

**TRENT RADIO BoD AGENDA**  
**23 March 2011 at 7:15pm**

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 16 Feb 2011.
03. Business Arising not covered in other reports (none).
04. Committee Reports:
  - a) Trent Radio Community Committee (J Kerr & C Morrison)  
- see attached for written commentary
05. Operations Report: - JK Muir.
  - a) Financial Statements to 28 Feb 11 - subject to Financial Review.
  - b) General Manager's Report.
    - i) Staffing & 715 Upper renovations plan and budget for BoD 20 Apr 11
    - ii) Rough Plan for the Summer 2011 & CSJ11 Hiring Committee
    - iii) Community Foundation of Greater Peterborough Grant
    - iv) Minor Annoyances Needing Repair or Upgrade
    - v) Victory or Drown Your Sorrows Pub Night Thu 24 Mar 11 @ 2100
    - vi) Summary Referenda Results per TCSA March 2011 Elections
06. Any Other Business
07. Next BoD meeting set for Wed 20 April 2011 at 7:15pm.
08. Adjournment.

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House, 715 George St. N., Peterborough, Ontario on 16 February 2011 at 7:15 pm.

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

R E G R E T S: Meaghan Culkeen, Matthew Jarvis,

Also Present: John K. Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at about 7:15 pm, with Cailleigh Morrison acting as Chair and Andrew Culkeen acting at Secretary.

02. Previous Minutes: The minutes of the previous meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Meeting, held on 12 Jan 2011 were approved as presented.

03. There was no business arising not covered in other reports.

04. Committee Reports:

a. Community Committee:

The matter of the wording of the referendum question was brought forward. While the Chair felt the question was well crafted, certain TCSA parties thought it was too long. The actual wording will be negotiated. The upcoming campaign period was also discussed and it was agreed that there would be an event day dedicated to the university students' clubs and groups.

b. Fibre Possibilities for RFP and TRadio:

Steve McNabb presented his report on the possibility for Trent Radio and RFP and stated his desire to procure fibre optics to increase the broadcast capabilities. He stated that this was dependant on a donation from The Venue.

c. Earned Revenue & Production Reports:

Earned revenue and Production Manager's reports will be presented at a subsequent Board meeting.

UPON A MOTION duly made, seconded and carried unanimously the committee reports were approved.

d. Operations Report:- see attached. This included presentation of the Financial Statements to 31 Jan 2011, and the General Manager's report.

UPON A MOTION duly made, seconded and carried unanimously, the Operations Report was approved.

05. Other Business: There was no other business to be discussed.

06. Next BoD meeting is scheduled for 23 March 2011 at 7:15 pm.

07. The meeting was adjourned at about 7:45 pm.

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Cailleigh Morrison, Chair

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Andrew Culkeen, Secretary

**Trent Radio Community Committee Report to the BoD 110323  
per 2011 Referendum Campaign  
Prepared by James Kerr, Cmte Chair and Programme Director**

While the planning for Trent Radio's 2010-11 membership fee increase campaign began as early as September 2010, the ball really started rolling with the Community Committee meeting on 11 Jan 11, where a petition was drafted earlier that day by Jill Staveley. The petition was successfully distributed over the next two weeks (16, 23 30 Jan & 06 Feb 2011) obtaining 504 signatures from full time under-graduate students. The work was largely undertaken by Community Committee members, specifically Cailleigh Morrison. This petition, which comprised a proposal for the membership fee increase and another to index memberships to the CPI were then presented to the TCSA on 13 Feb 2011.

The Community Committee met again on 02 Mar 11 to assess our campaign strategy given the shifting landscape of campaigning. The TCSA wished to shrink our proposed questions down to their most basic elements, ("Do you support Trent Radio getting a levy increase of \$3 to a total of \$18?") eliminating much of the wording which gave the proposal context and meaning. The final wording of the questions had been worked out in a phone conversation earlier that day between myself and the TCSA appointed Chief Elections Officer, John-Paul Nyereka, preserving the spirit of the question and insuring that the wording ("...has not had a levy increase since 1989") was maintained. The negotiated wording was approved by the Community Committee.

