

**TRENT RADIO BoD AGENDA**  
**23 September 2010 at 7pm**

01. Chair's Opening Remarks and Agenda Approval  
This meeting to receive the Programming Plan, etc.
02. Presentation of Previous Minutes - 30 Aug 2010
03. Business Arising not covered in other reports (none)
04. Committee Reports
  - a) Striking and Setting Dates for the Nominating Committee  
(see attached policy)
05. Operations Report
  - a) Financial Statements to 31 Aug 10 - subject to Financial Review
  - b) Programming Director's Report (James Kerr)
  - c) General Manager's Report (JK Muir)
06. Any Other Business
07. Next BoD meetings c/b Thu 04 Nov 2010 at 5pm  
Director & Officer availability
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 30 August 2010, at Trent Radio House, 715 George Street North, Peterborough, Ontario.

**P R E S E N T:** Meaghan Culkeen, Lauren Larsen, Caileigh Morrison, Jacob Quinlan, and Steve McNabb by telephone.

**R E G R E T S:** Andrew French, and Geoffrey Forrest,

Also present: Matt Jarvis Summer Operations and Information Manager 2010; and 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 7:15pm, 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 Meeting held on 14 June 2010 were approved as presented.

03. The Operations Report was presented (see attached), which included the financial statements to 31 July 2010. A comparison of the current and previous year's financial statements to the end of July show an increase in cash, and a decrease in both expenditure and revenues.

Matt Jarvis presented an informal summer operations report, describing new projects and an over-all positive summer: headway has been made with sponsorships and the organisation has been rife with creativity. A formal (written) report will come to the next Meeting.

Summer festivals in the region proved materially beneficial for Trent Radio, to the point that summer financing was not needed this year. Funding for TIP and OWSP was discussed. Some staff decisions have been made, more to come. Repairs and maintenance are running smoothly. Trent Radio's position has been officially submitted on Bill 65 - legislation governing not-for-profit corporations.

**UPON A MOTION** duly made, seconded and carried unanimously, the Operations Report including the General Manager's Report, and the Financial Statements to 31 May 10 were accepted as presented and discussed.

04-06. It was noted that the next Meeting is tentatively set for Monday, 27 Sep 2010 at 7pm. There being no further business, the meeting was adjourned at approximately 8:50pm.

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Jacob Quinlan, President & Chair

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Lauren Larsen, Secretary

TRENT RADIO Nominating Committee Policy passed by the Membership at the AGM November 2000:

Individual Eligibility:

Each Nominee MUST be;

1. Eighteen years of age or older, [CorpAct 286(4)]
2. And EITHER,
  - a) a student who shall be enrolled at Trent University at the time of the AGM, OR,
  - b) someone otherwise from the community at large. note that (a) and (b) are not mutually exclusive
3. And a Member of Trent Radio
  - a) at the time of their election, OR,
  - b) within ten (10) days thereafter and throughout their term of office. [CorpAct 286(1 & 2)]
4. And capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage
5. And not normally employed by Trent Radio.

Group Eligibility:

1. Members of the Board SHALL be drawn from among
  - a) the student body of Trent University,
  - b) Trent Radio volunteers,
  - c) members of the community at large.

and MAY include members drawn from Trent University [CRTC]

2. Members of the Board shall be at all times Canadian citizens

[TRB normally resident in Canada, except when non-Canadian

participation is seen to be of exceptional benefit to Trent

Radio and in which case;

the President and not less than 80% of the members of the

Board shall be Canadian citizens, and all members of the

Board shall be normally resident in Canada.

[Requirements of

the Direction to the CRTC (Ineligibility of Non-Canadians)

P.C. 997-486] & [TRB]

3. A majority of the Board shall be enrolled students of Trent University.[TRB]

4. Taken together the Board shall be balanced at all times [CRTC] [TRB]

The Nominating Committee is charged with recruiting nominees who taken together reflect a balance of skills and aptitude, of experience and passion, of those who are instrumental and those who are thoughtful, without regard to sex, occupation, or any other characteristic prohibited by the Human Right Code of Canada.

