

**TRENT RADIO BoD AGENDA
02 November 2009 at 5:30pm**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 28 Sep 2009.
03. Business Arising not covered in other reports (none).
04. Committee Reports:
 - a) Nominating Committee.
 - b) --
05. Operations Report:
 - a) Financial Statements to 31 Sep 09 - subject to Financial Review.
 - b) Production Manager's Report (Jill Staveley).
06. Any Other Business.
07. Next BoD meetings just prior to and just after AGM set for Sunday, 22 November 2009 at 2pm.
08. Adjournment.

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 28 September 2009,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, Geoffrey Forrest, Andrew French & Jake Quinlan.

R E G R E T S: Vincent Bierworth, Steve McNabb & Ariel Sharratt.

Also present: John Muir, General Manager, and James Kerr, Programme Director.

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 5:05pm, 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 22 June & 31 August 2009 were approved as presented.

03. There was no business arising not covered in other reports

04. Striking and Setting Dates for the Nominating Committee. The Nominating Committee Policy was reviewed, discussed, and it was agreed that Committee will make report at the next BoD Meeting scheduled for Mon, 02 Nov 09.

UPON A MOTION duly made, seconded, and carried unanimously, it was decided that the

Nominating Committee will be James Kerr, Geoffrey Forrest, Andrew French, Jake Quinlan with Meaghan Culkeen acting as Chair.

05. Operations Report was presented;

- a) Financial Statements to 31 August 2009 - see attached.
- b) Programming Director's Report - see attached.
- c) General Manager's Report - see attached.

The Programme Director, James Kerr, was roundly congratulated on the programming plan for the upcoming seasons

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

06 - 07 -08. The next Meeting was set for Monday, 02 November 2009 at 5pm.. There being no further business the meeting was adjourned at about 5:45pm.

Meaghan Culkeen, President & Chair

John K Muir, General Manager

Trent Radio Balance Sheet As At 09-09-30 (subject to FinRev YE09)

ASSETS		LIABILITIES	
CURRENT ASSETS		CURRENT LIABILITIES	
Raffle & Bingo Acct	0.00	Accounts Payable	0.00
Boost & Freq Acct	5.93	Contract Obligation	3,735.37
General Funds Montreal	3,763.53	Deferred Income	695.00
ING Savings	40,015.72	Accrued Liabilities	2,050.00
Cash In Bank	43,785.18	Trillium StudioC	16,781.10
Petty Cash: Programming	0.00	CPP Payable	(30.96)
Petty Cash: Admin	(8.57)	UIC Payable	(15.79)
Petty Cash: Summer Admin.	0.00	Income Tax Withholdings	(36.90)
Term Deposits	0.00	Receiver General Net	(83.65)
Accounts Receivable	19.38	Health Benefit Payable	0.00
Doubtful Accounts	0.00	Other Withholdings Net	0.00
Receivables Net	19.38	TOTAL CURRENT LIABILITIES	23,177.82
Student Levy Receivable	28,220.13		
Prepaid Expenses	740.86	LONG TERM LIABILITY	
TOTAL CURRENT ASSETS	72,756.98	CO Long Term Loan	55,903.99
		Deferred Contribution	22,912.17
FIXED ASSETS		TOT. LONG TERM LIABILITY	78,816.16
Land	10,000.00	TOTAL LIABILITIES	101,993.98
Buildings	94,439.07		
Office Equipment	20,774.21	NON-SHARE EQUITY	
Technical Equipment	237,339.40	Retained Surplus/(Deficit)	(22,957.09)
Technical Renovations	9,913.00	Previous Year-end Adjustments	0.00
Fixed Assets at Cost	372,465.68	Net Retained Surp/(Def)	(22,957.09)
Accumulated Depreciation	(293,185.06)	Current Surplus/(Deficit)	73,000.71
TOTAL FIXED ASSETS	79,280.62	TOTAL NON-SHARE EQUITY	50,043.62
TOTAL ASSETS	152,037.60	LIABILITIES AND EQUITY	152,037.60

