

TRENT RADIO BoD AGENDA 22 April 2008

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 25 March 2008
03. Business Arising - if any
04. Committees
 - a) Radio Drama Award Proposal
05. Operations Report:
 - a) Financial Statements to 31 March 08 (see attached).
 - b) PD Report (see attached).
 - c) PM Report (see attached).
06. Any Other Business:
 - Planning next Board Meetings
 - The next two BoD Meetings have been set for
 - Tue, 24Jun08 & Tue, 26Aug08 at 5pm
- 07 Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Tuesday, 25 March 2008,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

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

R E G R E T S: - none -

Also present: John Muir, General Manager.

01 Notice of this meeting having been made to all Directors, and all being present, the meeting was declared
duly constituted and called to order at 7:40 pm, with Meaghan Culkeen acting as Chair, and Vincent Bierworth
acting as Secretary. An agenda was agreed upon and discussion followed.

02. Presentation of Previous Minutes - 26 February 2008;

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the meeting held on
26 February 2008 were approved as presented and amended.

03. Business Arising: Discussion of Trent Radio Bursary/Award.

After some discussion, it was decided to pursue the project further. The following points were discussed as
needing more research; public domain and copyright issues, a revision of the time line of the project, the
possibility of a theme for the contest, opening the contest to only Trent students (at least for the first year), the
appointment and fee for a Directors, as well as securing sponsorship.

04. There were no Committee Reports.

05. Operations Report

Presentation of Financial Statements to 29 February 2008 - see attached

General Manager's Report - see attached.

It was noted that the summer staffing position has been posted indicating it is subject to funding from the
HRSDC Canada Summer Jobs programme.

It was also noted that Steve McNabb and John Muir will pursue clarification regarding funding discrepancies
with respect to TrentU to student enrolment and membership fees.

UPON A MOTION duly made, seconded, and carried unanimously, the operations report including the
financial statements to 29 February 2008 presented & discussed.

06-07. Other Business: Information was shared concerning the agenda for the next Board Meeting. The Board
will meet again on Tue, 22 April 2008 at 7:15pm, and will include reports from the Programme Director and the
Production Manager. The two subsequent summer meetings were set for Tue, 24 Jun 08 & Tue, 26 Aug 08 at
5pm. There being no further business the meeting was adjourned at 7:45 pm.

Meaghan Culkeen, President & Chair

Vincent Bierworth, Secretary

Trent Radio Comparative Balance Sheet - subject to adjustment and review

ASSETS	As At 2008-03-31	As At 2007-03-31	..	As At 2008-03-31	As At 2007-03-31
CURRENT ASSETS				CURRENT LIABILITIES	
Raffle & Bingo Acct	0.00	0.00		Accounts Payable	(431.64) 7,650.30
Boost & Freq Acct	5.93	5.93		Contract Obligation	44,788.64 44,788.64
General Funds Montreal	3,930.68	693.36		Deferred Income	845.00 845.00
ING Savings	22,762.62	194.35		Accrued Liabilities	0.00 0.00
Cash In Bank	26,699.23	893.64		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)	(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	400.00	750.00		Health Benefit Payable	0.00 0.00
Doubtful Accounts	0.00	0.00		Other Withholdings Net	0.00 0.00
Receivables Net	400.00	750.00		TOTAL CURRENT LIABILITIES	<u>73,125.96</u> <u>92,350.76</u>
Student Levy Receivable	0.00	11,950.27			
Prepaid Expenses	810.01	721.94		LONG TERM LIABILITY	
TOTAL CURRENT ASSETS	<u>27,909.24</u>	<u>14,315.85</u>		CO Long Term Loan	15,000.00 0.00
				Deferred Contribution	30,111.78 37,311.38
FIXED ASSETS				TOT. LONG TERM LIABILITY	<u>45,111.78</u> <u>37,311.38</u>
Land	10,000.00	10,000.00		TOTAL LIABILITIES	<u>118,237.74</u> <u>129,662.14</u>
Buildings	94,439.07	94,439.07			
Office Equipment	20,774.21	20,774.21		NON-SHARE EQUITY	
Technical Equipment	237,339.40	236,494.72		Retained Surplus/(Deficit)	(14,884.02) (6,398.87)
Technical Renovations	9,913.00	9,913.00		Previous Year-end Adjustments	0.00 0.00
Fixed Assets at Cost	372,465.68	371,621.00		Net Retained Surp/(Def)	(14,884.02) (6,398.87)
Accumulated Depreciation	(265,684.20)	(238,183.34)		Current Surplus/(Deficit)	31,337.00 24,490.24
TOTAL FIXED ASSETS	<u>106,781.48</u>	<u>133,437.66</u>		TOTAL NON-SHARE EQUITY	<u>16,452.98</u> <u>18,091.37</u>
TOTAL ASSETS	<u><u>134,690.72</u></u>	<u><u>147,753.51</u></u>		LIABILITIES AND EQUITY	<u><u>134,690.72</u></u> <u><u>147,753.51</u></u>

