

## **TRENT RADIO BoD AGENDA 29 January 2008 - 17:30**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 01 December 2008
03. Presentation of Financial Statements to 31 Dec 2008
04. Other Business
  - a) Thumbnail Operations Report
    - i) 18 new 500GB HDisks donated to increase total server capacity from 2.5TB to 5.6TB
    - ii) Entra-Season went well. Thanks to Brent Bellamy
    - iii) ON Gov't MUMPS campaign ~\$2k
    - iv) no news from TrentU re: this years membership. Applications down by 8.6%
  - b) Planning for 28 Feb 09 "KaraOinke" night at the Pig's Ear
  - c) Next Meeting (23 Feb 09) to include reports from the Earned-Revenue Committee, the Community Committee and the Production Manager.
05. Adjournment

\* A Board Orientation Meeting will follow directly after the Board of Director's Meeting

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 01 December 2008, at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, Geoffrey Forrest, Andrew French, Steve McNabb (by telephone), Jake Quinlan, & Ariel Sharratt

R E G R E T S: Vincent Bierworth.

Also present: Jill Staveley, Production Manager; James Kerr, Programme Director; & John Muir, General Manager,

01 Notice of this meeting having been made to all the Directors, and a majority being not being present, the meeting was declared duly constituted and called to order at 5:35pm, with Meaghan Culkeen acting as Chair, and John Muir recording the minutes of the Meeting.. An agenda was agreed upon and discussion followed.

02. The minutes of previous Board meetings were presented.

**UPON A MOTION** duly made, seconded and carried unanimously the minutes of the Board Meetings held on 23 Nov 2008 were approved as presented and amended.

03. Availability: Discussion followed about each Board Member's availability over the next few months and the coming summer. It was noted that Andrew French and Ariel Sharratt are intending to leave Peterborough in the fall, and that Geoffrey Forrest will be out of town over the summer.

The following dates were set for meetings:

**Board Meetings at 5:30 p.m. on the last Monday of each month where possible.**

Mon 26 Jan 09	Mon 22 Jun 09
Mon 23 Feb 09	Mon 31 Aug 09
Mon 23 Mar 09	Mon 28 Sep 09
Mon 20 Apr 09	Mon 26 Oct 09

**Annual General Meeting of Members (AGM) Sunday, 22 Nov 09**

04. Appointment of Committees & Officers: The work and roles of various committees and officer duties were discussed. A staff report on committee composition was brought forward – see attached.

**UPON A MOTION** duly made seconded and carried the Board approved the staff report and proposals pertaining to the establishment and confirmation of various committees for the upcoming year.

The duties and roles of the Chair, Vice-chair, and Secretary were discussed. It was noted that the President, Vice-president and Secretary act as signing officers. Directors volunteered to take on various tasks.

**UPON A MOTION** duly made, seconded and carried unanimously; Meaghan Culkeen was appointed President and Chair; Jake Quinlan was appointed Vice-Chair; Andrew French was appointed Secretary, Ariel Sharratt was appointed as Social Convenor and Co-chair of the Trent Radio Community Committee; Jake Quinlan was appointed to serve on the Trent Radio Community Committee; Geoffrey Forrest & Jake Quinlan were appointed to served on the Sponsorship, Earned Revenue, and Grants Committee; Geoffrey Forrest was appointed to serve on the Programming Committee, Vincent Bierworth was appointed to serve on the Physical Plant & Technical Committee.

It was noted that appointment of the Nominating Committee will be made at the 28 Sep 2009 Meeting.

05. Confirmation of Officers.

**UPON A MOTION** duly made, seconded and carried unanimously, Susan Newman was confirmed Bookkeeper, and John Muir was confirmed as Vice-president, and General Manager.

06 – 08. It was noted that the next Meeting is scheduled for Mon, 26 Jan 09 at 5:30pm. There being no further business the meeting was adjourned at 6:07pm.

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Meaghan Culkeen, President & Chair

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John K Muir, General Manager

Note: After the Meeting the Board Development dates were set for 5:30pm on 12 & 19 Jan 2009

