

**TRENT RADIO BoD AGENDA**  
**31 August 2009 at 5:30pm**

01. Chair's Opening Remarks and Agenda Approval  
This is to review Summer Activities
02. Presentation of Previous Minutes - 22 June 2009
03. Operations Report
  - a) Financial Statements to 31 July 09
  - b) Summer Operations Manager's Report (K Taylor) - see attached.
  - c) General Manager's Report (JK Muir)
    - i. Lakefield Literary Festival (LLF)
    - ii. Summer Financing
    - iii. Sponsorship
    - iv. TIP & OWSP AY08-09
    - v. Repair & Maintenance - Shutdown (Ongoing)
    - vi. Staff Planning
04. Any Other Business
05. Next BoD meetings c/b 28 Sep 2009 at 5pm  
Director & Officer availability
06. Adjournment

**Trent Radio BoD**

**22 June 2009**

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 22 June 2009,  
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, Steve McNabb, Jake Quinlan & Ariel Sharratt..

R E G R E T S: Vincent Bierworth, Geoffrey Forrest & Andrew French..

Also present: John Muir, General Manager.

01. Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared constituted and called to order at about 5:45pm, 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 Board Meeting held on 20 April 2009 were approved as presented.

03. Operations Report was presented out of order to the agenda, namely;

- a) Financial Statements to 31 May 2009 - see attached.
- b) General Manager's Report - see attached.

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

**UPON A MOTION** duly made, seconded, and carried unanimously, the Programme Director, the Secretary, the General Manager and the President shall constitute the Summer Operations and Information Manager's Hiring Committee according to the terms discussed.

04. Other Business - GM Personnel Committee

It was noted that at the last Meeting the GM Personnel Committee was struck to negotiate a new agreement. Accordingly, a proposed letter of agreement was agreed and drafted for consideration of the Board at this Meeting. The President led the presentation, the General Manager was asked some questions, and then left the room. **UPON A MOTION** duly made, seconded, and carried unanimously, the General Manager's contract of employment was renewed according to the terms of the presented letter of agreement which includes a replacement promissory note.

05. The Next Meeting is on Mon, 31 August 2009 at 5:30pm.

06. There being no further business the meeting was adjourned at about 6:30pm.

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Meaghan Culkeen, President & Chair

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John K Muir, General Manager

**Trent Radio Comparative Balance Sheet (subject to review)**

ASSETS	As At 31Jul09	As At 31Jul08	LIABILITIES	As At 31Jul09	As At 31Jul08
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	653.98	(1,305.99)
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,788.64	44,788.64
General Funds Montreal	2,194.35	9,255.11	Deferred Income	715.00	1,070.00
ING Savings	2,607.78	12.58	Accrued Liabilities	0.00	0.00
Cash In Bank	4,808.06	9,273.62	Trillium StudioC	16,781.10	27,923.96
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	0.00	(10,639.96)	UIC Payable	(0.00)	(0.00)
Petty Cash: Summer Admin.	61.73	161.58	Income Tax Withholdings	0.00	(0.00)
Term Deposits	0.00	0.00	Receiver General Net	0.00	(0.00)
Accounts Receivable	672.72	2,863.26	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	672.72	2,863.26	<b>TOTAL CURRENT LIABILITIES</b>	<u>62,938.72</u>	<u>72,476.61</u>
Student Levy Receivable	4,907.61	0.00	<b>LONG TERM LIABILITY</b>		
Prepaid Expenses	740.86	810.01	CO Long Term Loan	15,000.00	15,000.00
<b>TOTAL CURRENT ASSETS</b>	<u>11,190.98</u>	<u>2,468.51</u>	Deferred Contribution	22,912.17	30,111.78
			<b>TOT. LONG TERM LIABILITY</b>	<u>37,912.17</u>	<u>45,111.78</u>
<b>FIXED ASSETS</b>			<b>TOTAL LIABILITIES</b>	<u>100,850.89</u>	<u>117,588.39</u>
Land	10,000.00	10,000.00	<b>NON-SHARE EQUITY</b>		
Buildings	94,439.07	94,439.07	Retained Surplus/(Deficit)	(24,075.28)	(14,884.02)
Office Equipment	20,774.21	20,774.21	Previous Year-end Adjustments	0.00	0.00
Technical Equipment	237,339.40	237,339.40	Net Retained Surp/(Def)	(24,075.28)	(14,884.02)
Technical Renovations	9,913.00	9,913.00	Current Surplus/(Deficit)	13,695.99	6,545.62
Fixed Assets at Cost	372,465.68	372,465.68	<b>TOTAL NON-SHARE EQUITY</b>	<u>(10,379.29)</u>	<u>(8,338.40)</u>
Accumulated Depreciation	(293,185.06)	(265,684.20)	<b>LIABILITIES AND EQUITY</b>	<u>90,471.60</u>	<u>109,249.99</u>
<b>TOTAL FIXED ASSETS</b>	<u>79,280.62</u>	<u>106,781.48</u>			
<b>TOTAL ASSETS</b>	<u><u>90,471.60</u></u>	<u><u>109,249.99</u></u>			

