

## **TRENT RADIO BoD AGENDA 22 March 2010 - 19:30**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 22 February 2010
03. Fundraising Committee Report (Geoffrey Forrest)  
Kari-oink-e 27Feb10 \$415.55/MoHo 13Mar10 \$556.00 Total \$ 971.55  
Framed and Signed MoHo Posters to participating artists
04. Operations Report
  - a) Financial Statements to 28 February 2010 - see attached
  - b) Sponsorship Manager's Report (J Staveley) - see attached
  - c) Rough Plan for the Summer 2010 - see attached
  - d) Trout Rodeo - the Year in Review prototype released
  - e) Stephanie Bailey has taken on the vacant PD's Assistant position.
  - f) Reminder <http://www.trentradio.ca/mshts/> trouble  
"Fatal error: Allowed memory size ... exhausted"  
Note: Next Meeting to include the Programme Director's Report.
05. Other Business
06. Next Meeting (Mon, 19 Apr 10)
07. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 22 February 2010,  
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,  
Caileigh Morrison & Jacob Quinlan. Steve McNabb joined half-way through the Meeting

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 present, the meeting was declared duly constituted and called to order at about 7:35pm, with Jacob Quinlan acting as Chair. 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 25 Jan 2010 were approved as presented and amended.

03. Committee Reports:

Geoffrey Forrest and Karina Daukaeva led the Trent Radio Community Committee report taking the Board through the details (volunteering, posters, expenses, performer recognition) of an upcoming radio day (Geek Day 26 - Feb 2010), and two fundraising events - "KareOinke Night", 27 Feb 2010 at the Pig's Ear; and "MoHo Night" 13 Mar 2010 at the Montreal House. Individual members of the Board will volunteer to expedite both evenings.

The Earned Revenue committee will make a report at the next BoD meeting.

04. It was noted that there will be a presentation from the "Trent Radio Community Committee", and the "Earned Revenue Committee" will report at the next Meeting.

05. Operations Report: The Financial Statements to 31 January 2010 and the General Manager's report were presented and discussed. There was a generous (\$400) donation from a community member, and there is an increase of funds received from government advertising, though revenue and fundraising is down from the previous year. At this juncture Steve McNabb joined the meeting by telephone. The General Manager's report consisted of the financial particularities regarding the furnace that had to be replaced, as well as expenses regarding the SOCAN licence and that the CSJ proposal had been submitted. As part of the this report, it decided that Trent Radio shall borrow the sum of \$6,000 from John Muir and commencing 01 March 2010 will pay only interest, on a monthly basis at the rate of 8.5% (subject to bank rate fluctuations) until YE11 - 31 August 2011. At that time a plan to pay back the principal can be made. John Muir declared a conflict of interest in the matter of the loan

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

06. Other Business: There was discussion about organising a campaign for a levy increase during the next TCSA run election period. It was decided to go head in the 2010-2011 school year, due to an adjudged increase in good-will for Trent Radio.

It was noted that the OWSP funding Programme Director's Assistant position is vacant.

07 - 08. . It was noted that the next Board meeting is scheduled for Monday, 22 March, 2010. There being no further business, the meeting was adjourned at approximately 8:15pm.

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Jacob Quinlan, President & Chair

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Lauren Larsen, Secretary

**Notes to the Fundraising Committee Report for Trent Radio BoD 22 March 2010**  
**From James Kerr - PD**

1) Fundraising this year went well.

2) Karaoinke was more lucrative than last year, however the Pig's Ear has stopped holding events of that kind. I believe we were only able to hold it because Jill Staveley is such a woman about town. There was more opposition at the door from patrons hesitant to supply cover than in the previous year. This event is not something we will likely be able to do in the future.

3) he Montreal House event was easy to do, the staff were very friendly, and the bands played very well. However, door security was relaxed, resulting in many of even our own Trent Radio folks coming for the event from the back door never knowing there was cover in the first place. This is an event we should continue in the future as we can, however, Gagner - the major draw of the evening - has now formally disbanded.

