

**TRENT RADIO BoD AGENDA**  
**16 February 2011 at 7:15pm**

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 12 Jan 2011.
03. Business Arising not covered in other reports (none).
04. Committee Reports:
  - a) Trent Radio Community Committee (J Kerr & C Morrison)
  - b) Fibre Possibilities for RFP & TRadio (Off the Cuff S McNabb)
  - c) Earned Revenue & Production Reports - next meeting.
05. Operations Report: - JK Muir.
  - a) Financial Statements to 31 Jan 10 - subject to Financial Review.
  - b) General Manager's Report.
    - i) 715 Upper
    - ii) TrentU Student Membership Fees for AY10-11 (see attached)
    - iii) City & CSJ Grants
    - iv) Charity Return
    - v) Minor Annoyances Needing Repair or Upgrade
    - vi) Board Development
06. Any Other Business
07. Next BoD meeting set for Wed 23 Mar 11 at 7:15pm.
08. Adjournment.

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House, 715 George St. N., Peterborough, Ontario on 12 January 2011 at 7 pm.

P R E S E N T: Andrew Culkeen, Meaghan Culkeen, Matthew Jarvis, David Grenon, Steve McNabb, Cailleigh Morrison and Jacob Quinlan

R E G R E T S: none

Also Present: John K. Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and all of the Directors being present in person, the meeting was declared duly constituted and called to order at about 7:10 pm, with Cailleigh Morrison acting as Chair and Andrew Culkeen acting at Secretary.

The Chair thanked everyone for their successful and extraordinary efforts in raising funds before and over the Christmas break. An agenda was agreed and discussion followed.

02. Previous Minutes: The minutes of the previous board meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Meeting, held on 24 November 2010 were approved as amended.

03. Operations Report:

- a. Presentation of the Financial Statements to 30 Nov 2010. The financial statements for the period through to the 30 Nov 2010 were presented and discussed with particular attention to accounts receivable. It was noted that difference between this year's amount and the year prior is due to Trent University not having yet paid out the final instalment of membership fees for the year.
- b. John K Muir presented the General Managers Report - see attached.

UPON A MOTION duly made, seconded and carried unanimously, the Operations Report and General Managers Report were approved.

04. Other Business:

- a. The planning for further fundraising and event dates was discussed, as well as the possibility of Trent Radio hosting bingo events to generate revenue. It was acknowledged that while it may be difficult to regularly field and organise volunteers to run bingo, it could be of great benefit. Matthew Jarvis will follow up on this initiative and forward his findings to the Community Committee. It was also noted that dynamic articles are needed in the upcoming issues of The Arthur, a student newspaper.
- b. It was noted that an orientation for new and existing Directors will be held on Wed 19 Jan 2011 at 7pm.
- c. It has been agreed that reports from the Earned-Revenue Committee, the Community Committee and the Production Manager will be presented at the next board of directors meeting held on the 16<sup>th</sup> of February 2011,

05. Adjournment: It was noted that the next Meeting is schedule for 16 February 2011 at 7pm. There being no other business, the meeting was adjourned at about 7:45pm.

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Cailleigh Morrison, Chair

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Andrew Culkeen, Secretary

## **Trent Radio Community Committee Report for the BoD 16 Feb 2011**

Prepared by James Kerr

The Trent Radio Community Committee began planning the 2011 referendum campaign as early as September 2010. Petition wording was drafted January 11th by the Committee with the help of our Production Manager, Jill Staveley, and friend of Trent Radio, and Steward of Sadleir House; Dwayne Collins. This petition was circulated via the Committee during the weeks of January 16th, 23rd, 30th, and February 6th - obtaining 504 signatures from eligible (full-time, undergraduate, Peterborough-based) students. The majority of these signatures came in one afternoon at a table booked a table outside the Wenjack Theatre, with the rest from the efforts of Cailleigh Morrison carrying the sheets into various classes and seminars.