**Trent Radio Comparative Income Statement (subject to review)**

	01Sep08 - 31Jul09	01Sep07 - 31Jul8	EXPENSE	01Sep08 - 31Jul09	01Sep07 - 31Jul8
<b>REVENUE</b>			<b>PERSONNEL</b>		
<b>GOVERNMENT GRANTS</b>			Programming Wage	21,379.20	23,401.50
Federal Grants	4,560.00	4,682.00	Technical Wage	4,500.00	11,285.41
Provincial Grants	0.00	5,946.28	Publicity Wage	0.00	0.00
Municipal Grants	<u>3,500.00</u>	<u>3,500.00</u>	Administrative Wage	28,008.00	36,000.00
<b>TOTAL GOVERNMENT GRANTS</b>	<b>8,060.00</b>	<b>14,128.28</b>	Benefits	0.00	248.00
			CPP Expense	2,330.84	3,032.73
<b>FUND RAISING</b>			EI Expense	1,305.09	1,738.51
Corporations	275.00	0.00	Total Wages & Benefits	57,523.13	75,706.15
Foundations	189.00	0.00	Programming Fees	0.00	7,916.05
Private	13,196.08	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	2,325.00	1,241.00
Net Donations	13,660.08	5,419.57	Total Fees	<u>8,025.00</u>	<u>9,157.05</u>
Trent Student Memberships	83,845.38	82,120.14	<b>TOTAL PERSONNEL</b>	<b>65,548.13</b>	<b>84,863.20</b>
Commercial & Non-profit	350.00	150.00			
Individual Memberships	560.00	755.00	<b>SUPPLY &amp; EXPENSE</b>		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	142.14	130.32
Net Memberships	84,755.38	83,025.14	Equipment Rental	200.00	200.00
Special Events	748.16	2,279.00	Line Rental	3,402.47	3,045.22
Special Events Expense	0.00	(996.98)	Rental Other	100.00	40.00
Net Special Events	748.16	1,282.02	Net Rentals	3,702.47	3,285.22
Fundraising	20.00	0.00	Postage & Delivery	74.37	23.88
Fundraising Expense	0.00	0.00	Office Supplies	249.15	409.94
Net Fundraising	<u>20.00</u>	<u>0.00</u>	Telephone	1,153.02	953.95
<b>TOTAL FUND RAISING</b>	<b>99,183.62</b>	<b>89,726.73</b>	Utilities	4,485.91	4,350.92
			Programming & Licence	7,676.20	860.00
<b>EARNED REVENUE</b>			Building R & M	1,774.47	1,273.78
ON AIR Sponsorship	2,750.00	5,150.00	Building R & M Upper Apt	474.03	456.01
ON AIR Sponsorship Expense	(450.00)	(615.00)	Technical R & M	11,794.07	3,513.00
Net ON AIR Sponsorship	2,300.00	4,535.00	Net Repair & Maintenance	14,042.57	5,242.79
Net "RADIO PAPER"	0.00	0.00	Professional Fees	50.00	60.00
Net Other Sponsorship	2,426.31	1,672.57	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	223.54	227.08
Net Tape Sales	0.00	0.00	Bank Charges	130.50	116.40
Rental Income	7,645.00	7,245.00	Mbanx Loan Interest	4,321.64	4,340.04
Net Misc Sales & Services	<u>1,365.00</u>	<u>(140.00)</u>	Net Interest	4,321.64	4,340.04
<b>TOTAL EARNED REVENUE</b>	<b>13,736.31</b>	<b>13,312.57</b>	Depreciation	0.00	0.00
			GST Paid	1,123.23	750.88
<b>MISCELLANEOUS REVENUE</b>			Bad Debts	0.00	0.00
Interest Income	245.80	569.09	Miscellaneous	56.30	1,425.82
Micellaneous Revenue	0.00	0.00	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<b>41,981.61</b>	<b>26,327.85</b>
Amortisatn Dfrd Contribtns	0.00	0.00	<b>TOTAL EXPENSE</b>	<b>107,529.74</b>	<b>111,191.05</b>
<b>TOTAL MISC REVENUE</b>	<b>245.80</b>	<b>569.09</b>	<b>NET INCOME</b>	<b>13,695.99</b>	<b>6,545.62</b>
<b>TOTAL REVENUE</b>	<b>121,225.73</b>	<b>117,736.67</b>			

