

TRENT RADIO BoD AGENDA 07 October 2008

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes- 24 Jun 2008
- 26 Aug 2008
03. Business Arising not covered in other reports (none)
04. Committee Reports
 - a) Striking and Setting Dates for the Nominating Committee
05. Operations Report
 - a) First Draft Financial Statements to 31 August 08 - see attached.
 - b) Programme Director's Report (J Kerr) - see attached.
 - c) Production Manager's Report (J Staveley) - see attached.
06. Any Other Business
07. Next BoD meetings c/b Tue, 04 Nov 08
or dispensed with until after the AGM on 23 Nov 08
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Tuesday, 24 June 2008,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

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

R E G R E T S: Bryn Batton Wall, Vincent Bierworth, Trevor Dunn & Christina Last.

Also present: Andrew French, Summer Operations & Information Manager & John Muir, General 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 6:05pm, with Meaghan Culkeen acting as Chair, and John Muir acting for Vincent Bierworth as Secretary. An agenda was agreed upon and discussion followed.

02. Presentation of Previous Minutes - 22 April 2008;

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the meeting held on 22 April 2008 were approved as presented.

03. There was no Business Arising.

04. There were no Committee Reports.

05. Operations Report

a) Presentation of Financial Statements to 31 May 2008 - see attached.

b) Presentation of Summer Operations & Information Manager's report - see attached.

c) Presentation of General Manager's report - see attached.

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

06. Any Other Business: Copies of a very complimentary letter about the "Good 'n Country" radio show, produced by Stephanie Bolender & Barb Holtmann were distributed for the Board's information.

07. It was noted that the Board shall meet again on at 6pm on Tuesday, 26 August 2008 at Trent Radio House.

There being no further business the meeting was adjourned at 6:25pm.

Meaghan Culkeen, President & Chair

John K Muir for Vincent Bierworth, Secretary

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Tuesday, 26 August 2008,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Vincent Bierworth, Meaghan Culkeen & Steve McNabb.

R E G R E T S: Bryn Batton Wall, Trevor Dunn, Christina Last & Dahn Mirabelli.

Also present: John Muir, General Manager, and then James Kerr Programme Director, and then following that, Andrew French, Summer Operations & Information Manager & Jill Staveley, Production 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 6:10pm, 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 - 24 June 2008;

It was decided that as there was no quorum, these minutes would be presented for approval at the next duly constituted Meeting.

03. Business Arising - Discussion and Presentation of the newly appointed Programme Director.

A confidential letter, resume and executed employment agreement were circulated to the Board, a brief discussion followed.

UPON A MOTION duly made, seconded, and carried unanimously, the Board confirmed James Kerr as Programme Director according to the terms of the executed letter of employment.

At this time James Kerr, PD joined the Meeting and James expressed his excitement and gratitude for his new role with Trent Radio.

04. There were no Committee Reports.

At this time Jill Staveley, Production Manager, and Andrew French, Summer(08) Operations & Information Manager joined the Meeting.

05. Operations Report

a) Presentation of Financial Statements to 31 July 2008 - see attached.

b) Presentation of Summer Operations & Information Manager's final report - see attached.

c) Presentation of General Manager's report - see attached.

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

06. There was no Other Business.

07. It was noted that the Board shall meet again on at 5pm on Tuesday, 23 September 2008 at Trent Radio House. It was also noted, that the Programme Director will present the programming plan for the Fall 08 & Spring 09 seasons at this meeting.

There being no further business the meeting was adjourned at 6:45pm.

