

TRENT RADIO BoD AGENDA 20 April 2009 - 17:30

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 23 March 2009
03. Operations Report
 - a) Financial Statements to 31 March 2009 - see attached
 - b) Production Manager's Report Addendum (J Staveley) - see attached
StudioB Trainer's Report (A Gulston) - see attached
 - c) Programme Director's Report - see attached
 - d) General Manager's Report
 - i. Plumbing Repair Upper Unit
 - ii. StudioA Computer
04. Other Business
 - a) Striking the GM Personnel Committee
 - b) Review of and setting summer meeting dates - Mon, 22 Jun 09 & Mon, 31 Aug 08
05. Next Meeting (Mon, 22 Jun 09)
06. Adjournment

Trent Radio BoD

23 March 2009

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 23 March 2009,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, Geoffrey Forrest & Steve McNabb.

R E G R E T S: Vincent Bierworth, Andrew French, Jake Quinlan & Ariel Sharratt.

Also present: 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 will be presented for regularisation at the next duly constituted Meeting. The Meeting was called to order at about 5:40pm, 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 February 2009 were approved as presented.

03. Operations Report

- a) Financial Statements to 28 February 2009 were presented
- b) Production Manager's Report prepared by Jill Staveley was presented
- c) Rough Plan for the Summer 2009 was presented. It was noted that the "Plan" provides for an amends and extends to the PD contract to 26 June 2009

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

04. & 05. Other Business & Next Meeting Date(Mon, 20 Apr 09). Steve McNabb reported that he will not be able to the next Meeting.

06. There being no further business the meeting was adjourned at 6:00pm.

Meaghan Culkeen, President & Chair

John K Muir, General Manager

Trent Radio Comparative Balance Sheet (subject to review)

ASSETS	As At 31Mar09	As At 31Mar08	LIABILITIES	As At 31Mar09	As At 31Mar08
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	653.98	3,924.06
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,788.64	44,788.64
General Funds Montreal	1,220.68	3,930.68	Deferred Income	695.00	845.00
ING Savings	18,445.04	22,762.62	Accrued Liabilities	0.00	0.00
Cash In Bank	19,671.65	26,699.23	Trillium StudioC	16,781.10	27,923.96
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	(682.38)	(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	373.57	1,048.79	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	373.57	1,048.79	TOTAL CURRENT LIABILITIES	<u>62,918.72</u>	<u>77,481.66</u>
Student Levy Receivable	4,907.61	0.00	LONG TERM LIABILITY		
Prepaid Expenses	740.86	810.01	CO Long Term Loan	15,000.00	15,000.00
TOTAL CURRENT ASSETS	<u>25,011.31</u>	<u>28,558.03</u>	Deferred Contribution	22,912.17	30,111.78
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>37,912.17</u>	<u>45,111.78</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>100,830.89</u>	<u>122,593.44</u>
Buildings	94,439.07	94,439.07	NON-SHARE EQUITY		
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)	27,536.32	27,630.09
Accumulated Depreciation	(293,185.06)	(265,684.20)	TOTAL NON-SHARE EQUITY	<u>3,461.04</u>	<u>12,746.07</u>
TOTAL FIXED ASSETS	<u>79,280.62</u>	<u>106,781.48</u>	LIABILITIES AND EQUITY	<u>104,291.93</u>	<u>135,339.51</u>
TOTAL ASSETS	<u><u>104,291.93</u></u>	<u><u>135,339.51</u></u>			

Trent Radio Comparative Income Statement (subject to review)