## **Summer Operations Manager's Report for BoD Meeting 31 Aug 2009** **prepared by Kate Taylor 19Aug09**

### **Summer Operations 2009**

#### **Overview:**

The summer season commenced on Monday, 05May08 and ended on Sunday, 16Aug08. Generally, broadcast hours were 1700-2300 on weekdays, 0700-1800 on Saturdays and 900-1400, and 1700-2200 on Sundays, for a total of about 46 hours per week. Office hours were 1400-1800 on weekdays. Studio A was opened for production 1000-1630 by appointment. There were 44 programmers (including 10 new to Trent Radio)

#### **Key Events of the Summer 2008**

##### **May 2009**

05 May 09 - Beginning of the summer season.

First Week of May 09 - A series of several meetings were held in person and over e-mail with the Executive Producers, as a clear time for everyone to meet could not be found. Aside from discussing day-to-day operations, Producers were canvassed about special events such as "Radio on the Lawn". The latter was set for 24 Jun 09 with help from Nick Nick Ferrio and Sadleir House.

11 May 09 - Meeting with Shari Darling about organizing an on-air community 'wine school' over the summer, where a panel of students are taught about a different style of wine each week over the course of the summer, with an emphasis on introducing new community members to the station, and students uninitiated to the art of wine tasting. The series will cumulate in September with the students touring local wineries with Shari Darling, and the day will be edited for air.

16 May 09 - "Smooth Operator" interview with Sun RaRa

26 May 09 - "Smooth Operator" interview with Michael Gabriel

28 May 09 - Re-worked the Wednesday evening schedule to accommodate an hour-long time slot for "420 To Funky Town", hosted by Dylan Storace and Max Manis.

##### **June 2009**

Early June 09 - The Trent Radio community mourns the death of the on-air phone - an alternative set-up is used with reasonable success.

01 June 09 - Trent Radio airs a community special on Christian pop music, featuring community members and musical guests interviewed by Barb Woolner.

02 June 09 - "Smooth Operator" hosts Hannah McFarland from Employment Canada, talking about the student Odd Jobs Squad.

03, 10, 24 June 09 - recorded an aired a series of special programs featuring the work of Peterborough Alternative School Students, organized and hosted by Anne Haggarty.

05 June 09 - "Smooth Operator" interviews 'You and Me.'

08 June 09 - Monday schedule expands to include a new show, "Canadian Bleek", hosted by first-time programmer Eric Thornlea.

08-11 June 09- Recorded a series of daily hour long special programs, featuring a group of ESL students from PCVS high school, hosted by Kate Taylor and organized by Ferne Crystal.

10 June 09 - Found a stray dog locked in the office, who stayed from 1200-1500. Turned out to have been dropped off by a programmer under the impression that the dog was Lily (Kate's dog), and lost. The dog was reunited with its original owner and a discussion was had with the programmer about appropriate responses to potentially lost black dogs.

