

TRENT RADIO BoD AGENDA 30 August 2007

01. Chair's Opening Remarks and Agenda Approval
This is to review Summer Activities
02. Presentation of Previous Minutes - 26 April & 20 June 2007
03. Business Arising not covered in other reports (none)
04. Committee Reports
Sponsorship (A Kirkcaldy)
Miriam Stucky will be coordinating with AI Kirkcaldy to sell fall sponsorships
05. Operations Report
 - a) Financial Statements to 31 July 07
 - b) Summer Operations Manager's Report (V Bierworth) - see attached.
 - c) General Manager's Report (JK Muir)
 - i) Received \$1,000 from the City of Peterborough under the new granting system.
 - ii) Awaiting final levy report from TrentU, due in early Sep08
 - iii) Summer Operations Manager 28May-31Aug07 13wks 40hrs/wk \$10.35/hr TRadio Portion \$1,103.67
 - iv) Information received & dealt with re: a short-spaced undertaking proposal in Apsley - see attached.
 - v) Repair, Maintenance and Upgrading proceeding during the Shutdown.
 - vi) All outstanding inspection issues with the City have been resolved - see attached
 - vii) We have confirmed funding for one TIP student, and \$5,625 towards hiring student under the OWSP programme.
06. Any Other Business
07. Next BoD meetings c/b Thu, 27 Sep 07 at 5pm
Director & Officer availability
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 26 April 2007,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, Al Kirkcaldy, Steve McNabb, and Dahn Mirabelli.

R E G R E T S: Victor Heng, Christina Last .

Also present: John Muir, General Manager

01 Notice of this meeting having been made to all the Directors, and a majority ultimately being present, the meeting was declared duly constituted and called to order at 5:10pm, with Dahn Mirabelli acting as Chair, and John Muir acting for Christina Last as Secretary. An agenda was agreed upon and discussion followed.

02. Presentation of Previous Minutes - 29 March 2007

UPON A MOTION duly made, seconded and carried unanimously, the Minutes of the Board Meeting held on 29 March 2007 were approved.

03. Business Arising: It was reported that the Radio Tarahumara Project: Romaine Wheeler piano performance has been postponed to the Fall of 2007.

04. Committees:

- a) Sponsorship (A Kirkcaldy). The Summer 2007 Sponsors are; Bodywise; Catalina Hair; Dreams of Beans; Have U Seen; Holiday Inn; Karma's Cafe; Leatherbeaten; McWilliams; Night Kitchen; Renegade Apparel; the Kawartha, Portage, and Summit branches of Scotia Bank; St Veronus Cafe; and Stickings.
- b) Fundraising & Membership: Two special events have been scheduled; End of (Spring) Season Gathering Knackwurst Sauerkraut Fundraiser Sun, 29Apr07 Noon, and, Good 'n Country Fundraising Dance Sun, 30Sep07

05. Operations Report.; The following written reports were presented.

- a) Production Manager's Report (J Staveley)
- b) Programme Director's Report (L Paluck)
- c) General Manager's Report (JK Muir)
- d) Financial Statements to 31 March 07

UPON A MOTION duly made, seconded and carried unanimously, the Operations Report including the Financial Statements to 31 March 07, and staffing recommendations for YE08 were accepted as presented. Especial expressions of thanks were made to both Laurel Paluck and Jill Staveley.

06. "Indicators of Failure" report by Lily Mills, TCCBE participant

The Board was excited to read Ms Mills' exceptional and thoughtful report, replete with provocative and useful insights. **UPON A MOTION** duly made, seconded and carried unanimously, Trent Radio thanks TrentU Professor Ray Dart, Barb Woolner and the Trent Centre for Community Based Education, and participant Lily Mills.

06. It was decided that the Board will meet again on Thu, 14 Jun & 30 Aug 2007 at 5pm There being no further business the meeting was adjourned at 5:35pm.

Dahn Mirabelli, President & Chair

John K Muir, General Manager

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 20 June 2007,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

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

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

Also present: John Muir, General Manager and Vincent Bierworth, Summer Operations Manager

01 Notice of this meeting having been made to all the Directors, and a majority not being present, the meeting was declared constituted on the understanding that any business transacted at this Meeting will be presented for regularisation at the next duly constituted Meeting. The Meeting was called to order at 5:15pm, with Dahn Mirabelli acting as Chair, and John Muir acting for Christina Last as Secretary. An informal agenda was agreed upon and discussion followed.

