

TAKE NOTICE

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

- a corporation without share capital -

to be held, **SUNDAY, 23 NOVEMBER 2008, 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 25 November 2007.
- 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; Scapegoat & 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 2008 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 2009.
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);

**VINCE BIERWORTH (C), MEAGHAN CULKEEN (S), GEOFFREY FORREST (S),
ANDREW FRENCH (S), STEVE MCNABB (C), JAKE QUINLAN (S), & ARIEL SHARRATT (S)**

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, 16 November 2008 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, 05 November 2008

MINUTES OF THE MEETING of MEMBERS held on Sunday, 25 November 2007 in the City of Peterborough, at the Dining Hall, Sadleir House, 751 George Street North.

P R E S E N T: Trevor Dunn, Michael Minor, Bryn Batton Wall, Victor Heng, Kaz Rahman, John K Muir, Meaghan Culkeen, David Grenon, Jill Staveley, Yvonne Lai, Vincent Bierworth, Philip Benmore, Laurel Paluck, Steve McNabb, Dahn Mirabelli, Christina Last, Jaime Beres Reyes, Teresa Cheng, & Paul Cleveland

R E G R E T S: Al Kirkcaldy

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 26 Nov 2006, were approved unanimously.

Philip Benmore was called upon to bring forward the issue of a Trent University policy.

UPON A MOTION duly made, seconded and carried unanimously, Trent Radio entirely rejects and joins with other student and community groups in condemning the implementation of the Trent University sponsored policy which may be variously known as, but not limited to, the "Non-Academic Misconduct Policy" or the "Non-Academic Misconduct Pilot Project".

It was noted at this time that complaints about programming on Trent Radio can be made through the Canadian Radio-television and Telecommunications Commission, and other items may be dealt with by the laws of the land.

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

Sponsorship, Fundraising & Earned Revenue Report - Kirkcaldy, Stucky et al (see attached)

Summer Programme Coordinator's Report - Vincent Bierworth (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 2007

The Financial Review Engagement Report was presented for the corporation for the fiscal year ended 31 August 2007, 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 2007.

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 2007 was accepted as presented, and that McColl Turner Chartered Accountants, be appointed to conduct the next financial review engagement report for the period ending 31 Aug 2008.

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 26 November 2007 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 and interest in serving 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;

Bryn Batton Wall (s), Vincent Bierworth (c), Meaghan Culkeen (s), Trevor Dunn (s), Christina Last (s), Steve McNabb (c), & Dahn Mirabelli (c) [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:

Thanks you were exchanged. Positive expressions were made about the catering.

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

Sponsorship Fundraising & Earned Revenue Report for Trent Radio AGM 081123
prepared by JKMuir on behalf of Al Kirkcaldy, Miriam Stucky et al / 20 Nov 08

Sponsorship

A total of 16 season sponsorships were sold over the year for a net revenue of \$4,260. An additional \$1,822 was received through Target Broadcasting from various federal and provincial government clients.

Fundraising

It was a tough year for fundraising events. The Radio Marathon did very well, but while the Good 'n Country Show (Sep07) and the Winter Cabaret (Feb 08) were a lot of fun, receipts were disappointing. Also neither the "Knackwurst & Sauerkraut" event (Apr08), nor a another Good 'n Country Show (May08) went ahead.

The table below shows our fundraising totals for the last fiscal year and the four years prior. Looking at last year's (YE08) activities in particular; a) personal donations are up but that gain is more than offset by b) a decrease in student enrolment and the correlative decrease in student membership fees. Efforts have succeeded in ensuring that membership fees are collected from all 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 & Municipal Grant

For the most part, earned revenue is derived as rent from the residential apartment, with sponsorships, a grant from the City of Peterborough, and production & recording fees making up the balance. About \$400 dollars was spent when there was a change in tenancy at 715 Upper this past August. The old stove was replaced with a "new" second-hand unit (\$250), curtains were replaced on two windows (\$30), simple repairs were made to the floor under the kitchen counter, and we supplied the new tenant with a few household articles (drain rack, tea towels, dish cloths, bucket mop, broom, and cleaners - \$130) as a gesture of good-will. Once, given that the original (c 1853) plaster walls & ceiling are deteriorating, the apartment will need significant repairs in the next few years. Also it should be noted that Trent Radio is booked to again provide production for the Lakefield Literary Festival, scheduled for 17-19 July 2009.

Comparative Fundraising & Earned Revenue	YE08	YE07	YE06	YE05	YE04
Donations					
Corporations	275	75	-	750	1,250
Private Net	<u>7,920</u>	<u>4,834</u>	<u>3,278</u>	<u>5,929</u>	<u>8,935</u>
Donations Total	8,195	4,909	3,278	6,679	10,185
Memberships					
Trent Student Memberships	80,160	89,044	93,457	88,744	83,644
Community & Other Memberships	<u>905</u>	<u>670</u>	<u>300</u>	<u>740</u>	<u>895</u>
Memberships Total	81,065	89,714	93,757	89,484	84,539
Special Events & Fundraising Activities					
Winter Cabaret 02 Dec 04	-	-	-	2,007	only
Knackwurst & Sauerkraut (end of Spring Season)	-	833	581	n/a	totals
Cabaret 12Feb08	58	-	-	-	totals
Good 'n Country mid-May05&06 + Sep07	208	-	589	1,758	shown
Radio Marathon (end of Fall Season)	1,017	1,034	884	858	shown
Summer Yard Sale & Misc	<u>-</u>	<u>-</u>	<u>-</u>	<u>67</u>	<u>-</u>
Special Events Net	1,282	1,867	2,054	4,690	4,914
Fundraising Net (TShirts & Buttons)	0	207	479	162	353
On Air Sponsorship, Earned Revenue & Misc					
Local Sponsorship Net	4,260	4,968	7,600	4,638	3,400
Other Sponsorship Net	1,822	675	-	-	1,361
Rental Apartment Net	7,484	7,898	6,851	5,953	4,635
Misc Earned Revenue Net	1,135	1,052	1,475	1,024	1,219
Municipal Grants	<u>3,500</u>	<u>1,000</u>	<u>3,500</u>	<u>2,865</u>	<u>-</u>
Sponsorship, Earned Revenue & Misc Total	<u>18,201</u>	<u>15,593</u>	<u>19,426</u>	<u>14,480</u>	<u>10,614</u>
Total Fundraising and Earned Revenue	<u>\$108,743</u>	<u>\$112,290</u>	<u>\$118,994</u>	<u>\$115,495</u>	<u>\$110,605</u>

[end]

Summer Operations Manager's Report for BoD Meeting 26 Aug 2008 prepared by Andrew French 19Aug08

Summer Operations 2008

Overview:

The summer season commenced on Monday, 05May08 and ended on Sunday, 17Aug08. Generally, broadcast hours were 1700-2300 on weekdays, 0700-2300 on Saturdays and 1000-1300 & 1800-2200 on Sundays, for a total of about 53 hours per week. Office hours were 1300-2100 on Mondays and 1000-1800 every other weekday. Studio A was opened for production 1000-1630 by appointment. There were 42 programmers (including 6 new to Trent Radio)

Key Events of the Summer 2008

May

05 May 08 - Beginning of the summer season.

11 May 08 - Meeting for executive producers in the kitchen of Trent Radio. The meeting included going over the plans for the summer season, making sure the executive producers knew their responsibilities and what resources there were in the event of problems, as well as brainstorming as to what they would like to see happen during the summer at Trent Radio.

19 May 08 - "Bermuda Triangle" programme was cancelled due to the programmer's scheduling conflicts.

Week of 19 May 08 - New programmes (Beats from the Street, an all-Canadian hip-hop show, on Monday at 21:00 and Moonlight Lunatics, focusing on mental health issues in Peterborough, fortnightly on Wednesday at 17:30) has been added to the summer schedule.

June

01 June 08 - A new programmer who did not know that prerecording sessions had to be booked in the Studio booking book as well as be approved and scheduled by me, showed up around noon on Sunday to prerecord his show for later that day. The Sunday morning programmer did not know him and was unsure as to whether he should leave Trent Radio. Upon deliberating, the Sunday morning programmer decided to supervise the prerecording session and notified me that all went well. I got in touch with the new programmer and told him about the procession and approval that needs to take place in order to use Studio A for prerecording.