	01Sep08 - 31Mar09	01Sep07 - 31Mar08	EXPENSE	01Sep08 - 31Mar09	01Sep07 - 31Mar08
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	11,400.00	14,625.00
Federal Grants	0.00	0.00	Technical Wage	2,500.00	8,181.92
Provincial Grants	0.00	0.00	Publicity Wage	0.00	0.00
Municipal Grants	0.00	3,500.00	Administrative Wage	21,784.00	22,500.00
TOTAL GOVERNMENT GRANTS	0.00	3,500.00	Benefits	0.00	248.00
			CPP Expense	1,556.36	1,946.27
FUND RAISING			EI Expense	864.18	1,123.86
Corporations	0.00	0.00	Total Wages & Benefits	38,104.54	48,625.05
Foundations	0.00	0.00	Programming Fees	0.00	6,665.67
Private	11,416.08	5,419.57	Technical Fees	5,700.00	0.00
Leadership	0.00	0.00	Publicity Fees	0.00	0.00
Donations "In Kind"	0.00	0.00	Administrative Fees	1,400.00	1,027.00
Net Donations	11,416.08	5,419.57	Total Fees	7,100.00	7,692.67
Trent Student Memberships	83,845.38	80,160.17	TOTAL PERSONNEL	45,204.54	56,317.72
Commercial & Non-profit	275.00	150.00			
Individual Memberships	520.00	755.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	142.14	93.00
Net Memberships	84,640.38	81,065.17	Equipment Rental	200.00	200.00
Special Events	748.16	2,279.00	Line Rental	2,144.66	2,019.71
Special Events Expense	0.00	(996.98)	Rental Other	100.00	40.00
Net Special Events	748.16	1,282.02	Net Rentals	2,444.66	2,259.71
Fundraising	20.00	0.00	Postage & Delivery	8.79	23.88
Fundraising Expense	0.00	0.00	Office Supplies	249.15	406.27
Net Fundraising	20.00	0.00	Telephone	728.95	560.33
TOTAL FUND RAISING	96,824.62	87,766.76	Utilities	2,708.88	2,846.16
			Programming & Licence	7,676.20	840.00
EARNED REVENUE			Building R & M	1,230.24	391.91
ON AIR Sponsorship	2,500.00	4,950.00	Building R & M Upper Apt	4.15	57.12
ON AIR Sponsorship Expense	(450.00)	(615.00)	Technical R & M	7,784.19	3,009.33
Net ON AIR Sponsorship	2,050.00	4,335.00	Net Repair & Maintenance	9,018.58	3,458.36
Net "RADIO PAPER"	0.00	0.00	Professional Fees	50.00	60.00
Net Other Sponsorship	86.70	648.79	Insurance	4,373.62	4,150.61
Tape Sales	0.00	0.00	Travel	176.95	0.00
Tape Sales Expense	0.00	0.00	Volunteer Expense	191.56	188.66
Net Tape Sales	0.00	0.00	Bank Charges	89.50	76.40
Rental Income	4,865.00	4,620.00	Mbanx Loan Interest	2,680.00	2,698.40
Net Misc Sales & Services	90.00	850.00	Net Interest	2,680.00	2,698.40
TOTAL EARNED REVENUE	7,091.70	10,453.79	Depreciation	0.00	0.00
			GST Paid	787.23	579.30
MISCELLANEOUS REVENUE			Bad Debts	0.00	0.00
Interest Income	187.55	468.34	Miscellaneous	36.80	0.00
Micellaneous Revenue	0.00	0.00	TOTAL SUPPLY & EXPENSE	31,363.01	18,241.08
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL EXPENSE	76,567.55	74,558.80
TOTAL MISC REVENUE	187.55	468.34	NET INCOME	27,536.32	27,630.09
TOTAL REVENUE	104,103.87	102,188.89			

**OWSP Addendum to Production Manager's Report 23 Mar 09
- for Trent Radio BoD Meeting 20 Apr 09 prepared by Jill Staveley 27 Mar 09**

OWSP & TIP AYE 2009 PROGRESS REPORTS (see attached for full responses):

SPOKEN WORD: Karina Daukaeva (TIP Funded)

The work entails digitising SW audio content from cassette tape, and entering its metadata (descriptive information about the recording) into a database.

Progress

Recording Progress: At the beginning of September 2008 we were up to tape #870, and at the end of March #1006, indicating 136 new tapes recorded for the period.

Database Progress: At the beginning of September 2008 we were up to tape #442, and at the end of March #628, indicating that the data for 186 new tapes had been entered for the period.

Karina figures that she can probably finish all the SW tapes by April 2010. There might be a few more tapes than one year's worth of archiving, and she plans to come in a few times over the summer to make some additional progress.

Trends: It has been noted that at this point in the archives, many tapes are two hours long. This has changed normal scheduling and work planning in order to make time use and work days more efficient.

Due to Karina's academic schedule, and other archivist staff schedules, Karina's working hours tend to be on days when she is the only one at the station. We both feel that it would benefit Karina to take StudioA training, and be available as a backup Operator, and as someone who is reliable on the weekends.

