

TRENT RADIO BoD AGENDA 29 March 2007

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 25 January & 08 March 2007
03. Business Arising - if any
 - Motion to regularise the BoD Meeting held on 08 March 2007
04. Committees
 - Board Development: (Met on 22Mar07 to discuss fiduciary responsibility, the budget cycle and how to read financial statements.)
 - TU Liaison: FOI request results - S McNabb (see attached)
05. Operations Report:
 - a) Financial Statements to 28 Feb 07.
 - b) General Managers Report (see attached)
 - i) CRTC Application;
 - ii) Canada Summer Job Application;
 - iii) Rough Plan for the 2007 Summer.
06. Any Other Business:
 - Radio Tarahumara Project - Romaine Wheeler performance 30 May 07:
 - request for some organisational and promotions support - S McNabb.
 - Referendum Results - 398 in favour & 583 against.
 - Lily Mills' TCCBE survey reminder..
 - Planning next Board Meetings
 - 26 Apr 07 at 5pm will include reports from the Programme Director & the Production Manager, and Setting Summer Meeting Dates
- 07 Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 25 January 2007, at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, Victor Heng, Al Kirkcaldy, Dahn Mirabelli, and Steve McNabb (by phone).

R E G R E T S: Kim Fielding, and Christina Last.

Also present: 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 5:05pm, with Dahn Mirabelli acting as Chair, and John Muir acting as Secretary. An agenda was agreed upon and discussion followed.

02. Business Arising (Director resignation)

The President relayed the contents of his conversation with Kim Fielding. With apologies, Ms. Fielding has tendered her resignation from the Board, citing work and family responsibilities.

UPON A MOTION duly made, seconded and carried unanimously, Kim Fielding's resignation was accepted with regret.

It was noted that Kim has been very much involved at Trent Radio as programmer and has provided sterling service as a Member of the Board since 2000. It was further decided that the Board would not proceed immediately to fill the new vacancy on the Board.

03. Availability.

After some discussion it was decided that the next Board Meetings will be held on Thursday, 01 Mar 07, 29 Mar 07, and 26 Apr 07 at 5pm. The Annual General Meeting was set for Sunday, 25 Nov 07 at 2pm, and the next series of Board Development sessions was set to start on Thursday, 15 Feb 07 at 5pm.

04. Committees. : The work and roles of various committees and officer duties were discussed, with Directors volunteering to take on different tasks.

UPON A MOTION duly made seconded and carried the following people were appointed or confirmed to the following positions or committees;

Live Music Day 01Mar07: Simon Ward & Meriah Caswell

Fundraising Events: Laurel Paluck & Miriam Stucky

a) Radio Marathon 15Dec06: Barbs Bell & Holtmann & Stephanie Bolender

b) Winter Cabaret 29Jan07: Laurel Paluck et al

c) Knackwurst & Sauerkraut 28Apr07: Henry Holtmann

d) Good n Country May06: Barbs Bell & Holtmann

Sponsorship & Earned Revenue: Al Kirkcaldy /w Miriam Stucky

Publicity: Laurel Paluck /w OWSP support

Convenors Social: Meaghan Culkeen & Victor Heng

Radio Free Peterborough: Steve McNabb

Nominating Committee: Prez + One or Two Directors + PD

Membership & Board Development: GM

It was noted at this time that the Nominating Committee will be the President, the Programme Director and one or two Directors, with the specific makeup to be determined in September 2007.

05. Financial Statements to 31 Dec 06.

The General Manager presented the financial statements prepared by the Bookkeeper. (see attached).

UPON A MOTION duly made, seconded and carried unanimously, the Financial Statements to 31 Dec 06 were accepted as presented.

06. Any Other Business.

a) The General Manager reported that T4 & Socan Filings and StatsCan/CRTC & CRA Charity Returns completed.

b) In the absence of the Programme Director, the President presented the Referendum Campaign Report (see attached).

07 & 08. It was noted that the next meeting will be held on Thu, 01 Mar 07. There being no further business the meeting was adjourned at 5:50pm.

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 08 March 2007,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, and Dahn Mirabelli.

R E G R E T S: Victor Heng, Al Kirkcaldy, Steve McNabb and Christina Last.

