

TRENT RADIO BoD AGENDA 04 October 2007

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 30 August 2007
03. Business Arising not covered in other reports (none)
04. Committee Reports
 - a) Sponsorship (A Kirkcaldy) – see attached
 - b) Striking the Nominating Committee for AGM 25Nov07
 - c) Filling Vacancies on the Board (Dahn Mirabelli)
05. Operations Report
 - a) Programme Director's Report
 - b) Production Manager's Report
 - c) General Manager's Report
 - StudioA PSU Fault
 - YE07 Financial Statements in preparation for Financial Review.
06. Any Other Business
 - Contract Obligation & Loan Arrangements (Dahn Mirabelli)
07. Next BoD meetings c/b Thu, 08 Nov 07 at 5pm
 - Director & Officer availability
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 30 August 2007,
at Trent Radio House, 715 George Street North, Peterboro, Ontario.

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

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

Also present: Vincent Bierworth, Summer Operations Manager, and John K Muir, VP & GM.

01. Notice of this meeting having been made to all the Directors, and a quorum being present in person, the meeting was declared 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. 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 26 April & 20 June 2007 were approved as presented and amended.

03. Business Arising: There was no business arising.

04. Committee Reports

Sponsorship: Miriam Stucky will be coordinating with Al Kirkcaldy to sell fall sponsorships.

05. Operations Report consisting of:

- a) Financial Statements to 30 June 07 (see attached)
- b) Tourist Information Correspondent report (A Driscoll - see attached)
- c) Summer Operation Manager's Report (V Bierworth - see attached)
- d) 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 of \$912 for one TIP student, and \$5,625 towards hiring students under the OWSP programme.

Vincent Bierworth was commended for his work over the summer.

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 could meet again on either Thu, 27 Sep or 04 Oct 07 at 5pm. There being no further business the meeting was adjourned at 5:50pm.

Dahn Mirabelli, President & Chair

John K Muir, VP & GM

Sponsorship Report for BoD Meeting 04 Oct 07

prepared by Al Kirkcaldy, Miriam Stucky, & John Muir

The status of Fall 2007 sponsorships is as follows:

Dreams of Beans - SS01YE08 \$250 rcvd

Copy revised & voiced to include "internet access"

Ready to be scheduled

Earth Food Store - SS01YE08 \$250 rcvd

No copy revisions indicated

Ready to be scheduled

Farmer's Market - SS01YE08 No Money Rcvd

No copy revisions indicated

Ready to be scheduled

Miriam has the chq

Have U Seen - No Money Rcvd

Sent Last Year's Copy to Miriam

Awaiting copy revisions from Miriam

Miriam has a chq and will see if any changes to be made and get back to us

Karma's Cafe - SS01YE08 \$250 rcvd

No copy revisions indicated

Ready to be scheduled

Night Kitchen - No Money Rcvd

also AR owing SS010203 YE06 & YE07 \$400.00 total

John & Miriam to set an appointment with Tim W

St Veronus - \$250

No copy revisions indicated

Ready to be scheduled

Sticking's Bakery - SS0203YE07 & SS01YE08

No copy revisions indicated

Ready to be scheduled

Wine Shop - No Money Rcvd "cheque in the mail soon"

Copy approved ready 2b voiced (two versions pre/post Oct 3st)

Leatherbeaten - No Money Rcvd

John to contact

Titles SS010203YE08 \$550 Rcvd

Al is awaiting copy revisions from sponsor

Black Honey - SS0102YE08 No Money Rcvd

Awaiting copy from Miriam or Al

Miriam has a chq \$275, and commitment of \$175 in goods (for events, fundraisers, a tip to your Prog Director?)

Mark's Work Wearhouse - SS01YE08 No Money Rcvd

Al is awaiting copy revisions from sponsor

SoundPro - SS010203YE07 Contra worth \$550 rcvd

Needs Copy / John will follow up

Canadian Tire Chemong - SS01YE08 \$250 Rcvd

Copy approved ready 2b voiced

McWilliams - SS010203YE08 No Money Rcvd

No copy revisions indicated

Ready to be scheduled

[end]

Programme Director's Fall 2007 Report to the Board

for BoD Meeting 04Oct07. prepared by Laurel Paluck / 26 Oct07

The Programme Director is charged with all matters programming. In addition, the Programme Director leads and supports fundraising, and takes opportunities to work with students from the main campus of Trent University.