Trent Radio Comparative Income Statement - subject to adjustment and review

	2007-09-01 to 2008-03-31	2006-09-01 to 2007-03-31		2007-09-01 to 2008-03-31	2006-09-01 to 2007-03-31
REVENUE					
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	1,056.00	Programming Wage	14,625.00	15,284.50
Provincial Grants	0.00	844.75	Technical Wage	8,181.92	14,075.20
Municipal Grants	<u>3,500.00</u>	<u>0.00</u>	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>3,500.00</u>	<u>1,900.75</u>	Administrative Wage	22,500.00	22,498.65
			Benefits	248.00	0.00
FUND RAISING			CPP Expense	1,946.27	2,260.49
Corporations	0.00	75.00	El Expense	1,123.86	1,337.58
Foundations	0.00	0.00	Total Wages & Benefits	48,625.05	55,456.42
Private	5,419.57	6,021.39	Programming Fees	0.00	10,977.02
Leadership	0.00	0.00	Technical Fees	0.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	250.00
Net Donations	5,419.57	6,096.39	Administrative Fees	1,027.00	870.00
Trent Student Memberships	78,200.20	92,000.00	Total Fees	<u>1,027.00</u>	<u>12,097.02</u>
Commercial & Non-profit	150.00	0.00	TOTAL PERSONNEL	<u>49,652.05</u>	<u>67,553.44</u>
Individual Memberships	755.00	670.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	79,105.20	92,670.00	Publicity & Promotions	93.00	0.00
Special Events	2,279.00	1,033.76	Equipment Rental	200.00	0.00
Special Events Expense	(996.98)	0.00	Line Rental	2,019.71	1,938.77
Net Special Events	1,282.02	1,033.76	Rental Other	40.00	0.00
Fundraising	0.00	204.68	Net Rentals	2,259.71	1,938.77
Fundraising Expense	0.00	0.00	Postage & Delivery	23.88	178.51
Net Fundraising	<u>0.00</u>	<u>204.68</u>	Office Supplies	406.27	257.70
TOTAL FUND RAISING	<u>85,806.79</u>	<u>100,004.83</u>	Telephone	560.33	827.11
			Utilities	2,846.16	2,891.47
EARNED REVENUE			Programming & Licence	840.00	5,178.41
ON AIR Sponsorship	4,950.00	5,558.28	Building R & M	391.91	1,274.76
ON AIR Sponsorship Expense	(615.00)	(590.00)	Building R & M Upper Apt	57.12	22.22
Net ON AIR Sponsorship	4,335.00	4,968.28	Technical R & M	3,009.33	7,213.79
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	3,458.36	8,510.77
Net Other Sponsorship	0.00	0.00	Professional Fees	60.00	125.00
Tape Sales	0.00	0.00	Insurance	4,150.61	4,079.72
Tape Sales Expense	0.00	0.00	Travel	0.00	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	188.66	520.40
Rental Income	4,620.00	4,620.00	Bank Charges	76.40	82.00
Net Misc Sales & Services	<u>500.00</u>	<u>8,069.54</u>	Mbanx Loan Interest	2,698.40	2,219.94
TOTAL EARNED REVENUE	<u>9,455.00</u>	<u>17,657.82</u>	Net Interest	2,698.40	2,219.94
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	579.30	717.76
Interest Income	468.34	8.14	Bad Debts	0.00	0.00
Micellaneous Revenue	0.00	0.00	Miscellaneous	<u>0.00</u>	<u>0.30</u>
Amortisatn Dfrd Contribtns	<u>0.00</u>	<u>0.00</u>	TOTAL SUPPLY & EXPENSE	<u>18,241.08</u>	<u>27,527.86</u>
TOTAL MISC REVENUE	<u>468.34</u>	<u>8.14</u>	TOTAL EXPENSE	<u>67,893.13</u>	<u>95,081.30</u>
TOTAL REVENUE	<u>99,230.13</u>	<u>119,571.54</u>	NET INCOME	<u>31,337.00</u>	<u>24,490.24</u>