Meaghan Culkeen, President & Chair

Vincent Bierworth, Secretary

Trent Radio Comparative Balance Sheet - subject to adjustment and review

ASSETS	As At 31Aug08	As At 31Aug07	LIABILITIES	As At 31Aug08	As At 31Aug07
CURRENT ASSETS			LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	CURRENT LIABILITIES		
Boost & Freq Acct	5.93	5.93	Accounts Payable	(431.64)	(431.64)
General Funds Montreal	(3,745.11)	231.65	Contract Obligation	44,788.64	44,788.64
ING Savings	12.58	197.21	Deferred Income	1,095.00	1,020.00
Cash In Bank	(3,726.60)	434.79	Accrued Liabilities	0.00	1,925.00
Petty Cash: Programming	0.00	0.00	Trillium StudioC	27,923.96	27,923.96
Petty Cash: Admin	(0.00)	(3,001.50)	CPP Payable	14.04	0.00
Petty Cash: Summer Admin.	0.00	0.00	UIC Payable	8.66	(0.00)
Term Deposits	0.00	0.00	Income Tax Withholdings	(0.00)	(0.00)
Accounts Receivable	3,012.82	2,522.44	Receiver General Net	22.70	(0.00)
Doubtful Accounts	0.00	0.00	Health Benefit Payable	0.00	0.00
Receivables Net	3,012.82	2,522.44	Other Withholdings Net	0.00	0.00
Student Levy Receivable	0.00	8,994.57	TOTAL CURRENT LIABILITIES	<u>73,398.66</u>	<u>75,225.96</u>
Prepaid Expenses	810.01	721.94	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>96.23</u>	<u>9,672.24</u>	CO Long Term Loan	15,000.00	26,000.00
FIXED ASSETS			Deferred Contribution	30,111.78	30,111.78
Land	10,000.00	10,000.00	TOT. LONG TERM LIABILITY	<u>45,111.78</u>	<u>56,111.78</u>
Buildings	94,439.07	94,439.07	TOTAL LIABILITIES	<u>118,510.44</u>	<u>131,337.74</u>
Office Equipment	20,774.21	20,774.21	NON-SHARE EQUITY		
Technical Equipment	237,339.40	237,339.40	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	372,465.68	Net Retained Surp/(Def)	(14,884.02)	(6,398.87)
Accumulated Depreciation	(265,684.20)	(265,684.20)	Current Surplus/(Deficit)	3,251.29	(8,485.15)
TOTAL FIXED ASSETS	<u>106,781.48</u>	<u>106,781.48</u>	TOTAL NON-SHARE EQUITY	<u>(11,632.73)</u>	<u>(14,884.02)</u>
TOTAL ASSETS	<u><u>106,877.71</u></u>	<u><u>116,453.72</u></u>	LIABILITIES AND EQUITY	<u><u>106,877.71</u></u>	<u><u>116,453.72</u></u>

Trent Radio Comparative Income Statement - subject to adjustment and review

	01Sep07-31Aug08	01Sep06-31Aug07	EXPENSE	01Sep07-31Aug08	01Sep06-31Aug07
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	4,682.00	5,693.00	Programming Wage	25,282.50	26,055.50
Provincial Grants	0.00	9,822.82	Technical Wage	11,285.41	19,715.20
Municipal Grants	<u>3,500.00</u>	<u>1,000.00</u>	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>8,182.00</u>	<u>16,515.82</u>	Administrative Wage	39,000.00	38,897.66
			Benefits	248.00	0.00
FUND RAISING			CPP Expense	3,244.37	3,691.33
Corporations	0.00	75.00	EI Expense	1,856.70	2,164.40
Foundations	0.00	0.00	Total Wages & Benefits	80,916.98	90,524.09
Private	7,919.57	8,973.89	Programming Fees	0.00	11,873.15
Leadership	0.00	0.00	Technical Fees	0.00	55.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	250.00
Net Donations	7,919.57	9,048.89	Administrative Fees	1,277.00	1,259.00
Trent Student Memberships	78,200.20	89,044.30	Total Fees	<u>1,277.00</u>	<u>13,437.15</u>
Commercial & Non-profit	150.00	0.00	TOTAL PERSONNEL	<u>82,193.98</u>	<u>103,961.24</u>
Individual Memberships	755.00	670.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	79,105.20	89,714.30	Publicity & Promotions	149.82	0.00
Special Events	2,279.00	1,883.76	Equipment Rental	200.00	0.00
Special Events Expense	(996.98)	(16.68)	Line Rental	3,498.78	3,455.20
Net Special Events	1,282.02	1,867.08	Rental Other	40.00	0.00
Fundraising	0.00	206.68	Net Rentals	3,738.78	3,455.20
Fundraising Expense	0.00	0.00	Postage & Delivery	23.88	178.51
Net Fundraising	<u>0.00</u>	<u>206.68</u>	Office Supplies	409.94	242.70
TOTAL FUND RAISING	<u>88,306.79</u>	<u>100,836.95</u>	Telephone	1,039.04	1,321.30
			Utilities	4,677.40	4,844.88
EARNED REVENUE			Programming & Licence	860.00	5,445.50
ON AIR Sponsorship	5,150.00	5,558.28	Building R & M	1,470.95	2,078.70
ON AIR Sponsorship Expense	(615.00)	(590.00)	Building R & M Upper Apt	456.01	22.22
Net ON AIR Sponsorship	4,535.00	4,968.28	Technical R & M	3,513.00	8,566.52
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	5,439.96	10,667.44
Net Other Sponsorship	1,822.13	674.73	Professional Fees	60.00	2,050.00
Tape Sales	0.00	0.00	Insurance	4,150.61	4,079.72
Tape Sales Expense	0.00	0.00	Travel	0.00	54.87
Net Tape Sales	0.00	0.00	Volunteer Expense	248.57	563.46
Rental Income	7,940.00	7,920.00	Bank Charges	122.40	124.00
Net Misc Sales & Services	<u>785.00</u>	<u>11,769.45</u>	Mbanx Loan Interest	4,979.07	4,513.80
TOTAL EARNED REVENUE	<u>15,082.13</u>	<u>25,332.46</u>	Net Interest	4,979.07	4,513.80
			Depreciation	0.00	27,500.86
MISCELLANEOUS REVENUE			GST Paid	776.86	521.19
Interest Income	569.48	12.13	Bad Debts	0.00	0.00
Micellaneous Revenue	0.00	0.00	Miscellaneous	18.80	0.30
Amortisatn Dfrd Contribtns	<u>0.00</u>	<u>18,342.46</u>	TOTAL SUPPLY & EXPENSE	<u>26,695.13</u>	<u>65,563.73</u>
TOTAL MISC REVENUE	<u>569.48</u>	<u>18,354.59</u>	TOTAL EXPENSE	<u>108,889.11</u>	<u>169,524.97</u>
TOTAL REVENUE	<u>112,140.40</u>	<u>161,039.82</u>	NET SURPLUS/(DEFICIT)	<u>3,251.29</u>	<u>(8,485.15)</u>