01 June 08 - The Stone House Music Festival (held near Lakefield). The event ran from noon to midnight and featured local musicians and alumni of the Peterborough music scene. I recorded the festivities for future airing on Trent Radio.

06 June 08 - 'Swingin' By Starlight' has been cancelled to due to a conflict in programmer's schedule.

Week of 10 June 08 - This week has been ridden with telephone problems. The security system began to malfunction and continuously beeped even when disengaged. The on-air line went dead and programmers could not receive calls. Both the security company and Bell Canada were called. Upon investigation, it was discovered a branch was leaning against the telephone wire on the outside of the Trent Radio house which effected both telephone lines and consequently the security system.

12 June 08 - The monthly Poetry Slam was held on 12 June 08 at the Spill Café. As a prelude to the event, Kate MacNeill and Ziysah (founders of the Slam Poetry sessions) came in for an interview on Smooth Operator. I recorded the event for future airing on Trent Radio, and acted as the scorekeeper.

14 June 08 - Executive producer and programmers locked out. Programmers, whose show runs from noon until 5pm, left early and locked up, leaving the Saturday evening executive producer locked out. He left and Programmers for the night showing up and were somewhat bewildered. Upon hearing what had occurred, I called everyone involved and went over their various responsibilities.

July

06 July 08 - Trent Radio Summer Social and Promo Party. Attendance was disappointing, nevertheless, it was a lovely way to spend a lazy Sunday afternoon. One of the attendees was Neil Livingston, a.k.a. deejayscootz, who has been sending pre-recorded shows to Trent Radio for the last few seasons from Toronto. This was the first time that he had stepped foot inside the Trent Radio House and it was wonderful showing him around and chatting.

07 July 08 - Rachelle from Food not Bombs and the newly up-and-running community garden at 579 George street stopped by today. We decided to have a Food Security day at Trent Radio on the 25 July 08. This would involve the airing of pre-recorded material from the public debates that will be recorded on the 8, 17, and 22 July 08. The event at Trent Radio will be part of the opening ceremonies for the community garden's Food Security Freeschool Weekend.

10 July 08 - Recording of Slam Poetry aired at 15:00

11 July 08 - Compilation of Stone House Music Festival performers aired at 11:00 as a sample of what will be

26 July 08 - A Saturday lock-out similar to aforementioned 14 June 08 incident occurred again. The Programmer whose show runs from Noon to 5pm did not show up, and the Saturday evening Executive Producer left me a phone message at roughly 17:00 to open the studio. Although I arrived shortly thereafter, the 5pm Programmers had already left. I called them to apologise. The "no show" Programmer indicated that he was out of town and apologised for not telling anyone. In order to insure that Saturday night programming goes on as scheduled, I attended at Trent Radio House at 16:45 on Saturdays for the remainder of the summer season.

27 July 08 - A day of Spoken Word at Trent Radio! In my humble opinion, I would say it was a success. I specifically enjoyed the range of individuals who read (slam/hip-hop poet followed by a romance novelist followed by a prose writer etc).

28 July 08 - Cancellation of Monday night's 'Rhymes with Orange'. As operator of this night, I will take this opportunity to air some of the pre-recorded interviews, discussions and performances that I have been working on throughout the summer but have not aired yet.

31 July 08 - As Summer Operations Manager, I was invited to give a talk at the New Canadian Centre's workshop on the media at Sadleir House. The talk included how they can get involved in community radio and the importance of this form of media. I also took them on a tour of the Trent Radio house.

August

04 August 08 - Airing of discussions/debates at Garden 579 at 19:00. The talks centred around food security, the first focused on the food industry and genetically modified foods whereas the second discussion's topic was Bill C-51.

07 Aug 08 – "Spoken Word on the Lawn" was held at Sadleir House at 19:00, and moved from the garden to into the dining hall due to rain. Four spoken word artists (Dan Diedzel, Gordon Johnston, Jeff Pinkney and Kate Story) took the stage. Apart from organising the event, I recorded it for future airing.

08 Aug 08 – "Radio on the Lawn" started at about 13:30, and moved into the Trent Radio kitchen due to (more) rain. Among the performers were John Rose, Meagan Kendrick, Jay Swinnerton and Mike Duguay. Jill Staveley worked the sound while Anthony Gulston conducted the interviews and helped out with the set-up and take-down.

11 Aug 08 - Power outage occurred at 17:25 and Trent Radio remained without power until approximately 19:20. As a result, the computer system had to be restarted manually and phone system had to be re-programmed. Regular programming resumed at 21:00.

13 Aug 08 - Garden 379's public enquiry on the topic of Poor Bashing was aired at 16:00.

14 Aug 08 - The aforementioned "Spoken Word on the Lawn" was aired at 15:30.

15 Aug 08 - Last official day of programming.

17 Aug 08 - The Shrimps, a local comedy troupe, took over Trent Radio today for a special Radio Project Day. Trent Radio listeners were privy to both recorded and live sketch comedy as well as a performance by the Dead Jesters, a local musical act. The day culminated with a free showing of the 'Peterborough Time' movie outside the Peterborough Arts Umbrella and projected onto the front of the Baskin Robbins' building. The event included free popcorn and ice cream. In collaboration with the Shrimps on hand at the event, Trent Radio (embodied by myself and our lovely president Meag Culkeen) broadcast movie's sound track, and conducted interviews during intermission.

18 Aug 08 - A Monday night Programmer showed up for his programme, even though he'd been advised (in person and via email) that the season ended on the 15 Aug 08, leaving note on the front door of Trent Radio indicating his extreme frustration. I called him, to set him straight and he apologised and indicated that he will be back for the Fall season.

19 Aug 08 - Plant and technical cleaning and maintenance has begun with John Muir, Thomas Jenkins and Andrew French.

General Comments

Smooth Operator was quite busy and has developed good relationships with various community organisations and touring musicians by providing a comfortable forum. A few notables among the community organisations were the 4th Line Theatre came in for numerous Smooth Operator interviews as well as Garden 379. Both expressed interest in continuing to build a relationship with Trent Radio. All in all, it has been an exciting summer and, in my opinion, there has been considerable development in establishing further connections with the Peterborough community.

I recommend more comfortable seating in the Trent Radio kitchen. This would make for a more relaxed atmosphere for the Executive Producers, who can spend upwards of 6 hours in the kitchen.

Statement of Performance

It is my opinion that Trent Radio's 2008 Summer programming a) was balanced, b) of high quality, c) and met or exceeded all undertakings set out in applications to the CRTC (see CRTC Decision 2007-381 Ottawa 17 Oct

Trent Radio Summer 2008 - Average Weekly Programing Stats / prepared 24Aug08 AFrench/jkm

Programme Title	Weighted Len (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
89	01:00		00:51	00:08									
Beats from the Street	01:15		00:12	01:03									
beatzFM Volume 2	01:00		00:10	00:50									
Biblio-Radio	02:18		02:18										
Blue in the Face	04:00		00:40								03:20		
Bluegrass - Old and New	01:00		00:30						00:30				
Disco Drive-By	01:00		00:10	00:50									
Flash & Gordon's House of M	00:22		00:17	00:04									
Folk Us	01:30		00:15						01:15				
Freestyle Lewis	00:30		00:04	00:25									
Grade 10 Geography	01:00		00:48							00:12			
Hola Amigos	00:38		00:09							00:29			
Humanist Perspective	01:00		00:52	00:07									
Hysteria Glamour	00:30		00:15	00:15									
I Present	01:00		00:30	00:30									
Infozone	00:30		00:20								00:10		
Inksmith (1st We/Month)	00:31		00:27						00:02	00:02			
Instrumental	01:00		00:30								00:30		
It is to Laugh	01:00		00:40						00:10	00:10			
Mary Moments	01:00		00:51				00:08						
Microscopes	01:00		00:08								00:51		
Moonlight Lunatics	00:15		00:12			00:02							
Naked Angel Virgin Vinyl	01:00		00:12						00:48				
Preying Mantra	01:00		00:05										00:54
Radio/Audio Art Day	03:09		00:17										02:52
Rhymes With Orange	01:00		00:40						00:10	00:10			
Rolling Room	01:30		00:18	01:12									
Satisfaction Show	02:00		00:20	01:40									
Screaming at the Wall	00:30		00:15							00:15			
Sharing Memories	01:00		01:00										
Small World	01:00		00:12							00:48			
Smooth Operator	02:25		02:01						00:24				
Spotless	01:00		00:48			00:12							
Static from the Attic	01:00		00:05										00:54
Swinging by Starlight	00:22		00:04								00:17		
T 'n' T Show	01:00		00:40				00:20						
tba	02:27		00:21					01:24		00:42			
The Anth Co Dub Station	01:00		00:12							00:48			
The Bermuda Triangle	00:44		00:08						00:35				
The Etheric Home	00:30		00:25							00:05			
The Good'n Country Show	05:00		02:30		02:30								
The Wood Beyond the World	01:00		00:30						00:30				
We Shit Vinyl	01:00		00:15	00:30							00:15		
Total Duration >	53:00		22:35	07:36	02:30	00:14	00:28	01:24	04:24	03:41	05:24	00:00	04:41
Percentages >		0.0%	42.6%	14.3%	4.7%	0.4%	0.9%	2.6%	8.3%	7.0%	10.2%	0.0%	8.8%
		A	B	C	D	E	F	G	H	I	J	K	L