4) Karina Daukaeva was instrumental in poster design and distribution to promote these events. She and Geoffrey Forrest as well as the other members of the Trent Radio Community Committee. The Community Committee was instrumental in fundraising and event days this year. The key advantage was sitting down at the beginning of the year and plotting them out entirely in one session, then with two successive follow-up meetings to confirm dates as they changed given bookings. This is the method that should be employed in the future to schedule the year, and should be done some time in late September or early October as soon as the schedule seems remotely scheduled.

[ends]

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

ASSETS		at 28 Feb 2010	at 28 Feb 2009	LIABILITIES	at 28 Feb 2010	at 28 Feb 2009	
CURRENT ASSETS				CURRENT LIABILITIES			
Raffle & Bingo Acct	0.00	0.00		Accounts Payable	(3,693.91)	2,132.87	
Boost & Freq Acct	5.93	5.93		Contract Obligation	2,973.25	44,788.64	
General Funds Montreal	1,741.81	5,431.87		Deferred Income	695.00	695.00	
ING Savings	27,605.72	21,410.38		Accrued Liabilities	0.00	0.00	
Cash In Bank		29,353.46	26,848.18	Trillium StudioC	5,638.26	16,781.10	
Petty Cash: Programming		0.00	0.00	CPP Payable	(0.00)	0.00	
Petty Cash: Admin		(9.61)	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	1,600.69	1,397.88		Health Benefit Payable	0.00	0.00	
Doubtful Accounts	0.00	0.00		Other Withholdings Net		0.00	0.00
Receivables Net		1,600.69	1,397.88	TOTAL CURRENT LIABILITIES	<u>5,612.60</u>	<u>64,397.61</u>	
Student Levy Receivable		0.00	0.00				
Prepaid Expenses		763.40	519.20	LONG TERM LIABILITY			
TOTAL CURRENT ASSETS	<u>31,707.94</u>	<u>28,765.26</u>		CO Long Term Loan	61,903.99	15,000.00	
				Deferred Contribution	15,712.57	22,912.17	
FIXED ASSETS				TOT. LONG TERM LIABILITY	<u>77,616.56</u>	<u>37,912.17</u>	
Land	10,000.00	10,000.00		TOTAL LIABILITIES	<u>83,229.16</u>	<u>102,309.78</u>	
Buildings	100,339.07	94,439.07					
Office Equipment	20,774.21	20,774.21		NON-SHARE EQUITY			
Technical Equipment	237,339.40	237,339.40		Retained Surplus/(Deficit)	(32,607.14)	(24,075.28)	
Technical Renovations	9,913.00	9,913.00		Previous Year-end Adjustments	0.00	0.00	
Fixed Assets at Cost		378,365.68	372,465.68	Net Retained Surp/(Def)		(32,607.14)	(24,075.28)
Accumulated Depreciation		<u>(319,567.95)</u>	<u>(293,185.06)</u>	Current Surplus/(Deficit)		<u>39,883.65</u>	<u>29,811.38</u>
TOTAL FIXED ASSETS	<u>58,797.73</u>	<u>79,280.62</u>		TOTAL NON-SHARE EQUITY	<u>7,276.51</u>	<u>5,736.10</u>	
TOTAL ASSETS	<u><u>90,505.67</u></u>	<u><u>108,045.88</u></u>		LIABILITIES AND EQUITY	<u><u>90,505.67</u></u>	<u><u>108,045.88</u></u>	

