

TRENT RADIO BoD AGENDA 19 April 2010 - 19:30

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 22 March 2010
03. Operations Report
 - a) Financial Statements to 31 March 2010 - see attached
 - b) Production Manager's Report Addendum (J Staveley) - see attached
 - c) Programme Director's Report - see attached
 - d) General Manager's Report
SCP10 Hiring Committee
04. Other Business
 - a) Review of and setting summer meeting dates - Mon, 21 Jun & Mon, 30 Aug 10
05. Next Meeting (Mon, 21 Jun 10)
06. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 22 March 2010,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Meaghan Culkeen , Andrew French, Cailleigh Morrison, Jacob Quinlan, and Steve McNabb
by telephone.

R E G R E T S: Geoffrey Forrest, and Lauren Larsen,

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 22 Feb 2010 were approved as presented and amended.

03. Committee Reports:

UPON A MOTION duly made, seconded and carried unanimously the Fundraising Committee notes(see attached) prepared by James Kerr were received.

04. Operations Report - see attached:

UPON A MOTION duly made, seconded and carried unanimously, the Operations Report including the Financial Statements to 28 Feb 10, the Sponsorship Director's Report, and the "Rough Plan for Summer 2010", were accepted as presented and explained.

It was noted that Stephanie Bailey has taken on the OWSP funded Programme Director's Assistant position for the remainder of the current university term.

05. Other Business: Steve McNabb said he will working on an important announcement which may be ready by the next Meeting.

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

06 - 07. . It was noted that the next Board meeting is scheduled for Monday, 19 April 2010 7:30pm at Trent Radio House. There being no further business, the meeting was adjourned at approximately 8:10pm.

Jacob Quinlan, President & Chair

Lauren Larsen, Secretary

Trent Radio Balance Sheet As At 10-03-31

ASSETS

CURRENT ASSETS

Raffle & Bingo Acct	0.00	
Boost & Freq Acct	5.93	
General Funds Montreal	2,239.20	
ING Savings	25,127.43	
Cash In Bank		27,372.56
Petty Cash: Programming		0.00
Petty Cash: Admin		(51.30)
Petty Cash: Summer Admin.		0.00
Term Deposits		0.00
Accounts Receivable	2,235.91	
Doubtful Accounts	0.00	
Receivables Net		2,235.91
Student Levy Receivable		0.00
Prepaid Expenses		783.40
TOTAL CURRENT ASSETS		30,340.57

FIXED ASSETS

Land	10,000.00	
Buildings	100,339.07	
Office Equipment	20,774.21	
Technical Equipment	237,339.40	
Technical Renovations	9,913.00	
Fixed Assets at Cost		378,365.68
Accumulated Depreciation		(319,567.95)
TOTAL FIXED ASSETS		58,797.73
TOTAL ASSETS		89,138.30

LIABILITIES

CURRENT LIABILITIES

Accounts Payable		(3,693.91)
Contract Obligation		2,817.63
Deferred Income		695.00
Accrued Liabilities		0.00
Trillium StudioC		5,638.26
CPP Payable	0.00	
UIC Payable	0.00	
Income Tax Withholdings	0.00	
Receiver General Net		0.00
Health Benefit Payable	0.00	
Other Withholdings Net		0.00
TOTAL CURRENT LIABILITIES		5,456.98

LONG TERM LIABILITY

CO Long Term Loan		61,903.99
Deferred Contribution		15,712.57
TOT. LONG TERM LIABILITY		77,616.56
TOTAL LIABILITIES		83,073.54

NON-SHARE EQUITY

Retained Surplus/(Deficit)	(32,607.14)	
Previous Year-end Adjustments	0.00	
Net Retained Surp/(Def)		(32,607.14)
Current Surplus/(Deficit)		38,671.90
TOTAL NON-SHARE EQUITY		6,064.76
LIABILITIES AND EQUITY		89,138.30