Notes:

- A+B = 42.6% Spoken Word Programming meets or exceeds CRTC (PB2000-13.28) minimum of 25%.
- S(D-L)/S(C-L) = 75.0% Music Played other than Category 21 meets or exceeds CRTC (PB2000-13.29) minimum of 20% but should be by selection and not duration
- S(G-L)/S(C-L) = 64.4% Music Played from Category 3 meets or exceeds CRTC (PB2000-13.29) minimum of 5% but should be by selection and not duration

Trent Radio broadcasts a minimum weekly level of 35% Canadian content for Category 2 music - CRTC (PB2000-13.36)
 Trent Radio broadcast a minimum weekly level of 12% Canadian content for Category 3 music - CRTC (PB2000-13.45)
 Trent Radio broadcasts of "hits" did not exceed 3%.

Radio Free Peterborough Operations Report for Trent Radio AGM 23 November 2008
Prepared by Steve McNabb - 22 Nov 08

The Radio Free Peterborough Project had a relatively uneventful year of gradual rebuilding and regrouping. Our catalogue has been steadily growing and we are just shy of 4,000 tracks. There is a small stack of CD's left to be digitized at my apartment, and I expect that when this stack has been digitized we'll break the 4,000 track level.

If all goes well, we'll be launching a revised version of our website sometime in the early spring and will hopefully be bringing back the live music section of the web site which had to be taken offline due to some technical problems.

The Radio Free Nepal project is temporarily offline, since our project partners at the Canadian Forum for Nepal have been otherwise occupied and unable to provide significant contributions of time. The C.F.F.N. has recently released a podcast series which we hope to begin to connect with to bring Radio Free Nepal back online.

Radio Tarahumara continues to trickle along, and if all goes well, we will be working with Peterborough educational contacts (yet to be formalized) in order to begin using the Radio Tarahumara project in educational environments with local students in order to get them to participate in both the Radio Tarahumara project. We also hope to get students building their own community development-focused Internet Radio project, and my corporation Mentorplex Inc. has agreed to donate web hosting space for these projects to get off the ground. I hope to have more details to report in the new year as things solidify around this initiative a bit more.

Brian Sanderson conducted a number of R.F.P. - sponsored audio engineering and production workshops in both Peterborough (P.A.U.) and at Curve Lake. We're not entirely sure of the details yet, but we hope to repeat this initiative this year since it was so well received last year.

Technical matters have been primarily smooth and easy this year, although we did have a prolonged server outage in the springtime due to a dead motherboard in our main stream server. Thanks to the great support we get from Trent Radio, we were able to reconstitute the stream server, and I threw in some money as well to get a larger hard drive installed (500Gb) on the main stream server. We do not foresee any additional tech requirements for the coming year – provided nothing else fails in the meantime.

Trent Radio / RFP Streams

- To date, the Trent Radio online stream server has served up 71,537 listeners from 122 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 33,000 hours of "up time" since the service started.
- Since our partnership with Trent Radio formed in Oct 2004, RFP has enjoyed more than 20,000 hours of FM broadcast time, with broadcast time approximately 5,000 hours in the last fiscal year.
- 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.

[end]

Production Manager's Report - Trent Radio AGM 23 Nov 08
prepared by Jill Staveley 20 Nov 08

This report has been prepared in two sections, to the end of the Spring Season 2008, and a report prepared at the beginning of the Fall Season 2008. The latter includes a "to date" addendum.

SECTION 1

Report for the period Sep 2007 – Apr 2008 / prepared 22 Apr 08

Wow, I don't really know what to say, but thanks, thanks, thanks. Trent Radio has seen a year of patience, and realism...and here we are. Making radio, building community, learning, sharing and enjoying it all the while.

Local Music Archive Database: We were able to get the LMAD up and running at Sadleir House, with 410 album listings including links to tunes for each artist. At this point we have asked the staff and volunteers of the Alternative Resource Library to compile information regarding any problems with the current system, and look at updates, changes and additions at the end of the school year. The LMAD is still a work in progress (and will always be to a certain degree), and thus we have kept publicity minimal for now, so that we don't get too many users on a BETA version of the resource. An update of the archive and database will occur in early June 2008.

We are still sorting out some discrepancies between the RFP archive and Trent Radio's Local Music Archive in the hopes that both resources will have access to all of the recordings available to either organisation.

Listening Station: Listening Station up and running. We got a laptop, and a lock, and set it up in the Operators Room. It was being used, and functioning well for the first 2 weeks. I have not heard any feedback, or reports of other problems since 07 March 2008.

Spoken Word: Our SW Archivist Karina Daukaeva has been working away at ingesting the archive, and has also taken over the task of data entry for the database that accompanies the archive. Access to this database is currently only available on StudioC Computer, so that we do not jeopardise the integrity of the data through accidental changes or alterations by programmers searching. Once the data entry is complete, a locked version of the archive will be available to everyone.

We also purchased travel DJ cases for CDs, and reorganised the SW CDs so that they take up a much less space, are more easily maintained, and can be stacked and/or stored any where in the house.

Community Profiles: Community Profiles did not happen this year...at least not in my realm of Trent Radio. It is a project that continuously happens at Trent Radio anyways, just without the title, or specific intent for content.

Incoming Music: Slow but steady wins the race. We keep up as best we can, and we have truly kept on the task of sorting out organisational issues, tracking response capabilities, maintenance of incoming local music for our archives and for RFP and keeping a very big list of things that we need to get to when we have the chance. When it comes to Incoming Music, we just keep putting out the fire...and someday we'll truly get the vinyl and cassettes underway, and I will keep including it in my reports so that we won't forget that it is becoming a serious priority. This having been said, I don't think that we're all ready to give up the ability to touch, smell and play vinyl yet.

Repairs: We did not instigate the Repair Sheet system, but it seems as though a more particular type of communication with programmers and volunteers asking them to take responsibility for communicating such problems has helped remedy the situation. Things will always get broken, and we are not a corporate well oiled machine, so why create one more piece of paper system to be forgotten and recycled in 6 months from now.

Assistance for Technical Projects: Sandy Tremblay was our StudioB trainer this year, and it is evident that this position has really moved from a strictly educational position, to include the services of a friendly face capable of offering on site assistance and technical services. This has been the second year of StudioB taking off in this direction, and it is evident that the computer literacy in this world has made production skills much more easily attainable to the general populous. Holy technology!

StudioC Projects: We saw a steady amount of activity in StudioC again this year. StudioC is finally becoming a little less “special”, and a little more functional and available for different uses. More people have increased their tech skills, and are capable of operating the gear in StudioC, if it is set up for them. No major projects happened, but there was definitely an increased day to day use of the space, including editing by programmers while StudioB was in use, recordings of music, drama, interviews, pay for use services, and a fair amount of teaching on the gear.