Programme Director's Report for the period Sep07 - Apr08 for BoD Meeting 22 Apr 2008 **prepared by Laurel Paluck**

The Direction of Programming varies over the years in accordance with programme submissions, yielding us a diversity of programming which well reflects Peterborough's broader communities. Trent Radio is a magnet for inspired creative individuals who appreciate their own and others uniqueness. Commissioning programming from individuals and organisations such as the Alzheimer's Society, Bereaved Families of Ontario and the New Canadians Centre continues to maintain and broaden our diversity. Commissioning is generally conducted through discussions with organisations and individuals followed up with workshops and/ or visits to offices, agencies, fundraisers, events and the like. This year connections with environmental organisations were sought to develop "green" programming. Peterborough Green-Up took up the invitation through their Urban Forestry Program and provided us with a mini-series produced with grade 5 students from various local schools. This project will continue to yield future programming with Peterborough Green-up and it is expected that individuals involved with this organisation will spread the word as to the power and potential Trent Radio offers.

Programme Selection takes place prior to the Fall and Summer Seasons. The PD recruits members of the Trent Radio community, chosen for their interest in Trent Radio, and their programming histories.

The selection committee are asked to review proposals according to following guidelines:

- a) Is the Proposal complete? If so what's missing?
- b) Comment on the Programme Outline. Note strengths, weaknesses, high points, low points etc.
- c) What suggestions or feedback do you have?
- d) Do you have confidence that they can and will do it? Comment on what potential is there.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

When the proposals are reviewed and any necessary clarifications are made. Programmers are interviewed by the PD as the task of scheduling commences and our regular season schedules begin.

Operators remain the backbone of our day-to-day operations, An Operators' shift is generally five hours long and duties include: greeting and supporting programmers and other volunteers, producing promos and announcements, assisting in the use of the on-air phone, providing tech support, acting as tour guide, taking phone messages, tidying up, making coffee, and representing Trent Radio to their communities.

I am so grateful for their commitment and truly admire their dedication to radio and to the community. I try to express my personal gratitude in some way or other throughout the seasons, with little treats, t-shirts, free tickets, food, hugs and kisses, When you see an operator make sure to say thanks, and if you are an operator - feel the love.

Live Broadcasting remains steady at an average of 14 hours a day followed by Radio Free Peterborough. Live early morning programming has lain fallow over the past couple of years, due in part to the retirement of our retirees. I'm hoping to recruit new retirees through contacts made through Activity Haven for Fall 2008. Late night programming is not very popular with our latest shows running until midnight. Although I am open to late night programming I feel satisfied with the RFP play list providing us with local music all night long.