Trent Radio Income Statement 09-09-01 to 09-09-30 (subject to FinRev YE09)

REVENUE		EXPENSE	
GOVERNMENT GRANTS		PERSONNEL	
Federal Grants	0.00	Programming Wage	1,140.00
Provincial Grants	0.00	Technical Wage	2,000.00
Municipal Grants	0.00	Publicity Wage	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	Administrative Wage	3,138.60
FUND RAISING		Benefits	0.00
Corporations	0.00	CPP Expense	274.16
Foundations	0.00	EI Expense	152.06
Private	0.00	Total Wages & Benefits	6,704.82
Leadership	0.00	Programming Fees	0.00
Donations "In Kind"	0.00	Technical Fees	0.00
Net Donations	0.00	Publicity Fees	0.00
Trent Student Memberships	82,500.00	Administrative Fees	50.00
Commercial & Non-profit	0.00	Total Fees	<u>50.00</u>
Individual Memberships	140.00	TOTAL PERSONNEL	<u>6,754.82</u>
Discretionary M'ship Exp	0.00	SUPPLY & EXPENSE	
Net Memberships	82,640.00	Publicity & Promotions	0.00
Special Events	0.00	Equipment Rental	0.00
Special Events Expense	0.00	Line Rental	171.90
Net Special Events	0.00	Rental Other	0.00
Fundraising	0.00	Net Rentals	171.90
Fundraising Expense	0.00	Postage & Delivery	0.00
Net Fundraising	<u>0.00</u>	Office Supplies	0.00
TOTAL FUND RAISING	<u>82,640.00</u>	Telephone	82.87
EARNED REVENUE		Utilities	286.61
ON AIR Sponsorship	0.00	Programming & Licence	210.00
ON AIR Sponsorship Expense	0.00	Building R & M	475.12
Net ON AIR Sponsorship	0.00	Building R & M Upper Apt	0.00
Net "RADIO PAPER"	0.00	Technical R & M	1,848.41
Net Other Sponsorship	0.00	Net Repair & Maintenance	2,323.53
Tape Sales	0.00	Professional Fees	0.00
Tape Sales Expense	0.00	Insurance	0.00
Net Tape Sales	0.00	Travel	0.00
Rental Income	695.00	Volunteer Expense	8.57
Net Misc Sales & Services	0.00	Bank Charges	14.00
TOTAL EARNED REVENUE	<u>695.00</u>	Mbanx Loan Interest	416.19
MISCELLANEOUS REVENUE		Net Interest	416.19
Interest Income	7.07	Depreciation	0.00
Micellaneous Revenue	0.00	GST Paid	72.49
Amortisatn Dfrd Contribtns	0.00	Bad Debts	0.00
TOTAL MISC REVENUE	<u>7.07</u>	Miscellaneous	<u>0.38</u>
TOTAL REVENUE	<u>83,342.07</u>	TOTAL SUPPLY & EXPENSE	<u>3,586.54</u>
		TOTAL EXPENSE	<u>10,341.36</u>
		NET INCOME	<u><u>73,000.71</u></u>

Production Manager's Report for the Board of Director's Meeting 02 November 2009

Prepared by Jill Staveley / 30 October 2009

INTRO

Due to the nature of my work over the past few years as a performing and touring musician, along with Trent Radio's financial capabilities, the responsibilities of the Production Manager have been fulfilled with a Part Time Position on a Contract Basis. Essentially, instead of working 1 or 2 days each week, John Muir and I agreed that the PM's work schedule would be organised by weeks "on" and weeks "off". Also, since I will be taking a Maternity leave imminently, it continues to be the most efficient use of work hours and time.

Last year I did find it difficult to maintain sufficient contact and management over the archiving staff with that working schedule, but it seemed to be the most viable, taking into consideration all influencing factors. As I approach maternity leave, I have still found it very useful and helpful to have the position working in full effect during the preliminary weeks of the year (Sept/Oct) - in order to get everything underway, organised and ready for graceful decay.