SCP#	Project	Artist/Organiser	Date(s)	On site	Off site
29	The Staveley Project EP (rec & mixing)	Jill Staveley	June07	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
33	3 New Songs, Studio C Project	Drea (Drea Nasager)	Dec07		
34	3 Songs, Studio C Project	Meagh Culkeen	Dec07		
35	3 Songs, Studio C Project	Cara Moines	Dec07		
36	Live in Studio C	Mariposa (Chris Lyons)	Dec07		

Future Goals: Well, things have changed for me a lot in the past year, and it is starting to directly affect my positioning at Trent Radio and my specific goals and responsibilities. I have every intention of maintaining my position at Trent Radio, including over-seeing the Music & Spoken Word Archives, instigating 3 - 10 recording and/or broadcast projects in StudioC, offering assistance and guidance to the StudioB Trainer, maintaining the LMAD and file transfer to RFP, as well as offering support to both John & Laurel. My specific goal for the upcoming year is to maintain the systems we have in place, and to find a new way fulfil my responsibilities at Trent Radio while fulfilling my responsibilities as an active musician.

SECTION 2

Production Manager’s Current Status Report and Goals for Sept 2008 – May 2009 / prepared 18 Sep 08 and following

So, it’s a new type of year for me at Trent Radio. I’m very excited to be back at the station to fulfil the fluid role that has been Production Manager. The main difference in my presence at Trent Radio this year is that I have been offered musical touring opportunities, and have created a "per day" contract for service schedule which allows me the time and resources to take this amazing opportunity, and still provide support in a timely and effective manner at Trent Radio. The dates have been chosen based upon my availability, as well as the trends and needs of Trent Radio.

02 September to 03 October 2008 = 24 days (Monday to Friday): During this time, my main objectives are:
a) to recruit and staff the StudioB Trainer, Music Archivist & Spoken Word Archivist positions and ensure that each employee is fully trained, and has been provided with the resources required to complete their tasks.

b) to provide John Muir with the assistance he requires to ensure that all maintenance and set up tasks pertaining to the station are completed smoothly and before the Fall Season commences.

c) to act as a resource to James Kerr during his metamorphosis into Trent Radio’s PD.

17 November to 19 December 2008 = 25 days (Monday to Friday): During this time my main objectives are:
a) to ensure that the StudioB Trainer, Music Archivist & Spoken Word Archivist employees are fulfilling their duties, to assist them with any problems that need remedy, and provide guidance for the upcoming months.

b) to find a suitable candidate for a Music Archivist Assistant position should we chose to hire an additional staff member in January 2009.

c) create and facilitate StudioC opportunities in cooperation with James Kerr (Radio Drama), and independently (Local Music).

d) to provide assistance to John Muir in the preparation of the station for the Holiday Shut Down.

e) to ensure that all matters pertaining directly to the PM Position are running smoothly, and prepare for any possible changes or set backs in the future.

Status Reports

Local Music Archive Database: This was installed at the Alternative Resource Library at Sadleir House, and to my knowledge has not been utilised by many (if any) people yet. I believe this to be in part the lack of consistent advertising to the public of the existence of the resource, and in part due to the fact that most people who are aware of, and using the ARL have distinct resource needs in mind prior to visiting the facility. Currently, the LMAD on the PSRV has been updated with data entry, but new M3U's have yet to be created. The list also includes RFP listings not available in our Music Archive. I have been copying mp3 files from the RFP folder on the PSRV in order to rename according to our system, and add to M: as VFiles with the hope to centralize access to our Local Music resources.

Listening Station: There is a laptop available for use by our volunteers and staff in the Operators Room. This is a location where programmers can research and compile music playlists for programming purposes, as well as research information on upcoming interviewees or show topics. It has greatly reduced the general use of StudioB for projects or tasks not directly related to production.

Spoken Word: Karina Daukaeva is back on board as the TIP Spoken Word Archivist this year. We are definitely in great hands with her experience and dedication. We have been slowly entering all of the data for each SW file into an Access DB file, and Karina will focus on getting the majority of the database updated by the end of the year. Karina also has plans to put a programme together using the SW resources in hopes to help enhance awareness of this amazing resource.

Incoming Music: Andrew French is lined up to keep the Incoming Music Archives ... in line. Over the summer I worked with Andrew and a high school student, Sophie Mitolo to keep up with the continuous stream of incoming music. We are definitely in a great position to start the year off, and with the task in the hands of Andrew...we're laughing all the way through Graceful Decay. Note: It has been suggested that we use our surplus OWSP hours to hire an assistant for the Incoming Music Archivist. When hiring for this position, we will place preference on a person who will be returning to Trent in Fall 2009, and who is interested in working as the MA next year.

StudioB Trainer: Anthony Gulston is our StudioB Trainer, providing production training to our programmers and volunteers, and ensuring that each programme has a promo, and back up show. Anthony has been a great asset at Trent Radio recently, and though the learning curve for him in StudioB might be a bit steep, I believe that he will provide sufficient training and support, and will continue to make StudioB an accessible and welcoming resource and educational opportunity.

StudioC Projects: We have completed some really fantastic projects in StudioC over the past year. I am really looking forward to increasing usage in the facility with the return of our Radio Drama King James Kerr. Not only will this bring amazing original programming to Trent Radio, but it will also increase opportunities for people to learn and use the gear in StudioC.

Addendum to Production Manager's Report covering the period 01 Oct – 23 Nov 2008

Incoming Music: Music archiving has been running along smoothly. We have passed the 17000 mark for CDs, and will be starting on the vinyl in the coming weeks.

StudioC Projects: In my absence James has been producing Radio Dramas in StudioB. My goal is to train him fully in StudioC before the Entre-Season, so that he can utilise the facility in my absence. I have also been working with local musician Mike Duguay to produce a "Holiday Album" featuring original songs written and performed by local artists with a Festive Theme. We would gain programming via an interview discussing local musicians and the process of implementing and producing such a project, as well as a small cut of any CD sales.

StudioB: 17 people trained so far this year. Anthony has been working with James and expanding his knowledge of audio editing and radio dramas. Majority of people trained for the purposes of making promos and back up shows.

Spoken Word: I have not heard back from Karina yet, but James informs me that in his conversations with Karina, she has informed him that there have been no problems and that everything is running quite smoothly.

[end]

Programme Director's Report in Two Sections:

SECTION 1: Programme Director's Report for the period Sep07 - Apr08 for AGM 23 Nov 2008 prepared by Laurel Paluck - first submitted to BoD Meeting 22 Apr 2008

The Direction of Programming varies over the years in accordance with programme submissions, yielding us a diversity of programming which well reflects Peterborough's broader communities. Trent Radio is a magnet for inspired creative individuals who appreciate their own and others uniqueness. Commissioning programming from individuals and organisations such as the Alzheimer's Society, Bereaved Families of Ontario and the New Canadians Centre continues to maintain and broaden our diversity. Commissioning is generally conducted through discussions with organisations and individuals followed up with workshops and/ or visits to offices, agencies, fundraisers, events and the like. This year connections with environmental organisations were sought to develop "green" programming. Peterborough Green-Up took up the invitation through their Urban Forestry Program and provided us with a mini-series produced with grade 5 students from various local schools. This project will continue to yield future programming with Peterborough Green-up and it is expected that individuals involved with this organisation will spread the word as to the power and potential Trent Radio offers.

Programme Selection takes place prior to the Fall and Summer Seasons. The PD recruits members of the Trent Radio community, chosen for their interest in Trent Radio, and their programming histories. The selection committee are asked to review proposals according to following guidelines:

- a) Is the Proposal complete? If so what's missing?
- b) Comment on the Programme Outline. Note strengths, weaknesses, high points, low points etc.
- c) What suggestions or feedback do you have?
- d) Do you have confidence that they can and will do it? Comment on what potential is there.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

When the proposals are reviewed and any necessary clarifications are made. Programmers are interviewed by the PD as the task of scheduling commences and our regular season schedules begin.

Operators remain the backbone of our day-to-day operations, An Operators' shift is generally five hours long and duties include: greeting and supporting programmers and other volunteers, producing promos and announcements, assisting in the use of the on-air phone, providing tech support, acting as tour guide, taking phone messages, tidying up, making coffee, and representing Trent Radio to their communities.

I am so grateful for their commitment and truly admire their dedication to radio and to the community. I try to express my personal gratitude in some way or other throughout the seasons, with little treats, t-shirts, free tickets, food, hugs and kisses, When you see an operator make sure to say thanks, and if you are an operator - feel the love.