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

	01Sep09-28Feb10	01Sep08-28Feb09	EXPENSE	01Sep09-28Feb10	01Sep08-28Feb09
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	9,424.00	9,880.00
Provincial Grants	0.00	0.00	Technical Wage	4,400.00	1,000.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<b>0.00</b>	<b>0.00</b>	Administrative Wage	16,380.00	20,228.00
FUND RAISING			Benefits	524.00	0.00
Corporations	0.00	0.00	CPP Expense	1,384.94	1,359.82
Foundations	0.00	0.00	EI Expense	770.50	753.34
Private	1,220.00	11,416.08	Total Wages & Benefits	32,883.44	33,221.16
Leadership	0.00	0.00	Programming Fees	0.00	6,386.50
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	5,700.00
Net Donations	1,220.00	11,416.08	Publicity Fees	0.00	0.00
Trent Student Memberships	83,670.00	83,845.38	Administrative Fees	987.50	850.00
Commercial & Non-profit	0.00	275.00	Total Fees	987.50	12,936.50
Individual Memberships	460.00	520.00	<b>TOTAL PERSONNEL</b>	<b>33,870.94</b>	<b>46,157.66</b>
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	84,130.00	84,640.38	Publicity & Promotions	212.10	0.00
Special Events	408.00	493.16	Equipment Rental	200.00	200.00
Special Events Expense	0.00	0.00	Line Rental	1,964.52	1,838.28
Net Special Events	408.00	493.16	Rental Other	40.00	100.00
Fundraising	0.00	20.00	Net Rentals	2,204.52	2,138.28
Fundraising Expense	0.00	0.00	Postage & Delivery	21.58	8.79
Net Fundraising	0.00	20.00	Office Supplies	406.18	162.88
<b>TOTAL FUND RAISING</b>	<b>85,758.00</b>	<b>96,569.62</b>	Telephone	529.84	623.20
EARNED REVENUE			Utilities	1,928.26	2,163.20
ON AIR Sponsorship	0.00	2,500.00	Programming & Licence	887.30	7,232.41
ON AIR Sponsorship Exp	0.00	(450.00)	Building R & M	1,308.58	1,098.76
Net ON AIR Sponsorship	0.00	2,050.00	Building R & M Upper Apt	95.60	4.15
Net "RADIO PAPER"	0.00	0.00	Technical R & M	2,683.20	7,762.64
Net Other Sponsorship	1,945.80	2,002.85	Net Repair & Maintenance	4,087.38	8,865.55
Tape Sales	0.00	0.00	Professional Fees	0.00	50.00
Tape Sales Expense	0.00	0.00	Insurance	4,418.16	4,373.62
Net Tape Sales	0.00	0.00	Travel	50.00	176.95
Rental Income	4,170.00	4,170.00	Volunteer Expense	385.63	191.56
Net Misc Sales & Services	200.00	90.00	Bank Charges	63.00	79.50
<b>TOTAL EARNED REVENUE</b>	<b>6,315.80</b>	<b>8,312.85</b>	Mbanx Loan Interest	2,481.42	2,269.59
MISCELLANEOUS REVENUE			Net Interest	2,481.42	2,269.59
Interest Income	97.29	152.68	Depreciation	0.00	0.00
Micellaneous Revenue	0.00	0.00	GST Paid	740.75	693.78
Amortisatn Dfrd Contribtns	0.00	0.00	Bad Debts	0.00	0.00
<b>TOTAL MISC REVENUE</b>	<b>97.29</b>	<b>152.68</b>	Miscellaneous	0.38	36.80
<b>TOTAL REVENUE</b>	<b>92,171.09</b>	<b>105,035.15</b>	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<b>18,416.50</b>	<b>29,066.11</b>
			<b>TOTAL EXPENSE</b>	<b>52,287.44</b>	<b>75,223.77</b>
			<b>NET INCOME</b>	<b>39,883.65</b>	<b>29,811.38</b>

**Sponsorship Director's Report for BoD 22 March 2010**  
**prepared by Jill Staveley**

Please accept this preliminary report on the current situation regarding Trent Radio Sponsorships as an informational resource.

I have been wading through the daily tasks of new motherhood, and am slowly seeing the shore that is (relatively) predictable working times at home, and a baby who is amenable to outings and listening to her mother talk to strangers.

**Current State:** With information provided to me by John Muir, I have been able to put together a Spread Sheet document with all of our past Sponsors. This document includes (a) The business (b) contact person - when information was available (c) year(s) sponsored (d) contact information (e) previous text copy of their sponsorship ad.

I have also put together a new Sponsorship Brochure that reflects the current tiered sponsorship opportunities for local businesses created in part by previous rates, and a more flexible template put in place by Miriam Stucky. The new brochure is a little more flashy than the old one, and I hope it will increase our visibility as an "advertising" resource, as well as a community project worth investing in.

When I could not find the time (during open/office hours) to contact local businesses and previous sponsor organisations, I did some preliminary emailing around. I sent about 15 emails out to previous sponsors, and did not get a single response. I believe the lack of response was due to (a) the fact that I have not been able to use my trentradio.ca account from home - and possibly was passed by in the email world, and (b) most people will respond positively to such an opportunity if met in person, or over the phone.

