

TRENT RADIO BoD AGENDA 31 August 2006

01. Chair's Opening Remarks and Agenda Approval
This is to review Summer Activities
02. Presentation of Previous Minutes - 15 June 2006
03. Business Arising not covered in other reports (none)
04. Committee Reports
Sponsorship (A Kirkcaldy)
A new sponsorship flyer is being prepared by Laurel Paluck & Miriam Stucky
Miriam Stucky will be coordinating with Al Kirkcaldy to sell fall sponsorships
05. Operations Report
 - a) Financial Statements to 30 June 06
 - b) Tourist Information Correspondent (A Driscoll)
 - c) Summer Programme Coordinator's Report (A Iliadis)
 - d) General Manager's Report (JK Muir)
 - i) Two flash recorders (a Marantz PMD660 & an Edirol R-09) purchase for RFP & the PD \$1,500 from some of the City of Peterborough grant.
 - ii) An new Ingest station is being prepared to include processing LPs, CD, and other media in one place.
 - iii) Repair, Maintenance and Upgrading proceeding during the Shutdown.
 - iv) No word as yet from Trillium.
 - v) Our AY2006-07 OWSP allocation is \$9,415
06. Any Other Business
07. Next BoD meetings c/b Thu, 28 Sep 06 at 5pm
Director & Officer availability
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 15 June 2006, at Trent Radio House, 715 George Street North, Peterboro, Ontario.

P R E S E N T: AL Kirkcaldy, Dahn Mirabelli, Kim Fielding, and Steve McNabb.

R E G R E T S: Trevor Dunn, Kim Fielding, Kerith Paul and Angela Teske.

Also present: Andrew Iliadis, Summer Coordinator, Jill Staveley, Production Manager & John K Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a quorum being present in person or by telephone, the meeting was declared constituted and called to order at 5:10pm. Dahn Mirabelli acted as Chair, and John Muir took notes for Angela Teske, 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 27 April 2006 were approved as presented.

03. Business Arising: There was no business arising.

04. Committee Reports

a) Sponsorship: There are nine summer sponsors, namely; Bodywise; Catalina Hair; Have U Seen; Holiday Inn; Leatherbeaten; McWilliams; Night Kitchen; Renegade Apparel; & Scotia Bank: Kawartha, Portage & Summit, of which six are Arts Vest sponsors.

As to raising sponsorship rates, it was noted that if anything, consideration should be given to lowering rates to encourage more sponsors.

b) Trout Rodeo: no report

c) Fundraising & Membership / Social Convenor; It was reported that the End of Season Gathering had been combined with the Knackwurst Sauerkraut Fundraiser and was held on Sunday afternoon, 30Apr06, and raised \$788.78 net. The third annual Good 'n Country Fundraising Dance was held on Sunday, 28May06 and raised \$716.00 net. The latter event had 87 attendees, down significantly from previous years.

d) Potential Summer Activities & Workshops Ideas: The following events were discussed and either noted or scheduled; 14-16 July Lakefield Literary Festival, 17-21 July Rock Camp for Girls, 05 August Sadleir House Fundraiser, and 11 August Radio on the Lawn.

Also discussed was the possibility of a radio art performance with Brian Wagner & perhaps Hans Finkeldey

05. Operations Report:

The General Manager presented the Operations Report comprising reports from the Summer Programme Coordinator, the General Manager, as well as the financial statements to 30 April 06. (see attached).

UPON A MOTION duly made, seconded and carried unanimously, the all Committee and the Operations Report were approved and accepted as presented.

06 07 08 It was decided that the Board will meet again on Thu, 31 Aug 06. There being no further business the meeting was adjourned at 5:50pm.

Dahn Mirabelli, President & Chair

Angela Teske, Secretary

Trent Radio Balance Sheet As At 30-Jun-06

ASSETS

CURRENT ASSETS

Raffle & Bingo Acct	0.00	
Boost & Freq Acct	5.93	
General Funds Montreal	4,128.65	
ING Savings	2,186.32	
Cash In Bank		6,320.90
Petty Cash: Programming		0.00
Petty Cash: Admin		(12,001.00)
Petty Cash: Summer Admin.		100.00
Term Deposits		0.00
Accounts Receivable	2,338.60	
Employee Advances	75.37	
Doubtful Accounts	0.00	
Receivables Net		2,413.97
Student Levy Receivable		4,900.74
Prepaid Expenses		662.73
TOTAL CURRENT ASSETS		<u>2,397.34</u>