STUDIOC PROJECTS:

(i) Radio Free Peterborough (Ongoing): A hold was put on the Trent Radio side of things for RFP when my laptop was stolen (which was unfortunately where the software, records and organisational resources were kept). We should be back on track in the new year though. We need to find a suitable MP3 conversion method on the IN computers in StudioC. Currently, Alistair is ensuring that all local music tracks are being saved separately as WAV files for future use & transfer to RFP.

After the last round of encoding and transferring local music to Steve @ RadioFreePeterborough, the RFP archive reached 4100 tracks (which doesn't seem like all that much compared to our 17,000 CD archive...but really, it's huge.) I still keep coming across the odd album that is marked local, but is not tagged local on the M: = this will still be a long process of inclusion.

During the last transfer, we saw approximately 330 Local Music Tracks by 33 different Local Artists, including 8 projects that were recorded and produced in StudioC, 1 project where half of the recorded tracks were produced in StudioC, and 1 project where recorded tracks were brought into the facility to be mixed. There are always more Local Albums recorded and available that we still have not yet received - so please remember to tell all your friends and any local musicians that you meet that WE WANT THEIR MUSIC!

(ii) Cannery Holiday Companion (DEC 2008): Mike and I have yet to settle up from the funds raised from this initiative, but regardless, we were able to create a Local Compilation album that involved: 4 studio/recording spaces; the participation of over 20 musicians; 15 original compositions; and cover art created by local graphic artist Julia Fenn. The Album was released and sold at Focus Fair, a local Arts & Crafts initiative that was held at The Spill Café on December 13/14.

(iii) Theatre Trent Funding Application for a Foley Box: Theatre Trent awarded us the full \$275 requested. James Kerr (with the help of his uncle) built 2 Foley Boxes which have had 1 (one) trial run so far during Trent Radio's first Radio Drama auditions on October 1st, 2009. We are very excited about the possibilities of Live Off The Floor Radio Drama Presentations, and about the possibilities for learning such a skill, and enhancing our Foley Recording & Capture skills. A Report is being prepared for Theatre Trent by the cooperative efforts of Jill Staveley & James Kerr.

(iv) Archiving Projects for Independent Musicians: I took on two additional projects to archive (1) a live performance recording of a touring artist in Peterborough (*Little Birdie*), originally recorded by Vince Bierworth during his Summer Employment at Trent Radio 3 years ago and (2) the transfer of cassette tapes to digital audio files for friends and independent musicians "*The Dirty Ol' Band*" from Montreal. Both of these projects encourage independent musicians and live music, and have provided archival quality material for the artists and for Trent Radio.

(v) Stephen Franklin Interview (JKMuir & PBenmore): Trent University (finally) has a new president. Programmer, Operator and Trent Radio Volunteer At Large Phillip Benmore was able to initiate contact with Stephen Franklin prior to his Spring Visit to Peterborough, and secured a Studio Interview Opportunity. With Philip Benmore acting as a Student Perspective, and John Muir acting providing a community member/alumni perspective, Stephen Franklin was engaged in a 45 minute long conversation regarding the past, present & future of Trent U & Peterborough. Facilitated in StudioC, engineered by Jill Staveley.

(vi) Mike Walsh (Steve McNabb) - May/June 2009: Board Member, Radio Free Peterborough overlord, musician and community member Steve McNabb brought this project to our attention in May. Essentially, Steve's girlfriend's mom is involved with the Peterborough Chaplaincy transition home for ex-cons working their way back to society and one of her charges (Mike Walsh) was featured in the Hotdocs film "*A Hard Name*". (http://schedule.hotdocs.ca/index.php/2009/film/hard_name).

Mike is a songwriter, guitar player and singer from Newfoundland, who was abused as a young man, spent most of his life in prison for acting out over his abuse and writes/sings really great songs. He also has several active cancers and may not get too much farther than Christmas 2009.

