

**TRENT RADIO BoD AGENDA**  
**03 October 2005**

01. Chairs Opening Remarks
02. Approval of the Previous Minutes - 26 April 2005
03. Business Arising - New Board Members
04. Committees Reports & Discussion
  - a) Sponsorship & Earned Revenue - Al Kirkcaldy
  - b) Fundraising & Membership - Kim Fielding(c), L Paluck, John Muir
  - c) Summer Radio Camp - James Kerr
  - d) Nominating Committee - Prez /w BoD & PD - to be struck
  - e) Social Convenor - TBA

No formal reports from:

Board Development - Chair  
Liaison TU & TCSA - [President]  
Physical Plant & Technical - [GM]  
Publicity / Trout Rodeo - Laurel Paluck  
Studio C - PM & GM  
Radio Free Peterborough - Steve McNabb

05. Operations Report
  - a) Financial Statements to 31 August 2005 - subject to adjustment
  - b) General Manager's Report
    - Levy Membership Monies for YE06  
expected to be about the same at YE05 - \$85,000
    - Summer 2005 Financial Arrangements
    - Borrowed Transmitter & Trillium Application
    - OWSP (\$9,721.00 for YE06 up from \$6,185.20)  
& TIP funding (One position)
    - Targeted Wage Subsidy (TWS) grant. Shared with PRCSA
  - c) Programme Director's Report

06. Any Other Business

07. Next BoD meeting proposed for Thursday, 08 November 2005 at 5pm.

08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 26 April 2005 at StudioC,  
Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: James Kerr, Al Kirkcaldy, Karolyne Newby, Anne Stevenson, & Steve McNabb (by phone)

R E G R E T S: Kim Fielding, and Gord DeVillers

Also present: John Muir, General Manager; Laurel Paluck, Programme Director and Jill Staveley

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 5:12pm, with James Kerr as acting as Chair, and Karolyne Newby acting as Secretary. An agenda was agreed upon and discussion followed.

01. 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 22 Mar 2005 were approved.

02. Business Arising

The main phone line is still a problem and may have even been crossed with the broadcast lines. It's still crackly and there was an instance of ring tones being heard on-air.

03. Committee Reports

- a) Sponsorship: Al Kirkcaldy reported that Scotia Bank may be interested and that Holiday Inn needs a copy of their promo to see if any changes are needed for this year
- b) Summer Camp is to become a joint project with the Art Gallery of Peterborough (AGP). Visual and Audio Art together again. Its scheduled for the last 2 weeks of July and based on a Canada Council grant application with a mid-May announcement. A makeshift recording facility may be set-up at the AGP for the campers to use.
- c) Reunion Weekend 26-28Aug05: the run of events is now set including a panel discussion on the future of radio
- d) Social Committee: Friday at noon signing off party/snack Luck and then a 7pm BBQ party at 589-1/2 Water Street.
- e) Stream Report: RFP now heard in 53 countries, with 2,000 hits a month, 12,455 listening hits since October 2004.

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

04. Operations Report

Laurel Paluck presented the Programme Director's report - see attached.

Jill Staveley presented a Production Manager's report - see attached.

John Muir presented the General Manager's report, including a letter from Reuben Maan - see attached

The Financial Statements to 31 March 05 were presented.

UPON A MOTION duly made, seconded and carried unanimously, the Operations report, including the Financial Statements to 31 March 05 were accepted as presented.

05 Any Other Business: Anne Stevenson is leaving for London, England and will be sorely missed.

06 & 07 Next Board Meeting & Adjournment. The next Board meetings are scheduled for 31 May and 30 August 2005 at 5pm.

There being no further business the meeting adjourned at 6:19pm.

