

TRENT RADIO BoD AGENDA 07 December 2009 - 7:00pm at Trent Radio House, 715 George Street North

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Board Minutes - 22 Nov 2009 before AGM &
22 Nov 2009 after AGM
03. Availability
 - Directors' availability ... over the next months & the summer
 - Setting Meeting Times for the BoD and AGM

Suggested Meeting Dates (Last Monday of each month)

Board Meetings

Mon 25 Jan 10	Mon 21 Jun 10
Mon 22 Feb 10	Mon 30 Aug 10
Mon 22 Mar 10	Mon 27 Sep 10
Mon 19 Apr 10	Mon 25 Oct 10

AGM Sun 21 Nov 10

- Setting Dates for Board Development Sessions
suggest first one on Mon, 18 Jan 10

04. Appointment of Officers & Committees
Report Proposals & Information for appointing Committees and Officers.
Duties of President & Chair; Vice-Chair & Secretary

Confirmation of Officers

- GM & VP
- Bookkeeper

- 05 Any Other Business

- 06 Set date for next BoD meeting (see above)

- 07 Adjournment

Trent Radio BoD

22 November 2009

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 22 November 2009, just PRIOR to the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

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

R E G R E T S: Steve McNabb.

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 duly constituted and called to order at 1:25pm, with Meaghan Culkeen acting as Chair, and John Muir acting as Secretary. An agenda was agreed upon and discussion followed.

02. The minutes of the previous Board meeting were presented.

UPON A MOTION duly made, seconded and carried the Minutes of the Board Meeting held on 02 Nov 09 were approved as presented.

03. The Annual Report, including the Financial Review prepared by McColl Turner Chartered Accountants, and the report of the Nominating Committee were presented.

UPON A MOTION duly made, seconded and carried the Annual Report was approved by the Board for presentation to the Membership at the AGM to follow.

05. It was noted that the next BoD is scheduled directly following the AGM.

06. This being that last meeting of the current Board, farewells and adieus were exchanged. There being no further business the meeting was adjourned at 1:45 p.m..

Meaghan Culkeen, President & Chair

John K Muir, General Manager

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Trent Radio BoD

22 November 2009

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 22 November 2009, just FOLLOWING the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen, Geoffrey Forrest, Andrew French, Lauren Larsen, Caileigh Morrison & Jacob Quinlan.

R E G R E T S: Steve McNabb

Also present: John Muir, General Manager.

Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at 3:50pm, with Meaghan Culkeen acting as Chair and John Muir acting as Secretary. An agenda was agreed and discussion followed.

UPON a MOTION duly made, seconded and carried, it was resolved that the appointment of officers and other matters will be decided at the next Board Meeting to be held at 7pm on 07 December 2009 at Trent Radio House, and Meaghan Culkeen will act as Chair and President, and that signing officer arrangements will continue as they are at present until that time.

There being no further business the meeting was adjourned at 4pm.

Meaghan Culkeen, President & Chair

John K Muir, General Manager

**Proposals & Information for appointing Committees and Officers
revised for the Board of Director's Meeting 07 December 2009**

Prepared by John K Muir with James Kerr & Jill Staveley

Trent Radio Committees for YE10

Trent Radio committees have evolved over a number of years to deal with on-going and particular circumstances. In many cases, its been hard to tell if a set of issues is related to something specific (a transmission plant, StudioC, new roof) or a series of cyclical and recurring concerns (fundraising, special events, transmission plant, StudioC, new roof &c)

In an effort to help the Board structure Trent Radio's committees, Jill Staveley, James Kerr, and I prepared the following background and proposals for consideration.