I met with Mike in StudioC for 3 or 4 sessions. It was a frustrating experience for Mike, as his voice has changed considerably since he had a portion of his vocal chords removed. We were able to get 10 songs recorded. I have since mixed the recordings and passed them on to Mike for feedback and approval. Mike has not been in touch, though I have communicated with staff members of the Chaplaincy. It seems as though Mike is happy to have the project, but not necessarily "proud" of the outcome. I will go ahead and make 10 copies of the final recordings, and package them in a simple manner, and drop them off at the Chaplaincy for Mike to have. I do plan on keeping this recording archived at Trent Radio, but am not comfortable putting the recordings in the archive without feedback and approval from Mike.

(vii) Annual Radio On The Lawn (Nick Ferrio & Kate Taylor - in conjunction with Sadleir House) - June 24th 2009: Even though we didn't manage to wrap our ears around a Live Music Radio Project Day during the Fall/Spring Season this year, we saw so many other amazing Radio Project Days organised by James Kerr. We did however host our Annual Radio on the Lawn in conjunction with Sadleir House. The day and artist line-up were organised by Nick Ferrio (Sadleir House Staff & Former TRadio Programmer) with administrative support from Kate Taylor (TRadio Summer Operations Manager), and technical assistance by John Muir & Jill Staveley. The day started off well – and continued smoothly into the evening with minimal glitches. It was a hot hot day – and the delivery of frozen treats by Yvonne Lai was muchly appreciated. Performers included: Meagh Culkeen, Sean Conway, James Burrows and John Rose, Bob Withey, Drea, Kate Killoran, Mike Duguay and Jay Swinnerton. It is currently unknown as to whether or not the programming was downloaded from the logger and edited for repeat air-play.

(viii) Jam Camp (RC4G - AUG 2009): RC4G ran a session of Jam Camp again this year - with MUCH success. We were able to split the campers into two streams: Tech (including aspects of audio technology from analogue recording to digital sampling, re-skinning a drum kit to restringing a guitar, and of course, digital recording). As usual, Trent Radio was able to support RC4G with the loan of recording gear. We were able to set 2 campers up to co-engineer a recorded scrap book of the progress and creative accomplishments made throughout the week.

(ix) Lullaby Lullabye (SEPT/OCT 2009): Our annual StudioC project where we take advantage of all the amazing talents in the Peterborough Community. A simple project, where participants were asked to either come in to StudioC and record, or provide me with a recorded copy of a lullaby, either original works or traditional. The idea was for the album to be primarily a cappella, and to have no copyright issues so we could post it on the website, and have it free for download by anyone who wants it and finds it. Unfortunately, some of the most popular choices have copyright issues to contend with, so we will not be able to post the entire album on our website.

Copies will be given to all the participants, and additional copies will be made available to the public at a nominal fee (just enough to cover personal expenses in the creation of the hard copies). I still hope to include many of the tracks on our website, including liner notes and cover art for the general public to make their own copies of the disc.

Participants included: Dave MacQuarrie, Matthew Watson, Jean-Marc Pineau, Beau Dixon, The Oldest Child (Lee Appleby), Meagh Culkeen, The Figure Skaters of Canada (Mathias Kom & Jenny Gleeson), Nauni Parkinson, Leigh MacDonald, Jill Staveley, Joanne Rowland, Kate Story, Derek Bell, JD McCallen (Josh McCallen), Drea Nasager, Patrick Walsh, Dianne Latchford and Jean Greig.

(x) Live Off The Floor Radio Drama: With the creation of the Foley Boxes, and the presence, creativity and skills of one Mr. James Kerr - we have already seen one "Live Off The Floor" Radio Drama Session in StudioC. This is a wonderful step for StudioC and for Radio Drama at Trent Radio as it reinforces the notion of LIVE RADIO, and cannot rely on digital audio editing in the same manner that Track by Track, or Over Dub methods of recording do. Hopefully we will spend the next years learning the art of Foley, and providing that opportunity to our programmers and to the community at large.

INCOMPLETED/Progressive PROJECTS:

LMAD: I had intended on getting around to overhauling the LMAD Computer that currently lives at Sadleir House this spring. This project is currently on hold, until we can get the Local Music Archives at the station updated. The update will happen in cooperation with the PM & the IMA.

