

# TAKE NOTICE

there shall be an  
ANNUAL GENERAL MEETING of  
TRENT RADIO

- a corporation without share capital -

to be held, **SUNDAY, 21 NOVEMBER 2010, 2 P.M.**  
at the Dining Hall, Sadleir House Facility\*,  
751 George St North, Peterborough, Ontario

=== AGENDA ===

- 1.) Call to Order, President's opening remarks and setting of the agenda.
- 2.) MOTION to approve minutes of last Annual General Meeting held on 22 November 2009.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.  
Namely: Sponsorship & Fundraising; ~~Radio Art~~; Summer Operations; Radio Free Peterborough; Production Manager; Programme Director; General Manager; Scapegoat, and President.

MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.

MOTION to confirm all resolutions of the Board.

- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2010 with an independent Financial Review. And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and an extraordinary MOTION, to appoint the accounting agents to prepare an independent Financial Review for the next fiscal year ending 31 August 2011.
- 6.) REPORT of the Nominating Committee and election of Directors

As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership. The Nominees in alphabetical order are (s = student & c = community member);

**MEAGHAN CULKEEN (C), ANDREW CULKEEN (S), DAVID GRENON (S), MATTHEW JARVIS (S),  
STEVE MCNABB (C), CAILEIGH MORRISON (S), AND JACOB QUINLAN (C).**

Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting.

Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by 2 p.m., Sunday, 14 November 2010 at Trent Radio House, 715 George Street North, by a responsible Trent Radio representative.

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected or qualified. Members of the Board of Directors shall be, capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 7.) Any other business

- 8.) MOTION to adjourn

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish. All full time student of Trent University are members of Trent Radio.

\* please contact John Muir <jkmuir@trentradio.ca> if concerned about accessibility.

per Trent Radio Board of Directors: John K Muir, Vice-President & General Manager, 02 November 2010

MINUTES OF THE MEETING of MEMBERS held on Sunday, 22 November 2009 in the City of Peterborough, at the Dining Hall, Sadleir House, 751 George Street North.

P R E S E N T: David Barnfather, Philip Benmore, Meaghan Culkeen, Geoffrey Forrest, Andrew French, James Kerr, Lauren Larsen, Cailleigh Morrison, John K Muir, and Jacob Quinlan.

R E G R E T S: Steve McNabb, Jill Staveley and Yvonne Lai.

Notice of this meeting having been made to all the members, the meeting was declared duly constituted and called to order at about 2:10 p.m., with Meaghan Culkeen acting as Chair..

**01. Chair's Opening Remarks:**

The Chair welcomed the Members a proposed meeting agenda was presented, and agreed. Discussion followed.

**02. The minutes of the previous AGM** were presented.

**UPON A MOTION** duly made, seconded and carried unanimously, the minutes of the previous Annual General meeting, held on 23 Nov 2008, were approved unanimously.

**03. Presentation of Reports of the Directors, Committee Chairs, Staff and Officers:**

Sponsorship, Fundraising & Earned Revenue Report - JK Muir (see attached)

Radio Art Report - Brian Wagner (see attached)

Summer Programme Coordinator's Report – Kate Taylor (see attached)

Radio Free Peterborough Project - Steve McNabb (see attached)

Production Manager's Report - Jill Staveley (see attached)

Programme Director's Report - James Kerr (see attached)

General Manager's Report - John K Muir (see attached)

~~Scape Goat Report – Paul Cleveland~~

President's Report - Meaghan Culkeen

**UPON A MOTION** duly made, seconded and carried unanimously, the reports of the committee chairs, staff and officers were accepted as presented.

**Motion to confirm all resolutions of the Board:**

All Board Minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the Trent Radio website throughout the year.

**UPON A MOTION** duly made, seconded and carried unanimously, it was resolved that all resolutions and acts of the Board since the last AGM held on 23 November 2008 as set out in the Minutes of Directors and the Corporation or in the Annual Report of the Corporation submitted to this meeting were approved and confirmed by the membership.

**04. Presentation of the Financial Statements for One Year Ending 31 Aug 2009:**

The Financial Review Engagement Report was presented for the corporation for the fiscal year ended 31 August 2009, as prepared by McColl Turner Chartered Accountants, the accounting agents of the Corporation, consisting of a statement of the Financial Position, a Schedule of Changes of Net Assets, a Statement of Operations, a Statement of Changes in Cash Position, and Notes to the Financial Statements - dated 11 November 2009.

Discussion followed and questions were answered

**UPON A MOTION** duly made, seconded and carried unanimously, the financial review, as prepared by McColl Turner Chartered Accountants, for one year ending 31 Aug 2009 was accepted as presented, and that McColl Turner Chartered Accountants, be appointed to conduct the next financial review engagement report for the period ending 31 Aug 2010.

**06. Report of the nominating committee and election of Directors.** The General Manager reported that no further nominations had been received, as provided by the bylaws of the corporation.

The Chair reminded the members that the bylaws of Trent Radio Provided that: "Members of the Board of Directors shall be at all times, Canadian citizens, except when seen to be of exceptional benefit to Trent Radio and its direction, and an application for their membership is made to the Government of Canada. A majority of the Board shall be enrolled students of Trent University. Board Members must be eighteen years of age or older."

The Chair asked the Nominees present to confirm that they were Canadian citizens and have achieved the age requirements and declared that a majority of the nominees were enrolled as students of Trent University.

The Nominees present then introduced themselves and explained their reasons and interest in serving on the Board.