Trent Radio Income Statement 09-09-01 to 10-03-31

REVENUE		EXPENSE	
GOVERNMENT GRANTS		PERSONNEL	
Federal Grants	0.00	Programming Wage	10,944.00
Provincial Grants	0.00	Technical Wage	4,400.00
Municipal Grants	0.00	Publicity Wage	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	Administrative Wage	16,380.00
FUND RAISING		Benefits	524.00
Corporations	0.00	CPP Expense	1,446.86
Foundations	0.00	EI Expense	807.32
Private	3,144.25	Total Wages & Benefits	34,502.18
Leadership	0.00	Programming Fees	0.00
Donations "In Kind"	0.00	Technical Fees	0.00
Net Donations	3,144.25	Publicity Fees	0.00
Trent Student Memberships	83,670.00	Administrative Fees	1,537.50
Commercial & Non-profit	0.00	Total Fees	<u>1,537.50</u>
Individual Memberships	620.00	TOTAL PERSONNEL	<u>36,039.68</u>
Discretionary M'ship Exp	0.00	SUPPLY & EXPENSE	
Net Memberships	84,290.00	Publicity & Promotions	398.21
Special Events	1,381.55	Equipment Rental	200.00
Special Events Expense	0.00	Line Rental	2,291.94
Net Special Events	1,381.55	Rental Other	40.00
Fundraising	0.00	Net Rentals	2,531.94
Fundraising Expense	0.00	Postage & Delivery	27.55
Net Fundraising	<u>0.00</u>	Office Supplies	406.18
TOTAL FUND RAISING	<u>88,815.80</u>	Telephone	618.99
EARNED REVENUE		Utilities	2,221.03
ON AIR Sponsorship	0.00	Programming & Licence	2,551.55
ON AIR Sponsorship Expense	0.00	Building R & M	1,308.58
Net ON AIR Sponsorship	0.00	Building R & M Upper Apt	95.60
Net "RADIO PAPER"	0.00	Technical R & M	2,743.20
Net Other Sponsorship	1,964.26	Net Repair & Maintenance	4,147.38
Tape Sales	0.00	Professional Fees	0.00
Tape Sales Expense	0.00	Insurance	4,418.16
Net Tape Sales	0.00	Travel	50.00
Rental Income	4,865.00	Volunteer Expense	430.87
Net Misc Sales & Services	<u>725.00</u>	Bank Charges	222.58
TOTAL EARNED REVENUE	<u>7,554.26</u>	Mbanx Loan Interest	2,934.59
MISCELLANEOUS REVENUE		Net Interest	2,934.59
Interest Income	119.01	Depreciation	0.00
Micellaneous Revenue	0.00	GST Paid	818.08
Amortisatn Dfrd Contribtns	0.00	Bad Debts	0.00
TOTAL MISC REVENUE	<u>119.01</u>	Miscellaneous	0.38
TOTAL REVENUE	<u>96,489.07</u>	TOTAL SUPPLY & EXPENSE	<u>21,777.49</u>
		TOTAL EXPENSE	<u>57,817.17</u>
		NET INCOME	<u><u>38,671.90</u></u>

Production Manager Report - Prepared April 2010
Prepared by Jill Staveley
November 2009 - April 2010

INTRO

This has been an incredible year for me. As a new mum on maternity leave from Trent Radio since November, I am very happy to have had the opportunity to maintain a regular connection with all aspects of the day-to-day operations, as well as host a weekly show with my daughter Charlie. It has been a serious learning curve for me in terms of finding the right moments, as well as sufficient time and energy to complete tasks that I have set out for myself as I learn about life with Charlie and do my best to work her schedule into mine, and mine into hers.

The year ahead will see many changes at Trent Radio, namely with our OWSP & TIP staff members. Karina, Alistair and Geoffrey will all be moving on from their positions at Trent Radio, and we should begin to look for appropriate candidates for our available positions. Though it is always sad to see such excellent people moving forward from Trent Radio, it also marks a time where we can once again look at our needs as an organisation, and realise any changes within staffing structures and job descriptions. I would like to thank Karina, Alistair and Geoffrey for the excellent work they have done at the station, and wish them all the best of luck in their future endeavours, I know they will all succeed with any dreams and goals they set out to reach.