On February 13th, representatives from Trent Radio (the Programme Director James Kerr, Jill Staveley, Cailleigh Morrison and the Programme Director's Assistant Stephanie Bailey) presented to the Trent Central Student Association (TCSA) our desire to submit our questions in the spring 2011 election, to take place March 14th -17th. The petition is in support of posing the following two questions:

Question 1: Do you support a levy increase of \$3 to support and sustain Trent Radio's student and community programming and broadcast operations? This will increase the annual levy to \$18, the first increase since 1989. Trent Radio is a non-profit cultural and educational facility, established and operated by the students of Trent University, shared with the community as a whole, and governed by an independent Board of Directors.

Question 2: Do you support Trent Radio's levy being indexed annually to the Consumer Price Index, in order to sustain the cost of living as a non-profit student and community facility?

The TCSA approved in spirit these questions, with their exact wording to be agreed with the TCSA executive later. Campaigning will begin on March 4th and extend to the end of the elections, March 17th.

Clubs & Groups Day is a live On-Air Trent Radio Event Day set for March 11th, during the campaign period, with the intention of raising interest in Trent University Clubs & Groups, and specifically to promote awareness of those groups seeking a levy increase.

The Arthur Independent Press, The Trent Vegetable Gardens, The Seasoned Spoon, and the Ontario Public Interest Research Group all presented at the February 13th TCSA meeting and expressed their desire to put questions on the ballot. It should be noted that OPIRG is promoting a referendum question that would see all groups have their fees cost-of-living indexed.

We look forward to working with these groups closely with publications in the Arthur and by broadcasting public service announcements representative of each of their levy campaigns in order to assist in student voting awareness such that the referendum will reach quorum.

[end]

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

ASSETS	@ 31Jan11	@ 31Jan10	LIABILITIES	@ 31Jan11	@ 31Jan10
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(4,171.29)	1,593.12
Boost & Freq Acct	5.93	5.93	Contract Obligation	0.00	3,127.80
General Funds Montreal	31,701.74	5,124.28	Deferred Income	710.00	695.00
ING Savings	16,295.98	27,583.50	Accrued Liabilities	0.00	0.00
Cash In Bank	48,003.65	32,713.71	Trillium StudioC	0.00	5,638.26
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	0.00	(6,307.98)	UIC Payable	0.00	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	(0.00)
Accounts Receivable	14.90	2,340.75	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	14.90	2,340.75	<b>TOTAL CURRENT LIABILITIES</b>	<u>(3,461.29)</u>	<u>11,054.18</u>
Student Levy Receivable	0.00	0.00	<b>LONG TERM LIABILITY</b>		
Prepaid Expenses	515.70	534.44	CO Long Term Loan	57,104.56	55,903.99
<b>TOTAL CURRENT ASSETS</b>	<u>48,534.25</u>	<u>29,280.92</u>	Deferred Contribution	8,505.95	15,712.57
			<b>TOT. LONG TERM LIABILITY</b>	<u>65,610.51</u>	<u>71,616.56</u>
<b>FIXED ASSETS</b>			<b>TOTAL LIABILITIES</b>	62,149.22	82,670.74
Land	10,000.00	10,000.00	<b>NON-SHARE EQUITY</b>		
Buildings	94,439.07	100,339.07	Retained Surplus/(Deficit)	(37,686.33)	(32,607.14)
Office Equipment	20,774.21	20,774.21	Previous Year-end Adjustments	0.00	0.00
Technical Equipment	237,339.40	237,339.40	Net Retained Surp/(Def)	(37,686.33)	(32,607.14)
Technical Renovations	9,913.00	9,913.00	Current Surplus/(Deficit)	53,608.70	38,015.05
Fixed Assets at Cost	372,465.68	378,365.68	<b>TOTAL NON-SHARE EQUITY</b>	<u>15,922.37</u>	<u>5,407.91</u>
Accumulated Depreciation	(342,928.34)	(319,567.95)	<b>LIABILITIES AND EQUITY</b>	<u>78,071.59</u>	<u>88,078.65</u>
<b>TOTAL FIXED ASSETS</b>	<u>29,537.34</u>	<u>58,797.73</u>			
<b>TOTAL ASSETS</b>	<u><u>78,071.59</u></u>	<u><u>88,078.65</u></u>			