02. Presentation of Previous Minutes - 26 April 2007; There being no quorum, it was decided to defer presentation of these minutes to the next Meeting.

03. RFP & Stream Report (S McNabb): see attached

04. General Manager's Report: see attached

UPON A MOTION duly made, seconded and carried unanimously, the General Manager's Report, and any recommendations contained therein were accepted as presented.

05. . It was decided that the Board will meet again on Thu, 14 Jun & 30 Aug 2007 at 5pm. There being no further business the meeting was adjourned at 5:55pm.

Dahn Mirabelli, President & Chair

John K Muir, General Manager

Trent Radio Comparative Balance Sheet subject to adjustment and review

ASSETS	As At 07-08-31	As At 06-08-31	LIABILITIES	As At 07-08-31	As At 06-08-31
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(2,483.75)	(2,483.75)
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,788.64	46,126.59
General Funds Montreal	(1,884.53)	(23,555.16)	Deferred Income	1,020.00	745.00
ING Savings	195.49	190.44	Accrued Liabilities	0.00	1,800.00
Cash In Bank	(1,683.11)	(23,358.79)	Trillium StudioC	39,066.82	39,066.82
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	(25,211.51)	0.00	UIC Payable	0.00	0.00
Petty Cash: Summer Admin.	0.00	(0.00)	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	0.00
Accounts Receivable	2,059.00	5,425.57	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	2,059.00	5,425.57	TOTAL CURRENT LIABILITIES	<u>82,391.71</u>	<u>85,254.66</u>
Student Levy Receivable	11,950.27	0.00	LONG TERM LIABILITY		
Prepaid Expenses	<u>721.94</u>	<u>662.73</u>	Mbanx Demand Loan	(321.09)	0.00
TOTAL CURRENT ASSETS	<u>(12,163.41)</u>	<u>(17,270.49)</u>	Deferred Contribution	<u>37,311.38</u>	<u>37,311.38</u>
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>36,990.29</u>	<u>37,311.38</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>119,382.00</u>	<u>122,566.04</u>
Buildings	94,439.07	94,439.07	NON-SHARE EQUITY		
Office Equipment	20,774.21	20,774.21	Retained Surplus/(Deficit)	(6,398.87)	(1,391.29)
Technical Equipment	236,494.72	236,494.72	Previous Year-end Adjustments	0.00	0.00
Technical Renovations	9,913.00	9,913.00	Net Retained Surp/(Def)	(6,398.87)	(1,391.29)
Fixed Assets at Cost	371,621.00	371,621.00	Current Surplus/(Deficit)	<u>8,291.12</u>	<u>(5,007.58)</u>
Accumulated Depreciation	<u>(238,183.34)</u>	<u>(238,183.34)</u>	TOTAL NON-SHARE EQUITY	<u>1,892.25</u>	<u>(6,398.87)</u>
TOTAL FIXED ASSETS	<u>133,437.66</u>	<u>133,437.66</u>	LIABILITIES AND EQUITY	<u>121,274.25</u>	<u>116,167.17</u>
TOTAL ASSETS	<u><u>121,274.25</u></u>	<u><u>116,167.17</u></u>			