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James Kerr, President & Chair

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Karolyne Newby, Secretary

**TRRW05 Summary Report**

prepared for Kim Fielding - 29 Aug 05 / jkm

Total Admission Sales (32 paid)	970.00
7 TShirts sold	105.00
Beer and Wine Sales 24x \$4.00	<u>96.00</u>
Total Receipts	\$ <u>1,171.00</u>

Beer&Wine	303.38
Pop & Sundries	30.84
Guest Book	25.29
7 TShirts sold Expense	70.00
Catering Allowance	150.00
less LCBO Wine Return 2 Bottles	(32.10)
less Beer Store Return 2 cases	<u>(86.61)</u>
Total Disbursements	\$ <u>460.80</u>

Surplus/(Deficit) Net	\$ <u><u>710.20</u></u>
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## **Trent Radio BoD Meeting 03 Oct 2005 - Attachments**

### **03. Nominating Committee and 20 Nov 05 AGM Planning. (see attached)**

The PRCSA (Sadleir House) Library has been booked for Trent Radio from 1-6pm on Sunday, 20 November. The agenda for the day will be;

- 1pm The last Meeting of the old Board just prior to the AGM.
- 2pm The 2005 Annual General Meeting
- 4pm or twenty minutes after the end of the AGM, the first Meeting of the New Board.

### **TRENT RADIO Nominating Committee Policy passed by the Membership at the AGM November 2000:**

Individual Eligibility:

Each Nominee MUST be;

1. Eighteen years of age or older, [CorpAct 286(4)]
2. And EITHER,
  - a) a student who shall be enrolled at Trent University at the time of the AGM, OR,
  - b) someone otherwise from the community at large.note that (a) and (b) are not mutually exclusive
3. And a Member of Trent Radio
  - a) at the time of their election, OR,
  - b) within ten (10) days thereafterand throughout their term of office. [CorpAct 286(1 & 2)]
4. And capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage
5. And not normally employed by Trent Radio.

Group Eligibility:

1. Members of the Board SHALL be drawn from among
  - a) the student body of Trent University,
  - b) Trent Radio volunteers,
  - c) members of the community at large.and MAY include members drawn from Trent University [CRTC]
2. Members of the Board shall be at all times Canadian citizens [TRB normally resident in Canada, except when non-Canadian participation is seen to be of exceptional benefit to Trent Radio and is direction in which case; the President and not less than 80% of the members of the Board shall be Canadian citizens, and all members of the Board shall be normally resident in Canada. [Requirements of the Direction to the CRTC (Ineligibility of Non-Canadians) P.C. 997-486] & [TRB]
3. A majority of the Board shall be enrolled students of Trent University, at the time of their election or appointment. [TRB]
4. Taken together the Board shall be balanced at all times [CRTC] [TRB]

The Nominating Committee is charged with recruiting nominees who taken together reflect a balance of skills and aptitude, of experience and passion, of those who are instrumental and those who are thoughtful, without regard to sex, occupation, or any other characteristic prohibited by the Human Right Code of Canada.

Note: TRB refers to Trent Radio By-law #1

CorpAct refers to Corporations Act Revised Statutes of Ontario, 1990, Chapter C.38

CRTC refers to Public Notices, Decisions and other Policy as promulgated by the Canadian Radio-television and Telecommunications Commission or the Privy Council of Canada

[end]