STUDIOC PROJECTS: I had planned opening up the studio for another 3 song/15 minute recording StudioC Project. Instead of posting it as an open invitation - I had planned on pulling in some community members who are still at the beginning stages of performing live/in front of people...and who will appreciate the experience of recording - and who aren't just trying to get their material recorded for promo etc. Even though this specific project did not happen this year - this is the ideal project type for StudioC. It not only offers our facilities and resources to our community members, but it also encourages and fosters community, as well as creating new and exciting LOCAL material for broadcast on Trent Radio

ROCK BLOCK: I have been contemplating the notion of a collaboration between RC4G & Trent Radio, outside of technical and gear support during camp each summer. RC4G just secured an office space at Sadleir House, with the intentions of offering some workshops/activities and other services throughout the school year. We will be starting small - but I am sure that both Trent Radio & RC4G will only benefit from a friendly collaboration where the facilities in StudioC can be used as a learning resource for participants of the workshops, and where RC4G is able to continuously provide Trent Radio with a "pound of flesh" every once in a while.

CONTINUAL: One of my main goals is (and probably always will be) is to clean out and clean up the cumulative pile(s) of items that belong to the "***I have no idea what to do with this***" category that has been added to by...well EVERYONE at Trent Radio over the years.

OWSP/TIP STAFF: *I have included general job descriptions and management structures for each position, as many things have changed over the years, and there currently seems to be a coherent and working system in place. These notes are for reference and for future use; these are not meant to indicate patterns or structures that must be followed in the future.*

STUDIOB (OWSP): *The StudioB Trainer position is managed by the PM, PD & GM. It is the one position at Trent Radio that receives direction from all 3 management staff positions. Essentially, the PM's role is to ensure that the StudioB Trainer understands their role at Trent Radio, sets up an appropriate schedule and sign-up method for training, can efficiently provide instruction at the level of training required for our volunteers to be granted access to StudioB, and maintains records of those who have been trained and general activity occurring within StudioB over the course of the year. Once the StudioB Trainer is set up, comfortable with the gear and their schedule, the PD steps in to suggest (and request) specific programming related projects to be completed. Via direct communication from the StudioB Trainer, the GM oversees all technical problems and/or gear issues as they arise during the year.*

Geoffrey Forrest is on the task for the 2009/10 Season. With an exceptional love for and dedication to Trent Radio, combined with a patient and encouraging demeanour very suitable for teaching and aiding users in StudioB, Geoff is overseeing training and usage in StudioB this year with ease. Geoffrey faced a bit of a learning curve at the start of the season, but has since received basic training and text resources from me, and has spent many hours learning the gear, and cultivating his audio composition aesthetics. Both John Muir & James Kerr have also spent time working with Geoffrey while he continues to expand his audio skills in the studio.

INCOMING MUSIC ARCHIVIST (OWSP): *The IMA position is managed by the PM, and works in cooperation with the PD & the GM. The IMA works directly with the PM to ensure that all incoming music at Trent Radio is dealt with (in some manner), that Programmers have access to the incoming music as quickly as possible, and that touring, local & independent bands receive recognition and response to any and all direct inquiries (via email). It is also the responsibility of the IMA to bridge the gap between music and our programmers through (a) informing the PD and Operators when a band is touring through Ptbo, and where their music is located for airplay, (b) informing touring bands how to schedule an interview on Smooth Operator, (c) responding to tracking requests and helping artists find appropriate shows/programmers to promote their music to directly, and finally (d) sending out a regular email to our programmers and volunteers with highlights of the newest music at Trent Radio.*

Alistair Rathbone is our Incoming Music Archivist this season. Alistair was hired on as the IMA Assistant last year, and was able to receive training, gain experience, and agree to fulfil the IMA position this Fall. It was a brilliant idea of John's to initiate the IMA Assistant position last year, as it has made the post-summer catch up a reasonable and painless experience (which I never truly thought was possible without working all summer). Alistair is very keen to be responsible for the Trent Radio Archives, and is the perfect blend of optimism, enthusiasm, patience and accountability for the position.