**UPON A MOTION** duly made, seconded and carried unanimously, it was resolved that the report of the Nomination Committee be accepted, and that the Nominees presented, namely; Meaghan Culkeen (s), Geoffrey Forrest (s), Andrew French (c), Lauren Larsen (s), Steve McNabb (c), Cailleigh Morrison (s) & Jacob Quinlan (s), be appointed to the Board of Directors of the Corporation and shall be considered duly elected to represent the Corporation and to hold office until next annual election of Directors subject to provisions and bylaws of the Corporation. *[Please note that (s) denotes student and (c) indicates drawn from the community]*

**07. Any other business:** There was no other business to discuss.

**08.** Thanks you were exchanged. Positive expressions were made about the catering. There being no other business, the meeting was adjourned at 3:35.

**Sponsorship Fundraising & Earned Revenue Report for Trent Radio AGM 101121**  
**prepared by JKMuir / 18 Nov 10**

**Sponsorship**

A total of 1 season sponsorships was sold over the year for a net revenue of \$250. An additional \$2,444 was received through Target Broadcasting from various federal and provincial government clients.

**Donations & Fundraising**

This year saw a Radio Marathon and a second KariOinke at the Pig's Ear, and a first-time MoHo event.

The table below shows our fundraising totals for the last fiscal year and the six years prior. Looking at last year's (YE10) activities in particular: a) donations continue to decline as do b) membership fees. Efforts have continued to ensure that membership fees are collected from all our community members. It should be noted that many of community members volunteer as operators, in which case their membership fee is waived.

**Earned Revenue & Municipal Grant**

For the most part, earned revenue is derived as rent from the residential apartment, with sponsorships, a grant from the City of Peterborough, and production & recording fees making up the balance. Most of the production fees come from work for the Ode'min Giizis and Lakefield Literary Festivals. As mentioned at the last AGM, the upper apartment needs work - the 1853 plaster walls & ceiling are deteriorating. It has generated more than \$130,000 over the past 25 years. Trent Radio is booked to again provide production for the Lakefield Literary Festival, scheduled for 15-17 July 2011.

**Comparative Fundraising & Earned Revenue**

	YE10	YE09	YE08	YE07	YE06	YE05	YE04
Donations							
Corporations	-	275	275	75	-	750	1,250
Private Net	3,364	6,555	7,920	4,834	3,278	5,929	8,935
Donations Total	3,364	6,830	8,195	4,909	3,278	6,679	10,185
Memberships							
Trent Student Memberships	83,670	83,845	80,160	89,044	93,457	88,744	83,644
Community & Other Memberships	695	870	905	670	300	740	895
Memberships Total	84,365	84,715	81,065	89,714	93,757	89,484	84,539
Special Events & Fundraising Activities							Only
Winter Cabaret 02 Dec 04	-	-	-	-	-	2,007	
Knackwurst & Sauerkraut (end of Apr)	-	-	-	833	581	n/a	Totals
Cabaret 12Feb08	-	-	58	-	-	-	
Good 'n Country mid-May05&06 + Sep07	-	-	208	-	589	1,758	Shown
Radio Marathon (end of Fall Season)	333	493	1,017	1,034	884	858	
Summer Yard Sale & Misc	60	-	-	-	-	67	
Pigs Ear "Kari-oink-e" Feb	418	255	-	-	-	67	
MoHo Fundraiser 13Mar10	556	-	-	-	-	-	
Special Events Net	1,367	749	1,282	1,867	2,054	4,757	4,914
Fundraising Net (TShirts & Buttons)	0	20	0	207	479	162	353
On Air Sponsorship, Earned Revenue & Misc							
Local Sponsorship Net	250	2,300	4,260	4,968	7,600	4,638	3,400
Other Sponsorship Net	3,630	2,444	1,822	675	-	-	1,361
Rental Apartment Net	7,984	7,866	7,484	7,898	6,851	5,953	4,635
Misc Earned Revenue Net	2,905	1,790	1,135	1,052	1,475	1,024	1,219
Municipal Grants	3,500	3,500	3,500	1,000	3,500	2,865	-
On Air Sponsorship, Earned Rev & Misc Total	18,269	17,900	18,201	15,593	19,426	14,480	10,614
	<b>\$107,365</b>	<b>\$110,214</b>	<b>\$108,743</b>	<b>\$112,290</b>	<b>\$118,994</b>	<b>\$115,562</b>	<b>\$110,605</b>

[end]

**Summer Operations Manager's Report for Trent Radio AGM 101121  
prepared by Matt Jarvis 31Aug10 for BoD Meeting 30 Aug 2010**

**Summer Operations 2010**

**Overview:**

The summer season commenced on Monday, 03May10 and ended on Friday, 13Aug10. Generally, broadcast hours were 1700-2200 on weekdays, 0800-1900 on Saturdays and 0900-1300 on Sundays, for a total of about 40 hours per week. Office hours were 1400-1800 on weekdays. Studio A was open for production 1300-1630 by appointment. There were 38 programmers (including 6 new to Trent Radio)

**Key Events of the Summer 2010**

**May 2010**

03 May - Beginning of the summer season.

10 May and following - I meet all the Executive Producers. Things are in good hands.

12 May - Karyn Ellis interviewed by Jake Quinlan.

26 May - Jacob Quinlan interviews past Trent Radio high school co-op participant, David Simard and his band of folk musicians. As a result a French horn is played live in studio.

28 May - Norwood musician "Sly Violet" interviewed on "Scoot Machine".

**June 2010**

01 Jun - Paul Tukker, former CBC correspondent for the Yukon, begins his show today. It is based entirely on weekly perusals of our vinyl archives. Stupendous! I hope he chooses to continue.

06 Jun - Peterborough Utilities inspects pursuant to the installation of a water meter and backflow preventer.

10 Jun - Radio Day: "Transmitting Resistance" organised by local activist, Rochelle Sauve.

16 Jun - Radio Day: Odemin Giizis (Strawberry Moon Festival) organised by Miriam Stucky. And rebroadcast of these materials on the two days following.