On Thursday, 03 Mar 11, we contacted the TCSA concerning booking tables on campus to use as a 'home base' for approaching students to promote our campaign during the voting period. The TCSA informed us that there were no available tables on campus in the month of March. Regardless, none of the designated spots (in front of Wenjack Theatre, in front of Bata Library, etc.) were seen to be in use during the campaigning or voting period. This was a disappointment.

Postering for the campaign began Monday, 07 Mar 11. The posters were designed by Jill Staveley and distributed by Stephanie Bailey, Cailleigh Morrison, Anthony Gulston and Wes Grist. Initially, we were informed that campaigning would be Friday, 04 Mar - Thu, 17 Mar 11 (the end of the elections). These campaign dates, along with those of the voting period, had been noted as posted on the TCSA website since September 2010, and were changed by elections officer John-Paul Nyereka only a few days before the election began, making a waste of our posters, which had already been prepared and distributed. Other groups were caught out by this as well.

In our first meetings, Community Committee members expressed their confidence in wandering the campus with clipboards spreading awareness personally, although very little of this idea, if any, was put into practice. The Community Committee felt that given the way the election was being run, the key element of our campaign should be encouraging programmers to speak in their classes on Trent Radio's behalf. Cailleigh Morrison, Anthony Gulston, Wes Grist, David Grenon, Stephanie Bailey and others employed this to what appeared to be great success. They report that it allowed them to contact full time undergraduate students directly, and answer their questions first-hand.

Speeches for candidates and referendum groups were held at Sadleir House on Wednesday, 09 Mar 11, moderated by Jean-Paul Nyereka. The proceedings were recorded by John Muir, and broadcast the following morning, and repeatedly throughout the next week. Cailleigh Morrison spoke on behalf of Trent Radio at these speeches, and spoke again at a second set of speeches on campus, Friday, 11 Mar 11. We were first

informed there would be a second session of speeches at the first session. Two days notice.

On 11 Mar 11, Trent Radio held a "Clubs & Groups" Radio Day, with the intention of generating publicity for student organisations, specifically the referendum groups campaigning for an increase. The Arthur Independent Press, the Trent Vegetable Gardens, the Seasoned Spoon, and the Ontario Public Interest Research Group (OPIRG), all hosted programmes during Clubs & Groups Day to promote their interests, and it was considered a great success.

Starting Monday, 14 Mar 11, we broadcast two-to-three-minute profiles promoting campaigns for Arthur, OPIRG, TUMS (who could not make the Clubs & Groups Day), Sustainable Trent, Seasoned Spoon, and Trent Radio itself. These were produced by Studio B Animal Trainer Anthony Gulston, working with copy the groups sent to the Arthur Newspaper. It was difficult to gain permission on the scripts from John-Paul Nyereka in a timely manner, delaying their broadcast to the first Monday of elections (March 14<sup>th</sup>) rather than the first day of campaigning (Friday March 4<sup>th</sup>).

On Tuesday and Wednesday, 15 & 16 Mar 11, candidates debated on Trent Radio for various TCSA positions. Trent Radio received one day's notice from elections officer John-Paul Nyereka to book these debates, although the offer was presented to him three weeks earlier.

Caileigh Morrison wrote articles for the Arthur to promote of our campaign which were published on 08 & 15 Mar 11. Meanwhile, Stephanie Bailey's new T-Shirt design was being printed at Renegade Apparel. While we'd hoped to use the T-shirts during the campaign period, everyone proved to be too busy actually campaigning to handle the new T-shirts.

During the voting period reports were received of difficulties. The polls opened an hour late, and apparently the referenda ballots did not indicate the names of the groups next to the proposal. So voters had to contend with being asked, "Do you support a levy increase of \$3?" and no other information. Chief Elections Officer John-Paul Nyereka reportedly rectified this before the end of the first day of voting, but later denied there was ever a problem with the ballots, other than a minor typo for the TUMS proposal.