Live Broadcasting remains steady at an average of 14 hours a day followed by Radio Free Peterborough. Live early morning programming has lain fallow over the past couple of years, due in part to the retirement of our retirees. I'm hoping to recruit new retirees through contacts made through Activity Haven for Fall 2008. Late night programming is not very popular with our latest shows running until midnight. Although I am open to late night programming I feel satisfied with the RFP play list providing us with local music all night long.

Perceived Sea Changes have occurred over the last 4 years: Soaring tuition rates and the resulting higher stakes placed on student performance, and the loss of our downtown colleges have diminished some of the student spirit of learning and growing through extra curricular activities. Although Trent Radio remains a vital part of student culture, with exceptionally devoted and dedicated students contributing excellent programming, we have had less interest in special events, socials and radio project days. Despite these losses Trent Radio remains a cultural hub for students and allows them experience exposure to the broader community. This important cultural feature of Trent Radio will become more significant in the years to come and I look forward to seeing how this will manifest.

Trends 2007-08

- Interest in World music continues to grow, William Bain's collection is a wonderful and well used resource.
- Canadian and Local Music Programmes continue to be popular.
- Reggae music shows! (2)
- Folk Music makes a comeback with 2 dedicated shows and others featuring folk in programming.
- Parent/child shows have become popular- great bonding time!
- Public and High school groups regular and feature programming is plentiful.
- Community Group with regular Programming: Alzheimer's Society, Bereaved Families of Ontario, CDN Authors Association, Humanist Association, Artspace, New Canadians Centre, The New Theatre
- Trent U Groups regular Programming: Women's Centre, Kawartha World Issues Centre, Trent Works., TCCBE, TISA-(incl. HOLA, TACSU and other international stud groups)

Smooth Operator

This is our on-air local events calendar broadcasting 2 to 3 times daily during the week, featuring local musicians from our extensive and ever growing local music archive. Smooth Operator and has been host to dozens of touring artists, activists, politicians and others. Oft times, guests on Smooth Op have been encouraged to consider regular programming. The Alzheimer's Society and Bereaved Families of Ontario have joined the ranks through this experience. Smooth Operator provides first time and rusty programmers an opportunity to practice their Studio A skills. First time programmers are encouraged to sign up for this opportunity after their initial Studio A training. Smooth Operator has become the focus of our co-op students participation, whose tasks include refreshing the binder daily with incoming announcements received through psa@trentradio.ca, posters, and mail. Smooth Operator also provides a flexible time for one off or mini-series special programming, this year mini-series included :Peterborough's Green-Up Urban Forest Project with Grade 5 students providing eight 15 minute broadcasts, and David Hujil's Canadian Studies class providing a series of "heritage minutes": a spoof of CBC's Canadian heritage minutes incorporating course material.

Student Co-op Placements

Co-op students are an integral part of Trent Radio, this mutually beneficial program provides students with a unique working/creative experience and offers us an ear on the local teen scene. The program generally works well within a structured environment, as Smooth Operator has proven, but may and should make use of the special interests of students when appropriate. Students offer a variety of nascent skills along with challenges both of which should determine the expectations we may make of them. I feel it is worth the overall effort to guide and support those with challenges in order to provide a positive experience. Our Fall Student co-op placement was Anastasia May from Lakefield S.S. Her confidence, enthusiasm and work ethic was exceptional and exploited to the hilt, a great experience all around! Our Spring Co-Op Placement from Adam Scott is Dan Lagana, although he lacks on-air confidence his interest in conducting interviews with local musicians and to bring Smooth Op up to date is valuable. Spring Co- Co-op position straddles our transition to the Summer season through negotiations with Co-op teachers and students. Although sometimes it is best to cease the co-op in late May, we are often able to continue the program through to end of the semester: throughout the shut down the student continues to work with the P.D. during school hours-duties include cleaning, organising and may include exciting field trips! When Summer Broadcasting begins the student resumes Smooth Operator duties for the 5pm programme and participate in projects under the direction of the Summer coordinator. If the student is enrolled in morning co-op, generally their hours here begin after school hours, and must be negotiated with work schedules when necessary.

Goals & Results 2007-08 with Plans for 2008-09

- 1. Goal:** Operator and OWSP meetings and socials on a regular basis to enhance cohesive operations.
Result: Difficult to organise formal meetings due to schedule conflicts - meetings have remained on an as needed basis.
Plan for 2008-09: In lieu of group meetings, Operators will be informed of new procedures and protocols on a one to one basis with instruction coordinated through GM, PD and PM.
- 2. Goal:** Conduct formal interviews with all programmers both new and returning.
Result: Implemented, with programmers scheduled meeting with PD at the station and noted in daybook.
Plan for 2008-09: Continue with this approach. Although the term "formal" may be a little too formal, what transpires is a scheduled meeting where I go over the proposal with the programmer to clarify/explore various points in their proposal. A "chat" generally ensues to discuss the programmers goals, talents, challenges...This can range from 15-45 minutes. These meeting help to ensure the programmers competence and commitment along with paving the road towards a relationship of mutual trust and respect.
- 3. Goal:** Continue to increase TRadio presence on Main Campus with Programme Proposal Workshops, "Truth in a Booth", "Project Share the Love" and various TRadio Events.
Result: Programme Proposal workshops on main campus have had a very low attendance rate, but those who do attend are keen and often become valued programmers, Groups and Clubs Day proves to be our biggest recruiting force. Other On-Campus projects did not prove successful this year- Truth in the Booth lacked the necessary spirit to inspire students contributions. Sadly, other projects did not receive attention due to lack of support and or interest.
Plan for 2008-09: Explore workable idea's to connect with the Main Campus, solicit board members, programmers and operators for advice.
- 4. Goal:** To continue broadening our scope in the greater community through individuals and orgs. Programming with New Canadians Centre, The New Theatre, Canadian Authors Association and several other community orgs.
Result: Success. TRadio has developed strong relationships with community orgs through workshops, formal and informal meetings, attending fundraisers and events, and follow up communications with orgs

who utilise our PSA opportunities.

Plan for 2008-09: to continue forming and strengthening community ties through active engagement with communities.

5. **Goal:** To consider and implement further fundraising strategies.

Result: No Formal Committee struck. I think this is an opportunity for the board to focus on an achievable goal.

Plan for 2008-09: to source out fundraising models and explore services offered such as the ArtsVest opportunity (conducted in 2005). I would like to devote a few hours fortnightly out in the field, discussing fundraising methods with various local orgs. We have many friendly working relationships with many local non-profits who I believe would be glad to help us with this.

Studio A 2007-08: John Muir conducted Studio A training this year. Studio A Training was conducted 3 times a week during the fall season, tapering off after the fall reading break to 2 times a week or as needed. The 2 hour sessions with up to 3 participants, provided new programmers the necessary training to begin their shows and an orientation to Trent Radio, with a few requesting support for their first shows. Refresher training was provided as needed. Phone training was conducted with the aid of the PD, PM and Operators during "Smooth Operator".

Studio B 2007-08: Sandy Tremblay conducted training 3 times a week and as needed. 2 hour sessions with up to 3 participants provided new programmers the necessary training to pre-record shows and make promos. Refreshers were also provided as needed. Sandy was an excellent resource for special one off and serial pre-recorded projects such as Magical Tales from Jackson Forest Radio Drama, Canadian Studies 100 "Heritage minutes".

PD Assistant/Trout Rodeo editor 2007-08: Meag Culkeen producer of the fall and spring issues of Trout Rodeo. This position is flexible in it's assigned tasks and attempts to make use of the assistants particular talents during their 8 hours of weekly work. Tasks have included: writing articles for the Arthur, recording special events, levy campaigning and hosting socials.

Fundraising 2007-08

Good 'n Country Afternoon Dance 30 September 2007

Good 'n Country Radio Marathon 14-15 December 2007

Max Price's Trent Radio Cabaret Fundraiser in 12 Feb 2008 at Sadleir House.

Henry Holtmann's Knackwurst and Sauerkraut discontinued this year.

Levy Referendum 2008

We did not apply for a levy increase this year.