STUDIOC PROJECTS:

(i) Radio Free Peterborough (Ongoing): Contributions to RFP from Trent Radio have been put on hold for the year. Our Archiving Staff have continued to separate our Local Music, and reserve digital copies on the Ingest Computers for transfer once we get things going again. This project will be back in full effect starting in the Fall.

(ii) Lullaby Lullabye (Sep/Oct 2009): This is our annual StudioC project where we take advantage of some of the striking talents in the Peterborough area community, and comprised a simple project whereby participants recorded an original or traditional lullaby. The project was completed in the Fall of 2009, and has been distributed on a small scale within our community. The response to the album has been amazing, and I intend to produce more copies that can be handed out and/or sold for a nominal fee.

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), Nauri Parkinson, Leigh MacDonald, Jill Staveley, Joanne Rowland, Kate Story, Derek Bell, JD McCallen (Josh McCallen), Drea Nasager, Patrick Walsh, Dianne Latchford and Jean Greig.

(iii) Live Off The Floor Radio Drama: With the creation of the Foley Boxes, and the presence, creativity and skills of one Mr. James Kerr - Radio Drama is a priority at Trent Radio. I have not been directly in touch with James regarding these projects, but anticipate a continued growth of productivity when it comes to Radio Drama projects produced In-House. It would be wonderful to include some type of live performance during our ROTL Project Day this summer.

INCOMPLETE/Progressive PROJECTS:

LMAD: 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 do not have any projects in the works, but do look forward to completing another compilation in the Fall.

CONTINUAL: One of my on-going goals will always be cleaning out and cleaning 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. This year, Alistair took the initiative to create "grab bags" including CDs from our "Doubles Stash". This was a regular fundraising and cleaning effort in the past, and it is great to see it happening again.

OWSP/TIP STAFF: *Please refer to the PM Report from the AGM for job descriptions and management structure regarding the following positions.*

STUDIOB (OWSP): We were very fortunate to have had Geoffrey Forrest as our StudioB Trainer this year. With an exceptional love for and dedication to Trent Radio, combined with a patient and encouraging demeanour suited to teaching and assisting users in StudioB, Geoffrey was well suited to the task at hand. Geoffrey had to spend extra time learning the gear at the start of the year, but was able to master all necessary tasks with ease. He was able to spend time learning the gear, and became more familiar with it through a Promo Party in October (assisted by James & Philip), along with the creation of new station IDs and promos for TRadio. This seemed to be a great way for the StudioB trainer to become familiar with staff, volunteers, programmers and the production facility all at the same time. I would recommend this as a planned project at the start of each Fall Season.

Geoffrey found this year that most people coming in for training were "one time users", people who just wanted to complete one project in the studio. It became clear to him that training sessions needed to be simple and directly address the needs of the programmer at hand. I'm not sure if this is a trend to be noted regarding the uses of StudioB. We may want to look more closely at the actual day to day bookings in StudioB next year to determine its primary functions, thus being able to determine gear needs and where it stands on our priority list at the station. It also might be a good idea to include Production Services within the job description and expectations of the StudioB Trainer.

INCOMING MUSIC ARCHIVIST (OWSP): Alistair Rathbone has been a reliable and motivated staff member at Trent Radio for the past two years, and it has been a great pleasure to work with such a dedicated person as we continue to plug away at the Archives, and implement new stages and personnel in the department. I have kept in touch with Alistair over the year, and have recently spoken with him regarding successes and new developments over the past year, but have yet to receive a written account from him. Alistair has been an excellent fit for overseeing the Music Archives, and has taken the initiative to start ingesting the Cassette Tapes, while training and managing the work of Matt Jarvis, our IMA Assistant. I will provide the board with an addendum to this report once I have received more information from Alistair.

INCOMING MUSIC ARCHIVIST ASSISTANT (OWSP): Matt Jarvis was hired in the Fall to work as Alistair's assistant. Matt will be returning to Trent in the Fall of 2010, and will also be returning to Trent Radio as an OWSP employee. It is anticipated that Matt will fulfil the responsibilities of the IMA.

