

TRENT RADIO BoD AGENDA
27 September 2011 at 7:15pm

01. Chair's Opening Remarks and Agenda Approval
This meeting to receive the Programming & Production Plan, etc.
02. Presentation of Previous Minutes - 31 Aug 2011
03. Business Arising not covered in other reports (none)
04. Committee Reports
 - a) Striking and Setting Dates for the Nominating Committee
(see attached policy)
05. Operations Report
 - a) Financial Statements to 31 Aug 10 - subject to Financial Review
 - b) Programming Director's Report (James Kerr)
 - c) Production Manager's Report (Jill Staveley)
06. Any Other Business
07. Next BoD meetings c/b Thu 04 Nov 2010 at 5pm
Director & Officer availability
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House, 715 George St. N., Peterborough, Ontario on 31 August 2011 at 7 pm.

P R E S E N T: Andrew Culkeen, David Grenon, Caileigh Morrison, Steve McNabb, and Meaghan Culkeen.

R E G R E T S: Jacob Quinlan, and Matthew Jarvis

Also Present: James Kerr, Programme Director, and 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 7:10 pm, with Caileigh Morrison acting as Chair and Andrew Culkeen acting at Secretary.
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 20 April 2011 was accepted as presented.
03. Operations reports
 - a. Financial statements to 31 July 2011 - see attached.
Financial statements for the period were presented, reviewed and discussed with special interest paid to the capital investments made. It should be noted that these investments (expenses) should be laid out against depreciation over the next 25 years as capital investment in the building.
 - b. The Summer Events Intern Correspondent's report - see attached.
The Summer Events Intern Correspondent's report was presented, reviewed and discussed with attention paid to the need for the added resource of hard drive to be obtained for the position in the future, as a measure to prevent data loss. In addition, the idea of an outside mentor for the position to provide feedback on the work being completed was explored.
 - c. Summer Operations Manager's Report - see attached
The Program Director's Report was presented, reviewed and discussed with special attention paid to the notes on Long Wave Radio Camp.
 - d. General Managers report - see attached.
The General Manager's Report was presented reviewed and discussed with attention paid to the appointment of Stephanie Bailey to the position of Summer Operations Manager and the renovations to 715 George St. Upper.

UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports, The Summer Events Intern Correspondent's Report, Summer Operations Manager Report and General Managers Report were approved.

04. Other Business: Next BoD meeting is scheduled for September 27 at 7:15pm pending Director and Officer availability.
05. Adjournment: There being no other business, the meeting was adjourned at about 8:00pm.

Caileigh Morrison, Chair

Andrew Culkeen, Secretary

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

Individual Eligibility:

Each Nominee MUST be;

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

Group Eligibility:

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

and MAY include members drawn from Trent University [CRTC]

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

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

participation is seen to be of exceptional benefit to Trent

Radio and in which case;

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

Board shall be Canadian citizens, and all members of the

Board shall be normally resident in Canada.

[Requirements of

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

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

3. A majority of the Board shall be enrolled students of Trent

University.[TRB]

4. Taken together the Board shall be balanced at all times

[CRTC] [TRB]

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

Note:

TRB refers to Trent Radio By-law #1

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

CRTC refers to Public Notices, Decisions and other Policy as

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

[end]