Perceived Sea Changes have occurred over the last 4 years: Soaring tuition rates and the resulting higher stakes placed on student performance, and the loss of our downtown colleges have diminished some of the student spirit of learning and growing through extra curricular activities. Although Trent Radio remains a vital part of student culture, with exceptionally devoted and dedicated students contributing excellent programming, we have had less interest in special events, socials and radio project days. Despite these losses Trent Radio remains a cultural hub for students and allows them experience exposure to the broader community. This important cultural feature of Trent Radio will become more significant in the years to come and I look forward to seeing how this will manifest.

Trends 2007-08

- Interest in World music continues to grow, William Bain's collection is a wonderful and well used resource.
- Canadian and Local Music Programmes continue to be popular.
- Reggae music shows! (2)
- Folk Music makes a comeback with 2 dedicated shows and others featuring folk in programming.
- Parent/child shows have become popular- great bonding time!
- Public and High school groups regular and feature programming is plentiful.
- Community Group with regular Programming: Alzheimer's Society, Bereaved Families of Ontario, Canadian Authors Association, Humanist Association, Artspace, New Canadians Centre, The New Theatre.
- Trent U Groups regular Programming: Women's Centre, Kawartha World Issues Centre, Trent Works., TCCBE, TISA (incl. HOLA, TACSU and other international stud groups)

Smooth Operator

This is our on-air local events calendar broadcasting 2 to 3 times daily during the week, featuring local musicians from our extensive and ever growing local music archive. Smooth Operator and has been host to dozens of touring artists, activists, politicians and others. Oft times, guests on Smooth Op have been encouraged to consider regular programming. The Alzheimer's Society and Bereaved Families of Ontario have joined the ranks through this experience. Smooth Operator provides first time and rusty programmers an opportunity to practice their Studio A skills. First time programmers are encouraged to sign up for this opportunity after their initial Studio A training. Smooth Operator has become the focus of our co-op students participation, whose tasks include refreshing the binder daily with incoming announcements received through psa@trentradio.ca, posters, and mail. Smooth Operator also provides a flexible time for one off or mini-series special programming, this year mini-series included :Peterborough's Green-Up Urban Forest Project with Grade 5 students providing eight 15 minute broadcasts, and David Hujil's Canadian Studies class providing a series of "heritage minutes": a spoof of CBC's Canadian heritage minutes incorporating course material.

Student Co-op Placements

Co-op students are an integral part of Trent Radio, this mutually beneficial program provides students with a unique working/creative experience and offers us an ear on the local teen scene. The program generally works well within a structured environment, as Smooth Operator has proven, but may and should make use of the special interests of students when appropriate. Students offer a variety of nascent skills along with challenges both of which should determine the expectations we may make of them. I feel it is worth the overall effort to guide and support those with challenges in order to provide a positive experience. Our Fall Student co-op placement was Anastasia May from Lakefield S.S. Her confidence, enthusiasm and work ethic was exceptional and exploited to the hilt, a great experience all around! Our Spring Co-Op Placement from Adam Scott is Dan Lagana, although he lacks on-air confidence his interest in conducting interviews with local musicians and to bring Smooth Op up to date is valuable. Spring Co- Co-op position straddles our transition to the Summer season through negotiations with Co-op teachers and students. Although sometimes it is best to cease the co-op in late May, we are often able to continue the program through to end of the semester: throughout the shut down the student continues to work with the P.D. during school hours-duties include cleaning, organising and may include exciting field trips! When Summer Broadcasting begins the student resumes Smooth Operator duties for the 5pm programme and participate in projects under the direction of the Summer coordinator. If the student is enrolled in morning co-op, generally their hours here begin after school hours, and must be negotiated with work schedules when necessary.