I have not had the pleasure to work with Matt directly, as he was interviewed and hired after my maternity leave began. From everything I have heard, and can see, Matt has been a great addition to our team, and to Trent Radio on the whole. His experience in the music industry, energetic nature, and expertise with audio editing will leave us room to expand our Archiving goals next year, and to increase the visibility of Canadian artists to our programmers at the station.

Matt has informed me that he has thoroughly enjoyed his time working at Trent Radio so far, and has lots of excellent ideas and goals for the future. His only wish is to learn all aspects of the position so that he can help us make as much progress with the ingest of our Cassette and Vinyl archives, and to increase communication with Canadian Independent bands and labels so that

we receive more of their albums at the station. I look forward to working with Matt on these goals next year.

SPOKEN WORD ARCHIVIST (TIP): Karina Daukaeva has been overseeing the SW Archives for the past 3 years, and has been a very valuable asset at Trent Radio. She not only completed her tasks associated with the SW Archives, but also worked with the board to organise and run fundraising efforts, used her graphic design expertise to make posters for TRadio events, oversaw coop students working on data entry for the SW Archives, acted as a Morning Operator, helped the SW Archives gain exposure on the airwaves with her show Viva Voce and was a full time student at Trent. We will be sad to see her go, but wish her the best of luck on all her future endeavours. (She has also offered to continue designing posters for us from where ever she may be in the world!)

This year has been very successful for the Spoken Word Archives. All of the Cassette Tapes from the collection in the Operator's Room have been digitised, as well as a few from upstairs in the office. The SW Database is being steadily rebuilt, and we are in the middle of the second out of three volumes of archive records (thanks to the typing skills of our co-op students!). This delegation of data entry to the co-op students should be continued in the future.

It has been suggested by Karina that we rewrite the position for next year, as all the tapes have been completed. I would like to see a new job description prepared and agreed upon by the end of May, so that we can begin to look for an appropriate candidate for the position starting in the Fall 2010. I will speak with Karina to get some more suggestions regarding these changes.

PHYSICAL PLANT (OWSP): Geoffrey Forrest and Alistair Rathbone worked in tandem to ensure that all of the Physical Plant position responsibilities. As far as I am aware, with this arrangement, all required tasks were completed, though I have been informed that there were some issues with communication between both staff members, as well as some difficulty getting certain tasks completed due to the busy nature of evenings at Trent Radio. It has been generally recommended that we schedule the position in the morning rather than evening, and include Morning Operator duties within the job description. This recommendation seems valid, and I would support a move in this direction for the Physical Plant position and job description.

**This may leave us in a position where the Wednesday Evening Operator is responsible for taking out the trash and recycling.*

***As noted earlier, neither Geoffrey nor Alistair are expected to return to work at Trent Radio next year, we will need to find a new candidate for the PP Position.*

SPONSORSHIPS: I am very sad to say that this has not been a successful endeavour for me this year. I had not imagined it being such a difficult task. I have looked to some people for help, without positive response (only due to lack of time). I am determined to succeed at re-establishing sponsorship relationships at Trent Radio, but realise that I do need some support to make this happen. Are there any board members who would like to work with me for the month of May to determine realistic goals, and pound the pavement?

Programme Director's Report for the period Sep09 – Apr10 for BoD Meeting 20 Apr 2010 prepared by James Kerr

The Direction of Programming Programmers are the sail on the ship of Trent Radio. When there is interest and excitement it is like a strong wind, and the whole ship moves. Whatever direction we move is based on the nature of the wind, so in many ways we only learn our destination once we're there. This year we found an island of "metal" music, sex, and politics. Specifically metal music was unusually popular with our programmers. Although esoteric, alienating and unique, the CRTC has no better classification for this genre of music than Category 21: "Pop, Rock Dance" - lumping it in with Sinatra, Rolling Stones, and John Denver - all counting towards an easily misinterpreted elevated higher "popular music" stat. Therefore, while Metal Music is designated by the CRTC as "Pop, Rock Dance", it really is "special interest" music, and as such it fits well into Trent Radio's aims and objectives.