Alistair is well versed on his responsibilities, and we have developed a good working relationship so that he can oversee the management of the Music Archives while reporting to me on a regular basis to update/improve methods, tasks and work out any problems that may arise over the course of the year.

We will be hosting interviews for the IMA Assistant position (to start the end of November), and Alistair will be responsible for implementing training, and overseeing the work and progress of the Assistant.

Progress Stats – Sept08 to Mar09

CD16940 to CD17228 (much smaller volume of CDs sent to TRadio that normal)

SPOKEN WORD ARCHIVIST (TIP): *The SW Archivist is a position filled by a TIP Student each year, and we have been extremely lucky to experience a trend where each employee ends up working at Trent Radio for the duration of their degree at Trent. The SW Archivist position is managed by the PM, and has generally been an independent job/function to complete the tedious task of digitizing our Spoken Word Archive (cassette tape & compact disc formats). A few years ago we experienced the loss of our SW Computer which also saw the loss of the SW database. This has created the need to re-create the SW Database, which has been a slow process for the past 2 years.*

We are currently at a juncture where all of the CDs have been digitized and added to the server, and almost all of the cassette tapes have been digitised and the project is ready to be organised, managed, and made available to our programmers in an efficient manner.

Karina Daukaeva is our SW Archivist for her 3rd year now, and is truly a valuable resource for Trent Radio and for the SW Archives. She has grown to know the archives in a way that is now enabling her to take the task to the next level. Last year she expressed interest in not only making the archive more accessible to our volunteers and programmers, but also in spending time building and developing coherent organisational methods to include all types of Spoken Word files and document into the archives, as well as host a weekly programme that will showcase archival material as well as include new material available to the public for broadcast and subsequent inclusion in the archive. We have discussed the steps required to account for all possible files, and have looked into the multiple locations where SW archive files are currently stored at Trent Radio (Virtual Files on M:, TRadio Back-Up Programmes, PSAs in the Smooth Operator folder that hold relevance to our community, etc). Karina will continue to digitize the last of the cassette tapes, and accession new media sent to Trent Radio, complete, update and make functional the current SW Database, as well as work with the PM, PD & GM to create a coherent and cohesive system to include all SW media into a standardized file naming system, and availability via the SW Database. Karina has also oversees our coop student one day a week, while he does record input into the SW Database.

Progress Stats – Sept08 to Mar09

*** Tapes: #870 - #1006**

*** DB Records: #442 - #628**

*** Estimated completion date for ingesting: April 2010**

PHYSICAL PLANT (OWSP): *The Physical Plant position is managed by the GM, in cooperation with the PM. This position is responsible for the general upkeep of Trent Radio House, with a goal of creating a clean, tidy, organised and respected physical environment. It is not the responsibility of the Physical Plant worker to clean-up after all Trent Radio messes, but rather to encourage a state of physical grace where operators, staff, programmers, volunteers and guests want to do their part to maintain such order. It is however the responsibility of the Physical Plant worker to deal with garbage and recycling on a weekly basis, perform general cleaning duties including vacuuming, mopping and other such tasks that require time and focus for completion, as well as scheduled time slots that will not interfere with our regular programming.*

Geoffrey Forrest and Alistair Rathbone have agreed to take on this responsibility in tandem. This allows us to utilise our OSAP/OWSP hours as effectively as possible, as well as ensure that our current staff members are gaining and maintaining a familiarity with Trent Radio through being responsible for multiple facets of Trent Radio care and support. The only problem I have noticed thus far is possibly the notion that “certain things happen on certain days” – rather than taking a look around the building to see what *needs* to be done on a given shift. I would suggest (a) making a list of priorities for the PP position, and (b) ensuring that Geoffrey & Alistair keep up communication regarding completed tasks, and sick days/days off, etc. This can be completed by the two staff members, and will be suggested to them in my notes to them before I take Maternity Leave.

[end]