Note:

TRB refers to Trent Radio By-law #1

CorpAct refers to Corporations Act Revised Statutes of Ontario, 1990, Chapter C.38

CRTC refers to Public Notices, Decisions and other Policy as

promulgated by the Canadian Radio-television and Telecommunications Commission or the Privy Council of Canada

[end]

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

ASSETS	@ 31Aug10	@ 31Aug09	LIABILITIES	@ 31Aug10	@ 31Aug09
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(3,693.91)	(119.51)
Boost & Freq Acct	5.93	5.93	Contract Obligation	2,023.12	44,788.64
General Funds Montreal	(6,580.22)	(3,168.59)	Deferred Income	1,390.00	755.00
ING Savings	5,192.29	8.81	Accrued Liabilities	0.00	3,659.60
Cash In Bank	(1,382.00)	(3,153.85)	Trillium StudioC	5,638.26	5,638.26
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	85.68
Petty Cash: Admin	0.00	0.00	UIC Payable	0.00	41.52
Petty Cash: Summer Admin.	100.00	0.00	Income Tax Withholdings	0.00	123.35
Term Deposits	0.00	0.00	Receiver General Net	0.00	250.55
Accounts Receivable	2,475.68	2,593.23	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	2,475.68	2,593.23	<b>TOTAL CURRENT LIABILITIES</b>	<u>5,357.47</u>	<u>54,972.54</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	783.40	740.86	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>1,977.08</u>	<u>180.24</u>	CO Long Term Loan	55,903.99	15,000.00
			Deferred Contribution	15,712.57	15,712.57
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>71,616.56</u>	<u>30,712.57</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<u>76,974.03</u>	<u>85,685.11</u>
Buildings	100,339.07	94,439.07			
Office Equipment	20,774.21	20,774.21	<b>NON-SHARE EQUITY</b>		
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	(319,567.95)	(319,567.95)	Current Surplus/(Deficit)	16,407.92	(8,531.86)
<b>TOTAL FIXED ASSETS</b>	<u>58,797.73</u>	<u>52,897.73</u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>(16,199.22)</u>	<u>(32,607.14)</u>
<b>TOTAL ASSETS</b>	<u>60,774.81</u>	<u>53,077.97</u>	<b>LIABILITIES AND EQUITY</b>	<u>60,774.81</u>	<u>53,077.97</u>