Special Interest Music, as it is officially designated, suffered this year with a decrease in Jazz of about 40% (from 10 to 6 hrs / week approx), and World Music of about 21% (~2.25 hours less per week). The decrease is clearly due to the loss or absence of some long-time and much loved programmers, whereas a new set of programmers has yet to take up the cause and utilise the available wealth of resources. Spoken Word content was strong and of high quality this year. Specific interests were student/local politics, and talk shows about sex and relationships. This year's schedule welcomed a great influx of first year student programmers, and other earlier-year students. Our fresh batch lacked the polish of an outgoing group, but has represented a good transition into next year. The AY2009-10 programmer is a head-banging socially-active, politically-minded, sexual-health-conscious, artist and poet of, broadcasting for personal development.

Programme Selection occurs at the beginning of each season, prior to the Fall and Summer Seasons. Drawing from the membership and potential-membership, the Programme Director seeks to construct a full and balanced schedule. With help from a collection of generous Operators to act as a Programme Proposal Review Committee, the proposals are reviewed and evaluated based on the following criteria:

- a) Is the Proposal complete? If so what's missing?
- b) Comment on the Programme Outline. Note strengths, weaknesses, high points, low points etc.
- c) What suggestions or feedback do you have?
- d) Do you have confidence that they can and will do it? Comment on what potential is there.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

Should the programmer fall short on one of these criteria, their proposal requires revision or redirection. Typically the potential programmer sits down with the Programme Director and discusses the idea, whereupon they are reintroduced to Trent Radio's philosophies and the nature of producer-oriented programming. The proposal is rewritten with these ideas in mind, and generally the potentially programmer prefers their second attempt.

Operators are the fulcrum of our programming. It was only through the generosity of our Operations that we were able to pioneer an earlier start for the broadcast day. Whereas last year most days began with Smooth Operator at 11am, this year we began with a latest of 10:00am, with Thursday and Friday beginning at 9:00am and Tuesday at 9:30am. It was fortunate that the number of Operators this year was greater than it was last year, and positioning them in the priority times of morning and evening allowed the damage from the inevitable fall-out of conflicting commitments to strike only gently during the graceful decay of the schedule.

Live Broadcasting was exciting and vibrant for most of the year. There were an especially high number of event days (5), one of which (Reading Voices Day) was done in conjunction with the Peterborough Public Library, Frontier College, the New Canadians Centre, and Community Living Peterborough. Our Spoken Word programming was exceptionally diverse; our regular broadcast schedule featured everything from diapers to marathon running, beer to philosophy. We managed to stave off graceful decay (when student programmers suddenly stop turning up for their shows upon the realisation that they need to buckle down into their school work) until March break this year, upon which time it hit with a haymaker to our schedule's jaw. Once this happened there was a transition towards more pre-recorded content, however programmers were kind with how prepared they were with backup shows. Continuing with last year's theme, there were many dedicated late editions to the programming schedule well after the Christmas break.

Perceived Sea Changes students are increasingly warned to avoid extra curricular activities in fear of their time commitment in a competitive academic environment. However, as the overwhelming response from our articles in the Arthur dictate, there are still students tremendously eager to participate, but somehow the knowledge of our availability is not reaching them. Outreach should be expanded to accommodate today's jaded and apathetic eighteen-year-old artistic genius sitting in their dorm room or townhouse ignorant of much they would like radio.

Trends 2009-10

- “Metal” Music galore. Any more and we would be magnetic.
- Sex and relationship programming
- Increase in student involvement, especially in earlier years
- Parents programming with their babies in the second half of the season
- World Music making a comeback, also in the second half of the season
- Radio Drama

Smooth Operator continues to be an invaluable resource for bridging the Peterborough and Trent communities. It is an access point for potential programming from the community, but also acts as a conduit for the local entertainment scene to reach their audience. Among the exciting interviews this year were the Arkells, Peter Wildman of the Frantics, the band Ohbijou, and Wide Mouth Mason. There was a particular interest this year from programmers soliciting interviews outside of Smooth Operator, and while this did not conflict with the Smooth Operator schedule, it did lead to a greater circulation of artistic people through the station. Smooth Operator was also used as the forum for Trent University's new President Steven Franklin to conduct a series of 2 call in shows to talk with students about the Vision Renewal Project.