**Trent Radio Balance Sheet As At 05-08-31 - Subject to Adjustment & Review**

<b>ASSETS</b>			
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	(14,556.93)	Deferred Income	685.00
ING Savings	20.09	Accrued Liabilities	1,037.74
Cash In Bank	(14,530.91)	Trillium StudioC	72,495.40
Petty Cash: Programming	0.00	CPP Payable	479.98
Petty Cash: Admin	(3,054.51)	UIC Payable	267.82
Petty Cash: Summer Admin.	100.00	Income Tax Withholdings	537.07
Term Deposits	0.00	Receiver General Net	1,284.87
Accounts Receivable	7,639.70	Health Benefit Payable	0.00
Employee Advances	75.37	Other Withholdings Net	0.00
Doubtful Accounts	0.00	<b>TOTAL CURRENT LIABILITIES</b>	<b>75,044.49</b>
Receivables Net	7,715.07		
Student Levy Receivable	0.00	<b>LONG TERM LIABILITY</b>	
Prepaid Expenses	1,285.15	CO Long Term Loan	31,499.93
<b>TOTAL CURRENT ASSETS</b>	<b>(8,485.20)</b>	Deferred Contribution	6,013.00
		<b>TOT. LONG TERM LIABILITY</b>	<b>37,512.93</b>
<b>FIXED ASSETS</b>		<b>TOTAL LIABILITIES</b>	<b>112,557.42</b>
Land	10,000.00	<b>NON-SHARE EQUITY</b>	
Buildings	94,421.14	Retained Surplus/(Deficit)	15,786.90
Office Equipment	20,767.24	Previous Year-end Adjustments	0.00
Technical Equipment	201,151.29	Net Retained Surp/(Def)	15,786.90
Technical Renovations	24,046.00	Current Surplus/(Deficit)	18,065.42
Fixed Assets at Cost	350,385.67	<b>TOTAL NON-SHARE EQUITY</b>	<b>33,852.32</b>
Accumulated Depreciation	(195,490.73)	<b>LIABILITIES AND EQUITY</b>	<b>146,409.74</b>
<b>TOTAL FIXED ASSETS</b>	<b>154,894.94</b>		
<b>TOTAL ASSETS</b>	<b>146,409.74</b>		

**Trent Radio Statement of Revenue and Expense 04-09-01 to 05-08-31 - Subject to Adjustment & Review**

REVENUE					
GOVERNMENT GRANTS					
Federal Grants	5,690.00			26,371.65	
Provincial Grants	0.00			0.00	
Municipal Grants	2,865.00			0.00	
<b>TOTAL GOVERNMENT GRANTS</b>	<u>8,555.00</u>			<u>37,000.08</u>	
FUND RAISING					
Corporations		750.00		2,750.52	
Foundations		0.00		1,739.03	
Private		5,905.00			67,861.28
Leadership		0.00		0.00	
Donations "In Kind"		0.00		0.00	
Net Donations		0.00		0.00	
Trent Student Memberships		85,261.60		1,312.50	
Commercial & Non-profit		0.00			
Individual Memberships		700.00			
Discretionary M'ship Exp		0.00			
Net Memberships			6,655.00		1,312.50
Special Events		4,483.35			
Special Events Expense		(1,066.17)			
Net Special Events			3,417.18		
Fundraising		2,117.62			
Fundraising Expense		(198.33)			
Net Fundraising			1,919.29		
<b>TOTAL FUND RAISING</b>			<u>97,953.07</u>		<u>69,173.78</u>
EARNED REVENUE					
ON AIR Sponsorship		4,138.22			
ON AIR Sponsorship Expense		0.00			
Net ON AIR Sponsorship			4,138.22		
Net "RADIO PAPER"			0.00		
Net Other Sponsorship			(440.65)		
Tape Sales		13.00			
Tape Sales Expense		0.00			
Net Tape Sales			13.00		
Rental Income					
Net Misc Sales & Services			7,095.00		
<b>TOTAL EARNED REVENUE</b>			<u>11,055.48</u>		<u>2,466.39</u>
MISCELLANEOUS REVENUE					
Interest Income					2,466.39
Miscellaneous Revenue					0.00
Amortisath Dfrd Contribtns					1,436.89
<b>TOTAL MISC REVENUE</b>					<u>0.00</u>
<b>TOTAL REVENUE</b>					<u>229.94</u>
EXPENSE					
PERSONNEL					
Programming Wage					
Technical Wage					
Publicity Wage					
Administrative Wage					
Benefits					
CPP Expense					
EI Expense					
Total Wages & Benefits					
Programming Fees					
Technical Fees					
Publicity Fees					
Administrative Fees					
Total Fees					
<b>TOTAL PERSONNEL</b>					<u>1,312.50</u>
SUPPLY & EXPENSE					
Publicity & Promotions					9.86
Equipment Rental					
Line Rental					
Rental Other					
Net Rentals					
Postage & Delivery					
Office Supplies					
Telephone					
Utilities					
Programming & Licence					
Building R & M					
Building R & M Upper Apt					
Technical R & M					
Net Repair & Maintenance					
Professional Fees					
Insurance					
Travel					
Volunteer Expense					
Bank Charges					
Mbanx Loan Interest					
Net Interest					
Depreciation					
GST Paid					
Bad Debts					
Miscellaneous					
<b>TOTAL SUPPLY &amp; EXPENSE</b>					<u>30,411.95</u>
<b>TOTAL SUPPLY &amp; EXPENSE</b>					<u>99,585.73</u>
<b>NET SURPLUS / DEFICIT</b>					<u>18,065.42</u>