Trent Radio Comparative Income Statement subject to adjustment and review

REVENUE	06-09-01 to 07-08-31	05-09-01 to 06-08-31	EXPENSE	06-09-01 to 07-08-31	05-09-01 to 06-08-31
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	5,693.00	18,872.00	Programming Wage	20,159.50	26,959.05
Provincial Grants	0.00	10,363.74	Technical Wage	19,715.20	22,880.00
Municipal Grants	<u>1,000.00</u>	<u>3,500.00</u>	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>6,693.00</u>	<u>32,735.74</u>	Administrative Wage	44,793.66	38,070.32
			Benefits	0.00	0.00
FUND RAISING			CPP Expense	3,691.33	3,798.55
Corporations	75.00	0.00	EI Expense	2,164.40	2,334.62
Foundations	0.00	0.00	Total Wages & Benefits	90,524.09	94,042.54
Private	6,231.39	0.00	Programming Fees	0.00	13,980.03
Leadership	0.00	0.00	Technical Fees	55.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	250.00	250.00
Net Donations	6,306.39	0.00	Administrative Fees	1,259.00	2,663.00
Trent Student Memberships	92,000.00	93,456.96	Total Fees	<u>1,564.00</u>	<u>16,893.03</u>
Commercial & Non-profit	0.00	0.00	TOTAL PERSONNEL	<u>92,088.09</u>	<u>110,935.57</u>
Individual Memberships	670.00	300.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	92,670.00	93,756.96	Publicity & Promotions	0.00	85.00
Special Events	1,883.76	0.00	Equipment Rental	0.00	2,000.00
Special Events Expense	(16.68)	(0.00)	Line Rental	3,295.30	3,228.36
Net Special Events	1,867.08	(0.00)	Rental Other	0.00	150.00
Fundraising	206.68	0.00	Net Rentals	3,295.30	5,378.36
Fundraising Expense	0.00	0.00	Postage & Delivery	176.73	72.38
Net Fundraising	<u>206.68</u>	<u>0.00</u>	Office Supplies	242.70	619.48
TOTAL FUND RAISING	<u>101,050.15</u>	<u>93,756.96</u>	Telephone	1,321.30	1,503.06
			Utilities	4,844.88	4,924.02
EARNED REVENUE			Programming & Licence	5,195.50	1,804.41
ON AIR Sponsorship	5,558.28	0.00	Building R & M	1,231.16	1,054.97
ON AIR Sponsorship Expense	(590.00)	0.00	Building R & M Upper Apt	22.22	888.73
Net ON AIR Sponsorship	4,968.28	0.00	Technical R & M	8,013.07	7,054.00
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	9,266.45	8,997.70
Net Other Sponsorship	432.48	0.00	Professional Fees	125.00	1,850.00
Tape Sales	0.00	0.00	Insurance	4,079.72	3,766.57
Tape Sales Expense	0.00	0.00	Travel	54.87	244.87
Net Tape Sales	0.00	0.00	Volunteer Expense	563.46	637.73
Rental Income	7,920.00	7,740.00	Bank Charges	118.00	336.70
Net Misc Sales & Services	<u>11,769.45</u>	<u>6,650.04</u>	Mbanx Loan Interest	2,138.85	2,485.74
TOTAL EARNED REVENUE	<u>25,090.21</u>	<u>14,390.04</u>	Net Interest	2,138.85	2,485.74
			Depreciation	0.00	20,061.73
MISCELLANEOUS REVENUE			GST Paid	941.35	516.23
Interest Income	10.23	186.80	Bad Debts	0.00	0.00
Micellaneous Revenue	0.00	0.00	Miscellaneous	<u>100.27</u>	<u>200.00</u>
Amortisatn Dfrd Contribtbs	0.00	18,342.43	TOTAL SUPPLY & EXPENSE	<u>32,464.38</u>	<u>53,483.98</u>
TOTAL MISC REVENUE	<u>10.23</u>	<u>18,529.23</u>	TOTAL EXPENSE	<u>124,552.47</u>	<u>164,419.55</u>
TOTAL REVENUE	<u>132,843.59</u>	<u>159,411.97</u>	NET INCOME	<u>8,291.12</u>	<u>(5,007.58)</u>

**Summer Operations Manager's Report for BoD Meeting 30Aug 2007
prepared by Vincent Bierworth 29Aug07**

Summer Operations 2007

Overview:

The Summer Season commenced on Monday, 07 May and ended Sunday, 19 August 2007. Generally, Broadcast Hours were 17:00-00:00 on weekdays, 07:00-17:00 on Saturday, and 09:00-12:00 & 17:00 - 00:00 on Sundays. Office Hours were 12:00-19:00, and for production, Studio A was open 12:00 - 16:30 weekdays by appointment. There were about 50 programmers (including four people new to TRadio), with forty or more making one time contribution to Trent Radio, producing a total of about 728 hours of live broadcasts.

Key Events of the Summer 2007

May

Regular programming began with support from the Fall & Spring staff. Once funding issues were resolved Vincent Bierworth took on the job of Summer Operations Manager 28 May 07.

Meeting held 30 May 07 with Summer Executive (Francis Allen, Andrew French, Kerry Day, Ariel Sharrat, Nick Ferrio, Misha Paramonov & Vincent Bierworth) to discuss direction for the summer.

June

Successful promotional collaboration with Peterborough Native Learning Centre for their fundraising concert, as well as National Aboriginal Day. SOM produced a half hour program aired Monday, 18 June at 8pm, as well as other recorded promotion material.