Student Co-op Placements We have fostered a great relationship with high school co-op departments the last two years. There are two kinds of co-op students at Trent Radio this year, one - full-time co-op students here around 3 hours per weekday, and secondly, students here on a part time basis (generally one programme a week) as part of the Crestwood Secondary School Integrated Media Co-op. For full time co-ops, we were pleased to have Joseph Osawamick in the fall, who contributed much to Trent Radio's relationship with the aboriginal community in Peterborough. In our spring season two students interested in pursuing careers in radio journalism, Becky Graham and Amanda Tobin, were our co-op students for the morning and afternoon respectively. The full-time co-op students were indispensable for facilitating the goal of better facilitating early-morning broadcasts, opening and getting everything up and running on a consistent schedule. Our part time students through both terms were William Tozer, Spencer Floyd, Dylan Storage, and Hannah Monis.

Goals & Results 2009-10 with Plans for 2010-11

1. **Goal:** Extend hours of programming – specifically targeting early morning as an area to grow. The appointment of a morning Co-op student and proper co-ordination of Operator schedules has been the main front to increase our overall weekly broadcast hours. I felt it was necessary to shift the focus away from afternoon Operator shifts, when I am here already, to morning Operator shifts where I am not. While programmers are reluctant to be scheduled earlier than 10:00am, with the density of the schedule at this early stage I am eager that prospective programmers will be set towards an earlier start regardless, especially now that there is Operator support set up for that time.

Result: Marvelous. Simple redistribution of Operator placement to priority times like morning and evening helped the schedule run smoothly. Regardless of the potential groans, it did not prove as difficult to enact morning support and programming as was anticipated. With a focus placed on mornings, evenings take care of themselves as the time preferable for community members to Operate. Taking the focus away from the afternoon helped prevent supervisory overlapping and facilitated maximum coverage of broadcast times.

Plan for 2010-11: This model should be continued exactly as it was put into practice this year.

2. **Goal:** Increase communication with students on campus. Articles published through the Arthur Newspaper have already proven their worth for reaching both first year and returning students. The Arthur articles are a quick and relatively easy way to increase campus awareness, and to foster a better relationship with other student groups. More focus is being put on getting the schedule ready and available sooner in the broadcast season so that it can have increased exposure and circulation through the Arthur, reviving an old tradition going back thirty years when we published our schedules as features. Other ideas for increased communication on campus include the reintroduction of an on-campus Programme Proposal Workshop just after Christmas, with the intention of expanding like-workshops in coming years to increase our presence on campus and in the community as well, both in the fall and spring time.

Result: Although it is very difficult to accurately assess the impact of student outreach in this way, I believe the Arthur Articles did us a lot of good this year. Several programmers and more than one Operator came to Trent Radio for the first time this year sighting the Arthur Article as the source of their inspiration. Several participants in the various event days this year also sighted the Arthur Articles promoting these days as the source of their interest. The picture schedule was out two weeks earlier this year, with the intention of increasing awareness of our operations as soon as possible.

Plan for 2010-11: The Arthur Articles must continue, and Trent Radio must continue to nurture a good relationship with the Arthur. However, we can go a step further next year. The Programme Proposal workshops that did not materialise this year must be made a priority in 2010-11. To this end, dates and places have already been set and booked for Fall 2010 to act as development foci for on-campus interest in

programming. Prompt and effective distribution is key to increased awareness. This year has shown that there are more than enough students and community members interested. The problem is making them aware of what Trent Radio's facilitates and true attitudes.

Studio A 2009-10: John Muir continued as Studio A trainer. Training continued farther into the year as prospective programmers migrated towards us, extending the process of training beyond its usual time limit. Curious success was achieved with an alternative training schedule, making use of Age Smies trip to Europe to do Studio A training on Sunday morning. This time seemed to work unusually well for trainees, and should be considered as a good "training ground" for the future.

Studio B 2009-10: To this position Geoffrey Forrest brought a kindness that helped overturn the technophobia of prospective post-producing programmers. He came to the position with little post-production experience, and used that to his advantage to encourage personal development with his trainees. Geoffrey excelled in the most important aspect of the position, which was teaching. Those instructed in the use of Studio B speak fondly of Geoffrey's approach.