11 June 09 - "Smooth Operator" hosts The Jimmy Riggers, The Muleskinner Band, and the MeadowLark Lemon Band.

16 June 09 - "The Good N' Country" show returns to Trent Radio, Saturdays mornings from 0700-1200.

19 June 09 - Recorded a short piece on the Strawberry Moon Festival, including an interview with Patti Shaunessy. The piece was aired as a half-hour show, on the 16th, as well as an edited version which played as a PSA on "Smooth Operator" for the rest of the week leading up to the festival.

23 June 09 - "Smooth Operator" Interview with Roam

23 June 09 - Trent Radio celebrates the return of the on-air phone line!

24 June 09 - "Radio on the Lawn", produced in association Sadleir House. The event was a wonderful success, with performances by a number of talented local artists, including Meagh Culkeen, Sean Conway, James Burrows and John Rose, Bob Withey, Drea, Kate Killoran, Mike Duguay and Jay Swinnerton. Popsicles and snacks were served and a good time seemed to be had by all. Nick Ferrio and Kate Taylor hosted the event and conducted interviews, with tech by John Muir and Jill Staveley. The event was recorded and prepared to be re-aired in the future.

27 June 09 - "Déjà Vu" returns, hosted by Barb Holtmann.

## **July 2009**

02 July 09 - Received a demo of a show called "Almost Professional Amateur Comic", which is produced out of town and is aired on a number of campus and community radio stations. After listening to the program and consulting with John Muir, we declined to host the program in order to give priority in the full summer schedule to local programmers, and as the show seemed to be targeted a commercial radio audience.

02 July 09 - After an extended period of absence, contacted the hosts of U.N.I.T.Y to confirm the cancellation of the show.

07 July 09 - Contacted the hosts of U.N.I.T.Y a second time to confirm show cancellation, and after receiving no response, the Sunday afternoon schedule was re-arranged, with Sounds Like Peterborough extending its running time to two hours.

08 July 09 - Recorded the first instalment of "Wine School" live out of the kitchen with Shari Darling and 8 guests, talking about crisp, dry white wines. The event was also edited for re-broadcast.

09 July 09 - Hosted "Camp Radio"! A day of radio fun, organized in collaboration with Sadleir House and Peterborough Housings Simcoe Street summer camp - this day saw a group of 20 campers tour Sadleir House and Trent Radio, learn and perform ukulele songs and short skits on the radio. The day was a great success!

10 July 09 - Ran a specialized studio A training for summer programmer Eric Thornlea of "Canadian Bleek", who is legally blind and is interested in doing tech for his show.

15 July 09 - Wednesday Schedule expands to include Soiled, a gardening show hosted by first time programmer Agata Durkalec.

15 July 09 - Recorded the second instalment of "Wine School" live out of the kitchen with Shari Darling and 8 guests, talking about big, fat white wines. The event was also edited for re-broadcast.

16 July 09 - Thursday schedule expands to include "World Tree", a storytelling programmer hosted by new programmer Chris Challace.

22 July 09 - Recorded the third instalment of "Wine School" live out of the kitchen with Shari Darling and 8 guests, talking about semi- sweet white wines. The event was also edited for re-broadcast.

29 July 09 - Recorded the fourth instalment of "Wine School" live out of the kitchen with Shari Darling and 8 guests, talking about forward, fruity red wines. The event was also edited for re-broadcast.

## **August**

01 Aug 09 - It was noted that OhZone, a Taiwan based internet radio station, had been in contact with a number of Trent Radio producers about the possibility of re-broadcasting programming.

05 Aug 09 - Recorded the 6th instalment of "Wine School" live out of the kitchen with Shari Darling and 8 guests, talking about big fat red wines. The event was also edited for re-broadcast. It was decided to hold the final wine tour in early September.

06 Aug 09 - Held an initial meeting with Shari Darling about the possibility of collaborating on the organization of a fundraiser for Trent Radio, to be held at Sadleir house in the fall, featuring local Kawartha Wineries and local area food producers. It was decided that the event will be organized by Kate Taylor and Shari Darling, but without the formal participation of Trent Radio, although all money raised will be donated to the radio station.

