converted to a promissory note payable over ten years as follows:

	2007	2006
	\$	\$
8.4% promissory note, payable in 144 blended monthly payments of \$508, due August 15, 2018	44,789	46,127
Advances from employee	26,000	16,000
Less principal payments due within one year shown as a current liability	-	(2,334)
	70,789	59,793

The amounts comprising this obligation were charged to operating expenses in the years in which they were earned.

In March 2007, Trent Radio ceased to make principal repayments on the promissory note but continued with monthly interest only payments in the amount of \$312. The terms of the promissory note have been renegotiated for a one year period committing Trent Radio to these interest only payments. Accordingly, no current portion has been reflected in these financial statements.

The advances from employee bear interest at prime and have no fixed terms of repayment.

# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2007

### 5. DEFERRED CONTRIBUTIONS

#### (a) Operating funding

Deferred contributions represent unspent restricted operating funding received in the current year that is related to the subsequent year. Changes in deferred contributions are as follows:

	2007	2006
	\$	\$
Balance - beginning of year	745	1,636
Add (deduct):		
Contributions received for operating purposes	375	100
Amount recognized as revenue in the year	(100)	(991)
Balance - end of year	1,020	745

#### (b) Capital assets

Deferred contributions related to capital assets represent restricted contributions with which the company's building was originally purchased and renovated, contributions from the Ontario Trillium Foundation to fund the cost of digitizing the company's collection of recordings and the creation of Studio C and funds raised for the acquisition and installation of the new antenna and of a new transmitter. The changes in the deferred contributions balance during the year are as follows:

	2007	2006
	\$	\$
Balance - beginning of year	76,380	79,076
Add (deduct):		
Contributions received for capital purposes	-	15,646
Amounts amortized to revenue	(18,342)	(18,342)
Balance - end of year	58,038	76,380

### 6. COMPARATIVE FIGURES

Certain 2006 comparative figures have been reclassified where necessary to conform with the financial statement presentation adopted for 2007.