

TRENT RADIO BoD AGENDA 24 June 2008

01. Chair's Opening Remarks and Agenda Approval
This is a mid-summer review of activities
02. Presentation of Previous Minutes - 22 April 2008
03. Business Arising not covered in other reports (none)
04. Committee Reports (none)
05. Operations Report
 - a) Financial Statements to 31 May 08
 - b) Summer Operations Manager's Report (A French) - see attached.
 - c) General Manager's Report (JK Muir)
 - i. 715 Upper Occupancy.
 - ii. CSJ08 Details.
 - iii. South Porch Maintenance.
 - iv. Telephone Trouble.
 - v. OWSP & TIP applications for AY2008-09.
 - vi. Power outage 01Jun08.
 - vii. Summer Financing.
06. Any Other Business (G&C fan letter received - see attached)
07. Next BoD meetings c/b Tue, 26 Aug 08 at 6pm
Director & Officer availability
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Tuesday, 22 April 2008,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Vincent Bierworth, Meaghan Culkeen, Trevor Dunn, & Dahn Mirabelli.

R E G R E T S: Bryn Batton Wall, Christina Last, & Steve McNabb.

Also present: John Muir, General Manager.

01 Notice of this meeting having been made to all Directors, and a majority being present, the meeting was declared duly constituted and called to order at 7:25 pm, with Meaghan Culkeen acting as Chair, and Vincent Bierworth acting as Secretary. An agenda was agreed upon and discussion followed.

02. It was decided to hear the Programme Director's report element of the Operations Report first – see attached. Laurel Paluck was heartily thanked for both her report and her work as PD over the past two seasons

03. Presentation of Previous Minutes - 25 March 2008;

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the meeting held on 25 March 2008 were approved as presented.

04. Business Arising: Discussion of Radio Drama Award Proposal.

It was decided to put the Radio Drama Award on hold for the time being, because the funding for the scheme is not in place, and, as the project stands, it may not achieve the character of awareness sought for. Concerted efforts are to be made in the Fall to pursue fundraising and awareness raising opportunities.

05. There were no Committee Reports.

06. Operations Report

Presentation of Financial Statements to 31 March 2008 – see attached

Presentation of Programme Director's report – previous discussed

Presentation of Production Manager's report – see attached

Discussion followed regarding reorganising responsibly for fundraising and other functions. It was note that duties of the Production Manager will change starting in the Fall.

UPON A MOTION duly made, seconded, and carried unanimously, the operations report including the financial statements was approved as presented and discussed.

07. It was noted that the Board shall meet again on Tuesday, 24 June 2008 with a proposed 6pm meeting time.

There being no further business the meeting was adjourned at 8:15pm.

Meaghan Culkeen, President & Chair

Vincent Bierworth, Secretary

Trent Radio Comparative Balance Sheet - subject to adjustment and review

ASSETS	As At 31May08	As At 31May07	LIABILITIES	As At 31May08	As At 31May07
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(431.64)	(459.00)
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,788.64	44,788.64
General Funds Montreal	3.46	2,185.81	Deferred Income	980.00	960.00
ING Savings	8,347.51	195.49	Accrued Liabilities	0.00	0.00
Cash In Bank	8,356.90	2,387.23	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	(15,703.56)	UIC Payable	0.00	(4.32)
Petty Cash: Summer Admin.	200.00	98.20	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	(4.32)
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	73,260.96	84,352.14
Student Levy Receivable	0.00	11,950.27	LONG TERM LIABILITY		
Prepaid Expenses	810.01	721.94	CO Long Term Loan	15,000.00	0.00
TOTAL CURRENT ASSETS	9,766.91	204.08	Deferred Contribution	30,111.78	37,311.38
FIXED ASSETS			TOT. LONG TERM LIABILITY	45,111.78	37,311.38
Land	10,000.00	10,000.00	TOTAL LIABILITIES	118,372.74	121,663.52
Buildings	94,439.07	94,439.07	NON-SHARE EQUITY		
Office Equipment	20,774.21	20,774.21	Retained Surplus/(Deficit)	(14,884.02)	(6,398.87)
Technical Equipment	237,339.40	236,494.72	Previous Year-end Adjustments	0.00	0.00
Technical Renovations	9,913.00	9,913.00	Net Retained Surp/(Def)	(14,884.02)	(6,398.87)
Fixed Assets at Cost	372,465.68	371,621.00	Current Surplus/(Deficit)	13,059.67	18,377.09
Accumulated Depreciation	(265,684.20)	(238,183.34)	TOTAL NON-SHARE EQUITY	(1,824.35)	11,978.22
TOTAL FIXED ASSETS	106,781.48	133,437.66	LIABILITIES AND EQUITY	116,548.39	133,641.74
TOTAL ASSETS	116,548.39	133,641.74			