## Trent Radio Comparative Balance Sheet

ASSETS	As At 08-12-31	As At 07-12-31	LIABILITIES	As At 08-12-31	As At 07-12-31
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	653.98	1,959.97
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,788.64	44,788.64
General Funds Montreal	1,889.81	1,687.70	Deferred Income	695.00	645.00
ING Savings	16,355.35	19,068.16	Accrued Liabilities	0.00	0.00
Cash In Bank	18,251.09	20,761.79	Trillium StudioC	16,781.10	27,923.96
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	(936.73)	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	(449.94)	400.00	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	(449.94)	400.00	<b>TOTAL CURRENT LIABILITIES</b>	<b>62,918.72</b>	<b>75,317.57</b>
Student Levy Receivable	18,918.75	18,399.37			
Prepaid Expenses	<u>743.43</u>	<u>585.78</u>	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<b>36,526.60</b>	<b>40,146.94</b>	CO Long Term Loan	15,000.00	15,000.00
			Deferred Contribution	<u>22,912.17</u>	<u>30,111.78</u>
			<b>TOT. LONG TERM LIABILITY</b>	<b>37,912.17</b>	<b>45,111.78</b>
<b>FIXED ASSETS</b>			<b>TOTAL LIABILITIES</b>	<b>100,830.89</b>	<b>120,429.35</b>
Land	10,000.00	10,000.00			
Buildings	94,439.07	94,439.07	<b>NON-SHARE EQUITY</b>		
Office Equipment	20,774.21	20,774.21	Retained Surplus/(Deficit)	(24,075.28)	(14,884.02)
Technical Equipment	237,339.40	237,339.40	Previous Year-end Adjustments	0.00	0.00
Technical Renovations	9,913.00	9,913.00	Net Retained Surp/(Def)	(24,075.28)	(14,884.02)
Fixed Assets at Cost	372,465.68	372,465.68	Current Surplus/(Deficit)	<u>39,051.61</u>	<u>41,383.09</u>
Accumulated Depreciation	<u>(293,185.06)</u>	<u>(265,684.20)</u>	<b>TOTAL NON-SHARE EQUITY</b>	<b>14,976.33</b>	<b>26,499.07</b>
<b>TOTAL FIXED ASSETS</b>	<b>79,280.62</b>	<b>106,781.48</b>	<b>LIABILITIES AND EQUITY</b>	<b>115,807.22</b>	<b>146,928.42</b>
<b>OTHER ASSETS</b>					
Deferred Charges	<u>0.00</u>	<u>0.00</u>			
<b>TOTAL OTHER ASSETS</b>	<b>0.00</b>	<b>0.00</b>			
<b>TOTAL ASSETS</b>	<b>115,807.22</b>	<b>146,928.42</b>			

**Trent Radio Comparative Income Statement**

	08-09-01 to 08-12-31	07-09-01 to 07-12-31		08-09-01 to 08-12-31	07-09-01 to 07-12-31
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	6,840.00	8,775.00
Provincial Grants	0.00	0.00	Technical Wage	0.00	4,796.30
Municipal Grants	<u>0.00</u>	<u>0.00</u>	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	0.00	0.00	Administrative Wage	14,004.00	13,500.00
			Benefits	0.00	248.00
FUND RAISING			CPP Expense	911.70	1,163.51
Corporations	0.00	0.00	EI Expense	504.72	682.20
Foundations	0.00	0.00	Total Wages & Benefits	22,260.42	29,165.01
Private	10,391.83	3,711.18	Programming Fees	0.00	2,391.61
Leadership	0.00	0.00	Technical Fees	4,700.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	10,391.83	3,711.18	Administrative Fees	575.00	583.00
Trent Student Memberships	75,000.00	73,597.50	Total Fees	<u>5,275.00</u>	<u>2,974.61</u>
Commercial & Non-profit	150.00	75.00	TOTAL PERSONNEL	27,535.42	32,139.62
Individual Memberships	500.00	715.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	75,650.00	74,387.50	Publicity & Promotions	0.00	0.00
Special Events	453.16	1,709.20	Equipment Rental	200.00	200.00
Special Events Expense	0.00	(525.00)	Line Rental	1,084.04	1,025.49
Net Special Events	453.16	1,184.20	Rental Other	100.00	40.00
Fundraising	20.00	0.00	Net Rentals	1,384.04	1,265.49
Fundraising Expense	0.00	0.00	Postage & Delivery	8.79	23.88
Net Fundraising	<u>20.00</u>	<u>0.00</u>	Office Supplies	155.88	385.56
TOTAL FUND RAISING	86,514.99	79,282.88	Telephone	411.77	335.55
			Utilities	1,394.22	1,557.53
EARNED REVENUE			Programming & Licence	7,008.18	389.39
ON AIR Sponsorship	2,500.00	4,400.00	Building R & M	639.76	273.30
ON AIR Sponsorship Expense	(450.00)	(615.00)	Building R & M Upper Apt	4.15	57.12
Net ON AIR Sponsorship	2,050.00	3,785.00	Technical R & M	7,014.18	2,108.98
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	7,658.09	2,439.40
Net Other Sponsorship	0.00	0.00	Professional Fees	50.00	60.00
Tape Sales	0.00	0.00	Insurance	4,373.62	4,150.61
Tape Sales Expense	0.00	0.00	Travel	176.95	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	191.56	137.68
Rental Income	2,780.00	2,640.00	Bank Charges	56.50	43.40
Net Misc Sales & Services	<u>90.00</u>	<u>190.00</u>	Mbanx Loan Interest	1,448.77	1,467.17
TOTAL EARNED REVENUE	4,920.00	6,615.00	Net Interest	1,448.77	1,467.17
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	590.53	392.71
Interest Income	96.74	273.20	Bad Debts	0.00	0.00
Micellaneous Revenue	0.00	0.00	Miscellaneous	<u>35.80</u>	<u>0.00</u>
Amortisatn Dfrd Contribtbs	<u>0.00</u>	<u>0.00</u>	TOTAL SUPPLY & EXPENSE	24,944.70	12,648.37
TOTAL MISC REVENUE	<u>96.74</u>	<u>273.20</u>	TOTAL EXPENSE	<u>52,480.12</u>	<u>44,787.99</u>
TOTAL REVENUE	91,531.73	86,171.08	NET INCOME	<u>39,051.61</u>	<u>41,383.09</u>