Also present: John Muir, General Manager

01 Notice of this meeting having been made to all the Directors, and a majority being not being present, the meeting was declared duly constituted and called to order at 5:05pm, with Dahn Mirabelli acting as Chair, and John Muir acting as Secretary. An agenda was agreed upon and discussion followed.

02. Business Arising: There was no business arising

04. Committees: Committee reports were deferred.

05. Financial Statements to 31 Jan 07.

The General Manager presented the financial statements prepared by the Bookkeeper. (see attached).

UPON A MOTION duly made, seconded and carried unanimously, the Financial Statements to 31 Jan 07 were accepted as presented.

06. Any Other Business.

a) It was noted that the referendum results were expected the following day (09Mar07)

b) It was noted that the results of the FOI request would be presented at the next meeting.

07. It was noted that the next meeting will be held on Thu, 29 Mar 07. There being no further business the meeting was adjourned at 5:30pm.

Dahn Mirabelli, President & Chair

John K Muir, General Manager

Report on FOIA Efforts and Presentation of Results for BoD Meeting 29Mar07
Steve McNabb

In early Jan of this year, I, acting in my capacity as a private citizen (not a board member), submitted a FOIA request to the University asking for specific and complete enrolment details for the past 11 years. The results are contained in the attached spreadsheet with thanks to John K. Muir for the historical funding details.

I would like to present this data for the consideration of the board, and request input from the board on what steps should be undertaken using this information - if any.

Some suggested options for the Board to discuss would include:

- 1) Do nothing.
- 2) Issuing another FOIA request - but this time, on behalf of the Board instead of on behalf of myself as a private citizen.
- 3) Other ideas as suggested by the Board.

Some suggested topics of FOIA requests might be:

- a) "Please provide a detailed and complete numerical breakdown of how Trent Radio levy funding dollar value amounts were calculated for the years (.....)"
- b) "Please provide specific and complete information detailing by what authority Trent University decided that nursing students were only required to pay half of the full levy value"
- c) Other ideas as suggested by the Board

May I suggest that the Board undertake a short discussion to discuss this course of action further, and to decide upon which steps should be taken, when, and by whom. For the Board's information, each FOIA request costs only \$5.00 CAD, and you get a receipt.

[end]

TrentRadio: Student Membership Fees: Schedule of Calculated Fees Due, Reported Amount Received & Differences v0.01 / 070206 jkm

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

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

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

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

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

For Review Only

Trent Radio Comparative Balance Sheet

ASSETS	As At 07-02-28	As At 06-02-28	LIABILITIES	As At 07-02-28	As At 06-02-28
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(2,483.75)	115.02
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,983.78	30,222.02
General Funds Montreal	7,769.50	19,148.03	Deferred Income	645.00	645.00
ING Savings	193.25	4,151.22	Accrued Liabilities	0.00	0.00
Cash In Bank	7,968.68	23,305.18	Trillium StudioC	39,066.82	50,209.68
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	(162.33)	(1.00)	UIC Payable	(0.00)	0.00
Petty Cash: Summer Admin.	(150.00)	0.00	Income Tax Withholdings	(0.00)	(0.02)
Term Deposits	0.00	0.00	Receiver General Net	(0.00)	(0.02)
Accounts Receivable	700.00	1,288.60	Health Benefit Payable	0.00	0.00
Employee Advances	0.00	75.37	Other Withholdings Net	0.00	0.00
Doubtful Accounts	0.00	0.00	TOTAL CURRENT LIABILITIES	<u>82,211.85</u>	<u>81,191.70</u>
Receivables Net	700.00	1,363.97	LONG TERM LIABILITY		
Student Levy Receivable	11,950.27	0.00	Mbanx Demand Loan	(321.09)	0.00
Prepaid Expenses	<u>681.94</u>	<u>662.73</u>	Deferred Contribution	37,311.38	28,865.40
TOTAL CURRENT ASSETS	<u>20,988.56</u>	<u>25,330.88</u>	TOT. LONG TERM LIABILITY	<u>36,990.29</u>	<u>28,865.40</u>
FIXED ASSETS			TOTAL LIABILITIES	<u>119,202.14</u>	<u>110,057.10</u>
Land	10,000.00	10,000.00	NON-SHARE EQUITY		
Buildings	94,439.07	94,439.07	Retained Surplus/(Deficit)	(6,398.87)	(1,391.29)
Office Equipment	20,774.21	20,774.21	Previous Year-end Adjustments	0.00	0.00
Technical Equipment	236,494.72	219,656.39	Net Retained Surp/(Def)	(6,398.87)	(1,391.29)
Technical Renovations	9,913.00	24,431.00	Current Surplus/(Deficit)	<u>41,622.95</u>	<u>41,326.13</u>
Fixed Assets at Cost	371,621.00	369,300.67	TOTAL NON-SHARE EQUITY	<u>35,224.08</u>	<u>39,934.84</u>
Accumulated Depreciation	<u>(238,183.34)</u>	<u>(244,639.61)</u>	LIABILITIES AND EQUITY	<u>154,426.22</u>	<u>149,991.94</u>
TOTAL FIXED ASSETS	<u>133,437.66</u>	<u>124,661.06</u>			
TOTAL ASSETS	<u><u>154,426.22</u></u>	<u><u>149,991.94</u></u>			