Trent Radio Comparative Income Statement - subject to adjustment and review

REVENUE	01Sep07-31May08	01Sep06-31May07	EXPENSE	01Sep07-31May08	01Sep06-31May07
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	1,056.00	Programming Wage	20,057.50	19,672.00
Provincial Grants	0.00	9,822.82	Technical Wage	11,003.27	17,835.20
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>10,878.82</u>	Administrative Wage	30,000.00	28,498.29
FUND RAISING			Benefits	248.00	0.00
Corporations	0.00	75.00	CPP Expense	2,612.85	2,877.49
Foundations	0.00	0.00	EI Expense	1,505.40	1,694.11
Private	5,419.57	6,231.39	Total Wages & Benefits	65,427.02	70,577.09
Leadership	0.00	0.00	Programming Fees	0.00	11,845.79
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	55.00
Net Donations	5,419.57	6,306.39	Publicity Fees	0.00	250.00
Trent Student Memberships	78,200.20	92,000.00	Administrative Fees	1,157.00	1,103.00
Commercial & Non-profit	150.00	0.00	Total Fees	<u>1,157.00</u>	<u>13,253.79</u>
Individual Memberships	755.00	670.00	TOTAL PERSONNEL	<u>66,584.02</u>	<u>83,830.88</u>
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	79,105.20	92,670.00	Publicity & Promotions	130.32	0.00
Special Events	2,279.00	1,863.76	Equipment Rental	200.00	0.00
Special Events Expense	(996.98)	(16.68)	Line Rental	2,468.14	2,609.45
Net Special Events	1,282.02	1,847.08	Rental Other	40.00	0.00
Fundraising	0.00	204.68	Net Rentals	2,708.14	2,609.45
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	242.70
TOTAL FUND RAISING	<u>85,806.79</u>	<u>101,028.15</u>	Telephone	751.01	1,070.62
EARNED REVENUE			Utilities	3,657.30	3,738.43
ON AIR Sponsorship	4,950.00	5,558.28	Programming & Licence	840.00	5,178.41
ON AIR Sponsorship Expense	(615.00)	(590.00)	Building R & M	469.90	1,343.76
Net ON AIR Sponsorship	4,335.00	4,968.28	Building R & M Upper Apt	57.12	22.22
Net "RADIO PAPER"	0.00	0.00	Technical R & M	3,349.55	7,791.29
Net Other Sponsorship	43.35	0.00	Net Repair & Maintenance	3,876.57	9,157.27
Tape Sales	0.00	0.00	Professional Fees	60.00	125.00
Tape Sales Expense	0.00	0.00	Insurance	4,150.61	4,079.72
Net Tape Sales	0.00	0.00	Travel	0.00	0.00
Rental Income	5,940.00	5,940.00	Volunteer Expense	188.66	520.40
Net Misc Sales & Services	<u>525.00</u>	<u>10,166.46</u>	Bank Charges	99.40	101.00
TOTAL EARNED REVENUE	<u>10,843.35</u>	<u>21,074.74</u>	Mbanx Loan Interest	3,519.22	2,951.99
MISCELLANEOUS REVENUE			Net Interest	3,519.22	2,951.99
Interest Income	553.59	9.76	Depreciation	0.00	0.00
Micellaneous Revenue	0.00	0.00	GST Paid	648.66	829.70
Amortisatn Dfrd Contribtns	<u>0.00</u>	<u>0.00</u>	Bad Debts	0.00	0.00
TOTAL MISC REVENUE	<u>553.59</u>	<u>9.76</u>	Miscellaneous	<u>0.00</u>	<u>0.30</u>
TOTAL REVENUE	<u>100,703.73</u>	<u>132,991.47</u>	TOTAL SUPPLY & EXPENSE	<u>21,060.04</u>	<u>30,783.50</u>
			TOTAL EXPENSE	<u>87,644.06</u>	<u>114,614.38</u>
			NET INCOME	<u>13,059.67</u>	<u>18,377.09</u>

**Summer Operations Manager's Report for BoD Meeting 24 June 2008
prepared by Andrew French 23Jun07**

Despite a few cancellations, the summer schedule is almost full.