Began work on Local Concert Archive, in collaboration with The Spill Café. By the end of the summer there were eight hours of recorded and produced material with nine different performers, both local and non local musicians, all available for play as fill in material or shows unto themselves.

Informed that KAOS Radio, in collaboration with Apsley Community Chapel, are proposing to launch a 50 watt station to serve Apsley and area at 92.9Mhz. If completed, will have impact on Trent Radio's signal in that area. However, informed that the impact is small and not worth pursuing.

July

Began promotional interviews and recorded promos for the Willie P. Bennett Benefit at the Market Hall. Benefit was to support Willie P. Bennett, a local musician who had a heart attack and was unable to perform and support himself. Heavy promotional rotation on air the whole month of July, with promo's, interviews, and a hour long show (23Jul) by Washboard Hank (Hank Fisher), a programme by Barb Woolner on 26 July, & an interview with Fred J Eaglesmith. The concert was a great success - sold out attendance, with TRadio staff volunteering for production.

August

"Radio On The Lawn" local music day held on 09 Aug 12:00 - 18:00. A great deal of interest and good performances, with John Rose, James Kent, Misha Paramonov, Meagh Culkeen, Andrew Shedden, Brock Stonefish, Marie Hough, Barb Holtmann and Washboard Hank. Sound was done by Jill Staveley, with Andrew French, Ariel Sharrat, Dahn Maribelli and Vincent Bierworth performing hosting duties. Music from Local Concert archive was broadcast the week prior to promo the event. Much thanks to all who volunteered their time.

Programming ended on 19 August. Plant and Technical cleaning & maintenance commenced 20 Aug with Dahn Maribelli, John Muir, H P Hodgson & Vincent Bierworth.

There were no mechanical and operational issues over the summer. New programmers including Tim Haureney (Sports Talk), Mary McGillis (youth motivational speaking) and Age Smies (Non Denominational Minister and Big Band leader). Busy Smooth Operator schedule, with many local and touring bands coming through, as well as community event promotion including collaborations with PAU, Ennismore Shamrock festival and many more. In general, a very busy and exciting summer, with many great community connections made.

Suggestions: If, somehow, there can be a way to reduce how hot it gets in this building during the summer, that would be amazing. There were some issues with elderly guests who where in who couldn't remain in the building do to the heat. Plus it would make the SOM's job much nicer.

STATEMENT OF PERFORMANCE

It is my opinion that Trent Radio's programming a) is balanced, b) is of high quality, c) meets or exceeds all undertakings set out in applications to the CRTC (see CRTC Decision 2001-103 Ottawa 22Feb01, and d) in compliance with all relevant particulars of the "Broadcasting Act, 1991".

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Vincent Bierworth
Summer Operations Manager

Trent Radio Summer 2007 - Weekly Programing Stats / prepared 28Aug07 VBierworth

Show Name	Length (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	Comments
Smooth Operator	2.50		2.00	0.50										
Blue in the Face	3.00		1.00								2.00			
All Indian All The Time	0.50		0.25						0.25					
The Introspector	1.00		0.50	0.50										
The Rolling Room	1.00		0.50	0.50										
Sunday Buffet	1.50		0.50	1.00										
Ink Smith	0.25		0.25											
Patchwork Variety Hour	1.00		0.25	0.75										
Hysteric Glamour	1.00		0.50	0.50										
Ninth Wave	0.50		0.25						0.25					
Info Zone	0.50		0.25								0.25			
Way In Way Out	1.00		0.50			0.50								
Roots Music	2.00		0.50							1.50				
Giga Guide to Gaming	0.50		0.50											
SpaceShip	0.50		0.50											
Sharing Memories	0.50		0.50											
Making Waves	0.50		0.25	0.25										
Preying Mantra	2.00												2.00	experimental
Small World	1.00		0.50							0.50				
Freestyle Lewis	0.50		0.25	0.25										
The Mit	1.00	0.50	0.50											
Around The Horn	1.00	0.50	0.50											
Bitches And Prose	1.00		0.50			0.50								
Mistaken Losses	2.00		0.50	1.50										
La Boite a Chansons	1.50		1.00							0.50				
The Hour of Air Guitar Power	1.00		0.50	0.50										
Ferrio Variety Hour	1.00		0.25						0.75					
Folkus	1.50		0.50						1.00					
Isaac on the Mountain	2.00												2.00	
Disco Drive-by	1.00		0.25	0.75										
We Shit Vinyl	1.00		0.25	0.75										
Maybe Music Isn't Dead	1.00		0.25	0.75										
TISA World	2.00		0.75							1.25				
Satisfaction Show	2.00		0.50	1.50										
The New Noise	2.00												2.00	
Good 'n Country	5.00		2.00		3.00									
Radio/Audio Art Day	5.00												5.00	
Knackwurst & Sauerkraut	4.00		2.00							2.00				
Totals	56.3	1.00	20.00	10.00	3.00	1.00	0.00	0.00	2.25	5.75	2.25	0.00	11.00	
		1.8%	35.6%	17.8%	5.3%	1.8%	0.0%	0.0%	4.0%	10.2%	4.0%	0.0%	19.6%	