Trent Radio Community Committee: is co-chaired by the PD, and a Board Member, the latter will also act as "Social Convenor", and will include the PD Assistant, the StudioB Trainer, (the Summer Operations Manager during the summer) and other volunteers. The committee's work is to provide new opportunities for participation in TRadio activities from current and past programmers, as well as members of the general public. Following this, the committee will take on responsibility for; publicity in general and on-air promos and Trout Rodeo in particular; planning and organising open houses, "radio days" and special events on the TrentU campus and around town; and managing and developing "facebook" type interactions. The PD would lead on publicity and planning "radio days" with support from the PD Assistant, and StudioB Trainer, while the Social Convenor would led on open houses and social events with support from the committee as a whole. Both co-chairs would led on planning special events.

If this committee is to continue, the Board will need to appoint one of its members to act as co-chair and social convenor.

Sponsorship, Earned Revenue, and Grants Committee: This committee is to research, review and support these activities. This committee would comprise a Board Member, the GM & PM, and others such as needed or are available. This would cover items such as reviewing and making recommendations about Trent Radio's eleven year old sponsorship policy and set about preparing a new sponsorship brochure.

If this committee is to continue, the Board will need to appoint one of its members to act as chair.

Established Board and Other Committees:

Programme: PD Chair & volunteers + 1 Board Member if desired

Board Development: Prez & GM

TU & TCSA Liaison: Prez & GM

Physical Plant & Technical: GM & PM + 1 Board Member if desired

Radio Free Peterborough: Steve McNabb + 1 Board Member if desired

Nominating Committee: President + One or Two Directors + PD

Trent Radio Officers for YE10

The Board needs to appoint;

a) A Chair & President see attached by-law description

The Chair presides at meetings of the Board.

The President presides at meetings of the Membership.

b) Vice-chair - who acts when the Chair cannot.

b) A Secretary.

[end]

ARTICLE IV

4. OFFICERS

Election or Appointment

4.01. There shall be a President, and a Chair of the Board, and a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may determine by by-law from time to time, and as it may from time to time appoint. One person may hold more than one office except the offices of President and Vice-president. The President, and the Chair of the Board, and the Vice-chair of the Board shall each be elected by the Board at a meeting of the Board. In default of such election, the then incumbents shall hold office until his successor is elected or appointed. Officers of Trent Radio other than the President and the Chair of the Board, and the Vice-Chair may, but need not, be members of the Board, and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the Board.

Duties of Officers

4.02. CHAIR OF THE BOARD - The Chair of the Board of Directors shall, when present, preside at all meetings of the Board of Directors of Trent Radio. He shall ensure the preparation of a proper agenda, including follow-up of matters and responsibilities heretofore assigned, for all such meetings and due notification of the members of the Board of time and place of meetings and where appropriate of particularly significant or urgent matters to be introduced thereat.

4.03. VICE-CHAIR OF THE BOARD - The Vice-chair of the Board of Directors shall perform the duties of the Chair in the absence or inability to act of the Chair and shall, in addition render assistance to the Chair in the performance of such duties when called upon to do so.

4.04. PRESIDENT - The President shall, when present preside at all meetings of members of Trent Radio. The President shall also be charged with the general and overall management and supervision of the affairs and operations of Trent Radio. The President with the Secretary and other officer appointed by the Board for the purpose shall sign all by-laws. During the absence or inability of the President to act, his duties and powers may be exercised by the Vice-president or such other director as the board may from time to time appoint for the purpose, and where the Vice-president or such other director appointed exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

4.05. SECRETARY - The Secretary shall be ex officio clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose and, without limiting the generality of the foregoing, a register of directors and a register of members except in circumstances where the provisions of Section 2.05 (a) of Article II apply, in which case Trent University shall make and keep a register of members admitted as members under the provisions of Section 2.05 (a) of Article II, showing the date of their elections or approval and of their respective retirements or removal. He shall give all notices required to be given to members and directors. He shall be the custodian of the seal of Trent Radio and of all books, papers, records, correspondence, contracts and other documents belonging to Trent Radio which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such a person or person as may be named in the resolution, and he shall perform other such duties as may from time to time be determined by the Board of Directors.