Programming and Events Highlights in Review

September 2007

Pre-Season Begins 04 Sep

Prop Workshop Public Library 04 Sep

Groups and Clubs 05 Sep

Studio C Radio Drama Auditions 06 Sep

Prop Workshop Otonabee 07 Sep

Prop Workshop New Canadians Centre 08 Sep

Studio A training /w J.K. Muir begins 11 Sep

William Bain World Music workshop 19 Sep

Fall Broadcast Season begins 24 Sep

Good 'n Country Jamboree 30 Sep

October 2007

CanStudies 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

November 2007

Chimes of Freedom Returns

Healing Arts Collective Special Programming

Heritage Minutes begins studio b recording

Annual General Meeting 25th

December 2007

Fall Season ends Dec. 14th w/ open house

Annual Good 'n' Country Marathon 14-15th

Entra Season begins 17th

January 2008

Spring Season begins Jan. 7th

Enviro programming discuss w/Green-up

Fundraiser/Cabaret recruiting

New programmers orientation

Nursing Students w/TCCBE trained

Cabaret/Fundraiser recruiting

February 2008

Cabaret/Fundraiser Feb. 12th

Green-up Grade 5 broadcasts

March 2008

Trout Rodeo wrangling

Nursing Students final projects

Summer Recruiting

April 2008

More Summer Recruiting

...

Staff & Volunteers 2007-08

TIP & Ontario Work Study Positions

StudioB & Digital Editing Trainer: Sandy Tremblay
 PD Asst. & Trout Rodeo Editor: Meag Culkeen
 Music Archivist: Christina Last
 TIP Spoken Word Archivist: Karina Daukaeva
 Physical Plant: Geoffrey Forrest

Highschool Co-op Students

Fall07 Anastasia May Lakefield Highschool
 Spr08 Dan Lagana Crestwood Highschool

Trent Centre for Community Based Education

Students:

Laura Gray-Ellis & Meghan McOustra

Regular Staff

Production Manager: Jill Staveley
 Programme Director: Laurel Paluck
 GM & VP: John K Muir (Studio A Training)

Operators

Sun am: self-support
 aft: Philip Benmore
 Eve: Devon Thomas
 Mon am: co-op students
 aft: Dan Mirabelli
 eve: Andrew French
 Tue am: co-op students
 aft: Christiana Last
 eve: Kerry Day
 Wed am: co-op students
 aft: Victor Heng
 eve: Brent Bellamy
 Thu am: co-op students
 aft: Meag Culkeen
 eve: David Grenon
 Fri am: co-op students
 aft: Trevor John Dunn
 eve: Misha Paramonov
 Sat am: self-support
 eve: Parkey Glynn-Adey

TRENT RADIO AND THE CRTC

On 17 October 2007, Broadcasting Decision CRTC 2007-381 was issued, granting Trent Radio to operate new a Type B community radio programming undertaking. The table below shows minimal differences in programming requirements

Comparison of Radio Policies	Community Radio Type B PN 2000-13	Community-based Campus Radio PN 2000-12	Trent Radio Policy
Spoken Word (Minimum)	25%	25%	25%
Music from subcategories other than pop, rock and dance (Minimum)	20%	20%	20%
Music from Category 3 (Minimum)	5%	5%	5%
Hits (Maximum) of all music played	No restriction	10%	5%
Category 2 CanCon (Minimum)	35%	35%	40%
Advertising & Sponsorship	No restriction	504 mins/wk 4mins/hr max	252mins/wk Sponsorship Only

STATEMENT OF PERFORMANCE

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one year. Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept.

All music sheet data is now kept for at least one year. Programmers are reminded to account for all music played noting Canadian content and other information.

Average weekly broadcast hours (excluding "Radio Free Peterborough")

Season	Fall06	Spr07	Fall07	Spr08
Total live broadcasting hours (weekly)	103	117	102.5	105
Number of Producers	89	90	116	113
Number of Programmes	113	115	95	88

Content Category Stats prepared for BoD 22 April 2008 / Laurel Paluck, PD

Content Category	CRTC Required	TRadio Required	Actuals						
			Spr05	Fall05	Spr06	Fall06	Spr07	Fall 07	Spr08
Category1 - Spoken Word	Min 25% of all programming	Min 25% of all programming	41%	43%	55%	55%	54%	49%	49%
SubCat 11- News			-	-	-	-	-	-	-
SubCat 12 - S/W Other			44.25hrs	40hrs	52hrs	52.25hrs	55.5hrs	55.5hrs	55.5hrs
Category 2 - Popular Music			35.88%	48.50%	35%	25.75%	34%	34%	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%	19.5hrs 16.7%	19.5hrs 16.7%
SubCat 22 - Country & C'try Oriented			3hrs	5hrs	5.25hrs	6.75hrs	5.75hrs	5.75hrs	5.75hrs
SubCat 23 - Acoustic			0.75hrs	3.5hrs	4hrs	3hrs	7.5hrs	5hrs	5.5hrs
SubCat 24 - Easy Listening			0hrs	0.75 hours	0.5hrs	0hrs	0hrs	0hrs	0hrs
Category 3 - Traditional & Special Interest	min 5% of selections	min 5% of selections	64.10%	51.30%	65%	44.35%	60%	60%	59%
SubCat 31 - Concert			1.75hrs	0hrs	0hrs	2hrs	3.75hrs	3.75hrs	3.75hrs
SubCat 32 - Folk & Folk Oriented			7hrs	8.5hrs	6hrs	7hrs	6.25hrs	9.25hrs	9.25hrs
SubCat 33 - World Beat & International			10.75hrs	9hrs	20.7hrs	12hrs	15.5hrs	11.25hrs	11.25hrs
SubCat 34 - Jazz and Blues			11hrs	8hrs	12hrs	10.5hrs	10hrs	5.5hrs	5.5hrs
SubCat 35 - Religious			0hrs	0.5 hrs	0.5hrs	0hrs	0hrs	0hrs	0hrs
SubCat 36 - Audio Art*			10.25hrs	4hrs	4hrs	9.5hrs	14hrs	7.5hrs	7.5hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Station Produced	Min 42 hours	Min 42 hours	108hrs	78hrs	94hrs	102hrs	117hrs	102hrs	102hrs
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

* Not a CRTC Subcategory

SECTION 2: Programme Director's Report for Fall Season 2008 for AGM 23 Nov 08 prepared by James Kerr / 18 Sep 2008 and following

The Programme Director is charged with all matters programming. In addition, the Programme Director leads and supports fundraising, and makes special opportunities to work with students from Trent University.

September 2008 – notes:

- Pre-Season Begins - with a whisper on 02 Sep.
- Clubs & Groups Day: Under a hot sun on 03 Sep.
- Operators & Volunteers Open House is a great success on 10 Sep.
- Co-op Student Interviews: 11 Sep
- Programme Proposal Deadline: 12 Sep at NOON.
- Programme Selection Committee: (PD, Operator & Others) follows later than NOON on 12 Sep.
- Interviewing OWSP Applicants: on the fun week of 15 Sep.
- Studio A Training: begins with three sessions per week on 16 Sep
- The Co-op Student: starts labouring studiously on 16 Sep.
- OSWP Positions: are filled and commence (off to the races) the week of 22 Sep.
- Fall Broadcast Season: officially begins (as loosed from a cannon) 23 Sep.

Fall 2008 so far...: 67 regular scheduled programmes made by 83 programmers, their ranks comprised of 44 community members, 7 Groups from the community and 4 Fleming students. The remainder of the 83 programmers are Trent Students, 4 of whom are part-time students. Notably, the 4 Fleming Students have separate and unrelated programmes. Concerning the programmes themselves, there were only 2 rejected proposals - one, for lack of development and no creative resolution reached in that regard, and a second because the programmer wanted two shows of the same thing. There wasn't enough room in the schedule to accommodate the repeat. Additionally, one programme has already been withdrawn. It was scheduled, then immediately cancelled by the programmer a half-hour before its slot was to air. The programmer, who is a long-time Trent Radio programmer, sighted time-constraints.

Trends so far:

- High-calibre music programmes - foreground-format heavy.
- Right-wing political programming.
- News programmes.
- Musical themes include techno, electronic and dance music – very specific and strange genres that do not fit comfortably under category 21 (Pop, Rock, Dance) but have no better classification.
- An unusually unsolicited interest in Radio Drama of which I intend to take full advantage.

