

## **TRENT RADIO BoD AGENDA 26 February 2008**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 29 January 2008
03. Business Arising - if any and not dealt with elsewhere
04. Committees - covered elsewhere
05. Operations Report
  - a) Financial Statements to 31 Jan 08
  - b) Sponsorship & Earned Revenue
  - c) i City of Peterborough Grant
  - ii Canada Summer Jobs (HRSDC) Application
  - d) Follow-up: 12 Feb 08 Cabaret
  - e) Trent Student Membership Fees
  - f) Board Development
  - g) High School Coop Students
  - h) Physical Plant (Porch and Siding)
06. Any Other Business
  - Planning next Board Meetings
  - 25 Mar 08 at 7:15pm will include a report from the Programme Director
  - 22 Apr 08 at 7:15pm will include the Rough Plan for the Summer 2008
  - & a report from the Production Manager, and Setting Summer Meeting Dates
- 07 Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 29 January 2008, at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Bryn Batton Wall, Secretary Vincent Bierworth, President Meaghan Culkeen, Trevor Dunn, Christina Last, Vice-Chair Dahn Mirabelli, and Steve McNabb (by telephone).

R E G R E T S: none

Also present: John Muir, General Manager.

01 Notice of this meeting having been made to all the Directors, and all the Directors being present, the meeting was declared constituted and called to order at 7:20pm, with Meaghan Culkeen acting as Chair, and Vincent Bierworth acting as Secretary. An informal agenda was agreed upon and discussion followed.

02. Presentation of Previous Minutes - 12 December 2007;

**UPON A MOTION** duly made, seconded and carried unanimously, the minutes of the meeting held on 12 December 2007 were approved as presented.

03. With all the Directors being present it was decided to change the meeting times from 6:30pm to 7:15 on the following Tuesdays;

26 Feb 08 26 Aug 08  
25 Mar 08 23 Sep 08  
22 Apr 08 21 Oct 08  
24 Jun 08 \*23 Nov 08

\* BoD Meeting and AGM on Sun 23 Nov 2008

04. Presentation of Financial Statements to 31 Dec 2007 - see attached

**UPON A MOTION** duly made, seconded, and carried unanimously, the financial statements were approved as presented.

05. Other Business

a) Thumbnail Operations Report

It was noted that Trent student memberships are projected to be down about 10%. The second instalment of Trent student fees is expected for 01 Feb 2008. The Good n' Country fundraising event held in September 2008 broke even, with the Radio Marathon held in December raising about \$976. SOCAN have not sent an invoice for 2008. A second-hand laptop has been donated to be used as a finding aid and to located in the Operators' Room.

It was noted that the T4's for 2007, the charity return for YE07 were complete, and that a operations grant from the City of Peterborough would be submitted by Friday, 01 Feb 08.

c) Planning for 12 Feb 08 Cabaret was discussed.

d) The date for the first Board Development Session was set for Tue, 05 Feb 08 at 7pm.

06. . It was noted that the Board will meet again on Tue, 26 Feb 2008 at 7:15pm. There being no further business the meeting was adjourned at 7:45 pm.

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Meaghan Culkeen, President & Chair

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Vincent Bierworth, Secretary

## General Manager's Report for the Board of Director's Meeting 26 February 2008

Prepared by John K Muir

a) Financial Statements to 31 Jan 08 - please see attached

b) Sponsorship & Earned Revenue

The following table shows sponsorships for the Fall07 & Spring 08.

<b>Sponsor</b>	<b>Detail</b>	<b>Sponsor</b>	<b>Detail</b>
Cdn Tire Chemong	SS01YE08	Black Honey	SS01-02-03YE08
Dreams of Beans	SS01YE08	Have U Seen	SS01-02-03YE08
Earth Food Store	SS01YE08	Leatherbeaten	SS01-02-03YE08
Farmer's Market	SS01YE08	McWilliams	SS01-02-03YE08
Karma's Café	SS01YE08	Night Kitchen	SS01-02-03YE08
Mark's Work WearHouse	SS01YE08	Sound Pro	SS01-02-03YE08
Sticklings	SS01YE08	2nd Floor Lounge	SS02-03YE08 01YE09
St Veronus Cafe	SS01YE08		
Titles Bookstore	SS01YE08		
Wine Shoppe	SS01YE08		

We also have been occasional contracts from Target Broadcasting to air government announcements.