**Plans & Progress:** I have made initial contact with KEGI through Ryan Kemp (booker/promoter at The Red Dog). Ryan has expressed interest in helping Trent Radio by offering show tickets that we can raffle off, as well as using it as an additional method of show promotion. The resources that we can provide to venues such as this (interviews, promo on Smooth Operator) are rarely taken full advantage of. Ryan is currently "breaking the ground" with his manager/boss for us, and I hope to meet with them soon to discuss a potential sponsorship agreement outside of the regular resources we can provide their venues.

I have also spoken with John Punter from The Pig's Ear Tavern, who is interested in making a donation to Trent Radio. I suggested that instead of a donation, that The Pig's Ear become a Sponsor of Trent Radio. He has to discuss this business decision with his wife and business partner.

**Goals:** Over the next two weeks I will be approaching local businesses by phone and in person with the hopes that (a) we can get our 2008/09 sponsors back on board, and (b) we can create relationships with a few new local businesses.

I will be preparing a full report on the success of this project for the April (End of Season) Board Meeting.

[ends]

## **A ROUGH PLAN for the 2010 Summer Season for consideration by the BoD 22 March 2010**

### **NEED**

- There are no full-time staff people for the summer
- With volunteers fulfilling some programming and other tasks we can continue for the Summer Season with limited hours and reduced operations.

### **THE PLAN**

- Trent Radio will be on the air from Mon 03 May to Fri, 13 Aug 10 (fifteen weeks); 5pm to Midnight, up to seven evenings per week.
- The actual days will be determined at the Summer Programming Planning meeting to be held on Sunday, 18 April 10 at Noon, at the Trent Radio House kitchen.
- During the summer OPERATORS have the enhanced responsibility of recruiting Programmers and determining the content of their evening, this is why they are called EXECUTIVE PRODUCERS.
- A SUMMER OPERATIONS & INFORMATION MANAGER (SOIM) shall be responsible for organising and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that Office Hours shall be 1pm to 4pm, with the SOIM in attendance from Noon to 7:30 when possible and this is subject to change. (NOTE: A grant application has been made to fund this position)
- As the SUMMER PROGRAMME COMMITTEE, the SOIM in concert with \*all\* the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 5pm - Midnight period.
- (NOTE: Programmers wanting to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS to see the General Manager - John Muir.)
- Studio A will be a "daytime" production facility, while StudioB and StudioC will be closed.
- The PD contract will be extended such that the PD will work on "packaging" previously broadcast programmes for future use from 17 May to 25 June 2010, exclusively using StudioB.

### **FORMAT, CONTENT & SUPPORT**

The format for each evening is suggested as follows to comply with Trent Radio's license.

17:00 - 17:30	smooth operator" announcements &c
17:30 - 19:30	music show
19:30 - 21:00	music show
21:00 - 22:00	spoken work or foreground programming
22:00 - 00:00	show

- 35% of all music selections played must be Canadian Content
- it is suggested that at least one of the music programmes be FOREGROUND format ( see attached for a description)
- CONTENT is to varied and comprehensive.
- EXECUTIVE PRODUCERS shall provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (ie 5pm-Midnight).

### **DATES**

- Summer Season PLANNING Meeting Sunday, 18 April 2010 and first deadline for SUMMER programme proposals
- Summer Season 03 May to 14 Aug 10 @ noon - fifteen weeks
- Potential Summer Radio Camps Weekends Not this year
- Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers - Friday, 13 Aug 10
- No REUNION WEEKEND is planned for this year
- SHUTDOWN from 15 Aug until 06 Sep 10 (Labour Day)
- PD returns on Mon, 30 August 2010
- FALL PRE SEASON commences on Tuesday, 07 Sep 10
- The REGULAR SEASON starts two weeks later on Monday, 20 Sep 10
- Deadline for Fall 2010 Programme Proposals: Friday, 17 Sep 10 @ noon

## **WHAT IS AN SUMMER EXECUTIVE PRODUCER? (only part of what you were afraid to ask)**

**EXECUTIVE PRODUCERS** are volunteers responsible for Trent Radio and its programming. They take on the role of Operator and select the programmes for their evening. Executive Producers together with the Summer Operations Manager form the Summer Programming Committee which is charged with the responsibility of fulfilling Trent Radio's obligations and commitments to Programmers, the CRTC, the community, sponsors, &c Please see Summer Operations Manager's job description to see how this fits together.