September 2007

- Pre-Season Begins Sept. 04
- Prop Workshop Public Library Sept.04
- Groups and Clubs Sept. 05
- Studio C Radio Drama Auditions Sept. 06
- Prop Workshop Otonabee College Sept. 07
- Prop Workshop New Canadians Centre Sept. 08
- Studio A training begins Sept. 11
- Programme deadline Sept. 14 w/selection committee
- Interviewing OWSP begins Sept.17
- Co-op Student begins Sept. 17
- William Bain world Music workshop Sept. 19
- Programmers scheduled Sept. 20th
- Hiring of all OWSP positions Sept. 21
- Fall Broadcast Season begins Sept. 24
- Good'n Country Jamboree Sept. 30

Board Members WARMLY invited to participate/volunteer!

Fall 2007 so far....: 84 regularly scheduled programmes, 86 received. Remaining: Two proposals are under scheduling negotiation. 108 Programmers

Trends so far...: Indie music continues to find it's home here. Canadian artists are popular in both Canadian music feature shows and within various music show. World music continues to be popular and is finding it's way into various programmes under other music genres such as: Metal, punk, hip-hop and ska/reggae roots music. There is a lot of enthusiasm for the William Bain World Music Archive. A Listening Station should facilitate the use of this resource.

Radio Drama has returned with an original script written and produced by new programmer Carissa Cowley. She is currently rehearsing a series now and will make excellent use of our people and technical resources. Programmers are finding pleasure in our new Sound Effects folder. Folk music is making a come-back with 2 shows this season devoted to the genre.

People Power 2007/08

Operators Fall 2007

Philip Benmore	Anastasia May	Dahn Mirabelli	Andrew French
Christina Last	Kerry Day	Victor Heng	Brent Bellamy
David Grenon	Trevor J. Dunn	Misha Paramonov	Parker Glyn-Adey
Tom Thwaites			

Ontario Work Study Jobs 2007/08

Studio B and Digital Editing Trainer –Sandy Tremblay
PD assistant Trout Rodeo Editor-Meaghan Culkeen
PM assistant-N/A
Music Archivist –Christina Last
Spoken Word Archivist –N/A
Tip Spoken Word- Karina Daukaeva
Physical Plant- Geoff....
Studio A Training is no longer a OWSP job.

Co-op Student

Anastasia May/ Lakefield S.S.

Goals for Fall 2007

- Operator and OWSP meetings and socials on a regular basis. Thursday afternoons seem to suit best for kitchen social/teatime rap session.
- Conduct formalized interviews with all programmers both new and returning.
- Continue to increase Trent Radio Presence on Main Campus with Programme Proposal Workshops, "Truth in a Booth", "Project Share the Love" and various TRadio Events. The Ceilidh and the Second Floor Lounge have offered to hold Trent Radio Events this year. PD's assistant may conduct Truth Booth activities on Main Campus along with willing programmers.
- To continue broadening our scope in the greater community through individuals and orgs. Programming with the New Canadians Centre has begun with Trevor Dunn, Programming with the New Theatre has begun with Kate Story, Programming with the Canadian Authors Association continues,
- To consider and implement further fundraising strategies. Board Members are welcome to join in!!
- Further experiments with remote broadcasting via internet connection. The Spill might be an ideal testing ground.
- To establish a Listening Station for the exploration and use of TRadio's music and spoken word archives.

Studio A Fall 2007

John Muir is at the helm! Quality training is assured! Studio A Training is currently conducted 3 times a week, shall Taper off after reading break to 2 times a week or as needed.

Studio B Fall 2007

Sandy Tremblay has been offered & accepted the job. He will require training before he begins training. Dahn Mirabelli has offered to begin Studio B training in the interim.

PD Assistant Fall 2007

Meaghan Culkeen has accepted this position. I look forward to working with her in devising and implementing strategies to introduce Trent Radio to the inmates on main campus.

Provincial Elections

Anticipating all local candidates to have a moment in the booth. Discussion with co-op student Anastasia to invite and perhaps conduct interviews. MMP Campaigners have been guests on Smooth Operator.

[end]

Production Manager's Report for BoD Meeting 04 Oct 07

Goals for Sept 2007 – May 2008

prepared by Jill Staveley

Local Music Archive Database: It's almost ready. All of our local music tracks have been copied onto the LMAD computer, and the database is mostly updated. The last remaining task is to create m3u files and hyperlinks for each of the artists/bands. Once this task is created, the computer will be prepped for it's use in Sadleir House's Alternative Resource Library. Plans for updating and maintaining the resource still need to be confirmed, and prepared. I expect that we will want to do this every 4 – 6 months.