There are open times on Friday from 6pm-7pm (fortnightly), Saturday from 5pm-6pm (fortnightly) and Monday from 7pm-8pm (fortnightly), although there is interest for the Monday opening, which is awaiting a programme proposal from two past programmers. All the programmers have been studious, timely and there have been no conflicts to date. While only two Executive Producers were able to attend a meeting held on May 11th, to date they all to be very courteous and supportive.

The logger system had some minor operational glitches in May and an outage in the early hours on June 1st caused by a power failure, however there have been no problems since. In addition, both telephone lines failed at various times. Of particular concern to programmers, the on-air telephone line worked intermittently until we could determine the problem was at Bell Canada's end. They kindly made repairs a few hours after the problem was reported.

Smooth Operator is going wonderfully with our co-op student Dan Lagana conducting interviews with various organisations within the Peterborough community as well as numerous local artists. His interview skills are growing rapidly and it is a pleasure to see the developments. There have been renovations done to the Trent Radio house, which include making the porch level as well as the application of a new coat of paint. These new improvements, in my opinion, give passers-by the impression that Trent Radio is an unpretentious palace.

Trent Radio's annual Radio on the Lawn is scheduled for Friday, August 8th. Al Kirby, a long time ago and now current Trent Radio programmer and local Bluegrass musician, as well as Misha Paramonov, a Trent Radio Executive Producer and local deejay, have signed on to perform for this event. The outline for Radio on the Lawn will consist of performances by local musicians as well as interviews. I plan to make a number of posters for the event as well as record a promo in order to increase public awareness.

A number of radio project days in the works which should be both entertaining and educational. I've have been in contact with Barney Wornoff from the Shrimps, a local comedy troupe, about having a Trent Radio Comedy Extravaganza Day. It is scheduled for Sunday, August 17th and would entail live comedy in StudioA during the day hosted by Barney and Dan Smith (also from the Shrimps) who are both are trained for StudioA. They play standup and sketch comedy records from the likes of SCTV and the Arrogant Worms among others. The grand finale of the Comedy Extravaganza will be a drive-in movie (the movie will be 'Peterborough Time Cartoon' and will projected on the south end wall of Baskin Robbins with audio broadcast from Trent Radio). The movie will be in three segments with live interviews during intermissions.

I have also been in contact with Kate McNeil, co-organizer of Peterborough's Slam Poetry, in regards to having a poetry/prose day at Trent Radio. The date is scheduled for Sunday, July 27th. The day would entail local poets and writers from the Peterborough community coming down to Trent Radio for readings and interviews as well as prerecorded readings from some of Canada's renowned poets such as Irving Layton and Al Purdy. I plan to create a number of posters (firstly as a call out to local poets and secondly as posters advertising the event) as well as make an announcement at the next Slam Poetry night.

Our basic stats are as follows:

Programmes - 39

Programmers - 48

Average Hours of Programming Per Week - 53.5

[end]

General Manager's Report for the Board of Director's Meeting 24 June 2008

Prepared by John K Muir

a Financial Statements to 31 May 08 - please see attached

b Summer Operations Manager's Report to 24 June 08 - please see attached

c General Manager's Report

i. 715 Upper Occupancy: Our current tenants gave notice and are leaving on 31 July 08. The legal rent is now \$695 and given that there are no major renovations indicated it is proposed to advertise and have it leased directly.

ii. CSJ08 Details: It was decided and mutually agreed to hire the Summer Operations & Information Manager commencing Mon, 28Apr08 at 20 hours per week, until we had heard about the CSJ grant. Subsequently, we were advised that we received CSJ funding to cover 12 of the 18-week employment period. The CSJ contract requires that employees work 40hrs/wk during the funded period. Accordingly, and after the hiring committee made its recommendations, Andrew French was appointed to the position. The total wage & benefits burden is \$6,672.21 with CSJ contributing \$4,682, and Trent Radio picking up the balance of \$1,990.21. I am grateful to both Laurel Paluck & Jill Staveley for giving Andrew orientation and support at the start of his duties, and to Andrew himself. Aside from his regular work, which included working with me on a twelve-hour time difference, he has taken on cutting the grass.