On Friday, 18 Mar 11, on the final day of voting, the Chief Elections Officer, John-Paul Nyereka, sent out notice that all referenda groups were to send two people to act as scrutineers to the TCSA office at. With poor notice, there weren't many to help count and took about 9 hours to gain results.

Trent Radio is very happy to receive our increase and CPI index. There'll be a write-up about the campaign saga in the "Spring 2011 Trout Rodeo", available today. A "Trent Radio Victory / Drown Your Sorrows" Pub Night is scheduled at Sadleir House for tomorrow (25 Mar 11) – this a chance for Trent Radio to join with other groups to celebrate and commiserate the results of the 2011 Spring election. AND, the new line of T-shirts and stickers will be unveiled then as well.

James Kerr  
Programme Director  
Trent Radio CFFF 92.7 FM  
Peterborough, ON

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

ASSETS	@ 28Feb11	@ 28Feb10	LIABILITIES	@ 28Feb11	@ 28Feb10
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(4,171.29)	2,940.70
Boost & Freq Acct	5.93	5.93	Contract Obligation	0.00	2,973.25
General Funds Montreal	4,284.10	1,741.81	Deferred Income	710.00	695.00
ING Savings	36,331.47	27,605.72	Accrued Liabilities	0.00	0.00
Cash In Bank	40,621.50	29,353.46	Trillium StudioC	0.00	5,638.26
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	(105.18)	(9.61)	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	87.51	3,210.13	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	87.51	3,210.13	<b>TOTAL CURRENT LIABILITIES</b>	<u>(3,461.29)</u>	<u>12,247.21</u>
Student Levy Receivable	0.00	0.00	<b>LONG TERM LIABILITY</b>		
Prepaid Expenses	<u>781.37</u>	<u>763.40</u>	CO Long Term Loan	56,936.60	61,903.99
<b>TOTAL CURRENT ASSETS</b>	<u>41,385.20</u>	<u>33,317.38</u>	Deferred Contribution	<u>8,505.95</u>	<u>15,712.57</u>
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>65,442.55</u>	<u>77,616.56</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	61,981.26	89,863.77
Buildings	94,439.07	100,339.07	<b>NON-SHARE EQUITY</b>		
Office Equipment	20,774.21	20,774.21	Retained Surplus/(Deficit)	(37,686.33)	(32,607.14)
Technical Equipment	237,339.40	237,339.40	Previous Year-end Adjustments	0.00	0.00
Technical Renovations	9,913.00	9,913.00	Net Retained Surp/(Def)	(37,686.33)	(32,607.14)
Fixed Assets at Cost	372,465.68	378,365.68	Current Surplus/(Deficit)	<u>46,627.61</u>	<u>34,858.48</u>
Accumulated Depreciation	<u>(342,928.34)</u>	<u>(319,567.95)</u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>8,941.28</u>	<u>2,251.34</u>
<b>TOTAL FIXED ASSETS</b>	<u>29,537.34</u>	<u>58,797.73</u>	<b>LIABILITIES AND EQUITY</b>	<u>70,922.54</u>	<u>92,115.11</u>
<b>TOTAL ASSETS</b>	<u><u>70,922.54</u></u>	<u><u>92,115.11</u></u>			