Trent Radio Comparative Statement of Revenue & Expense

	06-09-01 to 07-02-28	05-09-01 to 06-02-28	EXPENSE	06-09-01 to 07-02-28	05-09-01 to 06-02-28
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	13,334.50	13,079.25
Federal Grants	1,056.00	4,224.00	Technical Wage	12,195.20	10,982.40
Provincial Grants	0.00	826.95	Publicity Wage	0.00	0.00
Municipal Grants	<u>0.00</u>	<u>0.00</u>	Administrative Wage	19,498.83	19,013.62
TOTAL GOVERNMENT GRANTS	1,056.00	5,050.95	Benefits	0.00	0.00
			CPP Expense	1,962.39	1,872.43
FUND RAISING			EI Expense	1,165.46	1,161.04
Corporations	0.00	0.00	Total Wages & Benefits	48,156.38	46,108.74
Foundations	0.00	0.00	Programming Fees	0.00	6,339.35
Private	5,955.39	2,067.00	Technical Fees	0.00	0.00
Leadership	0.00	0.00	Publicity Fees	250.00	250.00
Donations "In Kind"	0.00	0.00	Administrative Fees	728.00	1,113.00
Net Donations	5,955.39	2,067.00	Total Fees	<u>978.00</u>	<u>7,702.35</u>
Trent Student Memberships	92,000.00	93,456.96	TOTAL PERSONNEL	49,134.38	53,811.09
Commercial & Non-profit	0.00	0.00			
Individual Memberships	670.00	280.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	0.00	85.00
Net Memberships	92,670.00	93,736.96	Equipment Rental	0.00	1,100.00
Special Events	1,033.76	883.97	Line Rental	1,661.91	1,684.16
Special Events Expense	0.00	0.00	Rental Other	0.00	150.00
Net Special Events	1,033.76	883.97	Net Rentals	1,661.91	2,934.16
Fundraising	204.68	60.00	Postage & Delivery	160.31	19.35
Fundraising Expense	0.00	0.00	Office Supplies	257.70	527.02
Net Fundraising	<u>204.68</u>	<u>60.00</u>	Telephone	698.66	756.59
TOTAL FUND RAISING	99,863.83	96,747.93	Utilities	2,461.08	2,430.06
			Programming & Licence	5,178.41	1,720.91
EARNED REVENUE			Building R & M	974.76	780.00
ON AIR Sponsorship	4,958.28	6,825.00	Building R & M Upper Apt	22.22	16.96
ON AIR Sponsorship Expense	(470.00)	0.00	Technical R & M	7,003.00	4,844.72
Net ON AIR Sponsorship	4,488.28	6,825.00	Net Repair & Maintenance	7,999.98	5,641.68
Net "RADIO PAPER"	0.00	0.00	Professional Fees	125.00	50.00
Net Other Sponsorship	0.00	0.00	Insurance	4,079.72	3,766.57
Tape Sales	0.00	0.00	Travel	0.00	151.06
Tape Sales Expense	0.00	0.00	Volunteer Expense	520.40	521.68
Net Tape Sales	0.00	0.00	Bank Charges	75.00	140.03
Rental Income	3,960.00	3,870.00	Mbanx Loan Interest	1,585.72	1,143.20
Net Misc Sales & Services	<u>6,953.58</u>	<u>3,095.85</u>	Net Interest	1,585.72	1,143.20
TOTAL EARNED REVENUE	15,401.86	13,790.85	Depreciation	0.00	0.00
			GST Paid	666.94	780.16
MISCELLANEOUS REVENUE			Bad Debts	0.00	0.00
Interest Income	6.74	144.96	Miscellaneous	100.27	200.00
Micellaneous Revenue	0.00	270.00	TOTAL SUPPLY & EXPENSE	25,571.10	20,867.47
Amortisatn Dfrd Contribtbn	<u>0.00</u>	<u>0.00</u>	TOTAL EXPENSE	74,705.48	74,678.56
TOTAL MISC REVENUE	6.74	414.96	NET INCOME	41,622.95	41,326.13
TOTAL REVENUE	116,328.43	116,004.69			