iii. South Porch Maintenance: Hank Fisher was paid \$208 for materials and labour to re-support the structure. Michael & Stephanie Minor were paid \$300 to stain the upper west extension and to paint the porch floor & exterior. Although the floor paint was already on hand, \$205.76 was spent on stain, exterior paint, and related sundries.

iv. Telephone Trouble: The office line failed, and Pre-tel was paid \$78.75 to find the fault. A few days later, the on-air line failed completely on Bell Canada's end, which they were able to remedy quickly. While trouble-shooting, it was discovered that the phone wiring in the basement needs to be clarified, and should be cleaned up as soon as convenient. This work will be put on the summer shutdown list of things to do.

v. OWSP & TIP applications for AY2008-09 have been made for the upcoming year and for the same positions that were applied for last year.

vi. Power outage 01Jun08: As a result of a lighting strike, we experienced a loss of city power for about 65 minutes at about 3am on June 1st. The UPS system in place for our core computer systems is designed to run for about 30 minutes, so when the design time was exceeded and everything shutdown, it had to be restarted manually. While we might consider adding capacity to our UPS system, this is the first loss of power in five years (the August 2003 international power failure) to exceed our UPS capacity. It is therefore recommended to only monitor the situation, to observe whether city power failures become longer and more frequent.

vii. Summer Financing: We will require a short-term loan of \$10,000 to cover expenses to year-end again this year. Of this \$ 4,682 will come from the CSJ programme, \$2,500 from a charitable donation.

[end]

To: info@trentradio.ca
Subject: Nice station!
From: Mark Rozitis <weatherENG@gmail.com>
Date: Sat, 14 Jun 2008 13:45:15 +0000

Hi, Well I am a news camera guy in Peterborough this morning for the dragon boat races and stumbled upon you're station this morning, the country music show is on right now and I just wanted to complement on how good you're station sounds, the announcers sense of humour is so natural, the classic country music is just great, something we don't get in Toronto and the audio quality? Where do you find all those hits?! So much better than the Toronto stations. I'm not sure if that's because they use a smaller bitrate or what but you're audio sounds so "full", my stereo in the truck never sounded better, I don't want to get out of my truck just yet and walk over to little lake this sounds so good.

Keep up the good work.

Mark

**

From: John K Muir <jkmuir@trentradio.ca>
Date: Sun, 15 Jun 2008 10:53:01
To: Mark Rozitis <weatherENG@gmail.com>
Cc: Stephanie Bolender <allen.bell2@sympatico.ca>, Barbara Holtmann <restorix@nexicom.net>
Subject: Re: Nice station!

Hello Mark, Very nice of you to say. We're a community radio facility and very lucky to have these gals on the air here. I'll pass on your email and comments to the hosts.

All the best // John

--

John K Muir, VP & GM
jkmuir@trentradio.ca
Trent Radio
715 George Street North
Peterboro, ON K9H 4H4
(705) 741 4011 / (705) 930 4000 cell
CFFF 92.7 FM <http://trentradio.ca>

To: John K Muir <jkmuir@trentradio.ca>
Cc: Stephanie Bolender <allen.bell2@sympatico.ca>, Barbara Holtmann <restorix@nexicom.net>
Subject: Re: Nice station!
From: Mark Rozitis <weatherENG@gmail.com>

It was just so nice to listen to and I am one of the few that like all type of music, with the exception of rap/hip hop and jazz so I am always scanning the dial as I travel.

Saturday morning on you're station reminded me of when I was in school and listening to CFGM 1320.

Today's radio is too scripted, same with TV, you show was very natural, very easy to listen to, something we don't get in the big city.

Same like with the weather network, if you even watch Chris st clair weekend mornings or weeknights after 10:30 and Ann marie sweeney is on? That's the way it should be.

And the sound quality, not sure if it's the transmitter or the way the studio is set up or what but wow did it sound good, not "flat" like some of the newer digital stations.

Maybe you are playing back off tape? Or just higher bitrate CD/MP3's or what I don't know but it sure sounded good.

And the choice of songs, every single one of them was good, it was like I didn't want to get out of the truck to go cover the event at Little lake and then on the way back to Toronto I held my speed at 100 down the 115 just to hang on to you're tower a little bit longer.

I'll have to get back to you're website and listen to the streaming audio in the future.

Mark