Future: Karina will be attending Trent University next year for the last year of her degree, and has agreed to return to Trent Radio as the TIP Spoken Word Archivist.

Karina would like to start a radio programme that features the SW Archives, but she is a little intimidated by the prospect. She fears that the project would be too big. She would still like to look for a way to make such a programme a part of Trent Radio's schedule next year, with her involvement.

INCOMING MUSIC & ARCHIVES: Andrew French and Alistair Rathbone (OWSP Funded)

The work entails digitising and processing new CDs, as well as any backlog material. Alistair joined us in January with a view to carrying-on this fall.

Progress: There were less than 300 CDs received at Trent Radio this academic year (CD16940 at Sept2008 and CD17228 at March2009). This seems to be a much smaller volume of new music CDs to Trent Radio than in past years. While we might not be receiving as many CDs because we are not a "charting station", however, artists promoting their work are tending to favour the "Electronic Press Kit", and "Promo Packages" as it is more environmentally friendly, much cheaper, and preferred for smaller outfits such as ours. With this in mind, I'm pretty sure we continue to average 600 – 1,000 CDs per year

Trends: With the decline of incoming CDs there's less ingesting to be done. This should leave time to take on CD tracking (jreno), promoting music to programmers, reviewing Local CDs for Arthur and programmers, doing outreach to local venues to get in touch with touring bands to get our hands on touring band's albums for promotion; as well as cassette and vinyl Ingest; and cleaning and maintenance of Archives and StudioC.

Future: Andrew French will not be returning to Trent University in the fall and Alistair Rathbone will be fulfilling the responsibilities of IMA come September 2009.

Andrew and I have gone over the Job Description, and Alistair and I have had indepth conversations touching on what has and hasn't worked for everyone this year. I feel that having Alistair present and training over the winter, has really put us in a position for success in the Archives come Sept 2009. I strongly recommend keeping a position available for an assistant for half of the year each year in order to help maintain and encourage stability and consistency from year to year (which would be a huge success and improvement from the past) without completely maintaining management staff and full-time employees to oversee that it happens.

I think with some re-training, a new understanding of the volume of CDs coming in, and the experience and knowledge gained from this past year, Alistair and I will be able to revamp the Job Description, and set in motion an action plan that can be applicable to different scenarios on a year to year basis - understanding that the volume of incoming music can (and will) change regularly.

[end]

**The StudioB & Production Trainer Report for Trent Radio BoD 20 Apr 2008
prepared by Anthony Gulston 14Apr 2009**

This year I have acquired many new skills that are going to improve not only how I train people but what I am capable of training them to do. In editing with James Kerr I learned a great deal about how to get some thick, solid waves in people's voices: normalising in detail and using the wave hammer to take care of rogue spikes. Maintenance of equipment in StudioB is something John Muir taught me to take pride in: knowing when the stereo is not playing in stereo, dusting off equipment, and knowing where many of the connections connect to. The phone line was fixed for the Spring season this year and it took me a few tries to get it right. Knowing the proper levels on the mixing board was the first hurdle, and to know when to tell someone else and not try to fix it myself was the second. Then the minor detail of having the phone call be on line two was one I accidentally overlooked. Smooth sailing now though after some helpful words from Jill.

I also learned about compressed wav files. After accidentally saving a wav file in a compressed format John Muir let me know the difference between the two forms and how it was pretty much useless to save in a compressed wav format.

I found that teaching people how to normalise was one of the most important things for me to do in order to have broadcast-quality programming come out of StudioB. In teaching Brian Ling and Jo Haywood-Haines I found that normalisation was their biggest difficulty and the source of most of their questions.

The Future

Next year I would like to start offering advanced training on top of the regular basic training in order to get more people in and using StudioB. I was thinking of structuring it like a course calendar (see below).

Next year I would also like to change how the StudioB signup is conducted, with pieces of paper pinned on the board as well so people can write down when their StudioB Training time and date is.

Also, it might be a good idea to have a StudioB email address for official business. Another benefit of a StudioB email would be that we could offer ebookings for StudioB, but this may also result in more "no-shows" for StudioB times.

I would also like to leave one day a week for impromptu and quick n' dirty StudioB training sessions.