27 Jun - Production of Shakespeare's Hamlet commences organised by Lauren Larson.

30 Jun - Radio Day: Weird Music Day. With contributions from Jake Quinlan, Full Metal Booty, Gregory Kalyniuk, Meaghan Culkeen, and myself.

**Jul 2010**

01 Jul - Radio on the Lawn.: Amazing musicians including Kay Pettigrew from Toronto and Dan Jacobs' first ever solo performance. Jill Staveley and Charlie Watson provided technical operations. Everything was well except the large umbrella caught the wind and pulled the mix table over, throwing some gear to the ground. Organized a benefit show that same night at the Spill to pay for equipment repairs and made \$60. Damages were \$188

15 Jul - TrentU History Professor, Kevin Sienna, records a PSA for the Turtle Trauma Center.

16 Jul - "Shade" from Vancouver interviewed.

22 Jul - "Hunter Valentine" interviewed.

29 Jul - Recording: Angela Benedict meditation materials for soldiers.

31 Jul - "FIRE": A fire started in the upstairs tenant's van behind Trent Radio House around 1 p.m. The van was completely destroyed and some pine trees were scorched. Police determined the fire to be accidental. The tenant has since moved out - please see General Manager's report.

**August 2010**

09 Aug - Production of Shakespeare's Hamlet winds up.

13 Aug - Shutdown

16 Aug 10 - Plant and technical cleaning and maintenance has begun with John Muir and Anthony Gulston.

**General Comments**

The summer was lively, with a busy season for "Smooth Operator" and a number of new programmers and shows. Initiatives such as "Radio on the Lawn", "Transmitting Resistance", "Odemin Giizis Radio" and "Weird Music Day" all worked to further connections to the community and build new relationships to the organisation. The sponsorship initiative is slowly but surely taking shape and I am confident in its continued growth this fall. All in all, it was an exciting summer and one that has produced hours of good radio!

It is my opinion that Trent Radio's 2008 Summer programming a) was balanced, b) of high quality, c) and met or exceeded all undertakings set out in applications to the CRTC (see CRTC Decision 2007-381 Ottawa 17Oct08), and d) in compliance with all relevant particulars of the "Broadcasting Act, 1991".

The summer season was successful, and carried through with a great deal of enthusiasm and zeal.

Matt Jarvis, Summer Operations & Information Manager

## **Radio Free Peterborough Operations Report for Trent Radio AGM 21 Nov 2010**

### **Prepared by Steve McNabb**

This year started off slowly, mostly because I didn't have much time to dedicate to the RFP project but starting in the early summertime I set out to fix some long-standing problems with the RFP website, and to undertake some new (secret at the time) development projects for the iPhone platform.

The catalogue has expanded to over 4,000 tracks now and we have enjoyed roughly 46,100 hours of Trent Radio broadcast time in the six years RFP has been on the air.

The website now has a CAPTCHA mechanism in place (Completely Automated Public Turing Test to tell Computers and Humans Apart) to block automated spam bots. These automated agents generate user accounts and auto-post spam (advertising mostly, for Viagra-selling sites, fake banking sites, and other naughty things). The quantity of spam being posted to the site and other automated agent activity required the blocking of user account creation completely and also required taking the free music section offline. The tidal wave just got to be too much to manage, and I was tired of seeing RFP being used as an advertising platform for scuzzballs.

User accounts and blogs are now back and working really well.

The free music section is back too - and it seems to be popular. It is hoped that we can get some waivers signed by other local artists interested in giving recordings away for free so we can expand the free music selection over the coming year. People love free stuff!

They also love their iPhones. This year, we released two iPhone apps - one focused directly on RFP, and one more generally on Trent Radio as a whole. Both are available for free from the iTunes store, and are linked here: <http://radiofreepeterborough.ca/apps>

The RFP app allows users to listen to the RFP audio stream, provide real-time feedback via email (capturing the name of the track they were listening to at the time), report a bug or bad track by email (also capturing the track info), and an interesting experimental feature: GPS location tracking. The app will ask permission from the user, of course, but if this permission is given and the user clicks the "Record my position" button, a database entry is created at RFP Headquarters that records a timestamp, latitude, longitude, the track they were listening to and the phone's unique id. Over time, this will let us build up a dataset we can plot on a map to show where people are listening to RFP from. It isn't really known if anyone will want to do this, but hey - that's what makes it experimental!

The Trent Radio app is a little different. It allows users to listen to the Trent Radio audio stream of course, and it also taps directly into the "send the DJ in the booth a message right now!" feature of the Trent Radio website - allowing mobile listeners to participate in real-time with the Trent Radio broadcast process from wherever they happen to be (within cell range of course). The other direct participation provided by the Trent Radio app is a button which allows users to call the Trent Radio on-air line with the press of a single button - making it easier for mobile listeners to call the programmer and have their voice(s) heard.

We have not yet done a public press run / release regarding these apps yet as there are a number of other small projects which must be completed first, but it is expected that the formal "launch" of these apps should occur before the Christmas holidays.

We expect to expand our catalogue further in the new year through the tireless efforts of Jill Staveley around audio ingest. Thanks Jill!!! I'm not quite sure what the scope of the new material is at present, but will update the board accordingly once we get a little further along in the process.

We look forward to a seventh year of partnership between RFP and Trent Radio to continue bringing the audio culture of Peterborough to listeners local and global.

[end]

## **Production Manager's Report for Trent Radio AGM 101121 prepared by Jill Staveley 14Nov10**

### **INTRO**

I am now officially back at Trent Radio to fulfil my role as Production Manager after one year of being on Maternity Leave (01 Nov 09 - 01 Nov.10). I feel lucky to have been able to keep in touch with Trent Radio, its staff and volunteers, through different activities including volunteering for event days and hosting my own show Mommy Radio over during the past year. This involvement has also helped me keep up to date with all things Trent Radio, making the transition back to work much easier than it could have been.