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

	01Sep10-28Feb11	01Sep09-28Feb10		01Sep10-28Feb11	01Sep09-28Feb10
<b>REVENUE</b>			<b>EXPENSE</b>		
<b>GOVERNMENT GRANTS</b>			<b>PERSONNEL</b>		
Federal Grants	0.00	0.00	Programming Wage	9272	9424
Provincial Grants	0.00	0.00	Technical Wage	8,000.00	4,400.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<u>0.00</u>	<u>0.00</u>	Administrative Wage	10,552.50	16,380.00
<b>FUND RAISING</b>			Benefits	936.00	524.00
Corporations	3,325.00	0.00	CPP Expense	1,228.82	1,384.94
Foundations	0.00	0.00	EI Expense	695.85	770.50
Private	4,166.60	1,220.00	Total Wages & Benefits	30685.17	32883.44
Leadership	0.00	0.00	Programming Fees	0	7384.61
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	7,491.60	1,220.00	Publicity Fees	0.00	0.00
Trent Student Memberships	84,795.00	83,670.00	Administrative Fees	1,813.00	987.50
Commercial & Non-profit	300.00	0.00	Total Fees	1813	8372.11
Individual Memberships	740.00	460.00	<b>TOTAL PERSONNEL</b>	<u>32,498.17</u>	<u>41,255.55</u>
Discretionary M'ship Exp	0.00	0.00	<b>SUPPLY &amp; EXPENSE</b>		
Net Memberships	85,835.00	84,130.00	Publicity & Promotions	73.57	212.1
Special Events	2,090.22	333.00	Equipment Rental	0	200
Special Events Expense	(598.97)	0.00	Line Rental	2,071.22	1,964.52
Net Special Events	1,491.25	333.00	Rental Other	132.25	40.00
Fundraising	970.25	0.00	Net Rentals	2203.47	2204.52
Fundraising Expense	(499.00)	0.00	Postage & Delivery	455.23	21.58
Net Fundraising	471.25	0.00	Office Supplies	352.51	406.18
<b>TOTAL FUND RAISING</b>	<u>95,289.10</u>	<u>85,683.00</u>	Telephone	540.45	529.84
<b>EARNED REVENUE</b>			Utilities	2,102.94	1,928.26
ON AIR Sponsorship	2,000.00	0.00	Programming & Licence	934.40	887.30
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	818.92	1308.58
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	5,663.22	2,683.20
Net Other Sponsorship	880.72	3,630.24	Net Repair & Maintenance	7897.18	4087.38
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	4,260.00	4,170.00	Volunteer Expense	389.15	385.63
Net Misc Sales & Services	570.00	950.00	Bank Charges	170.44	63.00
<b>TOTAL EARNED REVENUE</b>	<u>7,710.72</u>	<u>8,750.24</u>	Mbanx Loan Interest	2402.31	2481.42
<b>MISCELLANEOUS REVENUE</b>			Net Interest	2402.31	2481.42
Interest Income	139.80	97.29	Depreciation	0.00	0.00
Micellaneous Revenue	0.00	0.00	GST Paid	0.00	740.75
Amortisatn Dfrd Contribtns	0.00	0.00	HST Paid	2,092.97	0.00
<b>TOTAL MISC REVENUE</b>	<u>139.80</u>	<u>97.29</u>	Bad Debts	52.69	0.00
<b>TOTAL REVENUE</b>	<u>103,139.62</u>	<u>94,530.53</u>	Miscellaneous	(0.21)	0.38
			<b>TOTAL SUPPLY &amp; EXPENSE</b>	<u>24,013.84</u>	<u>18,416.50</u>
			<b>TOTAL EXPENSE</b>	<u>56,512.01</u>	<u>59,672.05</u>
			<b>NET INCOME</b>	<u>46,627.61</u>	<u>34,858.48</u>
			<b>NET INCOME</b>	<u>53,608.70</u>	<u>38,015.05</u>

## **Operations Report for the Board of Director's Meeting 23 March 2011**

Prepared by John K Muir

a Financial Statements to 28 February 2011 - please see attached

b General Manager's Report

- i. Staffing & 715 Upper renovations plan and budget for BoD 20 Apr 11: The context for this is the successful referendum result which increases student membership fees to \$18 each with that amount indexed to the CPI . Based on this year's enrolment, annual student membership revenue will increase by more than \$16,200 next year. I hope to have an agreed staff arrangement and a plan and budget for renovations to the upper apartment.
  
- ii. Rough Plan for the Summer 2011 & CSJ11 Hiring Committee: - please see attached.
  
- iii. Community Foundation of Greater Peterborough Grant: This is a fairly new organisation which holds a great deal of promise - please see <http://www.cfgp.ca/> . The CFGP has made a call for proposals for grants up to \$3,000. Trent Radio is preparing an application to develop a practical course relating to DIY audio craft for local non-profits and then to run the course.
  