Next year I am also going to take John's suggestion and try to get more Student organisations involved in programming, whether it be a weekly program or simply an Organisational Profile.

Activity Highlights:

Number of People Trained so far: 19

Jo Haywood Haines, Brian Punchard, Brian Ling, Antonia McKenzie, Brett Throop, Todd Palmer, Basia Bukowski, Adam Martinetti, David Trowsdale, John MacPhail, Pat Lewis, Kate Taylor, Heather Home, Geoffrey Forrest, Jon Leftowitz, Bill Whit, Dan Siksay, and Johanna Hart.

Studio B Projects:

The Sound of Music Peterborough - Jeff Stewart and I blow the dust off the Sound of Music album and a bunch of old narration Laurel did to create Jeff's pride and joy, the Sound of Music set in Peterborough

The Medicinal Minutes - Since it is not a good idea to let stoners on the air live, AG and KP have been using StudioB to record bits and edit this marijuana advocacy half hour

James Kerr Radio Dramas - James will let you know the great work he's been doing in StudioB

McLuhan Revisited in the Whistler Bowl - An APG production, a drama where two duders talk McLuhan while skateboarding

The Absolute Truth of Absurdity - An APG/Kerr production, a drama in which Anthony and Albert Camus surf and talk philosopher with some philosophical legends

The Incredible Tim - The Ignorant Bliss duders expand their talents to include this adventure in sound

Inksmith - The Canadian Authors Association makes full use of StudioB to do an all pre-recorded show

Urban Forest Tree Kids - Johanna Hart took very well to training and has been creating the Urban Forest Tree Kids series of bits for Smooth Op

New Kids on the Block Docudrama - Kate Taylor is using StudioB to create a radio docudrama based on the career of the New Kids

Climactic Climate Clashes - KWIC has been using StudioB to record their climate change radio drama. Jo has required some extra training to complete the task but I feel it was worth it.

John Tory Interview - Phillip Benmore and I sat down with the leader of the Ontario Conservative Party for a rousing interview and Station ID

Promos: Sunday at the Symphony, Les Ondes Francaises, Blue In The Face, Preying Mantra, Convergence, Etheric Home, Ignorant Bliss, Travel Talk, Friday Night Jazz Show, Thinking Outside the PC Box, The Anth Co dub-Station, Week In Review

IDs: with Gord Downie, Casa De La Salsa with Mayelinne, with John Tory, Lovin on the Smooth Op, Nobody's Listening and Nobody Cares, Funky Controversy, Neat Bouche Sounds, Country Cousins, Ce N'Est Pas Un Pip, Cough Cough, Chicken Joke, and many others I had nothing to do with.

Recording/Post-production: Shoreline Cleanup Tapes, This Skit, This Xmas Skit, Mike Harris Golf Pro, rare Bob Marley tracks, and Gaza Protest.

Musical Recording:

Dylan DeLeskie - No One Will Miss Me, That Spoonful, Theme Song, Original Promo, & Muddy Waters Promo

Dan Siksay - The Lonely Friend Theme Song

Jan Laurie - Water's Song

AFAG Dub Stylee - This is a fruitful acappella dub project undertaken by Andrew French and Anthony P.

Gulston. So far it has produced a new Smooth Operator theme and some radio drama music.

Show Backups recorded in StudioB: Folk Us, U.N.I.T.Y., Medicinal Minutes, Convergence, Living With Grief, Ignorant Bliss, Inksmith, and more

Organisational Profiles: Alison McDonald (Matt and Ali's Metal Show) recorded some information for Sustainable Trent and the music of Jonas Bennetta was used to keep it grounded. Dylan D also recorded one for Lifeline which featured all original music by him.

Some ideas for structuring Studio B training.

StudioB 100: logger grab, burning, PSrv tour and etiquette

StudioB 200: promo recording and mixing, backup show recording and mixing - normalisation, volume levels, fade in/out, breath removal, etc.

StudioB 250: field footage editing, phone line operations, spoken word recording, audio ripping - noise reduction, frequency analysis, using Total Recorder

TRDrama 300: radio drama crash course - vocal recording, music mixing, sound fx searching/creation

TRDrama 325: radio drama script workshop - creating a auditory place, converting movie/tv/stage scripts, inflection writing

TRDrama 350: vocal core editing - spacing (silences), wave hammer, adv. normalisation

TRDrama 375: sound fx and music mixing - adv. multitrack editing, panning (stereo effects), vocal effects/modification

TRMusic 400: music project recording - multitrack recording, amp mic'ing/soundboard operations, mic levels

TRMusic 450: music editing - multitrack editing, sound mod effects (reverb, etc.)