During my Mat. Leave, it was a priority for me to learn the compromise necessary in order to stay active in our community, as well taking time away from my usual busy world while learning how to be a Mom. I am continuing to learn this balance, and am grateful for the immense support and encouragement I have been granted from Trent Radio. More than ever, I am truly thankful for my continued involvement with and acceptance into Trent Radio. Thank you to everyone for being a huge part in this new stage in my life.

### **STUDIOC PROJECTS**

StudioC continues to see regular use outside of my project initiatives. James Kerr continues to use the facilities for Radio Drama endeavours, Matt Jarvis organised a Radio on The Lawn this past summer, as well as utilised the space for an altogether separate music day (I unfortunately do not have any more details on this project, though I know that the space was used, and that live music was created and broadcast)! It is very encouraging to see the space being used by more people for regular and realistic programming and projects that do not rely on my involvement for instigation and direct facilitation.

**LMAD:** Matt Jarvis and I are working together to get the Local Music Archives and Radio Free Peterborough relationship back on tracks. Once this is completed, we will be able to overhaul the LMAD computer, and put it to good use at the station. I feel that our Local Music Archives is generally overlooked and under-appreciated, and I am committed to continue building this resource, and educating our programmers on the amazing mass of talent and creativity that lives and thrives in our community.

**Collaborative Story Book Project:** I have initiated this year's major project, which should be completed by early Feb.2011. It is a story book collaboration project - 4 or 5 writers will submit stories; voices and musicians will come together to produce the original works; visual artists will create 1- or 2-page artwork to go along with each story. Participants currently involved are: Leigh MacDonald, Lester Alfonso, Esther Vincent, Ryan Kerr, Nick Ferrio, Wayne Elliot, Rasika Mathur, Michelle Mackey, and Hilary Weir.

**3 Song Project:** Trent Radio's most amazing asset is the community that surrounds it. With this in mind, I feel that it is our responsibility to continue to encourage and help emerging and independent artists. I will continue to make the StudioC resources available to local musicians who are looking to record a few simple songs (tracking-wise), for use on independent releases and/or demos. In return, we complete some interview questions, and compile a 15/20-minute showcase ready for broadcast. Live & Local has a very very special place in my heart.

**ROCK BLOCK:** Last year, I included a statement regarding my intentions to start an after-school Rock program for young women in our community through the auspices of RC4G that would utilize the resources available at Trent Radio. I have started this initiative, though Trent Radio's role in this programming has not yet proven viable. For the time being, this project will remain as RC4G Programming, and possibly at some point in the future, we will be able to utilize the facilities and resources at Trent Radio, bringing new volunteers, programming and community activity to the station.

**~ Continual / Ongoing~ :** One of my main goals that is FINALLY being realised is to clean out and clean 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. We have started to work on this with each Archivist being responsible for their 'area', and taking initiative. And boy does it feels great.

### **OWSP/TIP STAFF**

**StudioB (OWSP):** We were very lucky to have Geoffrey Forrest oversee production projects and training in StudioB last year. He brought with him a very welcoming and accountable approach to his responsibilities, and I think we were all a little sad to see him move forward from Trent Radio at the end of the year. We wish him the best of luck in all of his future endeavours, and know that any community he dedicates his time to in the future will be blessed by his presence, optimism, calm and approachable demeanour, and enthusiasm with which he approaches all of his goals and responsibilities.

We are very lucky to have Anthony Gulston back in the saddle as StudioB trainer. Since September, not only has Anthony overseen training for 16 people in the studio, but he has also been busy working on all aspects of production for projects, including writing, voice acting, engineering, producing, and acting as a general supporter for

other programmers' projects. Anthony has stated his regret that he has been unable to facilitate more Programme Promos, and the creation of Back Up shows for our current season, but he is aware of this situation, and will work towards remedying this problem in the future.

One unfortunate trend that Anthony has experienced so far this year is the all too familiar 'No Show'. Anthony has provided me with a list of programmers and volunteers who have signed up for training and neglected to show up for their session, or call to cancel their appointment. Anthony has a very limited number of paid work hours each week, and I feel that this type of disregard for Trent Radio and its staff members is unacceptable. There are many ways to deal with this situation, and I would appreciate a discussion on how to proceed in this situation.

**Incoming Music Archivist (OWSP):** I would like to sincerely thank Alistair Rathbone for doing an amazing job last year. He essentially took on a management position when I went on Mat. Leave, and facilitated the hiring process for our IMA Assistant (Matthew Jarvis), oversaw his training, and was responsible for the delegation of all tasks related to the archives ensuring that they were kept up to date and accessible to our programmers.

After working as IMA Assistant last year, and fulfilling the role of Summer Operations Manager, Matthew Jarvis is our resident Incoming Music Archivist. His continuous involvement in Trent Radio over the past 12 months has greatly increased his presence at the station as he is now involved in many activities outside of his responsibilities related to the archives. Every year we see the duties of the IMA change and shape themselves around the capabilities, availability and interests. This year I feel that Matthew's increased involvement will require that I become more directly involved in the day-to-day archiving responsibilities, but that Trent Radio will ultimately benefit from the additional interests that Matthew has become involved with.

**Incoming Music Archivist Assistant (OWSP):** We have received 3 resumes for this position, and will facilitate interviews, hiring and initial training before the Entre Season begins.

**Spoken Word Archivist (TIP):** Karina Daukaeva was our SW Archivist for the past few years, and was an amazingly independent force within the station. With this in mind, I had essentially left the planning and progress of the archives in her hands, and would meet with her on a regular basis for an update. I was not looking forward to spending the time required to really reacquaint myself with the archives and the process, and having to potentially micro-manage a position that has essentially taken care of itself for the better part of the past 6 years.