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

	01Sep10-31Jan11	01Sep09-31Jan10	EXPENSE	01Sep10-31Jan11	01Sep09-31Jan10
REVENUE			EXPENSE		
GOVERNMENT GRANTS			EXPENSE		
Federal Grants	0.00	0.00	PERSONNEL		
Provincial Grants	0.00	0.00	Programming Wage	7,752.00	7,904.00
Municipal Grants	0.00	0.00	Technical Wage	6,000.00	4,400.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>0.00</u>	Publicity Wage	0.00	0.00
			Administrative Wage	10,552.50	16,380.00
FUND RAISING			Benefits	936.00	524.00
Corporations	3,225.00	0.00	CPP Expense	1,081.22	1,323.02
Foundations	0.00	0.00	EI Expense	608.13	733.68
Private	4,061.60	720.00	Total Wages & Benefits	26,929.85	31,264.70
Leadership	0.00	0.00	Programming Fees	0.00	5,437.03
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	7,286.60	720.00	Publicity Fees	0.00	0.00
Trent Student Memberships	84,795.00	83,670.00	Administrative Fees	1,261.00	637.50
Commercial & Non-profit	300.00	0.00	Total Fees	<u>1,261.00</u>	<u>6,074.53</u>
Individual Memberships	600.00	320.00	TOTAL PERSONNEL	28,190.85	37,339.23
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	85,695.00	83,990.00	SUPPLY & EXPENSE		
Special Events	2,085.22	333.00	Publicity & Promotions	73.57	165.00
Special Events Expense	(598.97)	0.00	Equipment Rental	0.00	200.00
Net Special Events	1,486.25	333.00	Line Rental	1,755.32	1,637.10
Fundraising	950.25	0.00	Rental Other	132.25	40.00
Fundraising Expense	(499.00)	0.00	Net Rentals	1,887.57	1,877.10
Net Fundraising	<u>451.25</u>	<u>0.00</u>	Postage & Delivery	420.36	21.58
TOTAL FUND RAISING	94,919.10	85,043.00	Office Supplies	167.22	349.46
			Telephone	453.54	440.50
EARNED REVENUE			Utilities	1,620.66	1,616.47
ON AIR Sponsorship	2,000.00	0.00	Programming & Licence	406.60	431.66
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	627.40	1,140.59
Net ON AIR Sponsorship	2,000.00	0.00	Building R & M Upper Apt	1,415.04	95.60
Net "RADIO PAPER"	0.00	0.00	Technical R & M	4,515.92	2,683.20
Net Other Sponsorship	880.72	2,782.75	Net Repair & Maintenance	6,558.36	3,919.39
Tape Sales	0.00	0.00	Professional Fees	50.00	0.00
Tape Sales Expense	0.00	0.00	Insurance	4,296.74	4,418.16
Net Tape Sales	0.00	0.00	Travel	0.00	50.00
Rental Income	3,550.00	3,475.00	Volunteer Expense	371.29	289.22
Net Misc Sales & Services	<u>570.00</u>	<u>350.00</u>	Bank Charges	161.44	57.00
TOTAL EARNED REVENUE	7,000.72	6,607.75	Mbanx Loan Interest	2,004.80	2,070.50
			Net Interest	2,004.80	2,070.50
MISCELLANEOUS REVENUE			Depreciation	0.00	0.00
Interest Income	104.23	75.04	GST Paid	0.00	665.09
Micellaneous Revenue	0.00	0.00	HST Paid	1,699.66	0.00
Amortisatn Dfrd Contribtbs	0.00	0.00	Bad Debts	52.69	0.00
TOTAL MISC REVENUE	<u>104.23</u>	<u>75.04</u>	Miscellaneous	0.00	0.38
TOTAL REVENUE	102,024.05	91,725.79	TOTAL SUPPLY & EXPENSE	<u>20,224.50</u>	<u>16,371.51</u>
			TOTAL EXPENSE	<u>48,415.35</u>	<u>53,710.74</u>
			NET INCOME	<u>53,608.70</u>	<u>38,015.05</u>