Executive Producers are experienced Programmers who are chosen for their proven ability and trustworthiness and commitment to community radio.

While "on duty" at TRadio House, we act as Programme Director and General Manager and are vested with that responsibility and authority. Even if they happen to be in the building during our shift, our position remains unchanged, we're still "in charge". We must arbitrate in the best interests of, and according to the policies of Trent Radio.

These are the basic responsibilities of our position:

### **PROGRAMME SELECTION**

Pursuant to Trent Radio's licence granted by the CRTC, programming functions shall be rendered in accord with the Organisation's aims as a broadcaster (see attached), in support of, and in partnership with programmers, independent of external or commercial influence, and in consideration of Trent Radio's tradition of promoting varied and comprehensive programming and tolerance, permitting any lawful expression.

Also, at least 35 % of all music played must be Canadian, (all music programmers should include Canadian Content ... its out there)

At least twenty-five percent of programming before 10pm must be Spoken Word or Foreground.

Does all this seem a bit legalistic ... this ROUGH PLAN should help guide decisions as to balance and timing.

### ***Some questions to ask during programme selection:***

Is this interesting? And can they pull it off? Is the programme direction clear, or does it look like they just want to play hits or requests? What will I need ask them to find out? What will I need to do to help them?

After the process of calling, negotiating and confirming the programmers for your evening, prepare a listing of programme titles with a brief description along with the name, phone number address and membership status for each programmer.

### **PROGRAMMER SUPPORT: CONTENT and TECHNICAL**

This would involve establishing a working relationship with our programmers, helping them to develop their programme ideas. A programmer will also need some technical training.

We also need to ensure that we have their name, address, phone number, membership status etc.

We should keep one ear cocked towards the radio during our shift (which should be playing at all times) to do our own private monitoring of the programmes. Are levels too low/high? (It really helps if Programmers are wearing headphones)

### **[did you know the Industry Canada regulations require wearing headphones if operating the transmitter with the studio speakers muted?]**

Do Programmers sound like they're having problems? Do you hear anything at all?

Listen to their programmes for the non-tech stuff. Feedback (of the non- technical kind) makes a huge difference for Programmers. Knowing one is not operating in a vacuum is comforting and builds a sense of community. Constructive criticism, when done with respect, can be valuable. Most Programmers want comments on how they're doing and need someone to bounce ideas off. We provide moral, critical, and technical support. This is what Trent Radio is all about - this is the partnership between the Programmer and us.



**OPERATING** - there are two vital aspects tied for first place in importance; one is monitoring what goes on air, the other is ensuring something is there to be monitored.

The first is accomplished through the use of a Computer Logger. This must be in working properly and recording all aired programming. Its importance cannot be stressed enough. Without it, the CRTC (Canadian Radio and Telecommunications Commission) may revoke or refuse to renew our broadcasting license. This would be a very bad and awkward thing. Best case scenario means a trip to the CRTC for apologies.

The Computer Logger is set to record an audio file every hour on the hour, and store these files for 30 days.

Executive Producers must "monitor" the logger audio and web page periodically, and ensure that it is working. Should the logger fail, all programming must stop and the Programmer should sign-off, unless recording can be done by alternate means. Logger audio can be monitored from the back rack in StudioA, and the web page is at <http://www.trentu.ca/trentradio/logger/lgrrep/rep.txt>

We must ensure continuity in programming (to get to the second aspect), which means we make sure something is on-air during scheduled programming time. The first rule of radio is "Show Up".

Programmers have been known to neglect showing up for their time. We must be prepared to perform impromptu shows (if we desire) or plop a pre-recorded tape or audio file in to play. Try and determine why there was a "no-show" and make a note in the OPERATORS BOOK. We should discuss the best way to resolve a continuing problem with our evening's partner and the Summer Operations Manager.

Some Programmes are customarily pre-recorded, so make sure where the show is so you can air them when they are scheduled.