c) Grants

i) City of Peterborough. An application for \$9,500 went into the City of Peterborough for operational funding. We should hear soon about this.

ii) Canada Summer Jobs (HRSDC). In view of the trouble we had last year in securing funds from this source last year, an application has been made for two identical jobs which combine management and production as "Summer Operations & Information Manager" to be paid \$10.45 per hour

The employee(s) will be responsible for the gathering and dissemination of information a) regarding area summer festivals, community events and agricultural elements associated with the Peterborough Exhibition (31Jul-03Aug08); and b) of particular interest to recent immigrants, children and seniors in Peterborough and the area, along with interviews and reportage. Also included will be a twice daily broadcast listing of events and attractions.

In addition the employee(s) will be charged with the day-to-day operation of Trent Radio and in concert with the Summer Programming Committee; responsible for developing a balanced programming schedule in accordance with Trent Radio's license and mandate. The primary duties include management of Trent Radio's broadcast and studio facilities for the use of more than one hundred community volunteers.

d) Follow-up: 12 Feb 08 Cabaret: While being break even for fundraising, the event was an artistic success, drawing about 30 people. Our thanks to Laurel Paluck, who is on a quest to bring glamour to Trent Radio

e) Trent Student Membership Fees. The final instalment of \$ 23,002.07 was received on 01 Feb 08, and is about \$4,600 more than TrentU predicted, and about \$10,844 less than received last year implying a significant reduction in students from last year.

f) High School Coop Students. Anastasia May (Lakefield) finished her duties on 23 Jan 08, and Dan Lagana (PCVS) started on 18 Feb 08.

g) Physical Plant (Porch and Siding). Our porch is literally drifting south away from the building, and needs repair. We had help off on this when there were plans to extend the floor space of the building, but all that money has gone towards the new transmitter and related costs. I request the Board's permission to stabilise & repair the porch, and to have it cleaning up and painted and the wood siding cladding the upper office area re-stained.

[end]

**Trent Radio Comparative Balance Sheet - subject to adjustment and review**

ASSETS	As At 08-01-31	As At 07-01-31	LIABILITIES	As At 08-01-31	As At 07-01-31
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(431.64)	4,286.54
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,788.64	45,177.57
General Funds Montreal	438.68	(2,630.22)	Deferred Income	645.00	645.00
ING Savings	13,119.70	193.25	Accrued Liabilities	0.00	0.00
Cash In Bank	13,564.31	(2,431.04)	Trillium StudioC	27,923.96	39,066.82
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	(0.00)	(1,000.00)	UIC Payable	(0.00)	(0.00)
Petty Cash: Summer Admin.	0.00	(50.00)	Income Tax Withholdings	0.00	(0.00)
Term Deposits	0.00	0.00	Receiver General Net	0.00	(0.00)
Accounts Receivable	400.00	700.00	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	400.00	700.00	<b>TOTAL CURRENT LIABILITIES</b>	<u>72,925.96</u>	<u>89,175.93</u>
Student Levy Receivable	18,399.37	30,440.00	<b>LONG TERM LIABILITY</b>		
Prepaid Expenses	585.78	681.94	CO Long Term Loan	15,000.00	0.00
<b>TOTAL CURRENT ASSETS</b>	<u>32,949.46</u>	<u>28,340.90</u>	Deferred Contribution	30,111.78	37,311.38
			<b>TOT. LONG TERM LIABILITY</b>	<u>45,111.78</u>	<u>37,311.38</u>
<b>FIXED ASSETS</b>			<b>TOTAL LIABILITIES</b>	<u>118,037.74</u>	<u>126,487.31</u>
Land	10,000.00	10,000.00	<b>NON-SHARE EQUITY</b>		
Buildings	94,439.07	94,439.07	Retained Surplus/(Deficit)	(14,884.02)	(6,398.87)
Office Equipment	20,774.21	20,774.21	Previous Year-end Adjustments	0.00	0.00
Technical Equipment	237,339.40	236,494.72	Net Retained Surp/(Def)	(14,884.02)	(6,398.87)
Technical Renovations	9,913.00	9,913.00	Current Surplus/(Deficit)	36,577.22	41,690.12
Fixed Assets at Cost	372,465.68	371,621.00	<b>TOTAL NON-SHARE EQUITY</b>	<u>21,693.20</u>	<u>35,291.25</u>
Accumulated Depreciation	(265,684.20)	(238,183.34)	<b>LIABILITIES AND EQUITY</b>	<u>139,730.94</u>	<u>161,778.56</u>
<b>TOTAL FIXED ASSETS</b>	<u>106,781.48</u>	<u>133,437.66</u>			
<b>TOTAL ASSETS</b>	<u>139,730.94</u>	<u>161,778.56</u>			