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

	01Sep09-31Aug10	01Sep08-31Aug09	EXPENSE	01Sep09-31Aug10	01Sep08-31Aug09
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	23,252.80	23,318.88
Federal Grants	5,560.00	5,078.00	Technical Wage	4,400.00	6,100.00
Provincial Grants	0.00	5,862.50	Publicity Wage	0.00	0.00
Municipal Grants	<u>3,500.00</u>	<u>3,500.00</u>	Administrative Wage	30,555.00	32,053.60
TOTAL GOVERNMENT GRANTS	<u>9,060.00</u>	<u>14,440.50</u>	Benefits	524.00	0.00
FUND RAISING			CPP Expense	2,597.94	2,593.32
Corporations	0.00	275.00	EI Expense	1,448.82	1,449.83
Foundations	0.00	189.00	Total Wages & Benefits	62,778.56	65,515.63
Private	3,364.25	13,196.08	Programming Fees	0.00	9,996.62
Leadership	0.00	0.00	Technical Fees	0.00	5,700.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	3,364.25	13,660.08	Administrative Fees	2,333.50	2,375.00
Trent Student Memberships	83,670.00	83,845.38	Total Fees	<u>2,333.50</u>	<u>18,071.62</u>
Commercial & Non-profit	75.00	350.00	TOTAL PERSONNEL	<u>65,112.06</u>	<u>83,587.25</u>
Individual Memberships	620.00	520.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	398.21	142.14
Net Memberships	84,365.00	84,715.38	Equipment Rental	200.00	200.00
Special Events	1,441.55	748.16	Line Rental	3,760.94	3,722.89
Special Events Expense	0.00	0.00	Rental Other	40.00	100.00
Net Special Events	1,441.55	748.16	Net Rentals	4,000.94	4,022.89
Fundraising	0.00	20.00	Postage & Delivery	44.65	74.37
Fundraising Expense	0.00	0.00	Office Supplies	438.54	320.44
Net Fundraising	<u>0.00</u>	<u>20.00</u>	Telephone	1,062.47	1,265.06
TOTAL FUND RAISING	<u>89,170.80</u>	<u>99,143.62</u>	Utilities	4,396.46	5,101.62
EARNED REVENUE			Programming & Licence	2,571.55	7,676.20
ON AIR Sponsorship	250.00	2,750.00	Building R & M	2,793.80	2,253.30
ON AIR Sponsorship Expense	0.00	(450.00)	Building R & M Upper Apt	355.85	474.03
Net ON AIR Sponsorship	250.00	2,300.00	Technical R & M	3,519.29	11,834.41
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	6,668.94	14,561.74
Net Other Sponsorship	3,630.24	2,444.08	Professional Fees	0.00	2,100.00
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	539.36	283.93
Rental Income	8,340.00	8,340.00	Bank Charges	271.58	136.50
Net Misc Sales & Services	<u>2,155.00</u>	<u>1,790.00</u>	Mbanx Loan Interest	5,181.23	4,732.05
TOTAL EARNED REVENUE	<u>14,375.24</u>	<u>14,874.08</u>	Net Interest	5,181.23	4,732.05
MISCELLANEOUS REVENUE			Depreciation	0.00	26,382.89
Interest Income	184.02	246.85	GST Paid	1,002.74	585.40
Micellaneous Revenue	0.00	0.00	HST Paid	224.87	0.00
Amortisatn Dfrd Contribtns	0.00	18,342.44	Bad Debts	0.00	0.00
TOTAL MISC REVENUE	<u>184.02</u>	<u>18,589.29</u>	Miscellaneous	0.38	56.30
TOTAL REVENUE	<u>112,790.06</u>	<u>147,047.49</u>	TOTAL SUPPLY & EXPENSE	<u>31,270.08</u>	<u>71,992.10</u>
			TOTAL EXPENSE	<u>96,382.14</u>	<u>155,579.35</u>
			NET INCOME	<u>16,407.92</u>	<u>(8,531.86)</u>

## Programme Director's Fall 2010 Report to the Board

for BoD Meeting 23Sept10 prepared by James Kerr / 23rd Sept 2010

The Programme Director is charged with all matters programming. In addition, the Programme Director leads and supports fundraising, and takes opportunities to work with students from the main campus of Trent University.

### September 2010 - Activities

- Tue 07 Sep 10 Pre-Season begins & TIP & OSWP positions begin
- Wed 08 Sep 10 Clubs & Groups Day & Trent Radio's Arthur Articles begin publication
- Thu 09 Sep 10 Programme Proposal Workshop #1 held at Lady Eaton Collage room 201
- Tue 14 Sep 10 Programme Proposal Workshop #2 held at the Peterborough Public Library
- Wed 15 Sep 10 Programme Proposal Workshop #3 held at Sadleir House
- Wed 15 Sep 10 High School Co-op Student interviews begin
- Thu 16 Sep 10 Programme Proposal Workshop #4 held at Trent Radio
- Fri 17 Sep 10 Programme Proposal Deadline & Programming Committee (Operators) Meeting at 5pm
- Mon 20 Sep 10 Regular Fall Broadcast Season and HS Co-op position begin
- Tue 21 Sep 10 Studio A training begins
- Fri 24 Sep 10 Dis-orientation booth set up at Sadleir House
- Sat 25 and Sun 26 Sep 10 Brian Wagner's Kawartha Artist's Studio Tour held at Trent Radio
- Mon 04 Oct 10 Radio Drama Auditions held for Vaudeville night fundraiser  
Thu 21 Oct 10

### Fall 2010 so far (and compared with Fall 2009 this time last year, and 2008):

Fall10	Fall09	Fall08	Description
83	69	67	Regular scheduled programmes from
86	89	83	Programmers, comprised of
36	50	32	TrentU students
50	39	44	Community Members
5	6	7	TrentU & Community Groups

There are currently 5 unscheduled programme proposals, put on hold from scheduling conflicts derived from specified limited availability. Compared with last year, there were no unscheduled programmes.