Goals & Results 2007-08 with Plans for 2008-09

- 1. Goal:** Operator and OWSP meetings and socials on a regular basis to enhance cohesive operations.
Result: Difficult to organise formal meetings due to schedule conflicts - meetings have remained on an as needed basis.
Plan for 2008-09: In lieu of group meetings, Operators will be informed of new procedures and protocols on a one to one basis with instruction coordinated through GM, PD and PM.
- 2. Goal:** Conduct formal interviews with all programmers both new and returning.
Result: Implemented, with programmers scheduled meeting with PD at the station and noted in daybook.
Plan for 2008-09: Continue with this approach. Although the term "formal" may be a little too formal, what transpires is a scheduled meeting where I go over the proposal with the programmer to clarify/explore various points in their proposal. A "chat" generally ensues to discuss the programmers goals, talents, challenges...This can range from 15-45 minutes. These meeting help to ensure the programmers competence and commitment along with paving the road towards a relationship of mutual trust and respect.
- 3. Goal:** Continue to increase TRadio presence on Main Campus with Programme Proposal Workshops, "Truth in a Booth", "Project Share the Love" and various TRadio Events.
Result: Programme Proposal workshops on main campus have had a very low attendance rate, but those who do attend are keen and often become valued programmers, Groups and Clubs Day proves to be our biggest recruiting force. Other On-Campus projects did not prove successful this year- Truth in the Booth lacked the necessary spirit to inspire students contributions. Sadly, other projects did not receive attention due to lack of support and or interest.
Plan for 2008-09: Explore workable idea's to connect with the Main Campus, solicit board members, programmers and operators for advice.
- 4. Goal:** To continue broadening our scope in the greater community through individuals and orgs. Programming with New Canadians Centre, The New Theatre, Canadian Authors Association and several other community orgs.
Result: Success. TRadio has developed strong relationships with community orgs through workshops, formal and informal meetings, attending fundraisers and events, and follow up communications with orgs

who utilise our PSA opportunities.

Plan for 2008-09: to continue forming and strengthening community ties through active engagement with communities.

5. **Goal:** To consider and implement further fundraising strategies.

Result: No Formal Committee struck. I think this is an opportunity for the board to focus on an achievable goal.

Plan for 2008-09: to source out fundraising models and explore services offered such as the ArtsVest opportunity (conducted in 2005). I would like to devote a few hours fortnightly out in the field, discussing fundraising methods with various local orgs. We have many friendly working relationships with many local non-profits who I believe would be glad to help us with this.

Studio A 2007-08: John Muir conducted Studio A training this year. Studio A Training was conducted 3 times a week during the fall season, tapering off after the fall reading break to 2 times a week or as needed. The 2 hour sessions with up to 3 participants, provided new programmers the necessary training to begin their shows and an orientation to Trent Radio, with a few requesting support for their first shows. Refresher training was provided as needed. Phone training was conducted with the aid of the PD, PM and Operators during "Smooth Operator".

Studio B 2007-08: Sandy Tremblay conducted training 3 times a week and as needed. 2 hour sessions with up to 3 participants provided new programmers the necessary training to pre-record shows and make promos. Refreshers were also provided as needed. Sandy was an excellent resource for special one off and serial pre-recorded projects such as Magical Tales from Jackson Forest Radio Drama, Canadian Studies 100 "Heritage minutes".

PD Assistant/Trout Rodeo editor 2007-08: Meag Culkeen producer of the fall and spring issues of Trout Rodeo. This position is flexible in it's assigned tasks and attempts to make use of the assistants particular talents during their 8 hours of weekly work. Tasks have included: writing articles for the Arthur, recording special events, levy campaigning and hosting socials.

Fundraising 2007-08

Good 'n Country Afternoon Dance 30 September 2007

Good 'n Country Radio Marathon 14-15 December 2007

Max Price's Trent Radio Cabaret Fundraiser in 12 Feb 2008 at Sadleir House.

Henry Holtmann's Knackwurst and Sauerkraut discontinued this year.

Levy Referendum 2008

We did not apply for a levy increase this year.