Luckily, Ekaterina Smolina (Katya) was magically found by Karina on a bus ride from Toronto to Peterborough at the beginning of the school year, and our perfect SW Archivist was hired. Katya has been incredibly patient and self-directed in learning the archives in an independent work environment, and has ensured that the legacy of our SW Archivists continues.

Most of the SW Tapes have been added to the server, and we continue to work on the database which will facilitate access to the material. Katya has also begun to organise miscellaneous materials that have been left around the station, and is including all usable material in our archives and database.

**Physical Plant (OWSP):** We have continued to see the responsibilities of the PP position covered in tandem by the Production Trainer and the Incoming Music Archivist. We have had a difficult time delegating tasks, and ensuring that the house is clean and tidy on a regular basis. This is not due to lack of intention or dedication to a job well done, but simply to the fact that we were granted fewer hours for our OWSP position, thus allocating less hours for each employee, as well as the fact that it is very impressive juggling that is required in order for both Matthew and Anthony to fulfil their other roles at the station, with school and life.

I feel that we have done a good job so far to get the house in good nick, and in order to see this happen, James Kerr and I have agreed to be responsible for taking out the garbage and recycling on a weekly basis. If we are to continue fulfilling the PP responsibilities in this way next year, I strongly suggest that we have a scheduled meeting with John, James, Jill, and both the IMA & Production Trainer as soon as we have hired both positions to ensure that all expectations are presented at the onset of the year, and that a structured schedule is set in place early on. I would also suggest that we could delegate more of the PP responsibilities to all staff members, and encourage all Operators to tidy up at the end of the night, and make sure that their programmers clean up after themselves.

**Sponsorships:** Trent Radio is officially back on the Sponsorship boat thanks to the hard work of Matt Jarvis and John Muir. They spent a good portion of the summer re-organizing our Sponsorship brochure, rates and contact list. We currently have 4 sponsors back on air at Trent Radio (Bryston, Titles Bookstore, Dreams of Beans, and Renegade Apparel). Matt Jarvis, Caileigh Morrison and I have met as an ad-hoc Sponsorship Committee, and will continue to renew our relationships with past sponsors, as well as hopefully find new community support. We have all experienced a general lack of response from the local businesses that we have contacted, but have recently compiled our lists of contacted businesses, and will try once more to gain the much-needed financial revenue through sponsorships for Trent Radio.

[end]

## Programme Director's Report in Two Sections

### Part 1 for the period Sep09 - Apr10 prepared by James Kerr for BoD Meeting 19 Apr 2010

**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, 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 potential programmer prefers their second attempt.

**Operators** are the fulcrum of our programming. It was only through the generosity of our Operators that we were able to pioneer an earlier start to the broadcast day. Whereas last year most days began with Smooth Operator at 11am, this year we started the latest at 10:00am, with Thursday and Friday beginning at 9:00am and Tuesday at 9:30am. It was fortunate that we had more Operators this year than 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 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 extracurricular 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 facility 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 in 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 a lot 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 in 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 Storace, 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 for prospective programmers to have an earlier start regardless, especially now that there is Operator support for that time.

**Result:** Marvellous. 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 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, 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 citing the Arthur Article as the source of their inspiration. Several participants in the various event days this year also cited 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 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 (? I'm not sure what point he is trying to make here).

**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 conduct 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 - 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 becomes easier to develop with technology, the position of PD Assistant will migrate away from Trout Rodeo production 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.

### **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 & 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: Caleigh 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 Caleigh 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
<b>Spoken Word (Minimum)</b>	25%	25%	25%
<b>Music from subcategories other than pop, rock and dance (Minimum)</b>	20%	20%	20%
<b>Music from Category 3 (Minimum)</b>	5%	5%	5%
<b>Hits (Maximum) of all music played</b>	No restriction	10%	5%
<b>Category 2 CanCon (Minimum)</b>	35%	35%	40%
<b>Advertising &amp; Sponsorship</b>	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
<b>Category1 - Spoken Word</b>	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
<b>Category 2 - Popular Music</b>		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
<b>Category 3 - Traditional &amp; Special Interest</b>	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
<b>"Hits" Played</b>	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
<b>Station Produced (avg hrs per week)</b>	Min 42 hours	Min 42 hours	86hrs	109.5hrs	102hrs	121hrs	**79hrs
<b>Advertising &amp; Sponsorship</b>	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

**Part 2 for the period Sep - Nov 2010: Fall 2010 Report plus addendum prepared by James Kerr for BoD 23Sep & AGM 21 Nov 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**

Wed 08Sep10 Clubs & Groups Day & Trent Radio's Arthur Articles begin publication  
 Thu 09Sep10 Programme Proposal Workshop #1 held at Lady Eaton College room 201  
 Tue 14Sep10 Programme Proposal Workshop #2 held at the Peterborough Public Library  
 Wed 15Sep10 Programme Proposal Workshop #3 held at Sadleir House  
 Wed 15Sep10 High School Co-op Student interviews begin  
 Thu 16Sep10 Programme Proposal Workshop #4 held at Trent Radio  
 Fri 17Sep10 Programme Proposal Deadline & Programming Committee (Ops w PD) Meeting at 5pm  
 Mon 20Sep10 Regular Fall Broadcast Season and HS Co-op position begin  
 Tue 21Sep10 Studio A training begins  
 Fri 24Sep10 Dis-orientation booth set up at Sadleir House  
 Sat 25 & Sun, 26Sep10 Brian Wagner's Kawartha Artist's Studio Tour held at Trent Radio  
 Mon 04Oct10 Radio Drama Auditions held for Vaudeville night fundraiser Thu, 21Oct10

**Programming Stats for Fall 2010 thus with comparison figures for Fall 2009 & 2008:**

Fall10	Fall09	Fall08	Description
83	69	67	Total 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

At present there are five unscheduled programme proposals, put on hold from scheduling conflicts derived from specified limited availability. In comparison to with last year, when 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-scheduled OSWP appointments and morning Co-op placements.