### Trends so far:

- **Vinyl:** The Turntables are seeing extensive use this season with a severe resurgence in playing records. The trend is for programmers to bring their own records, although they have been making use of the Trent Radio Archives as well.
- **Electronica:** Electronically-created trance-like dance music has replaced Metal as the Pop/Rock/Dance (Sub-category 21) music of this year.
- **World Music:** Special Interest (Category 3) music is almost entirely World Music this year, with the Friday afternoon and evening scheduled almost exclusively comprised of different World Music-themed programmes.

### Operators Fall 2010

Philip Benmore	Jill Staveley	David Grenon	
Andrew Finn	Katie Adamson	Andrew Culkeen	
Jake Quinlan	Rudy Fischer	Caileigh Morrison	
Anthony P. Gulston	Achebe Victorine	Sara Swerdlyk	Justin Beaudoin

This is Rudy Fischer's first time Operating. David Grenon returns to operate after a three-year absence. We are also happy to have Anthony Gulston return after a year's absence. There are fewer Operators this year than last, almost all of them returning from that position, and unfortunately forcing priority away from Morning Operator shifts, which we hope will be well supported with a combination of the morning Operators we do have with well-schedule OSWP appointments and morning Co-op placements.

## **Ontario Work Study Jobs 2010/11**

PD Assist. & Trout Rodeo Editor - Stephanie Bailey

Music Archivist - Matt Jarvis

TIP Spoken Word - Kayta Smolina

Orientation & StudioA Training - John Muir

StudioB and Digital Editing Trainer - Anthony Gulston

Physical Plant - Anthony Gulston and Matt Jarvis

There is no PM Assistant appointment this year.

**Co-op Student:** Micezie Forestell from Adam Scott High School will be our morning Co-op student with hours from 9:00am until 11:30am.

Devon Jacobs from Lakefield High School will be taking the afternoon Co-op position from 12:00pm until 2:30pm.

### **Goals for Fall 2010:**

**Student Membership/Levy Increase.** Many of the initiatives build up over the last few years have been geared towards increased student awareness of the radio station. Articles in the Arthur, an increased presence on campus, and other attempts to foster greater student involvement have all been employed in order to lead us to another attempt at increasing student membership fees that has not changed since 1989. While the drastic increase of student programmers in the 2009-10 season gave us a promising outlook towards a referendum vote, the drop down to 2008-09 numbers in the 2010-11 season have made it a necessity to increase Trent Radio awareness-raising events, and campus presence leading up to the vote, if we want to achieve the goal of a successful vote in March 2011.. One of the primary reasons for the decreased student involvement this year (from 50 to 36) is the graduation of many Trent Radio programmers, who, despite the fact that they are no longer students, continue as programmers. We therefore have a great body of alumni programmers in our 50 community members, none of whom have a vote towards the student levy increase. Support towards Trent Radio from the student body and the Peterborough community is great, and the primary goal of the 2010-11 season is to channel that support towards a Yes vote (and quorum) at the student elections this year.

**Community Events.** Different year's goals have alternated between increased campus presence and increased community presence. In pursuing students I do not want the community side of Trent Radio to be neglected. Locations like Sadleir House, which is both a downtown location and campus, are ideal for holding so-called campus events that can also be community-events. Our goal this year is to maintain a distinct presence in the community while we are pursuing a successful referendum with our student members.

**Studio A Fall 2010:** John Muir continues as the Studio A trainer. His training methods continue to imbue programmers with a sense of institutional memory and technical competency. These training sessions also serve as a first-time programmer's introduction to the General Manager, helping illustrate the staffing roles at Trent Radio in regards to the difference between technical and programming issues.

**Studio B Fall 2010:** Anthony Gulston resumes his duties from two years ago as the Studio B Trainer. Before the season's schedule was completed, Anthony had already facilitated the recording, editing and completion of a comprehensive production of Shakespeare's Hamlet. This is a good example of the production pace Anthony wishes to apply to his position between scheduled training sessions.

**PD Assistant Fall 2010:** Stephanie Bailey resumes her role from the latter half of last season as the Programme Director's Assistant. She was instrumental in the execution of a series of Programme Proposal Workshops through mid-September, and Clubs & Groups day on campus. She will be conducting "Programmer Update" meetings in early November, helping increase lines of communication with programmers.

[end]