- iv. Minor Annoyances Needing Repair or Upgrade:
  - 1) The StudioA console "miniplug" cue switch crackling was repaired via HPH..
  - 2) An ingest computer appears to be failing. It will be subject to investigation and repair.
  
- v. Victory or Drown Your Sorrows Pub Night Thu 24 Mar 11 @ 2100: 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.
  
- vi. Summary Referenda Results per TCSA March 2011 Elections: - see attached

[end]

## **A ROUGH PLAN for the 2011 Summer Season for consideration by the BoD 23 March 2011**

### **NEED**

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

### **THE PLAN**

- Trent Radio will be on the air from Mon 02 May to Fri, 19 Aug 11 (sixteen weeks); 5pm to Midnight, up to seven evenings per week.
- The actual days will be determined at the Summer Programming Planning meeting to be held on Sunday, 17 April 11 at Noon, at the Trent Radio House kitchen.
- During the summer OPERATORS have the enhanced responsibility of recruiting Programmers and determining the content of their evening, this is why they are called EXECUTIVE PRODUCERS.
- A SUMMER OPERATIONS & INFORMATION MANAGER (SOIM) shall be responsible for organising and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that Office Hours shall be 1pm to 4pm, with the SOIM in attendance from Noon to 7:30 when possible and this is subject to change. (NOTE: A grant application has been made to fund this position)
- As the SUMMER PROGRAMME COMMITTEE, the SOIM in concert with \*all\* the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 5pm - Midnight period.
- (NOTE: Programmers wanting to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS to see the General Manager - John Muir.)
- Studio A will be a "daytime" production facility, while StudioB and StudioC will be closed.
- The PD contract will be extended such that the PD will work on preparing broadcasts from the 2 previous seasons for future transmission from 16 May to 24 Jun 11 (6wks), exclusively using StudioB.

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

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

1700 - 1730 smooth operator" announcements &c  
1730 - 1930 music show  
1930 - 2100 music show  
2100 - 2200 spoken work or foreground programming  
2200 - 0000 show

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

### **DATES**

- Summer Season PLANNING Meeting Sunday, 17 April 2011 and first deadline for SUMMER programme proposals
- Summer Season 02 May to 19 Aug 11 @ noon - sixteen weeks
- Potential Summer Radio Camps Weekends Not this year
- Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers - Friday, 19 Aug 11
- No REUNION WEEKEND is planned for this year
- SHUTDOWN from 20 Aug until 05 Sep 11 (Labour Day)
- PD returns on Mon, 29 August 2011
- FALL PRE SEASON commences on Tuesday, 06 Sep 11
- Deadline for Fall 2011 Programme Proposals: Friday, 16 Sep 11 @ noon
- The REGULAR SEASON starts two weeks later on Monday, 19 Sep 11



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

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

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

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

These are the basic responsibilities of our position:

### **PROGRAMME SELECTION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The first is accomplished through the use of a Computer Logger. This must be in working properly and recording all aired programming. Its importance cannot be stressed enough. Without it, the CRTC (Canadian Radio and Telecommunications Commission) may revoke or refuse to renew our broadcasting

license. This would be a very bad and awkward thing. Best case scenario means a trip to the CRTC for apologies.

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

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

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

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

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

### **AUTHORITY:**

Programmers and other occupants of the house are obliged to take direction from the Executive Producer. Drug or alcohol use (except for coffee or cigarettes) is not allowed on the premises, and Executive Producers are obliged to enforce this rule. (l.h.'s note: broadcasting while intoxicated usually makes for boring programming.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **OPERATING CHECK LIST**