FIXED ASSETS

Land	10,000.00	
Buildings	94,439.07	
Office Equipment	20,774.21	
Technical Equipment	230,051.16	
Technical Renovations	24,431.00	
Fixed Assets at Cost		379,695.44
Accumulated Depreciation		<u>(244,639.61)</u>
TOTAL FIXED ASSETS		<u>135,055.83</u>
TOTAL ASSETS		<u><u>137,453.17</u></u>

LIABILITIES

CURRENT LIABILITIES

Accounts Payable		0.00
Contract Obligation		29,358.74
Deferred Income		745.00
Accrued Liabilities		0.00
Trillium StudioC		50,209.68
CPP Payable	(0.00)	
UIC Payable	0.00	
Income Tax Withholdings	0.00	
Receiver General Net		0.00
Health Benefit Payable	0.00	
Other Withholdings Net		0.00
TOTAL CURRENT LIABILITIES		<u>80,313.42</u>

LONG TERM LIABILITY

Deferred Contribution		28,865.40
TOT. LONG TERM LIABILITY		<u>28,865.40</u>
TOTAL LIABILITIES		<u>109,178.82</u>

NON-SHARE EQUITY

Retained Surplus/(Deficit)	(1,391.29)	
Previous Year-end Adjustments	0.00	
Net Retained Surp/(Def)		(1,391.29)
Current Surplus/(Deficit)		29,665.64
TOTAL NON-SHARE EQUITY		<u>28,274.35</u>
LIABILITIES AND EQUITY		<u><u>137,453.17</u></u>

Trent Radio Income Statement 01-Sep-05 to 30-Jun-06

REVENUE		EXPENSE	
GOVERNMENT GRANTS		PERSONNEL	
Federal Grants	15,704.00	Programming Wage	21,195.55
Provincial Grants	0.00	Technical Wage	19,219.20
Municipal Grants	<u>3,500.00</u>	Publicity Wage	0.00
TOTAL GOVERNMENT GRANTS	19,204.00	Administrative Wage	32,206.72
FUND RAISING		Benefits	0.00
Corporations	0.00	CPP Expense	3,151.75
Foundations	0.00	EI Expense	1,934.41
Private	3,268.71	Total Wages & Benefits	77,707.63
Leadership	0.00	Programming Fees	1,289.60
Donations "In Kind"	0.00	Technical Fees	0.00
Net Donations	3,268.71	Publicity Fees	250.00
Trent Student Memberships	93,456.96	Administrative Fees	2,429.00
Commercial & Non-profit	0.00	Total Fees	<u>3,968.60</u>
Individual Memberships	300.00	TOTAL PERSONNEL	81,676.23
Discretionary M'ship Exp	0.00	SUPPLY & EXPENSE	
Net Memberships	93,756.96	Publicity & Promotions	85.00
Special Events	2,703.75	Equipment Rental	1,700.00
Special Events Expense	(650.00)	Line Rental	2,791.60
Net Special Events	2,053.75	Rental Other	150.00
Fundraising	479.25	Net Rentals	4,641.60
Fundraising Expense	0.00	Postage & Delivery	44.77
Net Fundraising	<u>479.25</u>	Office Supplies	583.82
TOTAL FUND RAISING	99,558.67	Telephone	1,257.29
EARNED REVENUE		Utilities	4,180.74
ON AIR Sponsorship	6,749.69	Programming & Licence	1,720.91
ON AIR Sponsorship Expense	0.00	Building R & M	894.98
Net ON AIR Sponsorship	6,749.69	Building R & M Upper Apt	16.96
Net "RADIO PAPER"	0.00	Technical R & M	5,922.63
Net Other Sponsorship	0.00	Net Repair & Maintenance	6,834.57
Tape Sales	0.00	Professional Fees	50.00
Tape Sales Expense	0.00	Insurance	3,766.57
Net Tape Sales	0.00	Travel	151.06
Rental Income	6,450.00	Volunteer Expense	222.94
Net Misc Sales & Services	6,146.70	Bank Charges	193.03
TOTAL EARNED REVENUE	19,346.39	Mbanx Loan Interest	1,879.28
MISCELLANEOUS REVENUE		Net Interest	1,879.28
Interest Income	182.33	Depreciation	0.00
Micellaneous Revenue	760.00	GST Paid	1,772.27
Amortisatn Dfrd Contribtns	<u>0.00</u>	Bad Debts	0.00
TOTAL MISC REVENUE	942.33	Miscellaneous	<u>325.67</u>
TOTAL REVENUE	139,051.39	TOTAL SUPPLY & EXPENSE	27,709.52
		TOTAL EXPENSE	109,385.75
		NET INCOME	<u>29,665.64</u>

Tourist information Correspondent's Final Report for BoD 31 August 2006

prepared by Adam Driscoll (TIC) 28 Aug 06

Having completed the summer program for 2006 I find myself hanging up the Marantz and looking back at a very busy two months. The equipment (a Marantz PMD660) has served me very well; it is incredibly easy to use, even for a technophobe like myself, as well as versatile; it gets a big thumbs up from me.