General Manager's Report for the BoD Meeting 29 March 2007

Agenda Item 5bi - CRTC Application Status:

On Monday, 26 March 2007 the CRTC issued Public Notice 2007-31

(<http://www.crtc.gc.ca/archive/ENG/Notices/2007/pb2007-31.htm#3>) which included the following;

Peterborough, Ontario

Application No. 2006-1458-8

Application by Trent Radio to renew the licence of the community-based campus radio programming undertaking CFFF-FM Peterborough, expiring 31 August 2007.

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

CFFF-FM has advised the Commission that this association with Trent University may be non-existent and that its board did not include representation from the university.

The licensee indicated that Trent University's administration stipulated, at the commencement of CFFF-FM's operation, that in order for the university to collect the station's membership from the students, an entirely independent legal entity needed to be created - separate from that of the university. It was the university's desire to ensure that any real or perceived responsibility for the radio operations be eliminated. CFFF-FM's association with Trent University is through their student members.

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

Of concern is the CRTC definition for a "community radio station";

(from CRTC PN 2000-13 .21 (<http://www.crtc.gc.ca/archive/ENG/Notices/2000/PB2000-13.htm>))

A community radio station is owned and controlled by a not-for-profit organization, the structure of which provides for membership, management, operation and programming primarily by members of the community at large.

Compare this to Trent Radio's self definition:

Trent Radio is sponsored and operated by the students of Trent University, and shared with the community as a whole.

Agenda Item 5bii - CSJ (formerly SCP) Application:

We made an electronic application (due 30 Mar 07) requesting funding for two positions as follows;

Position	hrs/wk	\$/hr	totlwks	Total Wages & Benefits	HRSDC Share	TRadio Share
Summer Operations Manager	40	10.35	17	7,741.80	5,440.00	2,301.80
Summer Information Correspondent	40	10.10	16	7,110.40	5,120.00	1,990.40
Totals >				<u>14,852.20</u>	<u>10,560.00</u>	<u>4,292.20</u>

Agenda Item 5biii - Consideration of the 2007 Summer Plan:

A one page info sheet of highlights follows this page.

[end]

A ROUGH PLAN for the 2007 Summer Season for consideration by the BoD 29 March 2007

NEED

- There are no full-time staff people for the summer; the Programme Director is laid off entirely.
- With volunteers fulfilling some programming and other tasks we can continue for the Summer Season with limited hours and reduced operations.

THE PLAN

- Trent Radio will be on the air from **Mon, 07 May to Fri, 17 Aug 07** (fifteen weeks); **5pm to Midnight**, up to seven evenings per week.

- The actual days will be determined at the **Summer Programming Planning** meeting to be held on **Sunday, 22 April 2007 at Noon, at the Trent Radio House kitchen.**

- During the summer OPERATORS have the enhanced responsibility of recruiting Programmers and determining the content of their evening, this is why they are called EXECUTIVE PRODUCERS.

- A SUMMER OPERATIONS MANAGER shall be responsible for organising and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that Office Hours shall be 1pm to 4pm, with the Operations Manager in attendance from Noon to 7:30. This is subject to change. (NOTE: A grant application has been made to fund this position)

- As the SUMMER PROGRAMME COMMITTEE, the SUMMER OPERATIONS MANAGER in concert with *all* the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 5pm - Midnight period.

(NOTE: Programmers wanting to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS to see the General Manager - John Muir.)

- Studio A will be a "daytime" production facility, while Studio B and StudioC will be closed.

FORMAT, CONTENT & SUPPORT

The format for each evening is suggested as follows to comply with Trent Radio's license.