StudioB-500: advanced topics

With StudioB 100 and StudioB 200 as prerequisites for all the others.

[end]

**Programme Director's Report for the period Sep08- Apr09 for BoD Meeting 20 Apr 2009
prepared by James Kerr**

The Direction of Programming & Perceived Sea Changes: Content is almost entirely subject to the random grabbag of programmer interests in any given year, as opinions shift, hot-topics cool, and fresh batches of programmers enter with new interests. Producer-oriented radio depends on submissions of programme ideas from students and community members. As such, the nature of what is broadcast changes greatly, as it represents a diversity of interests throughout the Trent and Peterborough communities. This year saw the continuance and growth of all themes "green", the addition of highly charged, "political" programming spanning a variety of often conflicting interests, along with earnest coverage of local area events together with discussions of international politics. The composite 2008-09 programmer is typically outspoken and clearly conscious of political, social and environmental issues.

Programme Selection occurs prior to the Fall Seasons. The Programme Director recruits members of the Trent Radio community to form the Programme Selection Committee, whose ultimate goal is to construct a full and balanced schedule, equally representing interests and time-concerns of potential programmers. Programme Proposals are evaluated based on the following structured review:

- a) Is the Proposal complete? If not, what's missing?
- b) Committee comments on the Programme Outline. Noting strengths, weaknesses, high points, low points &c
- c) Suggestions or Feedback are sought
- d) Is there confidence that the applicant can/will pull it off? The committee comments on what potential there is.
- e) Does the committee recommend the show for scheduling?
- f) Does the applicant need StudioA Training?, turntable training? phone usage training?

In reviewing potential programmers the Programme Director and the Programme Selection Review Committee consider the potential programmers' level of commitment, their dependability, the creativity and originality of their ideas, and given those ambitions, their ability to follow-through with them. Should the proposal or review reveal any shortcomings, a short talk with the Programme Director to help redirect focus often makes all the difference. In any case, all programmers are interviewed by the PD to negotiate and agree particulars as the task of commissioning and scheduling progresses.

Operators remain the backbone of our day-to-day operations. An Operator's 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 the general public.

Live Broadcasting took a strange turn this year. Typically, we lose the participation of more and more student programmers during the Spring Season, which results in the "graceful decay" of the schedule. Unusually, during this time a significant number of proposals were received from eager new programmers, forestalling the anticipated programming decline. For the record, the overall average for live programming was 63% of the broadcast week, while Radio Free Peterborough contributed 37%.

The previous year's trend of scant late night programming continues with the latest programmes only running until midnight. It was also noted that this year, programmers are increasingly hesitant to host in the early morning. For two days of the week the first show was Smooth Operator at 11am. It is a priority to maintain the importance of evening Operators, and to shift efforts from recruiting afternoon Operators (when there are other staff around) to early morning Operators, to establish and facilitate earlier morning programming.

Trent University: As stated in last year's PD report, 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. This has been compounded by the loss and collapse of Trent's unique college system, with a poorly managed attempt to amalgamate these functions into a single office with the simulacrum of student participation. Students are treated like customers - cattle to be pacified and milked for their money. Having no real influence or responsibility, some student groups have devolved into mobs. University life has shifted away from including elements such as a communal space, clubs and groups, and generally any student participation in the University structure beyond gathering marks and resume-building.

That being said, Trent Radio remains a cultural hub for students and exposes them to the broader community. This important cultural feature of Trent Radio may become more significant in the years to come. A great influx of first year programmers this last season tells me we are still "in with the out crowd". It is also noted that TrentU has appointed a new president, and it is hoped that, with everyone's help, "things will improve".