As far as the job itself goes it has been a largely enjoyable experience. It is the kind of work that requires a certain amount of organization, which has been good for me because I'm not a particularly organized person. There's no better motivator than necessity. The major problem that I encountered with this job was being prepared for the eventuality of an individuals cancellation or no show, in other words having a backup plan. I can not stress enough the importance of having a reserve plan in the case that something should fall through. Several times I found myself scrambling to meet a deadline which was clearly not the most efficient way to do this job. A major frustration, and something to be prepared for, is spending absurd amounts of time playing phone tag or trying to track people down. Often times people would express interest in an interview but fail to return a phone call or e-mail.

Determination and persistence are both key to getting the interviews that you want.

A very important resource I found was www.quidnovis.com which is an internet listing of ongoing and upcoming events happening in Peterborough and the surrounding area. As well the Trent Radio PSA listings were an invaluable resource. In the end, despite the frustration and occasional lack of preparedness, this has been an extremely enjoyable and rewarding experience that I would certainly do again.

Adam Driscoll

List of Interviewees/Topics

Peterborough Art Gallery space	Miles Connor of Renegade Apparel	Matt Gilbert re: new theatre
Peterboro Zoo re: Smr concert series Festival x2	Have you seen Movie Of The Week x3	Mike Martyn re: Ptbo Folk
Food Not Bombs	Lakefield Literary Festival	Lang Pioneer Village
Critical Mass	Rock Camp For Girls	Veterans Appreciation Day
Ashburnam Ghost Walks	JF Coley and August (Musicians)	Marlon Hazlewood
Photographer		
Peterborough Green-Up: Ecology Park	Trent Film Society	PCMA: Driftwood Theater
Orchard Multifaith Spirituality Centre	PARN	
4th Line Theatre: I .Dr. Barnardo's Children II. Camp X: The Art Of Silent Killing		
Phil Oakley and Dan Fewings re: The Honeymooners Episodes		

[end]

Summer Program Coordinator Report for BoD Meeting 31Aug 2006
prepared by Andrew Iliadis 25Aug06

Key Events of the Summer

May ♦ Our Good'n Country Jamboree was held on Sunday May 28th at The Trentwinds International Centre with the support of volunteers who helped facilitate the event, including: Barbie Bell, Barb Holtmann, John Muir, Laurel Paluck, Jill Staveley, Andrew Iliadis, Yvonne Lai and Dahn Mirabelli.

♦ A potluck was held on Saturday May 27th for all of Trent Radio's Programmers and Summer Executives. Those who attended also recorded promos for their summer shows with the help of Jill Staveley in studio C. This was a good way to get a lot of the promos done at the same time.

June ♦ John Annen, one of our Friday night programmers, had his show "Diametrically Opposed" moved to Wednesday night due to lack of communication between him and our Friday night Summer Executive, Misha Paramonov.

♦ Adam Driscoll began acting as Tourist Information Correspondent. With the help of Trent Radio's newly acquired Marantz PMD-660 he conducted many interviews in and around Peterborough for Smooth Operator. Some of these interviews are re-playable and are located in:

\\nasd\psrv\ZZZsmooth_op\summer\Smooth Op Interviews (Adam)\Replayable.

♦ Studio A became available for recording, with the computer in studio B providing the RFP feed.

July ♦ The dead elm tree formerly located on the Southeast corner of Trent Radio's property was cut down by lumberjack extraordinaire John Muir and his trusty assistant Andrew "tree feller" Iliadis.

♦ There were a few big rain storms this month and announcements from the City of Peterborough were read on Smooth Operator as to what residents should do with regard to preserving water, how to deal with debris (fallen trees, etc).