Programme Director's Report for Fall 2008

for BoD Meeting 07Oct08 prepared by James Kerr / 18 Sep 2008 and following

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 2008 - notes

- Pre-Season Begins - with a whisper on 02 Sep.
- Clubs & Groups Day: Under a hot sun on 03 Sep.
- Operators & Volunteers Open House is a great success on 10 Sep.
- Co-op Student Interviews: 11 Sep
- Programme Proposal Deadline: 12 Sep at NOON.
- Programme Selection Committee: (PD, Operator & Others) follows later than NOON on 12 Sep.
- Interviewing OWSP Applicants: on the fun week of 15 Sep.
- Studio A Training: begins with three sessions per week on 16 Sep
- The Co-op Student: starts labouring studiously on 16 Sep.
- OSWP Positions: are filled and commence (off to the races) the week of 22 Sep.
- Fall Broadcast Season: officially begins (as loosed from a cannon) 23 Sep.

Fall 2008 so far....: 67 regular scheduled programmes made by 83 programmers, their ranks comprised of 44 community members, 7 Groups from the community and 4 Fleming students. The remainder of the 83 programmers are Trent Students, 4 of whom are part-time students. Notably, the 4 Fleming Students have separate and unrelated programmes. Concerning the programmes themselves, there were only 2 rejected proposals - one, for lack of development and no creative resolution reached in that regard, and a second because the programmer wanted two shows of the same thing. There wasn't enough room in the schedule to accommodate the repeat. Additionally, one programme has already been withdrawn. It was scheduled, then immediately cancelled by the programmer a half-hour before its slot was to air. The programmer, who is a long-time Trent Radio programmer, sighted time-constraints.

Trends so far:

- High-calibre music programmes - foreground-format heavy.
- Right-wing political programming.
- News programmes.
- Musical themes include techno, electronic and dance music – very specific and strange genres that do not fit comfortably under category 21 (Pop, Rock, Dance) but have no better classification.
- An unusually unsolicited interest in Radio Drama of which I intend to take full advantage.

Operators Fall 2008

Age Smies	Philip Benmore	Jake Quinlan	Meaghan Culkeen
Brent Bellamy	Kerry Day	Alistair Rathbone	Sara Swerdlyk
Kate Taylor	Andrew French	Anthony Gulston	Geoffrey Forrest
& Parker Glyn-Adey			

NB: Alistair Rathbone, Jake Quinlan, Sara Swerdlyk, Anthony Gulston, Geoffrey Forrest and Kate Taylor are Operating for their first time.