#### **AUTHORITY:**

Programmers and other occupants of the house are obliged to take direction from the Executive Producer. Drug or alcohol use (except for coffee or cigarettes) is not allowed on the premises, and Executive

Producers are obliged to enforce this rule. (l.h.'s note: broadcasting while intoxicated usually makes for boring programming.)

If Programmers are acting irresponsibly in the studio, or anywhere else in the building, they should be warned, and if necessary, asked to leave. Remember, we must make decisions in the best interests of Trent Radio. Violence and/or assholes shall not be tolerated.

Most conflicts or concerns should be resolved after a Programmer is finished their programme. Most, that is. If a Programmer is spewing out nasty, hateful words they should be stopped. Go in and talk with them as soon as the microphones are off. Try calm, collected conversation. Disagreement or opinion-voicing is one thing, propagating intolerance and hate is quite another. Remember basic Trent Radio tenets. And Think before you intervene. This will have to be reported; what was your rationale, how best to act, etc.?

Also, don't give out Programmers' phone numbers to strangers. If the caller is insistent, ask for their number and call the Programmer yourself to give them the caller's number.

Remember that you're not alone. Talk with your fellow Producer's and do not hesitate to call the Summer Operations Manager or General Manager.

(john muir's note: with these responsibilities and the authority to carry them out, Executive Producers should remember that making radio is a creative act and Programmers may exhibit a florid artistic temperament - or even temper.) (kristina's note: nobody is allowed to jump on your head without good reason.)

**SECURITY** - non-members are not allowed in the house after office hours. However, tours can be given, at your discretion. Use your head. Any guests the Programmer brings in are, of course, welcome, \*IF\* they are part of the programme. We should dissuade Programmers from entertaining an in-studio fan club.

Trent Radio has an alarm system. Learn how to set and disarm it. (Another lisa howard note: if for any reason you are in a situation where someone is threatening you while in the building, you may set the alarm and activate it by moving across the beam in the hall way. If the alarm doesn't scare the person, the General Manager showing up might.

Trent Radio's alarm system is only good for a few things. This is one of them.

Also, do not hesitate to call 9-1-1 from anywhere in the building if you need help, and use the spy hole in the door to check out who you might be letting in before opening the door.

Once during the evening do a quick walkaround of the building. Are both flood lights working in the back area parking lot, are both porch lights on, is the exterior front door light working? Please note problems in the Operator's book.

As the building, equipment, security and such is the General Manager's bailiwick. Please report any damage, theft and security concerns to him.

Try as best you can to fix things, and write it up in the log and email John – [jkmuir@trentradio.ca](mailto:jkmuir@trentradio.ca)

**HARDWARE** - Make a note of what is needed, what is missing, what has finally decided to give up the ghost. There should be some spare items in the OPERATOR's room, e.g. turntable styli, music sheets, light bulbs, etc. Part of the tech end of the job.)

**TELEPHONE** - Get to know your Programmers and judge as to whether intercepting phone calls during their show would help keep things on a more even keel. It can be very disruptive for the Programmer if all their friends try calling while they are on. Refer all phone calls regarding music tracking to Jean Reno's email ([jreno@trentradio.ca](mailto:jreno@trentradio.ca)), and take THOROUGH MESSAGES in the messages book. Callers feedback should be passed on to the Programmer, and may warrant a discussion. Was the caller "out of their mind"? Was there something in it at all? In taking a complaint, listen to determine precisely what the complaint is about and how to contact the complainant later. Make a note of all this in the Operator's Book. Messages for John Muir should be transcribed and sent by email to [jkmuir@trentradio.ca](mailto:jkmuir@trentradio.ca).

**UPSTAIRS APARTMENT** - Many people don't realise that we have someone living above the studio and archive area. Keep the monitor levels down, especially after 9pm ... drums and bass go right through the floor as though there wasn't one.

## **OPERATING CHECK LIST**

### **Things to do when beginning: 5pm**

- Clean up BEFORE starting.
- Check the OPERATOR'S BOOK, has the transmitter blown up?
- Check on the logger audio and webpage.
- Is the yellow Transmitter button pushed in? Is the red "Off Air" monitor button pushed down? Are we, in fact, on air?