GM Report 05 iv KAOS Radio Proposal for Apsley:

Date: Wed, 18 Jul 2007 16:10:31 -0400
From: Stuart Hahn <eldeng@sympatico.ca>
Organization: Elder Engineering Inc.
To: John Muir <jkmuir@trentradio.ca>
Subject: Short Spaced Proposal

Dear Mr. Muir,

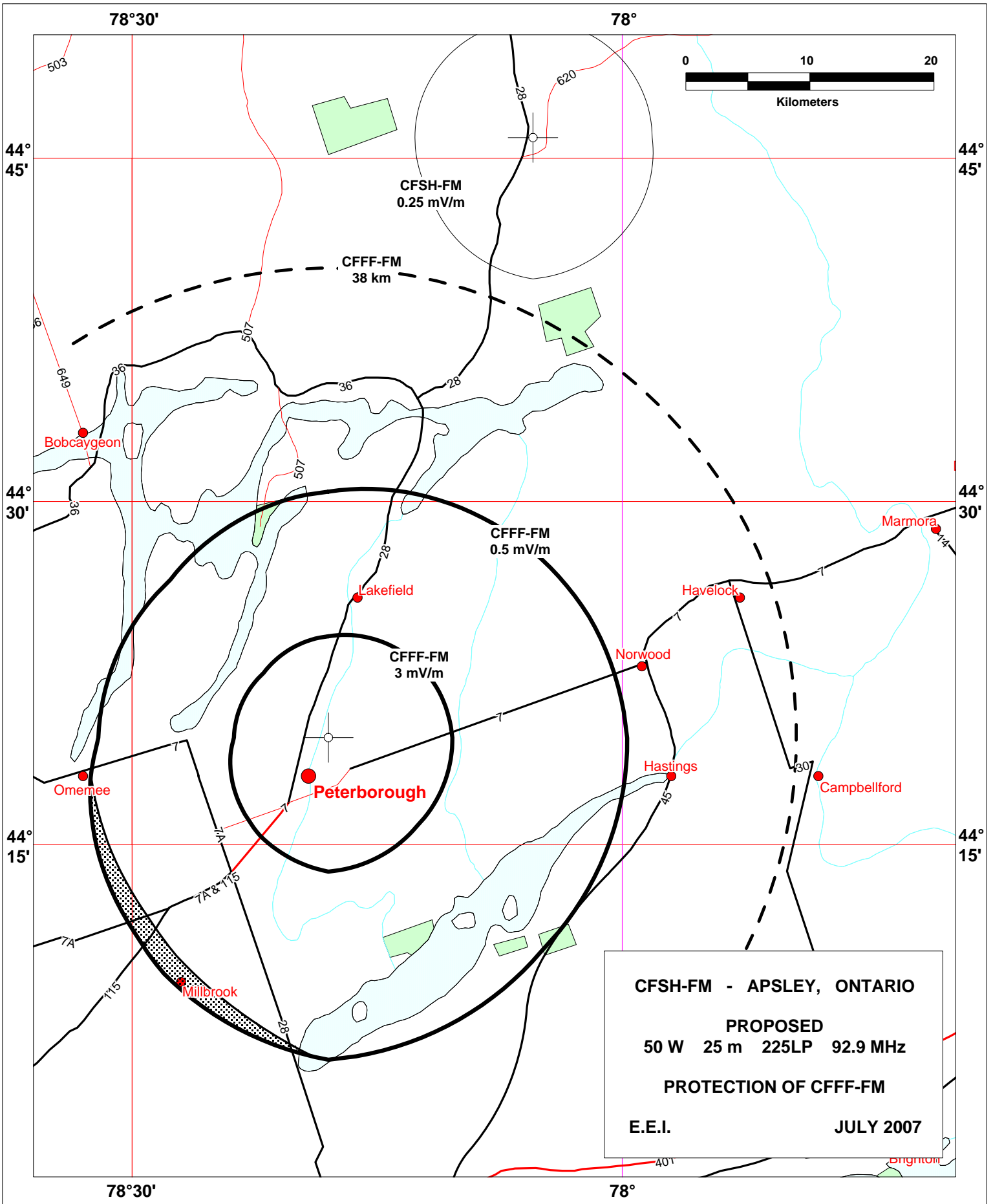
This follows your letter to me last week requesting that I look at the proposal by Apsley Community Chapel for a new FM assignment that will be short spaced to CFFF-FM.

