

TRENT RADIO BoD AGENDA
25 January 2010 at 7:30pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 07 Dec 2009.
03. Business Arising not covered in other reports (none).
04. Committee Reports:
 - a) Trent Radio Community Committee - next meeting.
 - b) Earned Revenue - next meeting.
05. Operations Report: - JK Muir.
 - a) Financial Statements to 31 Dec 10 - subject to Financial Review.
 - b) General Manager's Report.
06. Any Other Business
 - a) To avoid conflict with reading break, change of next Board Development Meeting to 08Feb10 at 7:30pm.
 - b) Staffing.
07. Next BoD meeting set for Mon 22 Feb 10 at 7:30pm.
08. Adjournment.

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 07 December 2009, at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen , Geoffrey Forrest, Andrew French, Lauren Larsen, Steve McNabb (by telephone), Caileigh Morrison & Jacob Quinlan.

R E G R E T S: none.

Also present: John Muir, General Manager,

01 Notice of this meeting having been made to all the Directors, and a majority being not being present, the meeting was declared duly constituted and called to order at about 7:15pm, 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 22 Nov 2009 were approved as presented and amended.

03. Availability: Discussion followed about each Board Member’s availability over the next few months and the coming summer. Meaghan Culkeen , Lauren Larsen, & Jacob Quinlan indicated that they intend to be in Peterborough over the summer.; Geoffrey Forrest & Caileigh Morrison expect to be out of town but may be available for meetings given enough notice; Andrew French is not sure of his summer plans; and Steve McNabb will available by telephone as usual.

The following dates were set for meetings:

Board Meetings at 7:30 p.m. on the last Monday of each month where possible.

- | | |
|---------------|---------------|
| 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 |

Annual General Meeting of Members (AGM) Sunday, Sun 21 Nov 10

The first Board Development session was set for 7:30pm on 18 Jan 2010

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

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

UPON A MOTION duly made, seconded and carried unanimously; Geoffrey Forrest, Andrew French, Lauren Larsen, Caileigh Morrison were appointed to the Trent Radio Community Committee; Meaghan Culkeen and Jake Quinlan were appointed to served on the Sponsorship, Earned Revenue, and Grants Committee; Lauren Larsen was appointed Secretary, Caileigh Morrison was appointed Vice-Chair,; and Jake Quinlan was appointed President and Chair.

It was noted that appointment of the Nominating Committee will be made at the 30 Aug 2010 Meeting.

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

05. A brief discussion followed regarding cheque signing arrangements. **UPON A MOTION** duly made, seconded and carried unanimously, Meaghan Culkeen & Jacob Quinlan will co-sign Trent Radio cheques, until Mr. Quinlan is registered at the bank as President and Chair.

06 – 07. It was noted that the next Meeting is scheduled for Mon, 25 Jan 10 at 7:30pm. There being no further business the meeting was adjourned at 7:45pm.

Meaghan Culkeen, President & Chair John K Muir, General Manager

Note: John Muir will call the bank to set up an appointment for the morning of Wednesday, 16 December 2009 to change signing officers.

Trent Radio Comparative Balance Sheet (subject to review & adjustment)

ASSETS	As At 09-12-31	As At 08-12-31	LIABILITIES	As At 09-12-31	As At 08-12-31
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	0.00	4,907.61
Boost & Freq Acct	5.93	5.93	Contract Obligation	3,281.28	44,788.64
General Funds Montreal	2,939.19	1,889.81	Deferred Income	695.00	695.00
ING Savings	10,073.94	16,355.35	Accrued Liabilities	0.00	0.00
Cash In Bank	13,019.06	18,251.09	Trillium StudioC	5,638.26	16,781.10
Petty Cash: Programming	0.00	0.00	CPP Payable	(0.00)	0.00
Petty Cash: Admin	0.00	(966.38)	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	1,949.69	(296.78)	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	1,949.69	(296.78)	TOTAL CURRENT LIABILITIES	9,614.54	67,172.35
Student Levy Receivable	28,220.13	18,918.75	LONG TERM LIABILITY		
Prepaid Expenses	756.10	519.20	CO Long Term Loan	55,903.99	15,000.00
TOTAL CURRENT ASSETS	43,944.98	36,425.88	Deferred Contribution	15,712.57	22,912.17
			TOT. LONG TERM LIABILITY	71,616.56	37,912.17
FIXED ASSETS			TOTAL LIABILITIES	81,231.10	105,084.52
Land	10,000.00	10,000.00	NON-SHARE EQUITY		
Buildings	94,439.07	94,439.07	Retained Surplus/(Deficit)	(32,607.14)	(24,075.28)
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)	(32,607.14)	(24,075.28)
Technical Renovations	9,913.00	9,913.00	Current Surplus/(Deficit)	48,218.75	34,697.26
Fixed Assets at Cost	372,465.68	372,465.68	TOTAL NON-SHARE EQUITY	15,611.61	10,621.98
Accumulated Depreciation	(319,567.95)	(293,185.06)	LIABILITIES AND EQUITY	96,842.71	115,706.50
TOTAL FIXED ASSETS	52,897.73	79,280.62			
TOTAL ASSETS	96,842.71	115,706.50			

Trent Radio Comparative Income Statement (subject to review & adjustment)