Ontario Work Study Jobs 2008/09

Studio B and Digital Editing Trainer – Anthony Gulston
PD assistant Trout Rodeo Editor – Kate Taylor
Music Archivist – Andrew French
Spoken Word Archivist – Karina Daukaeva
Tip Spoken Word -
Physical Plant - Geoffrey Forrest

Co-op Student

Kyle Patterson of Adam Scott

Another Co-op student was interviewed from St. Peter's Secondary School, however his schedule proved irreconcilable with Trent Radio's. I felt that the applicant, while competent and friendly, was not artistically selfish enough to effectively use his unsupervised early morning time to the fullest extent.

Goals for Fall 2007

- Chain of communication: Continuing to conduct formal Programmer feedback meetings with both new and returning programmers where the initial programme proposal is reviewed and changes or developments are discussed. Included in this theme is exploring a way to generate more excitement over Trent Radio events and socials. These are to be scheduled a regular basis. A review notes attached to each Programme Proposal will help organise discussions relating to programme development and the programmer's future.
- To re-establish other programmer recruitment scenarios outside of TrentU centred Clubs & Groups Day for First Year Students - which seems to be our main draw. It should not be our only on-campus presence in the year, and recruitment should not only be held on-campus. Successful recruitment and proposal workshops help both on and off campus have been implemented in the past. Good promotion can bring provide good attendance, and the programmers recruited, are often eager and valuable.
- Sustainable fundraising – that is to say, developing fundraising initiatives that are long-term, and do not tax the generosity or patience of our donors. Also implied in this is a concentration on low-risk fundraisers with only a small expense to capital, even if that means less of an average return. The exposure gained from small events is better in the long-run than Trent Radio losing money trying to gain money. I believe multiple small sustainable events are better for Trent Radio as a part of the Peterborough community, and better for our long-term fundraising goals.

Studio A Fall 2008

John Muir continues as the Studio A trainer.

Studio B Fall 2008

Anthony Gulston is the Studio B trainer this year. There were some concerns initially with the calibration of his knowledge, making sure certain check-points of relevant Tradio knowledge are hit rather than confusing the programmer. Also necessary in the job is to insure what he is teaching is what our programmers need to know on an individual show basis. A lack of uniformity between Studio B trainers in the past has lead to much confusion. While we have the greatest confidence in Anthony's technical skills, it was necessary for Jill Stavely to draught a check-list of key information for Anthony to cover in order to streamline the process and help multi-season programmers understand the best way to realise their production goals at Trent Radio.

PD Assistant Fall 2008

Kate Taylor has been kind enough to accept the position of Programme Director's Assistant. She comes to us after an illustrious career at the Arthur, only to find herself compiling and editing Trout Rodeo. None the less, we look forward to her involvement in minor production tasks, in the organisation and scheduling of Operators and other meetings, and we benefit from the novelty of her fresh perspective to Trent Radio.

Federal Elections

Trent Radio provided sound production and recorded an all-candidates meeting held on Monday, 06 Oct 08. The recording will be broadcast on Wed, 08 Oct 2008 at 4pm & Sun 12 Oct 2008 at 8pm.

[end]

Production Manager's Current Status Report and Goals for Sept 2008 – May 2009
prepared for BoD 07 Oct 08 by Jill Staveley / 18Sep08and following

So, it's a new type of year for me at Trent Radio. I'm very excited to be back at the station to fulfil the fluid role that has been Production Manager. The main difference in my presence at Trent Radio this year is that I have been offered musical touring opportunities, and have created a "per day" contract for service schedule which allows me the time and resources to take this amazing opportunity, and still provide support in a timely and effective manner at Trent Radio. The dates have been chosen based upon my availability, as well as the trends and needs of Trent Radio.

02 September to 03 October 2008 = 24 days (Monday to Friday)

During this time, my main objectives are:

- (1) to recruit and staff the StudioB Trainer, Music Archivist & Spoken Word Archivist positions and ensure that each employee is fully trained, and has been provided with the resources required to complete their tasks.
- (2) to provide John Muir with the assistance he requires to ensure that all maintenance and set up tasks pertaining to the station are completed smoothly and before the Fall Season commences.
- (3) to act as a resource to James Kerr during his metamorphosis into Trent Radio's PD.