**Subject:** Finances 2005  
**From:** jkerr@trentradio.ca  
**Date:** Mon, 23 May 2005 12:42:22 -0400 (EDT)  
**To:** jkmuir@trentradio.ca

Dear John Muir

In reference to our conversation on the morning of Friday, May 20th, I am emailing you to confirm that you will finance Trent Radio's operations over the 2005 summer months, and are authorised to secure alternative transmission facilities; with your reimbursement scheduled for the end of September 2005. Once again we thank you for your generosity, as you struggle more than anyone to ensure the continued operations of Trent Radio.

I will be in contact with you throughout the summer months.

~James Kerr, President of Trent Radio

## **Programme Director's Report for Trent Radio BoD Meeting 03 Oct 05 Laurel Paluck / 03Oct05**

### **September 2005**

- Pre season begins Sept 06
- Clubs and groups day at Trent U Sept 07
- Programme Proposal workshop Sept. 09 at Sadleir House
- Trent Radio Open House Sept 09 noon-6pm
- TRadio at 1<sup>st</sup> annual Artsweek Peterborough City Hall Spectacle Sept.12
- Programme idea's workshop at Trent Radio Sept. 13
- Programme proposal deadline Sept. 16 noon with Committee
- Co-op Student begins Sept.19
- Operators secured and scheduled for Sept.26
- Fall 2005 Programmers interviewed and scheduled- Sept. 23
- Kawartha Studio Tour with Artist in Residence Brian Wagner Sept 24 & 25
- Fall Season began Sept. 26
- Interviews and hiring of OWSP completed by Oct. 1
- William Bain brings over 30K world music tracks to Trent Radio

81 programmes to date are scheduled for Fall 2005  
Studio A training begins Sept. 19<sup>th</sup>, to date 32 new programmers have been trained.  
Studio B training begins Sept. 26, 5 trained to date.

### **Operators Fall 2005**

Monday – am: tba, noon: tba, eve: Kerith Paul  
Tuesday – am: tba, noon: tba, eve: Kerry Day  
Wednesday – am:tba, noon:tba, eve: Andrew French  
Thursday –am: tba, noon: tba, eve: Andrew Illiadis  
Friday –am: tba, noon: tba, eve: Misha Paramonov  
Saturday- am: self support, eve: Dahn Mirabella  
Sunday- am: self support, eve: Misha Paramonov

### **Ontario Work Study Jobs**

Studio A Trainer – Angela Teske  
Studio B and Digital Editing Trainer – John Mather  
PD assistant Trout Rodeo Editor-Dahn Mirabella  
PM assistant-Trevor Dunn  
Music Archivist –TBA  
Spoken Word Archivist – Radha McAllister and Misha Paramonov  
Physical Plant- TBA

### **Co-op Student** Holy Cross-Tom Donoghue

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

Canadian and Local musician profile Programmes remain popular w/10 shows  
Spoken Word programming is high with 28 dedicated shows  
9 World Music shows  
Programmes with other Community Orgs include KWIC, Women's centre, PCAP, TSCA, OPIRG,  
Older Women's Network and Trent Centre for Community Education.

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