Operators Fall 2008:

Brent Bellamy	Anthony Gulston	Kerry Day	Age Smies
Philip Benmore	Geoffrey Forrest	Jake Quinlan	Sara Swerdlyk
Meaghan Culkeen	Parker Glyn-Adey	Alistair Rathbone	Kate Taylor
Andrew French			

Alistair Rathbone, Jake Quinlan, Sara Swerdlyk, Anthony Gulston, Geoffrey Forrest and Kate Taylor are first time Operators.

Ontario Work Study Jobs 2008/09

Studio B and Digital Editing Trainer – Anthony Gulston

PD assistant Trout Rodeo Editor – Kate Taylor

Music Archivist – Andrew French

Spoken Word Archivist – Karina Daukaeva

Tip Spoken Word -

Physical Plant - Geoffrey Forrest

Co-op Student: There was a possibility of two highschool co-op positions this fall, however, only one candidate emerged with a suitable schedule. Adam Scott student, Kyle Patterson, of Adam Scott Another Co-op student was interviewed from St. Peter's Secondary School, however his schedule proved irreconcilable with Trent Radio's. I felt that the applicant, while competent and friendly, was not artistically selfish enough to effectively use his unsupervised early morning time to the fullest extent.

Goals for Fall 2008:

- Chain of communication: Continuing to conduct formal Programmer feedback meetings with both new and returning programmers where the initial programme proposal is reviewed and changes or developments are discussed. Included in this theme is exploring a way to generate more excitement over Trent Radio events and socials. These are to be scheduled a regular basis. A review notes attached to each Programme Proposal will help organise discussions relating to programme development and the programmer's future.
 - To re-establish other programmer recruitment scenarios outside of TrentU centred Clubs & Groups Day for First Year Students - which seems to be our main draw. It should not be our only formal on-campus presence in the year, and recruitment should not only be held on-campus. Successful recruitment and proposal workshops help both on and off campus have been implemented in the past. Good promotion can bring provide good attendance, and the programmers recruited, are often eager and valuable.
 - Sustainable fundraising – that is to say, developing fundraising initiatives that are long-term, and do not tax the generosity or patience of our donors. Also implied in this is a concentration on low-risk fundraisers with only a small expense to capital, even if that means less of an average return. The exposure gained from small events is better in the long-run than Trent Radio losing money trying to gain money. I believe multiple small sustainable events are better for Trent Radio as a part of the Peterborough community, and better for our long-term fundraising goals.
- ?

Studio A Training and Orientation - Fall 2008: Studio A training is required of all programmers. John Muir, With support from myself and Jill Staveley, John Muir continues to take this on. From 02Sep to 27Oct08 (Fall Pre-season to the end of the TrentU Reading Break), 35 people taken these two hour sessions.

Studio B Fall 2008: Given ever changing technology, and the inherently complicated nature of what makes up "production" per se, this has been one of the more difficult areas for which to set up a solid training regime. Some programmers are already highly skilled, with a broad production experience, and just need to know how things are set up at Trent Radio. Some programmers, who have never had to deal with the conceptual or practical aspects of sound work, just want to prepare a backup show or make a promo piece without a great deal of fuss. Recruiting someone new each year as trainer, who not only has the requisite skills, but can pass them on according to each trainees needs has proved problematic. Inconsistency in all these aspects tends to lead to uncertainty and confusion. To improve all this;

- a) both myself and and Jill Staveley (Production Manager) have organised a series of training sessions for the StudioB Trainer to be delivered in the fall and from time to time throughout the year. This is help calibrate this "teacher" knowledge and practice in relation to the needs of the individuals using StudioB and Trent Radio itself,
- b) Jill Staveley has prepared a check-list of key information for the Trainer to teach, in order to streamline the process and help multi-season programmers understand the best way to realise their production goals at Trent Radio.
- c) we have stabilised hardware, software, and other technical arrangements to promote consistency and coherence.

Anthony Gulston is the Studio B trainer this year, and both Jill and I have the greatest confidence of his success.

PD Assistant Fall 2008: Kate Taylor has been kind enough to accept the position of Programme Director's Assistant. She comes to us after an illustrious career at the Arthur, only to find herself compiling and editing Trout Rodeo. None the less, we look forward to her involvement in production tasks, in the organisation and scheduling of Operators and other meetings, and we benefit from her fresh perspective to Trent Radio.

Federal Election 14 Oct 08: Trent Radio provided sound production and recorded an all-candidates meeting held on Monday, 06Oct 08. The recording was broadcast on Wed, 08 Oct 08 at 4pm & Sun 12 Oct 08 at 8pm.

ADDENDUM:

Four new programmers have started and three new community members have joined since the above numbers were reported. The schedule has been is stable for the last few weeks. The Fall Season is on course and running at cruising speed.

[end]

General Manager's Report for Trent Radio AGM 081123
prepared by John K Muir, Vice-president & General Manager / 21 Nov 08

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 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 on-going 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

Staffing Changes & Staffing Direction: On 25 July 2008, I was very sad to announce that Laurel Paluck was not coming back as Programme Director in the fall. She did an excellent job with little training, got stuck in and was able to win the confidence of everyone who worked with her. She also brought the sparkle of magic and glamour to Trent Radio, backed up by a strong production background, and a good understanding of how to turn opportunities into performance. I will so miss hearing Jill & Laurel singing the "Mail Bags" theme. Laurel is the real deal.

As the Board and Membership have previously discussed, while we experience decreased funding, and have to deal with rising costs, we need to have a good think-through about how Trent Radio operates, and how to better blend our philosophical goals with the reality of available resources. Taking this together with there being less than four weeks before the PD position was scheduled to start, and after talking with both Jill Staveley, and President, Meaghan Culkeen, I decided to headhunt for a one-year appointment for the position.

I was delighted to announce that James Kerr to join us as Programme Director. James, as some of you may know, is a former Trent Radio Programmer (starting Sep02) and worked as an Operator, Board Member, President (Nov03-Oct05), leaving last summer as an Executive Producer. In addition, James wrote, and directed more than 100 radio drama pieces. We are very lucky to have him.

In addition to his programming duties, he, along with Jill Staveley, is to help me work with the Board on proposals for re-organising Trent Radio, with these new arrangements to be implemented in September 2009. Work on this area is to start immediately with some recommendations to be made to the Board in January 2009.

Partly through mutual convenience this fall we are experimenting with the position of Production Manager. Rather than on-going part-time employment of 2-1/2 days per week, the PM is on a six-weeks on, six-weeks off contract for service. I'll write more about this next year, but so far, it seems to be working out very well.

Trent Student Membership Fees: The “final instalment” cheque for YE08 of \$23,002.07 was received late, in February 2008, along with another credit of \$1,959, which is about \$6,559 more than TrentU predicted, and about \$8,885 less than received the previous year, implying a significant reduction in students from last year (qv PtboEx Article 080315 attached). Early estimates for YE09 would indicate a similar revenue. Please see the Sponsorship & Fundraising Report for comparative numbers.

715 Upper Occupancy: Our current tenants gave notice for 31 July 08, and given that there were no major renovations planned, a new tenant (Tammy Robbins) moved on 01 August 08. The legal rent is now \$695

Summer 2008 Financing: A short-term loan of \$10,000 was required to cover expenses to the 31 Aug 2008 year-end. The loan was paid back from \$4,682 owing from the CSJ08 programme, \$2,500 from a charitable donation, with the balance of \$2,818 from YE08 revenues.

Canada Summer Jobs 2008: It was decided and mutually agreed to hire the Summer Operations & Information Manager commencing Mon, 28 Apr 08 at 20 hours per week, until we had heard about the CSJ grant. Subsequently, we were advised that we received CSJ funding to cover 12 of the 18-week employment period. Accordingly, and after the hiring committee made its recommendations, Andrew French was appointed to the position. I am grateful to both Laurel Paluck & Jill Staveley for giving Andrew orientation and support at the start of his duties, and to Andrew himself. Aside from his regular work, which included working with me on a twelve-hour time difference when I was in Singapore, he took on cutting the grass. Andrew took a lead hand in helping James Kerr take up the duties of Programme Director during the last week of August.

OWSP & TIP Grants: For AY2007-08 we received a subsidy of \$5,625 towards hiring five students for a total of 921 hours. For AY2008-09, we have received a subsidy of \$5,655 towards hiring five students for a total of 900 hours. My thanks to Geoffrey Forrest for keeping Trent Radio House cleaned and organised, as the OWSP Physical Plant person, over the past year and on into the current one.