PD Assistant/Trout Rodeo editor 2009-10: For the first half of the year, Kate Taylor resumed her duties as the Programme Director's assistant. For the second half of the year the baton was passed to Stephanie Bailey. Stephanie has been instrumental in Event Day organization, as well as poster and Trout Rodeo Year End distribution. As Trout Rodeo as a publication has become easier to develop with the advancement of technology, the position of PD Assistant will migrate away from Trout Rodeo next year to fulfill a greater need to liaison with the community to encourage events, fundraising, and increased community communication, both with and between Peterborough and the University. The position will grow to be a focused extension in some way of the Trent Radio Community Committee's work in the last year.

Fundraising 2009-10

The establishment of the Trent Radio Community Committee was instrumental in spearheading fundraising initiatives, especially on the part of Karina Daukaeva and Geoffrey Forrest who suffered long hours distributing paper materials promoting various event days and fundraisers.

Good 'n Country Marathon	December 11th 2009
KaraOINKY at the Pig's Ear	February 27th 2010
Montreal House Fundraiser	March 13th 2010

Levy Referendum 2009

We did not apply for a levy increase this year. We are anticipating a large campaign next year for levy increase.

Programming and Events Highlights in Review

September 2009

Pre-Season Begins 08 Sep
Clubs & Groups Day 09 Sep
Programme Proposal Workshop at TR House 16 Sep
Co-op Student Interviews 16 Sep
Programme Proposal Deadline 18 Sep at NOON
Programme Selection Committee: (PD, Operator & Others) 18 Sep at NOON
The Co-op Student begins 21 Sep
OSWP Positions: are filled the week of 28 Sep
Fall Broadcast Season officially begins 21 Sep

October 2009

Radio Drama Auditions 02 Oct
Trout Rodeo Schedule creation and printing
Web Schedule goes up

November 2009

Event Day: Audio Art 16 Nov
Programmer Review Began 16 Nov
Programmer Review Ended 20 Nov
Annual General Meeting 22 Nov

December 2009

First Steven Franklin Call in Show 01 Dec
Second Steven Franklin Call in Show 09 Dec

Event Day: Trent Radio 25 Years 10 Dec
Fall Season ends 11 Dec
End of Fall Season Open House 11 Dec
Annual "Good 'n' Country" Marathon 11 Dec
Entre Season begins 14 Dec
Entre Season ends 23 Dec

January 2010

Regular Spring Season begins 11 Jan
Trout Rodeo Schedule creation and printing
Event Day: Social Justice Day 27 Jan

February 2010

Sadleir House Pub and Board Games 25 Feb
Event Day: Geek Day 26 Feb
KaraOINKY at the Pig's Ear 27 Feb

March 2010

Trout Rodeo Year End gathered and published
Montreal House Fundraiser 13 Mar

April 2010

Event Day: Reading Voices 08 Apr
Summer Proposals due 18 Apr
End of Spring Season Open House 18 Apr
Regular Spring Season ends 23 Apr at noon

Staff & Volunteers 2009-10

TIP & Ontario Work Study Positions

StudioB & Digital Editing Trainer: Geoffrey Forrest
 PD Asst. & Trout Rodeo Editor: Kate Taylor, then
 Stephanie Bailey
 Music Archivist – Alistair Rathbone
 Archivist Assistant – Matt Jarvis
 TIP Spoken Word Archivist: Karina Daukaeva
 Physical Plant: Geoffrey Forrest and Alistair
 Rathbone

Highschool Co-op Students

Fall09 Joseph Osawamick PCVS High
 School
 Spr10 Becky Graham Lakefield DHS
 Spr10 Amanda Tobin PCVS

Regular Staff

Production Manager: Jill Staveley
 Programme Director: James Kerr
 GM & VP: John K Muir (Studio A Training)