10 Aug 09 - "Midnight Madness", organized by "Late Nights On Air" and host Adam Martingetti, broadcasts live from 1300-0730, featuring guest Djs from the community, as well as festive decorations and snacks. The event was organized to celebrate the end of the summer season, as well as to introduce new DJs to Trent Radio - a good time was had by all.

15 Aug 09 - Last official day of summer programming.

17 Aug 09 - Plant and technical cleaning and maintenance has begun with John Muir, Tom Jenkins and Andrew French.

## **General Comments**

The summer has been quite active around the station, with a busy season for "Smooth Operator" and a number of new programmers and shows. Initiatives such as Radio on the Lawn, Camp Radio! Midnight Madness and "Wine School" all working to further connections to the community and build new relationships to the station. All in all, it has been an exciting summer and one that has produced hours of good radio!

It is my opinion that Trent Radio's 2008 Summer programming a) was balanced, b) of high quality, c) and met or exceeded all undertakings set out in applications to the CRTC (see CRTC Decision 2007-381 Ottawa 17Oct08), and d) in compliance with all relevant particulars of the "Broadcasting Act, 1991".

The summer season was successful, and carried through with a great deal of enthusiasm and zeal.

Kate Taylor, Summer Operations & Information Manager

**General Manager's Report for the Board of Director's Meeting 31 August 2009**

Prepared by John K Muir

a Financial Statements to 31 July 08 - please see attached

b Summer Operations Manager's Report 2009 Final - please see attached

c General Manager's Report

i. Lakefield Literary Festival (LLF): This year Andrew Fox filled in for Jill Staveley as she was on tour in Germany. The organisers paid Trent Radio \$1,275 for this service.

ii. Sponsorship: Miriam Stucky has been contacted about obtaining Sponsorships for YE10. She would collect cheques and the details for preparing sponsorship copy. I will draft the copy for her to take to sponsors for approval. The gross target for this fall is \$3,000, and would try to have all the sales work done by the end of Sep 09. She will work on commission, receiving 1/3 of gross revenue generated (\$1,000) leaving Trent Radio a net of \$2,000.

iii. TIP & OWSP AY08-09: We have confirmed funding for five OWSP (\$5000) positions one TIP student (\$1083.00).

iv. Details of the 2009 Summer Operations & Information Manager Position

Trent Radio SOIM Smr09 Payroll Detail	preSOIM	SOIM	Total SOIM09
Start	09-05-04	09-06-01	
End	09-05-29	09-08-21	
# Wks/Job	4	12	16
Hrs/wk	20	40	
Ttl Hrs	80	480	560
PayRate	11.20	11.20	
Wages	896.00	5,376.00	
VacPay	35.84	215.04	
GrossPay	931.84	5,591.04	6,522.88
ER_EI	16.12	96.72	112.84
ER_CPP	32.80	236.76	269.56
Total Employment Cost (A)	980.76	5,924.52	6,905.28
HRSDC/hr	-	9.50	
HRSDC Wage Cntrb	-	4,560.00	4,560.00
HRSDC MERC Cntrb	-	518.00	518.00
HRSDC Total Cntrb (B)	-	5,078.00	5,078.00
		Less Rcv'd D0030YE09 16Jun09	-3,425.00
		A/R Balance @ YE09	<u>1,653.00</u>
<b>Trent Radio Cntrb (A-B)</b>	<b>980.76</b>	<b>846.52</b>	<b>1,827.28</b>

v. Repair & Maintenance - Shutdown: No major expenses have been indicated during the shutdown. Nevertheless the search for better kitchen seating and StudioA lighting continues.

vi. Staff Planning: This year's personnel plan calls for;

- the PD to work forty weeks (31Aug09-04Jun10) with a possible two week extension.
- the PM to work full-time for nine weeks until the end of October, with a few hours/month thereafter
- OWSP & TIP to cover Incoming Music, Spoken Word, StudioB Training & PD support on a part-time basis

[end]