**Co-op Student:** Mickenzie 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.

## 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.

### Goals for Fall 2010:

**Student Membership/Levy Increase.** Many of the initiatives built 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 has 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.** Over the years, the 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 pursue 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 to 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 to increase lines of communication with programmers.

### ADDENDUM @ 12 Nov 2010

#### Programming Stats Update:

12Nov10	Fall10	Fall09	Fall08	Description
91	83	69	67	Total Regular scheduled programmes
97	86	89	83	from Programmers, comprised of
43	36	50	32	TrentU students
53	50	39	44	Community Members
6	5	6	7	TrentU & Community Groups

Note: Programme Proposals continued to trickle in after the fall due date. There was no Reading Week "loss" of 2 or 3 shows; instead we lost one and gained 3. The majority of new programmes are coming from Trent Students who missed the Fall deadline. Our live schedule is firmly set as 0900 – 2200, a success which has made it difficult to schedule studio cleaning.

[end]

**General Manager's Report for Trent Radio AGM 101121  
prepared and revised by John K Muir, Vice-president & General Manager / 19 Nov 10**

**Preamble:**

Established and operated by the students of Trent University for the benefit of the community as a whole and in anticipation of broad community participation, Trent Radio is designed with the production of exceptional radio in mind.

Its aims and objectives include producer-oriented programming and for the production of creative local radio.

**Administrative Mission:**

The general support for the education as well as the artistic, research and administrative activities by those involved in the organisation.

The provision of radio production equipment and related training, workshops, direction and facilities in support of radio programming activities and programmer development, and;

In carrying out that mission the following functions are performed:

The operation, maintenance and development of 715 George Street which houses an archive, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment;

The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of Internet accessible stream sources;

The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers and community contributions.

**Overview:**

Operations reflect on-going and project priorities established over the last five to fifteen years, as well as moving towards making support of the mission more manageable.

- a) general on-going programme and production direction.
- b) the purchase, operation and maintenance of rf & digital transmission and related equipment.
- c) the purchase, development and maintenance of 715 George Street - Trent Radio House.
- d) the maintenance and development of a Digital Spoken Word and Music Collection.
- e) the establishment of and on-going improvement to a flexible "in-house" computer system and network with a high-speed connection to the Internet, to aid and abet programming, production and support for same.
- f) production and distribution of publicity (Trout Rodeo & guides).
- g) support for the development of radio art pursuant to stimulating innovative programming.
- h) general day-to-day administrative and technical direction and support
- i) related office, building & technical overhead
- j) developing on-going and new sources of revenue in support of the above.

**Operational and Other Highlights not covered in other reports**

**Where we are today:** It has become increasingly clear that we really are enjoying the fruits of our labours. Over the past fifteen years, we've gone from one studio with a 30watt mono transmitter to something quite different and better while fomenting the spirit of independent production and personal odyssey. Rather than expressing something here which smacks of self-congratulatory complacency, I want to underscore that we should be grateful of our very good fortune.

**Revenue Development:** The object of budgeting is to blend our philosophical goals with the reality of available resources. It has been previously reported that we do need to increase net revenues to pay for Trent Radio's operations as they are set. Work continues to develop and implement a new sponsorship plan and other revenues - including a referendum campaign to Trent students.

**Staffing:** The general roles and particular responsibilities attaching to the positions of Programme Director, Production Manager, and General Manager work well at Trent Radio. James Kerr serves as PD for the Fall and Spring seasons, and Jill Staveley continues as Production Manager through several periods of greater or lesser intensity throughout the year, and both James and Jill perform to a high standard. As stated at the last AGM, it is hoped that we can continue along these lines, with the caveat, however, that we need to provide the wherewithal to better underwrite their remuneration (q.v. revenue section above). Due to a shortfall of funds, the General Manager was laid off for twelve weeks at the end of Jan10.

**Trent Student Membership Fees:** Revenue from this source (\$83,670) was a slightly less (\$175) for YE10 than the previous year. The estimate for YE11 is set at \$82,500, as it has been for each of the last two years. Please see the Sponsorship & Fundraising Report for comparative numbers.

**715 Upper Occupancy:** Our tenant for the past two years left at noon on September 1st with less than 18 hours notice. Although they did not give the required two months notice, they had to forfeit their last month's rent deposit, which was used to cover extraordinary repairs &c. Thanks to Kijiji, we were able to secure tenants (Omar Khan and Sohail Farooq) until the end of April 2011. The rent for the unit is \$710 per month. The tenants are responsible for utilities and pay \$140 on account with a final adjustment as the end of their tenancy. By May 1st we will have to decide to either let the space or undertake renovations. In the twenty-five year since we bought the building the upper apartment has generated more than \$100,000 net.

**Canada Summer Jobs 2010:** Following last year's practice, it was agreed to hire the Summer Operations & Information Manager part-time as the beginning of May (03 May 10 at 20 hours per week) until we heard about the CSJ grant. Subsequently, we were advised that we received CSJ funding to cover 12 of the 16-week employment period. Accordingly, and after the hiring committee made its recommendations, Matt Jarvis was appointed to the position. I am grateful to both James Kerr & Jill Staveley for giving Matt orientation and support at the start of his duties. I'm also grateful to Matt whose energy and enthusiasms were an inspiration and sustained everyone throughout the Summer Season.