## **Operations Report for the Board of Director's Meeting 16 February 2011**

Prepared by John K Muir

a Financial Statements to 31 January 2011 - please see attached

b General Manager's Report

- i. 715 Upper: After being served the Landlord and Tenant Board Form N4 notice, the tenants paid their January 2011 rent in full before the termination date, and subsequently paid their February 2011, on February 1st. This means they are now paid up in full.

On a related matter, planning renovations and estimates for the unit will be finalised after we know the referendum results.

- ii. TrentU Student Membership Fees for AY10-11 & AY10-11 January 2011 Cheque Calculation - please see attached.

- iii. Grants: Applications to the City of Peterborough and the federal HRSDC have been made. Last year, \$3,500 was received from the City for operations, and HRSDC underwrote the Summer Operations & Information Manager position by \$5,479 through Canada Summer Jobs funding. An application has been prepared to the CRFC for a subsidy to hire a "Summer Events Intern Correspondent" through their "Youth Internship" scheme.

- iv. Charity Return: This is now completed. With hope future returns will not require as much effort to prepare.

- v. Minor Annoyances Needing Repair or Upgrade:

- 1) The StudioA console "miniplug" cue switch is crackling. HPH has been contacted.
- 2) The StudioA keyboard and usb hub have been replaced. This appears to be working well.
- 3) The current GM box couldn't be upgraded, so a new box is being setup to replace it.

- vi. Board Development: The newer Directors met for two sessions on 19 & 26 January. Topics covered included, governing documents, job contracts, a primer on reading financial statements, and a trip to the CHEX transmitter hut.

[end]

**TrentU Student Membership Fees Estimate for AY10-11**  
**AY10-11 January 2011 Cheque Calculation**

		<b>TRadio</b>
	Referenda Rate for AY10-11	\$15.00
Number of FT Ptbo Students* (full fee) at 01 Nov 10	5,122	76,830.00
Number of Nursing Students** (50% of full fee )at 01 Nov 10	438	3,285.00
Number of Part Time Education Students (full fee) at 01 Nov 10	62	<u>930.00</u>
AY10-11 Revenue Reconcilled to student counts at 01 Nov 10		81,045.00
Less: Amount applied to Trent U AR in Sep10		0.00
Less Installment Cheque Issued Sep10		(55,901.25)
Less: Amount applied to Trent U AR in Jan11		(3,127.70)
Plus/(Minus) Registration adjustments from:		<u>3,750.00</u>
<b>Value of Installment Cheque Issued January 2011 - TU AY10-11 2nd Installment</b>		<b><u><u>25,766.05</u></u></b>
Total Trent Student Membership Revenue for AY10-11 & YE11		84,795.00

\* excludes nursing & graduate students, and students abroad

\*\* Nursing Student Pay 50% of the levy rate

**AY10-11 1st Installment Cheque Calculation**

		<b>TRadio</b>
	Referenda Rate for AY10-11	\$15.00
Number of FT Ptbo Students* (preliminary count)	4,700	70,500.00
Number of Nursing Students** (preliminary count)	418	3,135.00
Number of Education Students*** (preliminary count)	60	<u>900.00</u>
Estimated AY10-11 Revenue		74,535.00
Amount now payable (75% of AY10-11 Revenue Estimate)		55,901.25
Reduced by owings to TU AR account Sep 10		<u>0.00</u>
<b>TU AY10-11 1st Installment</b>		<b><u><u>55,901.25</u></u></b>

\* excludes nursing & graduate students, and students abroad

\*\* Nursing Student Pay 50% of the referenda rate

\*\*\* Education Students pay the full rate

Actual minus TUFO Estimated AY10-11 Revenue	10,260.00
As a percentage	14%