

TRENT RADIO BoD AGENDA  
01 March 2005

01. Approval of Previous Minutes - 24 January 2005
02. Business Arising
03. Committee Reports
  - a) Sponsorship
  - b) Summer Camp
  - c) Reunion Weekend
  - d) Bowling
  - e) Listening Stations
04. Operations Report
  - a) Financial Statements to 31 Jan 05
  - b) General Manager's Report (JK Muir)
05. Any Other Business
06. Next BoD meeting 22 Mar 2005 at 5pm
07. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 24 January 20045 at StudioC,  
Trent Radio House, 715 George Street North, Peterborough, Ontario.**

P R E S E N T: James Kerr, Karolyne Newby, Kim Fielding, Anne Stevenson, &  
Gord DeVillers.

R E G R E T S: Al Kirkaldy, and Steve McNabb (due to telephone difficulties).

Also present: Kerith Paul, guest; and John Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at 5:15pm, with James Kerr as acting as Chair and Karolyne Newby acting as Secretary. An agenda was agreed upon and discussion followed.

02. The minutes of the previous Board meetings were presented.

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board of Directors' meetings, held on 21 Nov 2004 before and after the AGM, were approved as amended.

03. Orientation & Orientation Planning

Discussion followed regarding, Directors availability over the summer, Committee work, setting a date for the next AGM and regular times for Board Meetings.

It was decided that the next three Board Meetings will take place at 5pm in Studio C on the 1st & 22nd of March, and 26 April 2005. Summer Board meeting times will be decided at the 26 April meeting with one Board meeting set for 30 August, at the end of the summer. The AGM was set for Sunday, 20 November 2005.

It was noted that; Karolyne Newby may be away for the summer, Anne Stevenson will be in Calgary, and that James Kerr, Kim Fielding, Gord DeVillers, and Al Kirkaldy will be in Peterborough over the summer.

UPON A MOTION duly made, seconded and carried unanimously, Kim Fielding was reappointed chair of the Membership and Fundraising committee (which includes being chair of the Trent Radio Alumni & Friend Reunion weekend set for 26-28 Aug 2005), Al Kirkaldy was reappointed chair of the Sponsorship committee, Anne Stevenson was appointed Social Convenor, Steve McNabb was appointed Internet Guy and RFP Ambassador with James Kerr, Karolyne Newby & Gord DeVillers appointed to help organise a summer radio kids camp.

It was noted that James Kerr will help organise a bowling event, and that Anne Stevenson will work with Jill Staveley to setup "listening" or prep stations.

04. Appointment and Confirmation of Officers

UPON A MOTION duly made, seconded and carried unanimously, James Kerr was reappointed Chair & President, Kim Fielding was appointed Vice-chair, Karolyne Newby was appointed Secretary, John Muir was confirmed as Vice-president and General Manager, Susan Newman was confirmed as Bookkeeper, and that the signing officers shall be James Kerr, Karolyne Newby, Kim Fielding, Al Kirkaldy, and John Muir

05 Operations Report

The General Manager presented the operations report (see attached)

Kerith Paul was introduced to the Board. Ms. Paul is attending the meeting in her academic research on community groups.

The Programme Director will report at the 26 April meeting.

It was suggested that part time students should be approached for a levy.

It was reported that a cheque for \$276 had been received for promoting that Maple Blues awards.

06. Any Other Business

The main phone line is crackling and needs repair.

There being no further business the meeting adjourned at 6:25pm.

## Trent Radio Balance Sheet As At 05-01-31

ASSETS		LIABILITIES	
CURRENT ASSETS		CURRENT LIABILITIES	
Raffle & Bingo Acct	0.00	Accounts Payable	(458.52)
Boost & Freq Acct	5.93	Contract Obligation	0.00
General Funds Montreal	21,368.54	Deferred Income	645.00
ING Savings	15.97	Accrued Liabilities	1,037.74
Cash In Bank	21,390.44	Trillium StudioC	72,495.40
Petty Cash: Programming	0.00	CPP Payable	0.00
Petty Cash: Admin	(2,000.00)	UIC Payable	0.00
Petty Cash: Summer Admin.	0.00	Income Tax Withholdings	(0.00)
Term Deposits	0.00	Receiver General Net	(0.00)
Accounts Receivable	5,525.70	Health Benefit Payable	0.00
Employee Advances	75.37	Other Withholdings Net	0.00
Doubtful Accounts	0.00	TOTAL CURRENT LIABILITIES	<u>73,719.62</u>
Receivables Net	5,601.07		
Student Levy Receivable	0.00	LONG TERM LIABILITY	
Prepaid Expenses	1,285.15	CO Long Term Loan	32,885.74
TOTAL CURRENT ASSETS	<u>26,276.66</u>	Deferred Contribution	6,013.00
		TOT. LONG TERM LIABILITY	<u>38,898.74</u>
FIXED ASSETS		TOTAL LIABILITIES	<u>112,618.36</u>
Land	10,000.00		
Buildings	94,421.14	NON-SHARE EQUITY	
Office Equipment	20,767.24	Retained Surplus/(Deficit)	15,786.90
Technical Equipment	200,330.90	Previous Year-end Adjustments	0.00
Technical Renovations	24,046.00	Net Retained Surp/(Def)	15,786.90
Fixed Assets at Cost	349,565.28	Current Surplus/(Deficit)	51,945.95
Accumulated Depreciation	(195,490.73)	TOTAL NON-SHARE EQUITY	<u>67,732.85</u>
TOTAL FIXED ASSETS	<u>154,074.55</u>	LIABILITIES AND EQUITY	<u>180,351.21</u>
OTHER ASSETS			
Deferred Charges	0.00		
TOTAL OTHER ASSETS	<u>0.00</u>		
TOTAL ASSETS	<u>180,351.21</u>		