Trends 2008-09

- Strongly Left and Right-wing political programming.
- News-like programmes dealing with local student politics and earnestly-produced reporting of world issues.
- Well thought-out, less 'spontaneous', highly-researched musical programming of particular special interest, regardless of its designation as category 21
- Station IDs galore. We have about 30% more IDs than we started with this year
- Consistent weekly programming from the Trent student organisations and Peterborough community groups, including the Trent Philosophy Society, the Trent Anthropology Society, OPIRG, the Arthur, casual programming from TISA, and frequent guest appearances from various members of the TCSA
- Radio Drama

Smooth Operator is our on-air local events calendar broadcasting 2 to 3 times daily during the week - an essential link to the community. This past year, Smooth Operator has included interviews with innumerable touring bands, local visual artists, and famed mentalist the Amazing Kreskin. Smooth Operator is also the perfect venue for short programming outside the normal schedule, that would otherwise be classified somewhere between a PSA and an Organisational Profile. Johanna Hart of Peterborough Green Up has worked with six different Grade 4 classes to provide us 7 to 15 minute segments about small children who are very concerned with the state of trees in their neighbourhoods. Smooth Operator provides first time and rusty programmers an opportunity to practice their Studio A skills, with the former 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.

Goals & Results 2008-09 with Plans for 2009-10

1. Goal: 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. Review notes attached to each Programme Proposal will help organise discussions relating to programme development and the programmer's future.

Result: The consensus was that Trent Radio supports their programmers well. Issues raised were usually resolved reactively; for example, "I really wish there was a way I could download my show and listen to it at home" was solved by an on-the-fly training session about the logger. Many of these meetings lead to a session of Studio A or Studio B training. These meetings also generated some excitement for event days in the year as the programmer expressed their eagerness for some topic or another, however there was absolutely no follow-through on the event days themselves when they came around.

Plan for 2009-10: Meetings should be continued on a regular basis, before Christmas, if only to maintain the lines of communication. Although it did not come up this year, a programmer may very well have a problem with their Operator and feel unable to take it to them directly. Meetings should be approached with the understanding that a certain amount of retraining may be required. This process ensures the honesty and openness of the organisation, and the accountability of the Programme Director when they are forced to directly ask questions about why this is this way and that is that way.

2. Goal: 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 formal on-campus presence in the year, and recruitment should not only be held on-campus. Successful recruitment and proposal workshops held both on and off campus have been implemented in the past. Good promotion can provide good attendance, and the programmers recruited are often eager and valuable.

Result: In the Spring Season we had a very full schedule, as new programmers – and specifically student groups – sought us out of their own volition. The major scheduling shortcoming this year was a lack of morning programming and support.

Plan for 2009-10: Undertake a vigorous outreach and enrolment campaign for other student and community groups. Focus on the recruitment and retention of morning Operators. A scheduled presence on campus sometime at the start of the Spring Season to ensure to maximise programming and provide pre-orientation for the following Fall Season. There is no reason why, with proper exposure, we cannot return to the days when programming began at 6 in the morning.

3. Goal: 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 a smaller 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.

Result: "Kara-Oinke", as initiated by Jill Staveley, fulfilled all the fundraising requirements as outlined above with great success. It was a fun enjoyable evening with very little work expected of us for a reasonable return. No other serious fundraising initiatives were undertaken this year. With our formerly "scheduled" fundraisers like Knackwurst & Sauerkraut, and the Good n' Country Jamboree no longer occurring, and with the understandable downturn with the Good n' Country marathon fundraiser, we need to set up dependable year-to-year Trent Radio fundraising events that we can refer to as scheduled and set on an annual basis.

Plan for 2009-10: "Kara-Oinke" could be made a twice-least a yearly event as fundraising events can also be used for recruitment.

Student Co-op Placements 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 where possible.

During the first Fall Season, Adam Scott high-school student Kyle Patterson took on producing and hosting Smooth Operator each weekday at 2pm.

Studio A 2008-09: John Muir continued Studio A training this year, 3 times a week during the Fall Season until the end of October, then tapering off to once or twice a week. The training includes a short orientation session about Trent Radio itself. It is important for new programmers to appreciate their context, and they do become considerably more excited as they start to understand the wide scope of possibility, responsibility, and creativity awaiting them here. Incoming programmers are better prepared for the Trent Radio experience than ever before.

Studio B 2008-09: For the first part of the Fall Season the Studio B trainer (Anthony Gulston) provided production guidance and instruction for those wishing to use this studio. This can simply be explaining how to use the logger system, or supporting much more complex multi-track projects. As the season progresses, the number of people needing training declines, so attention is turn to producing Ids, Promos, PSAs, and support of special programmes such as those produced by Peterborough Greenup. Anthony did a great job and we hope he will return to the position this fall.