**OWSP & TIP Grants:** For AY2009-10, we have received an allocation of \$6,083 towards hiring five students for a total of 854 hours. For AY2010-11, we received a subsidy of about the same amount, which now only covers 798 hours due to wage increases.

**Upgrades:** a) the cost of required replacement gas furnace (\$5,900) was our largest expenditure last year, followed by b) \$1,015 for a mandated "back-flow" preventer for our water mains, and c) \$800 for the parts and installation of new pan and balance pots and knobs for the StudioA, EELA console, which now might get us through to 2020.

**Garden:** Glenn Caradus continues to act as our volunteer gardener. Thank you Glen.

**Governance:** From the time it was incorporated in 1978, Trent Radio has managed its affairs under the various provisions of the "Corporations Act, 1990 C38" of Ontario. Last month, on 25 October 2010, "Bill 65, Not-for-Profit Corporations Act, 2010" received royal assent, and will replace the old act.

A respectful thank you

John K Muir, VP & GM / 19 Nov 2010

[end]



**President's Report for Trent Radio AGM 21 Nov 2010**  
**prepared by Jacob Quinlan, President**

The delineation of time structures experience. Given our occupation with an aural medium, we can become acutely aware of this. It would be chimerical for me to attempt to adumbrate the past year's elations and achievements. Given the efficacy of the foregoing reports, it would also be extraneous. So I will aim for an aberration (which may itself be chimerical), and try to remain perspicuous. I would like to thank the members of the Board: Meagh Culkeen, Geoffrey Forrest, Andrew French, Lauren Larsen, Steve McNabb, and Caileigh Morrison. Your perfervid commitment to community radio has been evinced by your efforts; perhaps not least among them tolerating the tenebrous self-referential jokes coruscating through my e-mails. In fact, Geoffrey, Andrew French, and Lauren have now moved on in pursuit of their several adventures ... thank-you for your years of service and good advice.

Matt Jarvis, thank-you for guiding our sidereal barque through the sometimes caliginous summer vistas. The furious surge of vorstellung was without abeyance.

Thank-you to Jill Staveley, for adroit technical production, deriding my idiolect, and giving birth to Charlie.

Thank-you to James Kerr, for novel and sustained efforts in developing conduits to our student Membership, the renaissance of event days, and the ludic humour bestowed with grace upon us. Thank-you to John K. Muir, for sedulously tending the plot in which the often sprawling tendrils of creativity are afforded their growth.

I also wish to express my thanks to the stanchions of our edifice, the operators; they ensure an immutable access to caffeine and that Strongbad's derision remains (mostly) spurious. Finally, though as a climacteric moment, I wish to express my thanks and gratitude to the amorphous body of Trent Radio's Members. The community which is engendered by this strange concatenation is incommensurable with any; it elicits a marvellous feeling to enter 715 George and find such an abaxial collection of persons, all of whom jointly passionate in creating Radio. This community and its sense have made it an ineffable privilege to serve as Trent Radio's President.

Sincerely

Jacob Quinlan

[end]

**Financial Statements of**

**TRENT RADIO**

**August 31, 2010**

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## REVIEW ENGAGEMENT REPORT

To the Directors  
Trent Radio

We have reviewed the statement of financial position of Trent Radio as at August 31, 2010 and the statements of changes in net assets, operations and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the company.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

*McC Coll Turner LLP*

Licensed Public Accountants

Peterborough, Ontario  
November 10, 2010

# TRENT RADIO

## STATEMENT OF FINANCIAL POSITION (Unaudited)

August 31, 2010

	2010	2009
	\$	\$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Accounts receivable	3,948	2,593
Prepaid expenses	783	741
	<u>4,731</u>	<u>3,334</u>
<b>CAPITAL ASSETS</b> (note 3)	<u>29,537</u>	<u>52,897</u>
	<u>34,268</u>	<u>56,231</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Bank advances	1,382	3,154
Accounts payable and accrued liabilities	2,743	3,783
Current portion of long term debt	2,023	1,862
	<u>6,148</u>	<u>8,799</u>
<b>LONG TERM DEBT</b> (note 4)	<u>55,904</u>	<u>57,927</u>
<b>DEFERRED CONTRIBUTIONS</b> (note 5)		
Operating fund	1,390	755
Capital assets	8,509	21,354
	<u>9,899</u>	<u>22,109</u>
<b>NET ASSETS</b>		
Invested in capital assets	21,029	31,544
Unrestricted	(58,712)	(64,148)
	<u>(37,683)</u>	<u>(32,604)</u>
	<u>34,268</u>	<u>56,231</u>

See accompanying notes to the financial statements

## TRENT RADIO

### STATEMENT OF CHANGES IN NET ASSETS (Unaudited)

Year Ended August 31, 2010

	Invested in capital assets \$	Unrestricted \$	Total 2010 \$	Total 2009 \$
<b>BALANCE</b> - beginning of year	31,544	(64,148)	(32,604)	(24,071)
Excess of revenues over expenses (expenses over revenues) for the year	(10,515)	5,436	(5,079)	(8,533)
<b>BALANCE</b> - end of year	21,029	(58,712)	(37,683)	(32,604)