Operators

Sun am: self-support
 aft: Philip Benmore
 eve: Philip Benmore
 Mon am: Karina Daukaeva
 aft: self-support
 eve: Meaghan Culkeen
 Tue am: Stephanie Bailey
 aft: David Barnfather
 eve: Caileigh Morrison
 Wed am: Nika Farahani
 aft: Jacob Quinlan
 eve: Achebe Victorine
 Thu am: Sara Swerdlyk
 aft: Andrew Finn
 eve: Barb Woolner
 Fri am: self-support
 aft: Philip Benmore
 eve: Andrew Finn
 Sat am: self-support
 eve: Alistair Rathbone

Sarah Mackillican, Josh McCallen, and Andrew French were also Operators this year, leaving at various times for various professional and personal reasons. David Barnfather, Achebe Victorine, Nika Farahani, Andrew Finn, and Caileigh Morrison were first time Operators.

TRENT RADIO AND THE CRTC

On 17 October 2007, Broadcasting Decision CRTC 2007-381 was issued, granting Trent Radio to operate new a Type B community radio programming undertaking. The table below shows minimal differences in programming requirements

Comparison of Radio Policies	Community Radio Type B PN 2000-13	Community-based Campus Radio PN 2000-12	Trent Radio Policy
Spoken Word (Minimum)	25%	25%	25%
Music from subcategories other than pop, rock and dance (Minimum)	20%	20%	20%
Music from Category 3 (Minimum)	5%	5%	5%
Hits (Maximum) of all music played	No restriction	10%	5%
Category 2 CanCon (Minimum)	35%	35%	40%
Advertising & Sponsorship	No restriction	504 mins/wk 4mins/hr max	252mins/wk Sponsorship Only

STATEMENT OF PERFORMANCE

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one year. Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept.

All music sheet data is now kept for at least one year. Programmers are reminded to account for all music played noting Canadian content and other information.

Average weekly broadcast hours (excluding "Radio Free Peterborough")

Season	Fall08	Spr09	Fall09	Spr10
Total live broadcasting hours (weekly)	83	83	77	77
Number of Producers	82	94	103	103
Number of Programmes	81	88	78	80

Content Category Stats prepared for BoD 19 April 2010 / James Kerr, PD

Content Category	CRTC Required	TRadio Required	Actuals				
			Fall/Spr AY06	Fall/Spr AY07	Fall/Spr AY08	Fall/Spr AY09	Fall/Spr AY10
Category1 - Spoken Word	Min 25% of all programming	Min 25% of all programming	49%	55%	49%	30%	32%
SubCat 11- News			-	-	-	-	-
SubCat 12 - S/W Other			46hrs	53.88hrs	55.5hrs	1265hrs	1090hrs
Category 2 - Popular Music		max 60% of all music	26.51hrs	29.25hrs	30.5hrs	1679hrs	1315hrs
			42%	30%	34%	56%	56%
SubCat 21 - Pop Rock Dance	at least 20% Cat2x		17hrs	17.75hrs	19.5hrs	850hrs	636hrs
			27.5%	16.4%	16.7%	50.6%	51.6%
SubCat 22 - Country & C'try Oriented			5.13hrs	6.25hrs	5.75hrs	376hrs	259hrs
SubCat 23 - Acoustic			3.75hrs	5.25hrs	5.25hrs	408hrs	346hrs
SubCat 24 - Easy Listening			0.63hrs	-	-	45hrs	74hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	58%	52%	60%	44%	29%
SubCat 31 - Concert			-	2.88hrs	3.75hrs	101hrs	100hrs
SubCat 32 - Folk & Folk Oriented			7.25hrs	6.63hrs	9.25hrs	291hrs	244hrs
SubCat 33 - World Beat & International			14.85hrs	13.75hrs	11.25hrs	358hrs	283hrs
SubCat 34 - Jazz and Blues			10hrs	10.25hrs	5.5hrs	281hrs	168hrs
SubCat 35 - Religious			0.5hrs	-	-	47hrs	50hrs
SubCat 36 - Audio Art*			4hrs	11.75hrs	7.5hrs	262hrs	175hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Station Produced (avg hrs per week)	Min 42 hours	Min 42 hours	86hrs	109.5hrs	102hrs	121hrs	**79hrs
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

* Not a CRTC Subcategory

** Not including RFP. To compare Fall/Spr AY09 was 74hrs not including RFP hours