It is heartbreaking to programme, only to find out you really were talking only to yourself (the usual paranoia of radio folks)

- are both turntable styli in good repair (write problems in the Operator's book)
- Find list of programmes for the night. Is the first Programmer here yet? Who won't be? Any pre-taped shows to be set up? Any sponsorships to be run?
- Check the Programme Log for instructions from our Operations Manager or General Manager. This may show last minute changes or direct how we will spend our time tonight.
- Turn the kitchen radio on, if it isn't already. Start listening.

\*\* At 10pm Check the Logger audio and webpage.

### **Things to do when finished: Midnight**

- Clean up AFTER the shift. Has the last Programmer cleaned their mess? This includes putting recordings back in the correct order on the shelves in the archive room.
- Do a brief write-up in the OPERATORS BOOK of any events (or the lack thereof). Include the evening's programme highlights, equipment problems, "no shows", comments, etc. This log is a great way for everyone to maintain contact, air concerns, venture comments. It's a communication between Executive Producers, Summer Operations Manager, General Manager, and whomsoever else may read it. Keeping in tune ... especially when we can't see each other.
- Shut Off Transmitter Feed button to switch to the "Radio Free Peterborough" feed.
- Leave lights on in the Archive, Hall, Studio B, and the Kitchen, so that it can be seen if the building is occupied if the alarm goes off. Make sure all doors are shut and locked, **except Studio A**, especially the front (George St.) door (as it is prone to not being shut properly slam it to be sure)
- If you are closing down the house, the Programmers gone to bed (visions of sugared tones dancing in their heads) remember to set the alarm. Then get the hell out of here and Go Home. Get some rest. Take in some amusements.

Why do we want to do this?? It's an interesting way to widen our range of acquaintances as well as our experiences. It's a way of putting something back into the community from which we draw. It's a means of furthering, aiding and abetting creative and socially responsible actions. And it's a good way to become familiar with the workings of an organisation, specifically Trent Radio.

And then there's this thing..  
... this passion for radio ...

This document was stolen from "What is an Operator" and massaged somewhat to include Executive Producer's programming role.

Thanks to Barb Woolner, Kristina Rawlings, JK Muir and Lisa Howard.

Produced 16Dec94

Amended 11Jul97, 18Apr98, 15Mar99, 12Feb00, 28Mar01, 15Mar02 02Mar03, 12Apr04, 22Mar05, 16Mar06,  
29Mar07, 24Mar08, 08Mar09, 04Mar10

Modifications:

added: Potential Radio Camps

amended: email addresses

amended: StudioA as a production daytime facility

amended: Logger Tape Section to become Computer Logger Section

amended: suggested schedule to put "smooth operator" at 5pm

amended: Summer Programme Coordinator becomes Summer Operations Manager

amended: Summer Operations Manager becomes Summer Operations & Information Manager

deleted: CKCU Logger Section

## **Trent Radio's Aims as a Broadcaster:**

- To Maximise diversity of programming.
- To Inspire creative contributions to radio programming.
- To Increase awareness of the power and potential of radio.
- To Encourage and inspire a positive use of radio.
- To Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.
- To Formalise its operations so as to promote fairness, clarity and efficiency in its decisions.
- To Encourage access to the facilities by both the Peterborough area and Trent communities.
- To Encourage the production of programming which reflects both of these communities.
- To Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond.

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Foreground Format Definition for Music Programmes at Trent Radio (as approved by the BoD April 98)

- the matter broadcast is broadcast without interruption
- the intrinsic intellectual content of the matter broadcast is entirely related to one theme or subject
- the duration of the presentation is at least 15 minutes,

Generally, this is an opportunity to make an especial feature within your programme, and talk about the music you've been playing. This could include discussion and comparison of musical styles, biographical notes on musicians, info about a particular musical instrument, and anything else that either isn't printed on an album's sleeve (unless there's an essay there) or isn't common knowledge. Whatever you say is up to you - opinions, readings, discussion of philosophy, etc...

Prohibited Interruptions; these would include sponsorship messages, time and temperature checks and other surveillance information.

Other material which would be considered Foreground music would include;

A live (or live-recorded) Canadian concert (either the producer or artist must be Canadian) produced specifically for broadcast and at least 15 minutes in length.

Radio Art produced specifically for broadcast.

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