August ♦ Radio On the Lawn was held at Trent Radio on Thursday August 10th with the help of Jill Staveley and Andrew Iliadis. Local musicians performed live on the lawn from 1-5pm, including Johnny Chartrand, Meag Culkeen, Brian Hamilton, Jean-Marc Pineau, Mike Duguay, Nick Ferrio and James Kent. The evening continued with an experimental music session in studios A and C with Dahn Mirabelli and Brian Wagner, from 6-9pm.

♦ Andrew Iliadis cancelled John Annen's Wednesday night show, "Diametrically Opposed" due to his continuing disregard of the authority of our Summer Executives, who this time were Alissa Paxton and Sarena Santilly.

♦ Trent Radio begins renovations/clean up before the start of the fall season. The walls were cleaned and repainted and the couches were replaced.

Stats (see attached): Total # programmers: 40 Hrs of programming per week: 48.5

Comments on programming statistics:

♦ There was a high percentage of spoken word (32%). The trend this summer seemed to be that there were many shows that were formulated around the discussion of a topic (i.e., Literary Sessions [literature], Health and Healing [physical health], Treat Your Spirit [mental health], Get the E Out [wrestling], etc).

♦ Pop/rock was the musical genre with the highest percentage of programming (23.7%).

General comments and ideas:

♦ Jill Staveley, Andrew Iliadis and Laurel Paluck have discussed the idea of implementing a test of the basic rules of Trent Radio that programmers would have to complete before they are able to begin programming in studio A.

♦ Organizing specific dates when the Program Director and Operators can get together for a general meeting as to how things are going at the station.

♦ Parking was an issue a couple of times this summer. Perhaps a sign as to where Trent Radio visitors can park would remedy this.

Summer 2006 saw some great programs and many great interviews and events. Social events are always exciting and after the transitional renovation/clean up at Trent radio, Fall 2006 is shaping up to be another great season!

Office & Staff Info:

Office hours: weekdays 4-8pm

Summer Program Coordinator: Andrew Iliadis **Tourist Information Correspondent:** Adam Driscoll

Executive Producers

Sun - Programmers on self-support

Mon: Jesse Thomas **Tue:** Al Kirckaldy **Wed:** Alissa Paxton & Sarena Santilly

Thu: Dahn Mirabelli **Fri:** Misha Paramonov **Sat:** James Kerr

Co-op student: Will Snyder

Show Name	Length (hrs)	01 SW		02 Popular Music				03 Traditional / Specialty					
		11 News	12 S/W	22 P/R/D	22 Country	23 Acoustic	24 EasyLstn	31 Concert	32 Folk	33 World	34 Jazz/Bls	35 Religios	36 RadioArt
Knackwurst and Saurkraut	4.00		1.00		1.00				2.00				
Smooth Operator	2.50		2.00	0.50									
Literary Sessions	1.00		0.50							0.50			
Hysteric Glamour	1.00		0.50	0.50									
Health and Healing	0.50		0.50										
Alternative Roots	0.50			0.50									
Trend Radio	1.00		0.25	0.75									
Bitches & Prose	1.00		1.00										
Doo-little	1.00		0.50							0.50			
Ben and Ryan Show	0.50		0.50										
Still Thinking	0.50		0.50										
Intact Social Scene	1.00		0.25	0.75									
Blue in the Face	3.00									3.00			
Preying Mantra	2.00											2.00	
Chimes of Freedom	3.00								3.00				
Treat Your Spirit	1.00		1.00										
Get the E Out	1.00		1.00										
Etched in Time	1.00		0.50	0.50									
Diametrically Opposed	1.00			1.00									
LIVE Nude Grrrrls...	0.50		0.50										
Dead Air	0.50											0.50	
The Hour of Chuckles	1.00		1.00										
Announcing a Noun Thing	1.00		1.00										
The Underground Express	2.00		0.50	1.50									
From the Rooftops	1.00		0.50	0.50									
Francofoliel	1.00		0.50							0.50			
New Noise	2.00											2.00	
Disco Drive-By	1.00			1.00									
Tristan Hour	1.00			1.00									
Yerba Mate Infusion	1.00								1.00				
The DNS Show	1.00			1.00									
Satisfaction Show	2.00			2.00									
Good'n Country	5.00		1.00		2.00	1.00			1.00				
Instrumental	2.00		0.50			0.50				1.00			
Total hrs / week	48.50	0.00	15.50	11.50	3.00	1.50	0.00	0.00	3.00	4.50	5.00	0.00	4.50
% of Programming	100	0	32	24	6	3	0	0	6	9	10	0	9

prepared 25Aug06 Andrew Iliadis Summer Programme Coordinator - Summer 2006