**Trent Radio Comparative Income Statement - subject to adjustment and review**

	07-09-01 to 08-01-31	06-09-01 to 07-01-31	EXPENSE	07-09-01 to 08-01-31	06-09-01 to 07-01-31
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Total Wages & Benefits	35,651.69	40,856.34
Federal Grants	0.00	1,056.00	Programming Fees	0.00	6,768.51
Provincial Grants	0.00	0.00	Technical Fees	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Fees	0.00	250.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>1,056.00</u>	Administrative Fees	731.00	586.00
			Total Fees	<u>731.00</u>	<u>7,604.51</u>
FUND RAISING			TOTAL PERSONNEL	<u>36,382.69</u>	<u>48,460.85</u>
Corporations	0.00	0.00	SUPPLY & EXPENSE		
Foundations	0.00	0.00	Publicity & Promotions	0.00	0.00
Private	4,735.43	5,945.63	Equipment Rental	200.00	0.00
Leadership	0.00	0.00	Line Rental	1,442.65	1,502.01
Donations "In Kind"	0.00	0.00	Rental Other	40.00	0.00
Net Donations	4,735.43	5,945.63	Net Rentals	1,682.65	1,502.01
Trent Student Memberships	73,597.50	92,000.00	Postage & Delivery	23.88	146.49
Commercial & Non-profit	75.00	0.00	Office Supplies	403.79	52.78
Individual Memberships	715.00	670.00	Telephone	418.85	571.43
Discretionary M'ship Exp	0.00	0.00	Utilities	1,985.00	2,029.17
Net Memberships	74,387.50	92,670.00	Programming & Licence	389.39	5,103.41
Special Events	1,709.20	1,033.76	Building R & M	342.30	890.54
Special Events Expense	(525.00)	0.00	Building R & M Upper Apt	57.12	22.22
Net Special Events	1,184.20	1,033.76	Technical R & M	2,872.59	6,818.87
Fundraising	0.00	174.68	Net Repair & Maintenance	3,272.01	7,731.63
Fundraising Expense	0.00	0.00	Professional Fees	60.00	125.00
Net Fundraising	<u>0.00</u>	<u>174.68</u>	Insurance	4,150.61	4,079.72
TOTAL FUND RAISING	<u>80,307.13</u>	<u>99,824.07</u>	Travel	0.00	0.00
			Volunteer Expense	157.60	465.72
EARNED REVENUE			Bank Charges	60.40	58.00
ON AIR Sponsorship	4,400.00	4,458.28	Mbanx Loan Interest	1,877.58	1,592.33
ON AIR Sponsorship Expense	(615.00)	(370.00)	Net Interest	1,877.58	1,592.33
Net ON AIR Sponsorship	3,785.00	4,088.28	Depreciation	0.00	0.00
Net "RADIO PAPER"	0.00	0.00	GST Paid	465.37	603.22
Net Other Sponsorship	0.00	0.00	Bad Debts	0.00	0.00
Tape Sales	0.00	0.00	Miscellaneous	0.00	0.30
Tape Sales Expense	0.00	0.00	TOTAL SUPPLY & EXPENSE	<u>14,947.13</u>	<u>24,061.21</u>
Net Tape Sales	0.00	0.00	TOTAL EXPENSE	<u>51,329.82</u>	<u>72,522.06</u>
Rental Income	3,300.00	3,300.00	NET INCOME	<u>36,577.22</u>	<u>41,690.12</u>
Net Misc Sales & Services	190.00	5,937.62			
TOTAL EARNED REVENUE	<u>7,275.00</u>	<u>13,325.90</u>			
MISCELLANEOUS REVENUE					
Interest Income	324.91	6.21			
Micellaneous Revenue	0.00	0.00			
Amortisatn Dfrd Contribtns	0.00	0.00			
TOTAL MISC REVENUE	<u>324.91</u>	<u>6.21</u>			
TOTAL REVENUE	<u>87,907.04</u>	<u>114,212.18</u>			