Programming and Events Highlights in Review

September 2007

Pre-Season Begins 04 Sep

Prop Workshop Public Library 04 Sep

Groups and Clubs 05 Sep

Studio C Radio Drama Auditions 06 Sep

Prop Workshop Otonabee 07 Sep

Prop Workshop New Canadians Centre 08 Sep

Studio A training /w J.K. Muir begins 11 Sep

William Bain World Music workshop 19 Sep

Fall Broadcast Season begins 24 Sep

Good 'n Country Jamboree 30 Sep

October 2007

CanStudies 100 Heritage Minutes discussion

Radio Robot w. Meag Culkeen begins

Studio B training with Sandy Tremblay begins

Trout Rodeo Schedule creation and printing

Web Schedule goes up

November 2007

Chimes of Freedom Returns

Healing Arts Collective Special Programming

Heritage Minutes begins studio b recording

Annual General Meeting 25th

December 2007

Fall Season ends Dec. 14th w/ open house

Annual Good 'n' Country Marathon 14-15th

Entra Season begins 17th

January 2008

Spring Season begins Jan. 7th

Enviro programming discuss w/Green-up

Fundraiser/Cabaret recruiting

New programmers orientation

Nursing Students w/TCCBE trained

Cabaret/Fundraiser recruiting

February 2008

Cabaret/Fundraiser Feb. 12th

Green-up Grade 5 broadcasts

March 2008

Trout Rodeo wrangling

Nursing Students final projects

Summer Recruiting

April 2008

More Summer Recruiting

...

Staff & Volunteers 2007-08

TIP & Ontario Work Study Positions

StudioB & Digital Editing Trainer: Sandy Tremblay
 PD Asst. & Trout Rodeo Editor: Meag Culkeen
 Music Archivist: Christina Last
 TIP Spoken Word Archivist: Karina Daukaeva
 Physical Plant: Geoffrey Forrest

Highschool Co-op Students

Fall07 Anastasia May Lakefield Highschool
 Spr08 Dan Lagana Crestwood Highschool

Trent Centre for Community Based Education

Students:

Laura Gray-Ellis & Meghan McOustra

Regular Staff

Production Manager: Jill Staveley
 Programme Director: Laurel Paluck
 GM & VP: John K Muir (Studio A Training)

Operators

Sun am: self-support
 aft: Philip Benmore
 Eve: Devon Thomas
 Mon am: co-op students
 aft: Dan Mirabelli
 eve: Andrew French
 Tue am: co-op students
 aft: Christiana Last
 eve: Kerry Day
 Wed am: co-op students
 aft: Victor Heng
 eve: Brent Bellamy
 Thu am: co-op students
 aft: Meag Culkeen
 eve: David Grenon
 Fri am: co-op students
 aft: Trevor John Dunn
 eve: Misha Paramonov
 Sat am: self-support
 eve: Parkey Glynn-Adey

TRENT RADIO AND THE CRTC

On 17 October 2007, Broadcasting Decision CRTC 2007-381 was issued, granting Trent Radio to operate new a Type B community radio programming undertaking. The table below shows minimal differences in programming requirements

Comparison of Radio Policies	Community Radio Type B PN 2000-13	Community-based Campus Radio PN 2000-12	Trent Radio Policy
Spoken Word (Minimum)	25%	25%	25%
Music from subcategories other than pop, rock and dance (Minimum)	20%	20%	20%
Music from Category 3 (Minimum)	5%	5%	5%
Hits (Maximum) of all music played	No restriction	10%	5%
Category 2 CanCon (Minimum)	35%	35%	40%
Advertising & Sponsorship	No restriction	504 mins/wk 4mins/hr max	252mins/wk Sponsorship Only

STATEMENT OF PERFORMANCE

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one year. Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept.

All music sheet data is now kept for at least one year. Programmers are reminded to account for all music played noting Canadian content and other information.