The proposed station on 92.9 MHz will be called CFSH-FM and be 51.3 km north of CFFF. The required spacing is 52 km resulting in a short spacing of 0.7 km or 1.3%. As shown on the attached map there will be no overlap of CFSH's interfering 0.25 mV/m contour with CFFF's 0.5 mV/m contour or its class A 38 km protected radius. Therefore, CFFF is fully protected in accordance with the rules.

In cases like this the usual procedure is to send a letter to the applicant accepting the proposal. If you wish we can send the letter on your behalf.

Regards,

Stuart Hahn.



ELDER ENGINEERING INC.

P.O. BOX 10, KING CITY, ONTARIO
L7B 1A4

BROADCAST AND
COMMUNICATIONS
CONSULTANTS

TEL. 833-5141
FAX 833-2101
AREA CODE 905

July 24, 2007

Mr. Rick Kirschner
General Manager
KAOS Radio
c/o Kingswood Life Centre
993 Talwood Drive (2nd Floor)
Peterborough, Ontario K9J 7R8

Dear Mr. Kirschner:

This is submitted on behalf of Trent Radio licensee of CFFF-FM, 224A, Peterborough, Ontario. It follows receipt of your coordination correspondence dated June 25, 2007 in support of an application for a new FM radio station to serve Apsley, Ontario. The proposed assignment of 225LP is short spaced 0.7 km or 1.3% to CFFF.

We have assessed the proposed facilities as described in your completed Industry Canada form 2377, signed by Roger deBrabant and dated March 26, 2007 and determined that CFFF will be adequately protected.

Therefore, we have no technical objection to this proposal. This acceptance of it is valid for a period of one year following the date of this letter and will expire, if it has not been gazetted by the CRTC within that time or is denied by them.

Yours very truly,



K. Stuart Hahn, P.Eng.

cc: John Muir, jkmuir@trentradio.ca

GM Report 05 vi Report on outstanding inspection issues with the City of Peterboro

28 June 2007

Dahn Mirabelli, President & Chair: Trent Radio

Dear Dahn, This is to advise you that the three outstanding items with the City of Peterborough have been resolved. To wit;

a) Building Inspection pursuant to a 1985 building renovation permit for the portion of 715 George Street used for Trent Radio operations.
Inspected and approved by City of Peterborough Property Standards Officer, Stephen Crowe on Mon, 25 June 07.

b) Plumbing Inspection pursuant to the installation of a rental hot-water heater at 715 George Street Upr.
Inspected and approved by City of Peterborough Plumbing Inspector, Jody Drumm on Mon, 25 June 07.

c) Overdue Fine of \$500 for not complying with a City of Peterborough directive (Circa Jun 2006)
to remove a dead tree near the south-east corner of the property at 715 George Street. Both the original directive and notice of the overdue fine were sent to "Radio Trent, c/o Trent University", and took more than a month each to reach us.

The work was already several days past due when the directive arrived here in mid-July 2006, even though the tree was removed the day of its arrival. The City was called at the number indicated, and failing half-a-dozen attempts to speak with someone at the City, voice messages were left to report receipt of the directive, that the work had been carried out, and that the City should send its correspondence to Trent Radio at 715 George Street.

Receipt of the overdue fine notice (dated 12 May 07) on 18 Jun 07 (also sent c/o TrentU), triggered communication with Dean Findlay at the City to resolve the matter. This brought to light the two additional outstanding items dealt with earlier in this report. With reference to the overdue fine, after review, Mr. Findlay has withdrawn the fine (phone conversation 28 Jun 07).

Further to all this, I went down to City Hall this morning to ensure the City has updated the Trent Radio address for service.

[end]

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John K Muir, VP & GM
jkmuir@trentradio.ca