	09-09-01 to 09-12-31	08-09-01 to 08-12-31		09-09-01 to 09-12-31	08-09-01 to 08-12-31
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	6,384.00	6,840.00
Provincial Grants	0.00	0.00	Technical Wage	4,400.00	0.00
Municipal Grants	<u>0.00</u>	<u>0.00</u>	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	0.00	0.00	Administrative Wage	13,230.00	14,004.00
			Benefits	524.00	0.00
FUND RAISING			CPP Expense	1,118.50	911.70
Corporations	0.00	0.00	EI Expense	620.57	504.72
Foundations	0.00	0.00	Total Wages & Benefits	26,277.07	22,260.42
Private	475.00	10,391.83	Programming Fees	0.00	4,253.63
Leadership	0.00	0.00	Technical Fees	0.00	4,700.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	475.00	10,391.83	Administrative Fees	512.50	575.00
Trent Student Memberships	82,500.00	75,000.00	Total Fees	<u>512.50</u>	<u>9,528.63</u>
Commercial & Non-profit	0.00	150.00	TOTAL PERSONNEL	26,789.57	31,789.05
Individual Memberships	260.00	500.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	82,760.00	75,650.00	Publicity & Promotions	165.00	0.00
Special Events	448.00	453.16	Equipment Rental	0.00	200.00
Special Events Expense	0.00	0.00	Line Rental	1,154.16	1,084.04
Net Special Events	448.00	453.16	Rental Other	40.00	100.00
Fundraising	0.00	20.00	Net Rentals	1,194.16	1,384.04
Fundraising Expense	0.00	0.00	Postage & Delivery	0.00	8.79
Net Fundraising	<u>0.00</u>	<u>20.00</u>	Office Supplies	322.46	155.88
TOTAL FUND RAISING	83,683.00	86,514.99	Telephone	350.54	411.77
			Utilities	1,308.22	1,394.22
EARNED REVENUE			Programming & Licence	210.00	7,232.41
ON AIR Sponsorship	0.00	2,500.00	Building R & M	821.54	639.76
ON AIR Sponsorship Expense	0.00	(450.00)	Building R & M Upper Apt	95.60	4.15
Net ON AIR Sponsorship	0.00	2,050.00	Technical R & M	2,437.43	7,043.83
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	3,354.57	7,687.74
Net Other Sponsorship	1,945.80	153.16	Professional Fees	0.00	50.00
Tape Sales	0.00	0.00	Insurance	4,418.16	4,373.62
Tape Sales Expense	0.00	0.00	Travel	50.00	176.95
Net Tape Sales	0.00	0.00	Volunteer Expense	265.29	191.56
Rental Income	2,780.00	2,780.00	Bank Charges	46.00	56.50
Net Misc Sales & Services	<u>200.00</u>	<u>90.00</u>	Mbanx Loan Interest	1,658.51	1,448.77
TOTAL EARNED REVENUE	4,925.80	5,073.16	Net Interest	1,658.51	1,448.77
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	322.62	590.53
Interest Income	65.43	96.74	Bad Debts	0.00	0.00
Micellaneous Revenue	0.00	0.00	Miscellaneous	0.38	35.80
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	13,665.91	25,198.58
TOTAL MISC REVENUE	65.43	96.74	TOTAL EXPENSE	40,455.48	56,987.63
TOTAL REVENUE	88,674.23	91,684.89	NET INCOME	48,218.75	34,697.26

General Manager's Report for the Board of Director's Meeting 25 January 2010

Prepared by John K Muir

a Financial Statements to 31 Dec 09 - please see attached

b General Manager's Report

- i. Entre-Season: was well organised and executed by Joseph Osawamick, our HS Coop Student who finished the placement on 22 Jan 10. Our thanks to Joseph for this and all his good work throughout the fall and beyond. I understand that he may be back as a volunteer, and may bring his drum group "Armour Hill" from time to time. In addition to a recording of the "In From the Cold" concert, a wonderful production of "Child Christmas in Wales" (read by Giles Bryant), and a recording of the CBC sponsored rendition of "A Christmas Carol" were broadcast throughout Christmas Day.
- ii. Repair & Maintenance - Shutdown: Beyond cleaning and dusting, no major equipment or plant repairs repair were undertaken during the break.
- iii. Audio Trouble: Since August 2009 there have at least three problem instances (Aug27th 2009 and then Jan 7th & 15th 2010) with the audio lines from Trent Radio House to the transmitter site. The trouble appears to be a bad line between the telephone pole near the eastern edge of our property to the patch box on the east side of George St, in front of the townhouses to the north, which has caused the loss the "left" audio channel.
- iv. The list of those authorised to sign at our bank has been updated.
- v. Sponsorship Director: Jill Staveley has agreed work with me in negotiating a contract for her to take this on in addition to her other work here. Compilations of sponsorship copy and related materials for the past ten years were prepared to give her a detailed orientation of this activity. There should be a preliminary contract and report for the next Board Meeting.
- vi. TrentU Student Memberships: *This just in...* TrentU paid the remainder of student membership fees due today, bringing the total student memberships for YE10 to \$83,670.00 For comparison see the chart below.

1999	2000	2001	2002	2003	2004
53,325	57,214	59,516	54,813	68,206	83,644
2005	2006	2007	2008	2009	2010
88,744	93,466	89,044	80,160	83,845	83,670

- vii. City of Peterborough Community Investment Grants for 2010: Applications are now available and due on or before Fri, 12Feb10.

[end]