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

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

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

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

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

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

- Operator's Book (recording any events ~ or the lack thereof; names of no-shows; CDs/Albums not put away; equipment problems; general comments, etc... even if 'nothing' happened, write it down)
- Transmitter dis-engaged & RFP running smoothly from StudioV
- StudioA cleaned up (CDs/Vinyl away, garbage/recycling taken to kitchen, volume turned down...don't forget we have neighbours upstairs!)
- StudioA, StudioB, StudioC Shut Down & Locked (radios off/volume turned down; doors shut and locked)
- Leave lights on in the Hall, Studio B, and the Kitchen (leave overhead lights on, turn off all other lights including the lamp by the phone in the kitchen, and the light over the window to the porch - so that it can be seen if the building is occupied if the alarm goes off.)
- Kitchen: wash dishes, deal with any food that has been left out (garbage/fridge), Make sure Toaster, Kettle & Coffee Maker are Turned Off
- Make sure the Front Door (George St.) is Shut and Locked (as it is prone to not being shut properly, slam it to be sure)
- Turn On The Alarm
- Make sure Kitchen/Porch Door is SHUT & LOCKED (it needs an extra slam in the winter) You don't have to go home...but you can't stay here!

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

And then there's this thing..

... this passion for radio ...

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

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

Produced 16Dec94

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

Modifications:

added: Potential Radio Camps

amended: email addresses

amended: StudioA as a production daytime facility

amended: Logger Tape Section to become Computer Logger Section

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

amended: Summer Programme Coordinator becomes Summer Operations Manager

amended: Summer Operations Manager becomes Summer Operations & Information Manager

deleted: CKCU Logger Section

amended: "Things to do when Finished" section in accord /w JStaveley's "Closing.doc" 110121

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

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

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

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

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

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

Other material which would be considered Foreground music would include;

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

Radio Art produced specifically for broadcast.

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# POTENTIAL EMPLOYMENT OPPORTUNITY at TRENT RADIO

**APPLICATION DEADLINE: MONDAY 18 APRIL 11 @ 5PM**

## **SUMMER OPERATIONS & INFORMATION MANAGER: Job Description 2011**

Reporting to the General Manager, the Summer Operations & Information Manager (SOIM) shall be charged with the gathering and dissemination of information a) regarding area summer festivals, community events and agricultural elements associated with the Peterborough Exhibition; and b) of particular interest to recent immigrants, children and seniors in Peterborough and the area, along with interviews and reportage. Also included will be a twice daily broadcast listing of events and attractions,

In addition s/he will be charged with the day-to-day operation of Trent Radio and in concert with the Summer Programming Committee, s/he shall be responsible for developing a balanced programming schedule in accordance with Trent Radio's license and mandate. The primary duties include management of Trent Radio's broadcast and studio facilities for the use of more than one hundred community volunteers.

They shall convene and chair regular meetings of, and shall analyse and report on the balance of programming to, the Summer Programming Committee (all the Producers). They shall provide individual support and advice to the Summer Executive Producers.

They shall have the responsibility and authority to initiate and implement special programming, to enforce CRTC and other programming regulations, and shall have a hand in making preparations for some activities to take place in the Fall of 2011.

The Summer Operations & Information Manager shall also be charged with the general upkeep of Trent Radio House and shall ensure that the facilities are kept in good working order and that it be an area conducive to the production of effective community radio. This would include coordinating security and technical arrangements.

### **Specific Administrative Duties:**

- Prepare and Maintain Programme Logs & Music Sheets (Computer System)
- Ensure Logger is working and being used correctly
- Ensure sponsorships are logged and aired.
- Prepare and Maintain Programmer listing with contact data.
- Convene volunteer socials.
- Convene and chair regular meetings of the Summer Programming Committee, and prepare minutes of these meeting for distribution to the Committee and the General Manager. Note: The Summer Programming Committee is the Summer Operations & Information Manager and all the Summer Executive Producers)
- Attend planning meetings with the returning fall & winter Programme Director
- Respond to Summer and Fall season programme applicants.
- Act as Fill-in Operator as necessary.
- Render Community Liaison through information sessions and informal facility tours.
- Prepare and Distribute Summer Radio Guide.
- Produce Trent Radio fall pre-season and summer promos.
- Maintain community group announcements book.
- Pick-up and sort the post.
- Ensure trash & recycling is taken out & compost maintained, and ensure that the facilities used by Programmers are clean and tidy.
- Respond to email queries for the Music Director.
- Prepare monthly reports on their activities for the General Manager.
- Ingest CDs and other material into the digital server.