StudioA & Other Upgrades: As part of the two week shutdown and overhaul at the end of August 2008, it was decided that a new CD player system was needed. With this and some ergonomics in mind, a design was implemented to replace the equipment tray holding the old CD players and other equipment, and the console bridge, which carried the telephone and computer monitor. The new rack stabilises the CD and tapedeck units, while leaving room at the bottom for laptops up to 19” wide. The console bridge was replaced by two monitor arms, which carry the phone and LCD monitor and provide anchor points for two microphones. My thanks to Bill Hodgson for this very useful design and implementation. Other upgrades undertaken in the current year include the addition of a 1500va UPS (\$591) to beef up capacity for our core computer systems, and a 16-port gigabyte switch. We are also considering repopulating the older network attached server with larger hard drives. The cost is about \$1,000 and would increase its storage capacity 3-1/2 times - from about 1.2TB to 4.2TB.

Telephone Trouble: This summer, the office line failed, and a few days later, the on-air line failed completely on Bell Canada’s end. While trouble-shooting, it was discovered that the phone wiring in the basement needed to be clarified, and was cleaned up. There are still some persistent telephone issues that will be attended to during the December shutdown.

Porch Maintenance: The porch was literally drifting south away from the building, and needed repair. The Board approved expenditures to stabilise & repair the porch (\$208); and to have it cleaned up and painted with the wood siding cladding the upper office area re-stained (\$506).

Tree Pruning, Clean Up & Garden: A year ago last fall, the trees behind the house were given a much needed pruning, and a chipper was rented to clean up the deadwood and windfall on the land abutting the old railway right-of-way. About five bags of trash and junk were removed from the area. Dahn Mirabelli, Geoffrey Forrest and I were on the “chipper” crew. It was loud, scary, probably a bit dangerous and sort of fun. Also, former Trent Radio Board member, and volunteer gardener, Glen Caradus has applied for a small grant (\$250.00) from the Peterborough Horticultural Society to add a bit to the garden.

A great loss: Former Trent Radio Board Member and host of the “Good ‘n Country Show”, Barb Bell died this past spring. Barb Woolner, who was our Programme Director for nine years until 2003 has prepared a memorial note which appears at the end of this report.

A respectful thank you

John K Muir, VP & GM / 21 Nov 2008

[end]

Posted By SARAH DEETH PtboEx Staff 15 Mar 2008
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"Money trouble at Trent; University sounds alert in wake of multimillion-dollar shortfall"

Trent University faces a 2007-08 budget shortfall of \$10.5 million that will likely result in layoffs for the local post-secondary institution, The Examiner has learned.

Don O'Leary, vice-president of administration, said the university managed to alleviate \$3.4 million of the deficit through other resources, leaving the university with a \$7.1-million operating budget shortfall.

University officials blame lower enrolment, government underfunding, the effects of inflation on expenses and significant costs associated with running the large Symons camps, plus the downtown campus and facilities in Oshawa, for the deficit. Trent's base budget is \$85.5 million and the deficit represents a shortfall of 12.2 per cent.

All department heads are being asked to trim five to 11 per cent of their budgets, O'Leary said, and in some cases more cuts will be made. Salaries and benefits account for 85 per cent of Trent's budget, he said. "When you make cuts as significant as these there are going to be some staff reductions," O'Leary said.

It's too soon to comment on any job losses, he said, but that will be reviewed once budgets come in from the various departments. Trent has obligations to its employees and collective agreements to abide by, O'Leary said. Any staff vacancies will be reviewed on a case-by-case basis before being filled. The changes will have no impact on the quality of education for Trent students, he said. The cuts seem drastic, he said, but if the university doesn't deal with the problem now it will only crop up later.

Alex Atfield, vice-president of Canadian Union of Public Employees Local 3908, which represents part-time faculty at Trent, said it's too soon to tell what the shortfall means for its members.

Information about the deficit has been circulating since September, he said, and it has been a topic of discussion for the university's senate. "It isn't entirely a surprise," Atfield said. But, he said, the \$10.5-million number was.

The deficit can mean two things for part-time staff, he said.

If Trent opts not to replace retiring full-time faculty with another full-time member, he said, it's likely that job will go to a part-time staffer working on contract. "It could mean we'll have more of our members filling those positions," Atfield said. "But it could mean that we're the first on the chopping block."

The deficit is to be discussed Monday at a union executive meeting, he said.

Peterborough MPP Jeff Leal said the province has already boosted funding to Trent University and Fleming College. "We've certainly increased the base budgets of both Trent University and Fleming College," Leal said, adding the province has also provided significant funding for capital projects at both institutions. Leal said he realizes post-secondary institutions face increasing operating costs.

The issue of funding for post-secondary institutions will be addressed by Colleges and Universities Minister Chris Bentley as the province readies for Finance Minister Dwight Duncan's March 25 provincial budget, Leal said.

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In the red
Trent University's explanation for its \$10.5-million 2007-08 deficit:

- \$5 million: shortfall due to 400 fewer undergraduate students (200 intake and 200 retention).
- \$3.5 million: structural deficit that is managed through various one-time funding appropriations at year-end.
- \$1 million: shortfall in government funding for accessibility and quality.
- \$1 million: inflation and increased costs associated with collective agreements and annual operating cost increases.

Article ID# 944958

end

Memorial Note about Barb Bell for Trent Radio AGM 23 November 2008

Barb Bell loved people dearly. I had the pleasure of being embraced by her kind and generous heart and I think most people who met Barb felt the same way. Everyone knows how much Barb loved country music especially “our local and area artists” but what they may not know is just how much she loved making radio programmes. She started on Trent Radio as the power behind the Wired Woodshed, hosted by an area radio celebrity. It was Barb that made that celebrity shine. She provided the music and the research and the conviction that the music of the people must be played. She knew that music touched people. She was not interested in celebrity, but when the first celebrity left the programme, she stepped into the spotlight, at first begrudgingly and (believe it or not) SHYLY. What started as a 6-week fill in show, turned into and continues to be numerous years (I have forgotten how many) of the Good ‘n Country Show. As she grew as a broadcaster, my admiration and respect for her grew as I learned about all of the things she was involved in, such as the Foster Parents Association and the Peterborough Pathway of Fame and all of the things that she cared passionately about, such as the well-being of children and her sense of fairness. Although, she had thousands of listeners and believe me I know how many there were considering how many times my ears were burnt by callers when Trent Radio would be off the air for annual maintenance, she was always clear that she did radio not to be the celebrity but for herself, for the pure joy of it. She loved playing requests, she loved meeting the students who would do shows after her, she loved being in the studio, she loved staying up all night raising funds for the station, she also loved bringing boxes and boxes of candies for all of us to share. She truly embraced the community spirit of this wee community radio facility. I sure do miss hearing her strong and gravelly voice on Saturday mornings but I feel blessed to have known her over the years and to have been touched so deeply by her generosity and love.

Barb Woolner

Past Programme Director, among other things

President's Report for Trent Radio AGM 23 Nov 2008
prepared by Meaghan Culkeen, President

I suppose that it can be said that all years at Trent Radio are wonderful and challenging, but it I still think it's worth mentioning that it has been a wonderful and challenging year at Trent Radio.

I would like to thank the members of our board; Dahn Mirabelli, Steve McNabb, Vincent Bierworth, Christina Last, Trevor Dunn, and Bryn Bratton Wall have been great to work with. I would like to thank them for contributing their time, energy, passion and commitment to community radio. To our departing members, many thanks and may you thrive in your future endeavours.

I would also like to thank John K Muir and Laurel Paluck for their hard work over the past year. And I would like to heartily welcome James Kerr back to the corner of Parkhill and George.

John kept my head on straight, Laurel made my heart beat faster, and James is keeping my tummy full with all those rice cakes he's been feeding me. The contributions of these wonderful individuals make Trent Radio what it is, and that is something we can celebrate.

I would like to conclude here, in the interests of not covering ground already traversed, by saying that I have developed a keen sense of pride in the community of Trent Radio over the past year.

I am proud because ours is a community that creates, a community that shares. Ours is a community that welcomes, a community that organizes and acts. Ours is a community that grieves, and ours is a community that grows.

Thank you all

- Meagh Culkeen