Listening Station: It is becoming more and more apparent that, though this is not directly a priority for "on-air" radio, it is a resource that needs to be realised for our Programmers in the very near future. With more workshops being held in an attempt to engage our Programmers with music available to them, a Listening Station outside of our studios needs to be made available. This station will also decrease use of StudioB for the creation of playlists and preparation for shows, and will help in preventing Programmers from downloading .mp3s to their PSRV folders from online resources that they are more familiar with than our digital music archive. This resource will also provide Programmers with the opportunity to practice using WinAmp, become more familiar with the creation of m3us, prepare for their shows more thoroughly, and increase professionalism in the on-air studio when using our digital music archives. We are currently in negotiations with Sadleir House to receive a functional computer that would meet our needs, as we will be moving our LMAD Computer to the Sadleir House Alternative Resource Library.

Spoken Word: Our main goals for the Spoken Word Archive this year are to (a) organise and update written records of the archive, (b) maintain a swift pace of ingesting the tapes and (c) make the archive more accessible to our Programmers. This will be an ongoing project until we find the best methods, and have actually spent the time looking into what tasks need to be completed and dealt with.

Community Profiles: I fully intend to continue on with this project. It is a great way to highlight members of our vibrant community, draw their attention and ears to Trent Radio, as well as create an archive of life in our community that can be listened to by future Trent Radio generations.

Incoming Music: Christina Last will be returning as our Music Archivist. Our main goals this year will be to (a) keep on top of all incoming music, (b) provide more information about our incoming music, especially touring bands, to our programmers, (c) respond directly to tracking, and other music submission inquiries via the jreno@trentradio.ca email account, (d) clean up and maintain order in the archiving storage system, (e) rotate the CDs in Studio A on a monthly basis, and (f) start working on the vinyl – again – in November.

Scheduling will be much easier this year, as we only have 2 archiving positions to work around. This will free up Studio C for more projects including workshops, live broadcasts, radio drama production and a plethora of possibilities.

Assistance for Technical Projects - needs to be better defined: Every year we find ourselves with a different group of people, who have varying radio & technical skills. It is difficult to anticipate what will happen each year. Thus, I propose that we have set hours during the week that are geared toward people using Studio B as beginners. During these hours, technical assistance can be made readily available, especially encouraging people to NOT feel "bad" for interrupting us. These times can either be officially posted, or this information can be passed on to Programmers during Studio B Training Sessions.

Repairs: It has been evident, in general, that when gear is broken, wonky or ill, there doesn't seem to be a clear path of communication. I have prepared a "Damaged Gear Report Form", for programmers and/or operators to fill out when they come across damaged gear. There will be a folder in the Operators room where these sheets can be dropped, and a Maintenance Log in the Office to track damages & repairs.

StudioC Projects: As I stated in my last report, I am quite looking forward to spending more time using the facilities in StudioC for educational, programming, and creative projects this year. We don't have any specific projects lined up at this point, but the possibilities are endless, and my ability to focus my energies on Trent Radio this year will prove to create a space of enhanced productivity.

[end]

Contract Obligation & Loan Arrangements Report for BoD Meeting 04 Oct 07

prepared by Dahn Mirabelli, President & Chair

While we have done very well in fundraising for the new transmitter, at year-end we find ourselves about \$25,000 cash debt, about \$17,000 more than expected. This is in part due to Trent University's nine month delay in forwarding about \$12,000 in student fees (due Jan 07 & delivered Sep 07), and change in the City of Peterborough's granting system.

This next year will be critical in establishing whether we can sustain 2-1/2 full-time positions, and deciding if this staffing structure achieves the goals we've set out for the organisation.

At the time of writing we owe about \$48,000 under a contract obligation and a further \$15,000 from borrowing made over this past summer. Paying out the contract obligation according to the current schedule and the current loan immediately would put Trent Radio under too much of a financial constraint. Thus having discussed this with the relevant parties, I propose that for one year Trent Radio will make interest only payments on both the contract obligation and its summer loans.

As part of this proposal, this arrangement would be reviewed at this time next year, and either be continued or adjusted as necessary.

We will endeavour to obtain a positive referendum result to increase our student fees in February 2008, we will endeavour to raise funds from donations and earned revenue of the course of this fiscal year. If we are not successful enough, we must institute plans which will accordingly reduce operational expenses.

[end]