**Terms:** Employment Period: Start: Monday, 02May11 Finish Friday, 19Aug11. (16 weeks)  
Depending upon funding 20 hours/week for 4 weeks then 40 hours/week for up to 12 weeks.

Trent Radio's Minimum Commitment: 20 hours/week for 16 weeks

Pay Rate: \$12.00 hour, plus 4% vacation pay, plus statutory benefits.

Deadline for application: Monday, 18 April 2011 @ 5pm.

**Hard Copy Applications Only** - Resumes with a Cover Letter including references may be mailed to:

Trent Radio, 715 George Street, North, Peterborough, ON K9H 2T3

or brought to Trent Radio House, 715 George Street North, and dropped in the letterbox.

Applications should be marked "Attn: CSJ 2011 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Please read "A ROUGH PLAN: TRadio Summer Season 2011" <http://www.trentradio.ca/11sumpln.pdf>

Selected candidates will be contacted on the evening of Monday, 18 Apr 11 to arrange interviews for the following morning.

Eligible Candidates for federally funded Canada Summer Job positions must be:

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Foreign students are not eligible) and;
- f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

## Summary Referenda Results per TCSA March 2011 Elections

Proposal to Index Fees to CPI	Yes	No	Diff
Arthur	658	597	61
OPIRG	677	572	105
Organic Gardens	792	464	328
Trent Radio	669	587	82
TUMS	660	596	64
All Groups	636	630	6

prepared from data extracted at 2011-03-22 22:41 from:

<http://www.trentcsa.ca/documents/CPI%202011%20final%20results.xls>

Referenda Funding Questions	Yes	No	Diff
Arthur	546	654	(108)
BIKE@Trent	740	454	286
OPIRG	597	584	13
Organic Gardens	770	402	368
Root Cellar	734	451	283
TCSA Concert	511	688	(177)
Trent Radio	643	569	74
TUMS *	596	597	(1)

prepared from data extracted at 2011-03-22 22:42 from:

<http://www.trentcsa.ca/documents/Levy%20groups%202011%20final%20results.xls>

\* under recount at the time of reporting

These results were ratified at the March 20th 2011 meeting of the TCSA.

## For Reference - Direct Organisational Funding from Full-time Peterborough Students for AY 2010-11

Absynthe Newspaper*	4.00	Shinerama	0.50
Active Minds*	2.00	Student Co-Op Housing Initiative*	3.00
Arthur	9.50	Sustainable Trent	2.00
Can. Fed of Students	8.02	TCSA	26.58
Can. Fed / Ontario	6.68	TCSA Club Funding	7.00
College Cabinet/Council	12.75	TCSA Dental**	112.00
College Pubs*	5.00	TCSA Health Plan**	150.00
Emergency First Response	5.25	TCSA Student Services	3.00
Frontier College at Trent*	2.00	Theatre Trent	3.00
International Scholarship Fund	5.00	Trent Annual	18.00
International Student Association	2.00	Trent Child Care	2.00
Journal of Undergraduate Studies*	2.10	Trent Film Society	3.00
KWIC*	5.14	Trent Music Society	2.50
OPIRG*	9.00	Trent Nature Areas*	2.00
Organic Gardens	1.50	Trent Queer Collective*	1.50
OXFAM*	3.00	Trent Radio	15.00
Peterborough Coalition Against Poverty*	1.00	Centre for Gender and Social Justice	4.99
PR Community & Student Association	25.20	W.U.S.C.	5.90
Seasoned Spoon Café*	2.84	Walkhome	1.00
Sexual Violence Support	3.00	Total per student	\$ 477.95

\* may be refundable

Aggregate of all direct funding per TUFO AY10-11 report > \$ 2,582,363.85

[end]