Trent Radio Income Statement 04-09-01 to 05-01-31

REVENUE

GOVERNMENT GRANTS

Federal Grants	0.00	
Provincial Grants	0.00	
Municipal Grants	0.00	
<b>TOTAL GOVERNMENT GRANTS</b>	<u>0.00</u>	

FUND RAISING

Corporations	550.00	
Foundations	0.00	
Private	3,253.00	
Leadership	0.00	
Donations "In Kind"	0.00	
Net Donations		3,803.00
Trent Student Memberships	85,261.60	
Commercial & Non-profit	0.00	
Individual Memberships	660.00	
Discretionary M'ship Exp	0.00	
Net Memberships		85,921.60
Special Events	3,564.52	
Special Events Expense	(720.00)	
Net Special Events		2,844.52
Fundraising	50.00	
Fundraising Expense	0.00	
Net Fundraising		50.00
<b>TOTAL FUND RAISING</b>	<u>92,619.12</u>	

EARNED REVENUE

ON AIR Sponsorship	2,056.92	
ON AIR Sponsorship Expense	0.00	
Net ON AIR Sponsorship		2,056.92
Net "RADIO PAPER"		0.00
Net Other Sponsorship		0.00
Tape Sales	13.00	
Tape Sales Expense	0.00	
Net Tape Sales		13.00
Rental Income		3,225.00
Net Misc Sales & Services		10.00
<b>TOTAL EARNED REVENUE</b>	<u>5,304.92</u>	

MISCELLANEOUS REVENUE

Interest Income	81.16	
Micellaneous Revenue	0.00	
Amortisatn Dfrd Contribtns	0.00	
<b>TOTAL MISC REVENUE</b>	<u>81.16</u>	
<b>TOTAL REVENUE</b>	<u>98,005.20</u>	

EXPENSE

PERSONNEL

Programming Wage	10,560.00	
Technical Wage	0.00	
Publicity Wage	0.00	
Administrative Wage	15,653.88	
Benefits	0.00	
CPP Expense	1,151.04	
EI Expense	724.66	
Total Wages & Benefits		28,089.58
Programming Fees	0.00	
Technical Fees	0.00	
Publicity Fees	0.00	
Administrative Fees	605.00	
Total Fees		605.00
<b>TOTAL PERSONNEL</b>	<u>28,694.58</u>	

SUPPLY & EXPENSE

Publicity & Promotions		0.00
Equipment Rental	2,000.00	
Line Rental	1,078.05	
Rental Other	70.09	
Net Rentals		3,148.14
Postage & Delivery		124.04
Office Supplies		133.46
Telephone		647.45
Utilities		2,272.21
Programming & Licence		565.78
Building R & M	714.81	
Building R & M Upper Apt	1,479.11	
Technical R & M	2,498.05	
Net Repair & Maintenance		4,691.97
Professional Fees		0.00
Insurance		3,329.64
Travel		0.00
Volunteer Expense		165.96
Bank Charges		64.10
Mbanx Loan Interest	1,053.32	
Net Interest		1,053.32
Depreciation		0.00
GST Paid		910.30
Bad Debts		0.00
Miscellaneous		258.30
<b>TOTAL SUPPLY &amp; EXPENSE</b>	<u>17,364.67</u>	
<b>TOTAL EXPENSE</b>	<u>46,059.25</u>	
<b>NET REVENUE / (EXPENSE)</b>	<u>51,945.95</u>	

## **Operations Report for Trent Radio BoD Meeting 01 March 2005**

John K Muir, VP & GM

### Notes:

A total of 14 participants or participant/convenors took part in the First Person Singular workshop on the 19 & 20 March 2005 weekend.

The workshop leader, Chris Brookes did a great job, and the Sadleir House SCR (Turret Room) was the perfect spot. Excellent lunches were provided by Helen Markellos.

Trent University has convinced themselves that they are no longer able to attend to our alarm calls, effective immediately.

The full-time student referendum is to be held on 07-09 March.

Antenna & Transmitter Fundraising is \$29,809.44 as of 28 Feb 2005.