See accompanying notes to the financial statements

# TRENT RADIO

## STATEMENT OF OPERATIONS (Unaudited)

Year Ended August 31, 2010

	2010	2009
	\$	\$
<b>REVENUES</b>		
Membership fees	84,365	84,715
Donations and fundraising	7,636	16,218
Sponsorships	3,880	5,194
Rental income	8,340	8,340
Federal grants	5,479	5,078
Province of Ontario grants	6,883	5,863
Municipal grants	3,500	3,500
Interest income	184	247
Amortization of deferred contributions	12,845	18,342
	<u>133,112</u>	<u>147,497</u>
<b>EXPENSES</b>		
Salaries, wages and benefits	76,393	83,587
Advertising and promotion	1,038	426
Equipment and line rentals	4,001	4,023
Postage, stationery and office supplies	1,103	1,157
Telephone	1,062	1,265
Heat and utilities	4,172	5,102
Programming	2,572	7,676
Repairs and maintenance	12,569	14,562
Professional fees	2,050	2,100
Insurance	4,418	4,374
Interest and bank charges	5,453	4,869
Fundraising and sponsorship expenses	-	450
Amortization of capital assets	23,360	26,383
Miscellaneous	-	56
	<u>138,191</u>	<u>156,030</u>
<b>EXCESS OF EXPENSES OVER REVENUES FOR THE YEAR</b>	<u>(5,079)</u>	<u>(8,533)</u>

See accompanying notes to the financial statements

**TRENT RADIO****STATEMENT OF CASH FLOWS (Unaudited)**

Year Ended August 31, 2010

	2010	2009
	\$	\$
<b>CASH PROVIDED FROM (USED FOR)</b>		
<b>OPERATING ACTIVITIES</b>		
Excess of expenses over revenues for the year	(5,079)	(8,533)
Add (deduct) items not involving cash:		
Amortization of capital assets	23,360	26,383
Amortization of deferred contributions	(12,845)	(18,342)
	5,436	(492)
Changes in non-cash working capital items:		
Accounts receivable	(312)	221
Prepaid expenses	(42)	69
Accounts payable and accrued liabilities	(2,083)	1,115
Deferred contributions for operating funding	635	(340)
	3,634	573
<b>FINANCING AND INVESTING ACTIVITIES</b>		
Repayment of long term debt	(1,862)	-
<b>INCREASE IN CASH FOR THE YEAR</b>	1,772	573
<b>CASH POSITION - beginning of year</b>	(3,154)	(3,727)
<b>CASH POSITION - end of year</b>	(1,382)	(3,154)

See accompanying notes to the financial statements



# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2010

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### 1. PURPOSE OF THE ORGANIZATION

Trent Radio is sponsored and operated by the students of Trent University and is shared with the community as a non-profit cultural and educational organization broadcasting to Peterborough and the Kawarthas as CFFF-FM, 92.7 FM.

The company was incorporated on January 16, 1978 without share capital under the laws of Ontario. It is a registered charity under the Income Tax Act (Canada) and, as such, is exempt from income taxes.

### 2. SIGNIFICANT ACCOUNTING POLICIES

(a) *Revenue recognition*

Trent Radio follows the deferral method of accounting for contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assumed.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a straight-line basis at rates corresponding with the amortization rates for the related capital assets.

Restricted investment income is recognized as revenue in the year in which related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

(b) *Capital assets and accumulated amortization*

Purchased capital assets are stated at acquisition cost. Contributed capital assets are stated at fair market value at the date of contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives, which for the building is 25 years and for the equipment is 7 years.

(c) *Contributed services*

Volunteers contribute a significant number of hours per year to assist Trent Radio in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(d) *Financial instruments*

Financial instruments included on the statement of financial position consist of accounts receivable, bank advances, accounts payable and accrued liabilities and long term debt. The fair value of these financial instruments, other than the long term debt, approximates their carrying value due to their short term maturities. The fair value of the long term debt approximates its carrying value, as the future cash flows associated with the long term debt approximate the future cash flows for similar instruments that would be available to the company.

Management has determined that the company is not subject to any significant currency, credit or interest rate risk.



# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2010

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) *Use of estimates*

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make certain estimates and assumptions that affect the reported amount of assets and liabilities and the disclosure of contingencies at the date of the financial statements and the reported amount of revenue and expenses during the period. Actual results could differ from those estimates.

### 3. CAPITAL ASSETS

The major categories of capital assets and accumulated amortization are as follows:

	2010		2009	
	\$		\$	
	Cost	Accumulated amortization	Net book value	Net book value
Land	10,000	-	10,000	10,000
Building	94,439	92,639	1,800	5,578
Office equipment	20,774	20,758	16	77
Technical equipment	247,252	229,531	17,721	37,242
	372,465	342,928	29,537	52,897

### 4. LONG TERM DEBT

In June 2009, Trent Radio entered into a promissory note which amalgamated the previous components of long-term debt. Terms of the new promissory note are as follows:

	2010	2009
	\$	\$
8.5% promissory note, payable in 192 blended monthly payments of \$565, due August 15, 2025	57,927	59,789
Less principal payments due within one year classified as a current liability	(2,023)	(1,862)
	55,904	57,927

# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2010

### 5. DEFERRED CONTRIBUTIONS

#### (a) Operating funding

Deferred contributions represent unspent restricted operating funding received in the current year that is related to the subsequent year. Changes in deferred contributions are as follows:

	2010	2009
	\$	\$
Balance - beginning of year	755	1,095
Add (deduct):		
Contributions received during the year	695	60
Amount recognized as revenue in the year	(60)	(400)
Balance - end of year	1,390	755

#### (b) Capital assets

Deferred contributions related to capital assets represent restricted contributions with which the company's building was originally purchased and renovated, contributions from the Ontario Trillium Foundation to fund the cost of digitizing the company's collection of recordings and the creation of Studio C and funds raised for the acquisition and installation of the new antenna and of a new transmitter. The changes in the deferred contributions balance during the year are as follows:

	2010	2009
	\$	\$
Balance - beginning of year	21,354	39,696
Deduct amounts amortized to revenue	(12,845)	(18,342)
Balance - end of year	8,509	21,354

### 6. COMPARATIVE FIGURES

Certain 2009 comparative figures have been reclassified where necessary to conform with the financial statement presentation adopted for 2010.