Average weekly broadcast hours (excluding "Radio Free Peterborough")

Season	Fall06	Spr07	Fall07	Spr08
Total live broadcasting hours (weekly)	103	117	102.5	105
Number of Producers	89	90	116	113
Number of Programmes	113	115	95	88

Content Category Stats prepared for BoD 22 April 2008 / Laurel Paluck, PD

Content Category	CRTC Required	TRadio Required	Actuals						
			Spr05	Fall05	Spr06	Fall06	Spr07	Fall 07	Spr08
Category1 - Spoken Word	Min 25% of all programming	Min 25% of all programming	41%	43%	55%	55%	54%	49%	49%
SubCat 11- News			-	-	-	-	-	-	-
SubCat 12 - S/W Other			44.25hrs	40hrs	52hrs	52.25hrs	55.5hrs	55.5hrs	55.5hrs
Category 2 - Popular Music			35.88%	48.50%	35%	25.75%	34%	34%	34%
SubCat 21 - Pop Rock Dance	at least 20% other than Cat21	max 40% of all music	18.5hrs 29.3%	19hrs 33%	15 hrs 22%	16hrs 16%	19.5hrs 16.7%	19.5hrs 16.7%	19.5hrs 16.7%
SubCat 22 - Country & C'try Oriented			3hrs	5hrs	5.25hrs	6.75hrs	5.75hrs	5.75hrs	5.75hrs
SubCat 23 - Acoustic			0.75hrs	3.5hrs	4hrs	3hrs	7.5hrs	5hrs	5.5hrs
SubCat 24 - Easy Listening			0hrs	0.75 hours	0.5hrs	0hrs	0hrs	0hrs	0hrs
Category 3 - Traditional & Special Interest	min 5% of selections	min 5% of selections	64.10%	51.30%	65%	44.35%	60%	60%	59%
SubCat 31 - Concert			1.75hrs	0hrs	0hrs	2hrs	3.75hrs	3.75hrs	3.75hrs
SubCat 32 - Folk & Folk Oriented			7hrs	8.5hrs	6hrs	7hrs	6.25hrs	9.25hrs	9.25hrs
SubCat 33 - World Beat & International			10.75hrs	9hrs	20.7hrs	12hrs	15.5hrs	11.25hrs	11.25hrs
SubCat 34 - Jazz and Blues			11hrs	8hrs	12hrs	10.5hrs	10hrs	5.5hrs	5.5hrs
SubCat 35 - Religious			0hrs	0.5 hrs	0.5hrs	0hrs	0hrs	0hrs	0hrs
SubCat 36 - Audio Art*			10.25hrs	4hrs	4hrs	9.5hrs	14hrs	7.5hrs	7.5hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Station Produced	Min 42 hours	Min 42 hours	108hrs	78hrs	94hrs	102hrs	117hrs	102hrs	102hrs
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

* Not a CRTC Subcategory

**Production Manager's Report for the period Sep07 - Apr08 for BoD Meeting 22 Apr 2008
prepared by Jill Staveley**

Wow, I don't really know what to say, but thanks, thanks, thanks. Trent Radio has seen a year of patience, and realism...and here we are. Making radio, building community, learning, sharing and enjoying it all the while.

Local Music Archive Database: We were able to get the LMAD up and running at Sadleir House, with 410 album listings including links to tunes for each artist. At this point we have asked the staff and volunteers of the Alternative Resource Library to compile information regarding any problems with the current system, and look at updates, changes and additions at the end of the school year. The LMAD is still a work in progress (and will always be to a certain degree), and thus we have kept publicity minimal for now, so that we don't get too many users on a BETA version of the resource. An update of the archive and database will occur in early June 2008.

We are still sorting out some discrepancies between the RFP archive and Trent Radio's Local Music Archive in the hopes that both resources will have access to all of the recordings available to either organisation.