PD Assistant/Trout Rodeo editor 2008-09: Kate Taylor, a welcome new face at Trent Radio, took up the sword as Programme Director's Assistant this year. Traditionally, involvement with Trout Rodeo is synonymous with this position, and certainly given Kate's experience with the Arthur, her skills were instrumental in formatting and executing both the fall schedule and the 2009 year's end Trout Rodeo. Kate also helped with regular weekly clerical work such as maintaining the logs and chasing after operators and programmers to sign away on their programming.

Programming and Events Highlights in Review

September 2008

Pre-Season Begins 02 Sep
Clubs & Groups Day 03 Sep
Operators & Volunteers Open House 10 Sep
Co-op Student Interviews 11 Sep
Programme Proposal Deadline 12 Sep at NOON
Programme Selection Committee: (PD, Operator & Others) 12 Sep at NOON
Interviewing OWSP Applicants week of 15 Sep
Studio A Training: begins 16 Sep
The Co-op Student begins 16 Sep
OSWP Positions: are filled the week of 22 Sep
Fall Broadcast Season officially begins 23 Sep

October 2008

Radio Drama Auditions 23 Oct
Trout Rodeo Schedule creation and printing
Web Schedule goes up

November 2008

The only time TRadio runs smoothly
Annual General Meeting 23 Nov

December 2008

Fall Season ends 12 Dec
Annual "Good 'n' Country" Marathon 12 Dec
Entre Season begins 15 Dec
Entre Season ends 19 Dec
"In from the Cold" Xmas Day Broadcast

January 2009

Regular Spring Season begins 05 Jan
The Lonely Friend with Dan Siksay and Steph Bailey begins
Trout Rodeo Schedule creation and printing
"Nature & Health" with Dr. Zobel begins
Urban Forest Tree Kids programming begins

February 2009

Green-up Grade 5 broadcasts
Philosophy Day 02 Feb
Amateur Music Day 25 Feb
"The Great ____ in Rock & Roll" with Brent Bellamy begins
KaraOINKE at the Pig's Ear 28 Feb
Team Trent Radio plays Street Fighter II at Sadleir House
Team Trent Radio plays Street Fighter II at the Spill

March 2009

Green-up Grade 5 broadcasts continue
Trout Rodeo Year End gathered and published
Summer Recruiting
"4:20 to Funky Town" with Dylan Storace and Max Manis begins
Do It Yourself Day 12 Mar
Board Game Night at Sadleir House 26 Mar
Geek Day 27 Mar

April 2009

Green-up Grade 5 broadcasts final
Summer Recruiting
Regular Spring Season ends 24th Apr at noon

Staff & Volunteers 2008-09

TIP & Ontario Work Study Positions

StudioB & Production Training: Anthony Gulston
 PD Asst. & Trout Rodeo Editor: Kate Taylor
 Audio Ingest: Andrew French & Alistair Rathbone
 TIP Spoken Word Archivist: Karina Daukaeva
 Physical Plant: Geoffrey Forrest

Highschool Co-op Students

Fall08 Kyle Patterson (Adam Scott HS))

Regular Staff

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

Operators

Sun	am:	self-support
	aft:	Philip Benmore
	Eve:	Jake Quinlan
Mon	am:	self-support
	aft:	self-support
	eve:	Meag Culkeen
Tue	am:	self-support
	aft:	Brent Bellamy
	eve:	Kerry Day
Wed	am:	Alistair Rathbone
	aft:	self-support
	eve:	Sara Swerdlyk
Thu	am:	self-support
	aft:	Kate Taylor
	eve:	Andrew French
Fri	am:	Philip Benmore
	aft:	Anthony Gulston
	eve:	Geoffrey Forrest
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	Trent Radio Policy
Spoken Word (Minimum)	25%	25%
Category 2 - Popular Music (Max)	No Spec	60% of all music
Music from subcategories other than pop, rock and dance (Minimum)	20%	20%
Music from Category 3 (Minimum)	5%	5%
Hits (Maximum) of all music played	No Restriction	5%
Category 2 CanCon (Minimum)	35%	40%
Advertising & Sponsorship	No Restriction	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	Fall07	Spr08	Fall08	Spr09
Total live broadcasting hours (weekly)	102.5	105	83.0	83
Number of Producers	116	113	82	94
Number of Programmes	95	88	81	88