17 November to 19 December 2008 = 25 days (Monday to Friday)

During this time my main objectives are:

- (1) to ensure that the StudioB Trainer, Music Archivist & Spoken Word Archivist employees are fulfilling their duties, to assist them with any problems that need remedy, and provide guidance for the upcoming months.
- (2) to find a suitable candidate for a Music Archivist Assistant position should we chose to hire an additional staff member in January 2009
- (3) create and facilitate StudioC opportunities in cooperation with James Kerr (Radio Drama), and independently (Local Music)
- (4) to provide assistance to John Muir in the preparation of the station for the Holiday Shut Down.
- (5) to ensure that all matters pertaining directly to the PM Position are running smoothly, and prepare for any possible changes or set backs in the future.

STATUS

Local Music Archive Database: This was installed at the Alternative Resource Library at Sadleir House, and to my knowledge has not been utilised by many (if any) people yet. I believe this to be in part the lack of consistent advertising to the public of the existence of the resource, and in part due to the fact that most people who are aware of, and using the ARL have distinct resource needs in mind prior to visiting the facility. Currently, the LMAD on the PSRV has been updated with data entry, but new m3us have yet to be created. The list also includes RFP listings not available in our Music Archive. I have been copying mp3 files from the RFP folder on the PSRV in order to rename according to our system, and add to M: as Vfiles with the hope to centralize access to our Local Music resources.

Listening Station: There is a laptop available for use by our volunteers and staff in the Operators Room. This is a location where programmers can research and compile music playlists for programming purposes, as well as research information on upcoming interviewees or show topics. It has greatly reduced the general use of StudioB for projects or tasks not directly related to production.

Spoken Word: Karina Daukaeva is back on board as the TIP Spoken Word Archivist this year. We are definitely in great hands with her experience and dedication. We have been slowly entering all of the data for each SW file into an Access DB file, and Karina will focus on getting the majority of the database updated by the end of the year. Karina also has plans to put a programme together using the SW resources in hopes to help enhance awareness of this amazing resource.

Incoming Music: Andrew French is lined up to keep the Incoming Music Archives ... in line. Over the summer I worked with Andrew and a high school student, Sophie Mitolo to keep up with the continuous stream of incoming music. We are definitely in a great position to start the year off, and with the task in the hands of Andrew...we're laughing all the way through Graceful Decay. *Note: It has been suggested that we use our surplus owsp hours to hire an assistant for the Incoming Music Archivist. When hiring for this position, we will place preference on a person who will be returning to Trent in Fall 2009, and who is interested in working as the MA next year.*

StudioB Trainer: Anthony Gulston is our StudioB Trainer, providing production training to our programmers and volunteers, and ensuring that each programme has a promo, and back up show. Anthony has been a great asset at Trent Radio recently, and though the learning curve for him in StudioB might be a bit steep, I believe that he will provide sufficient training and support, and will continue to make StudioB an accessible and welcoming resource and educational opportunity.

StudioC Projects: We have completed some really fantastic projects in StudioC over the past year. I am really looking forward to increasing usage in the facility with the return of our Radio Drama King James Kerr. Not only will this bring amazing original programming to Trent Radio, but it will also increase opportunities for people to learn and use the gear in StudioC.

[end]

Date: Tue, 07 Oct 2008 17:26:44 -0400
From: Steve McNabb <steve@radiofreepeterborough.ca>
Subject: Re: TRadio BoD Meeting Package - 081007_mtg_pack

Radio Free Peterborough Committee Report - Steve McNabb

RFP's main stream server has been ticking along now with its new hardware and everything seems normal - so I think we can call that issue officially resolved. John Muir and I spent the day together and worked out the details of a new logger sheet data parser which is nearly completed. Once a few bugs are ironed out, we'll be able to pull detailed reports on cancon and category 2/3 stats automatically.

On recent travels to Peterborough, I've collected several new recordings for the catalogue, and will be digitizing them in the coming weeks. I will make sure the content for these discs gets to Jill Staveley via the Internet once I get them ingested. I have also responded to an online query about submitting material to RFP, and have told them to get the material to Trent Radio, and to mark it "Local Music - Attention: Jill Staveley" so there should be some new material trickling in.

Cheers,

Steve

p.s. - let me know when you have some info about the parser thingy so we can debug it

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Steve McNabb
steve@radiofreepeterborough.ca

The Radio Free Peterborough Project
<http://radiofreepeterborough.ca>