5:00 - 5:30	"smooth operator" announcements &c
5:30 - 7:30	music show
7:30 - 9:00	music show
9:00 - 10:00	spoken work or foreground programming
10:00 - Midnight	music show

- 35% of all music selections played must be Canadian Content
- it is suggested that at least one of the music programmes be FOREGROUND format (see attached for a description)
- CONTENT is to varied and comprehensive.
- EXECUTIVE PRODUCERS shall provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (ie 5pm-Midnight).

DATES

- Summer Season PLANNING Meeting Sunday, 22 April 2007 and first deadline for SUMMER programme proposals
- Summer Season 07 May to 17 Aug 07 - fifteen weeks
- Potential Summer Radio Camps Weekends Not this year
- Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers - Friday, 03 Aug 07
- No REUNION WEEKEND is planned for this year
- SHUTDOWN from 18 Aug until 03 Sep 07 (Labour Day)
- FALL PRE SEASON commences on Tuesday, 04 Sep 07
- The REGULAR SEASON starts two weeks later on Monday, 17 Sep 07
- Deadline for Programme Proposals: **Friday, 14 Sep 07 @ noon**

SUMMER OPERATIONS MANAGER: Job Description 2007

Reporting to the General Manager, the Summer Operations Manager shall be charged with organising and coordinating the Summer Executive Producers and other volunteers as well as acting as the liaison between these volunteers and the General Manager.

They shall convene and chair regular meetings of, and shall analyse and report on the balance of programming to, the Summer Programming Committee (all the Producers). They shall provide individual support and advice to the Summer Executive Producers.

They shall have the responsibility and authority to initiate and implement special programming, to enforce CRTC and other programming regulations, and shall have a hand in making preparations for some activities to take place in the Fall of 2007.

The Operations Manager shall also be charged with the general upkeep of Trent Radio House and shall ensure that the facilities are kept in good working order and that it be an area conducive to the production of effective community radio. This would include coordinating security and technical arrangements.

Specific Duties:

- Prepare and Maintain Programme Logs (Computer System)
- Prepare and file Music Sheets
- Ensure Logs and Music Sheets are filed out.
- Ensure Logger is working and being used correctly
- Ensure sponsorships are logged and aired.
- Prepare and Maintain Programmer listing with contact data.
- Convene volunteer socials.
- Convene and chair regular meetings of the Summer Programming Committee, and prepare minutes of these meeting for distribution to the Committee and the General Manager.

Note: The Summer Programming Committee is the Summer Operations Manager and all the Summer Executive Producers)

- Attend planning meetings with the returning fall & winter Programme Director
- Respond to Summer and Fall season programme applicants.
- Act as Fill-in Operator as necessary.
- Render Community Liaison through information sessions and informal facility tours.
- Prepare and Distribute Summer Radio Guide.
- Produce Trent Radio fall pre-season and summer promos.
- Maintain community group announcements book.
- Pick-up and sort the post.
- Ensure trash & recycling is taken out & compost maintained, and ensure that the facilities used by Programmers are clean and tidy.
- Respond to email queries for the Music Director.
- Prepare monthly reports on their activities for the General Manager.
- Ingest CDs and other material into the digital server.

Terms: Dependent upon funding
(18weeks from HRDC with top up from Trent Radio)

Based on 40 hrs/week @ \$10.35/hr: \$414/week, plus statutory benefits, including 4% vacation pay. This position is scheduled to commence on Monday, 07 May 2007 and finish on Friday, 31 August 2007.

Seventeen weeks and \$ 7,038.00 (includes regular and vacation pay)

Deadline for application: Monday, 23 April 2007 @ 5pm.

Hard Copy Applications Only - Resumes with a Cover Letter including references may be mailed to:

Trent Radio
715 George Street, North
Peterborough, ON K9H 2T3
Attn: SCP 2007 Hiring Committee

or brought to Trent Radio House, 715 George Street North, and dropped in the letterbox.

Applications should be marked "Attn: SCP 2007 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Eligible Candidates for federally funding Summer Career Placement position must be;

- (a) registered as a full-time student during the preceding academic year;
- (b) intend to return to school on a full-time basis during the next academic year;
- (c) a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (d) between 15 and 30 years of age (inclusive) at the time of intake/selection;
- (e) a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- (f) legally entitled to work according to the relevant provincial / territorial legislation and regulations; and
- (g) not working 30 hours or more per week at another job.