Other Stats

Percentage TrentU Programming by Duration	46.4%
Percentage Community Programming by Duration	53.6% incl 11.7% TrentU Alumni
Percentage "Locally Produced" Programming by Duration	96%

Content Category Stats prepared for BoD 20 April 2009 / James Kerr, PD

Content Category	CRTC Required	TRadio Required	Actuals				
			Spr05	Fall/Spr AY06	Fall/Spr AY07	Fall/Spr AY08	Fall/Spr AY09
Category 1 - Spoken Word	Min 25% of all programming	Min 25% of all programming	41%	49%	55%	49%	30%
SubCat 11- News			-	-	-	-	-
SubCat 12 - S/W Other			44.25hrs	46hrs	53.88hrs	55.5hrs	1265hrs
Category 2 - Popular Music	-- no spec --	max 60% of all music	22.25hrs	26.51hrs	29.25hrs	30.5hrs	1679hrs
			35.88%	42%	30%	34%	56%
SubCat 21 - Pop Rock Dance	at least 20% Cat2x other than Cat21	---	18.5hrs	17hrs	17.75hrs	19.5hrs	850hrs
			29.3%	27.5%	16.4%	16.7%	50.6%
SubCat 22 - Country & C'try Oriented			3hrs	5.13hrs	6.25hrs	5.75hrs	376hrs
SubCat 23 - Acoustic			0.75hrs	3.75hrs	5.25hrs	5.25hrs	408hrs
SubCat 24 - Easy Listening			-	0.63hrs	-	-	45hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	64.10%	58%	52%	60%	44%
SubCat 31 - Concert			1.75hrs	-	2.88hrs	3.75hrs	101hrs
SubCat 32 - Folk & Folk Oriented			7hrs	7.25hrs	6.63hrs	9.25hrs	291hrs
SubCat 33 - World Beat & International			10.75hrs	14.85hrs	13.75hrs	11.25hrs	358hrs
SubCat 34 - Jazz and Blues			11hrs	10hrs	10.25hrs	5.5hrs	281hrs
SubCat 35 - Religious			-	0.5hrs	-	-	47hrs
SubCat 36 - Audio Art*			10.25hrs	4hrs	11.75hrs	7.5hrs	262hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Station Produced (avg hrs per week)	Min 42 hours	Min 42 hours	108hrs	86hrs	109.5hrs	102hrs	121hrs
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

* Not a CRTC Subcategory

The figures above have been weighted and extrapolated to cover the Fall 08 & Spring 09 Regular Seasons comprising 4,284 broadcast hours.

[end]

General Manager's Report for the Board of Director's Meeting 20 April 2009

Prepared by John K Muir

- 01) 715 Upper Plumbing: Upon an inspection of the bathroom, to look at the cause of the toilet leaking, it was discovered that the bathtub faucet and mixer also needed replacing. A total charges were \$496.41 for labour and parts.
- 02) Since the first of the year we have received \$1,293.25, including \$189.00 from the Peterborough Horticultural Society for the beautification of Trent Radio's ground which face the street. Our thanks to Trent Radio volunteer gardener and former Board Member, Glenn Caradus for making the funding application on our behalf.
- 03) The six year old StudioA computer has become unreliable, and along with the Logger and StudioV systems, it needs to working almost all of the time. The unit uses the Windows 2000 Pro operating system, and features an add-on USB 2.0 port which do not always support external hard drive systems our programmers bring in to use on-air. I propose replacing it with a more modern XP Pro system, which should cost \$1,200 - \$1,500.
- 04) Summer Season: The Summer Planning meeting held yesterday (Sun, 19Apr09) brought out nine people who are willing to act as Executive Producers for six nights of the week as provide for in the "Rough Plan for the Summer 2009", approved by the Board at the last Meeting. It looks like a good crew.

The deadline for the Summer Operations and Information Manager position is today at 5pm, and there are a healthy number of applicants. We expect to have the name of the successful candidate by this Friday (24Apr09).
- 05) We are awaiting word from HRSDC and the City about the two grants we applied for. We should know about both by the middle of May.

[end]