Listening Station: Listening Station up and running. We got a laptop, and a lock, and set it up in the Operators Room. It was being used, and functioning well for the first 2 weeks. I have not heard any feedback, or reports of other problems since 07 March 2008.

Spoken Word: Our SW Archivist Karina Daukaeva has been working away at ingesting the archive, and has also taken over the task of data entry for the database that accompanies the archive. Access to this database is currently only available on StudioC Computer, so that we do not jeopardise the integrity of the data through accidental changes or alterations by programmers searching. Once the data entry is complete, a locked version of the archive will be available to everyone.

We also purchased travel DJ cases for CDs, and reorganised the SW CDs so that they take up a much less space, are more easily maintained, and can be stacked and/or stored any where in the house.

Community Profiles: Community Profiles did not happen this year...at least not in my realm of Trent Radio. It is a project that continuously happens at Trent Radio anyways, just without the title, or specific intent for content.

Incoming Music: Slow but steady wins the race. We keep up as best we can, and we have truly kept on the task of sorting out organisational issues, tracking response capabilities, maintenance of incoming local music for our archives and for RFP and keeping a very big list of things that we need to get to when we have the chance. When it comes to Incoming Music, we just keep putting out the fire...and someday we'll truly get the vinyl and cassettes underway, and I will keep including it in my reports so that we won't forget that it is becoming a serious priority. This having been said, I don't think that we're all ready to give up the ability to touch, smell and play vinyl yet.

Repairs: We did not instigate the Repair Sheet system, but it seems as though a more particular type of communication with programmers and volunteers asking them to take responsibility for communicating such problems has helped remedy the situation. Things will always get broken, and we are not a corporate well oiled machine, so why create one more piece of paper system to be forgotten and recycled in 6 months from now.

Assistance for Technical Projects: Sandy Tremblay was our StudioB trainer this year, and it is evident that this position has really moved from a strictly educational position, to include the services of a friendly face capable of offering on site assistance and technical services. This has been the second year of StudioB taking off in this direction, and it is evident that the computer literacy in this world has made production skills much more easily attainable to the general populous. Holy technology!

StudioC Projects: We saw a steady amount of activity in StudioC again this year. StudioC is finally becoming a little less "special", and a little more functional and available for different uses. More people have increased their tech skills, and are capable of operating the gear in StudioC, if it is set up for them. No major projects happened, but there was definitely an increased day to day use of the space, including editing by programmers while StudioB was in use, recordings of music, drama, interviews, pay for use services, and a fair amount of teaching on the gear.

SCP#	Project	Artist/Organiser	Date(s)	On site	Off site
29	The Staveley Project EP (rec & mixing)	Jill Staveley	June07	X	X
30	Radio on the Lawn	Vincent Bierworth, Jill Staveley	Aug07		X
31	Barrie Zwicker Interview	John Muir, Barrie Zwicker	Oct07		X
32	The New Theatre Radio Drama	Kate Story, Matt Gilbert, Jill Staveley	Oct07		X
33	3 New Songs, Studio C Project	Drea (Drea Nasager)	Dec07		
34	3 Songs, Studio C Project	Meagh Culkeen	Dec07		
35	3 Songs, Studio C Project	Cara Moines	Dec07		
36	Live in Studio C	Mariposa (Chris Lyons)	Dec07		

FUTURE GOALS: Well, things have changed for me a lot in the past year, and it is starting to directly affect my positioning at Trent Radio and my specific goals and responsibilities. I have every intention of maintaining my position at Trent Radio, including over-seeing the Music & Spoken Word Archives, instigating 3 - 10 recording and/or broadcast projects in StudioC, offering assistance and guidance to the StudioB Trainer, maintaining the LMAD and file transfer to RFP, as well as offering support to both John & Laurel. My specific goal for the upcoming year is to maintain the systems we have in place, and to find a new way fulfil my responsibilities at Trent Radio while fulfilling my responsibilities as an active musician.