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

ASSETS	@ 31Aug11	@ 31Aug10	LIABILITIES	@ 31Aug11	@ 31Aug10
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,454.26)	(1,043.59)
Boost & Freq Acct	5.93	5.93	Contract Obligation	0.00	0.00
General Funds Montreal	4,203.06	(6,580.22)	Deferred Income	5,060.00	1,390.00
ING Savings	154.91	5,192.29	Accrued Liabilities	6,701.90	2,750.50
Cash In Bank	4,363.90	(1,382.00)	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	(35,000.00)	0.00	UIC Payable	(244.24)	0.00
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	(351.44)	0.00
Term Deposits	0.00	0.00	Receiver General Net	(595.68)	(0.00)
Accounts Receivable	7,928.89	2,904.90	Health Benefit Payable	0.00	0.00
Doubtful Accounts	(278.80)	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	7,650.09	2,904.90	TOTAL CURRENT LIABILITIES	<u>9,711.96</u>	<u>3,096.91</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	<u>781.37</u>	<u>783.40</u>	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>(22,204.64)</u>	<u>2,306.30</u>	CO Long Term Loan	55,903.99	57,927.11
			Deferred Contribution	<u>8,505.95</u>	<u>8,505.95</u>
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>64,409.94</u>	<u>66,433.06</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	74,121.90	69,529.97
Buildings	157,761.69	94,439.07			
Office Equipment	20,774.21	20,774.21	NON-SHARE EQUITY		
Technical Equipment	237,339.40	237,339.40	Retained Surplus/(Deficit)	(37,686.33)	(32,607.14)
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	435,788.30	372,465.68	Net Retained Surp/(Def)	(37,686.33)	(32,607.14)
Accumulated Depreciation	<u>(342,928.34)</u>	<u>(342,928.34)</u>	Current Surplus/(Deficit)	<u>34,219.75</u>	<u>(5,079.19)</u>
TOTAL FIXED ASSETS	<u>92,859.96</u>	<u>29,537.34</u>	TOTAL NON-SHARE EQUITY	<u>(3,466.58)</u>	<u>(37,686.33)</u>
TOTAL ASSETS	<u><u>70,655.32</u></u>	<u><u>31,843.64</u></u>	LIABILITIES AND EQUITY	<u><u>70,655.32</u></u>	<u><u>31,843.64</u></u>

prepared 21 Sep 11 / S L Newman, Bookkeeper

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

	01Sep10-31Aug11	01Sep09-31Aug10	EXPENSE	01Sep10-31Aug11	01Sep09-31Aug10
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	28,623.50	23,480.80
Federal Grants	5,483.00	5,479.00	Technical Wage	9,389.99	4,400.00
Provincial Grants	6,107.58	6,883.19	Publicity Wage	0.00	0.00
Municipal Grants	<u>2,500.00</u>	<u>3,500.00</u>	Administrative Wage	31,464.91	31,027.50
TOTAL GOVERNMENT GRANTS	14,090.58	15,862.19	Benefits	936.00	821.00
FUND RAISING			CPP Expense	2,915.46	2,597.94
Corporations	3,325.00	0.00	EI Expense	1,669.03	1,448.82
Foundations	5,313.00	0.00	Total Wages & Benefits	74,998.89	63,776.06
Private	4,350.27	3,364.25	Programming Fees	9,124.61	10,283.51
Leadership	0.00	0.00	Technical Fees	0.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	12,988.27	3,364.25	Administrative Fees	2,525.00	2,333.50
Trent Student Memberships	84,795.00	83,670.00	Total Fees	<u>11,649.61</u>	<u>12,617.01</u>
Commercial & Non-profit	300.00	75.00	TOTAL PERSONNEL	86,648.50	76,393.07
Individual Memberships	860.00	620.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	90.82	398.21
Net Memberships	85,955.00	84,365.00	Equipment Rental	7.09	200.00
Special Events	2,100.22	1,366.55	Line Rental	4,054.63	3,760.94
Special Events Expense	(598.97)	0.00	Rental Other	152.25	40.00
Net Special Events	1,501.25	1,366.55	Net Rentals	4,213.97	4,000.94
Fundraising	1,120.25	0.00	Postage & Delivery	496.52	44.65
Fundraising Expense	(699.00)	0.00	Office Supplies	651.99	438.54
Net Fundraising	<u>421.25</u>	<u>0.00</u>	Telephone	1,057.23	1,062.47
TOTAL FUND RAISING	100,865.77	89,095.80	Utilities	4,405.76	4,172.33
EARNED REVENUE			Programming & Licence	984.40	2,571.55
ON AIR Sponsorship	3,303.12	250.00	Building R & M	2,221.99	8,693.80
ON AIR Sponsorship Expense	0.00	0.00	Building R & M Upper Apt	(30,246.27)	355.85
Net ON AIR Sponsorship	3,303.12	250.00	Technical R & M	9,223.29	3,519.29
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	(18,800.99)	12,568.94
Net Other Sponsorship	2,276.59	3,630.24	Professional Fees	4,150.00	2,050.00
Tape Sales	0.00	0.00	Insurance	4,296.74	4,418.16
Tape Sales Expense	0.00	0.00	Travel	0.00	50.00
Net Tape Sales	0.00	0.00	Volunteer Expense	845.33	639.36
Rental Income	6,230.00	8,340.00	Bank Charges	274.44	271.58
Net Misc Sales & Services	<u>3,475.37</u>	<u>2,905.00</u>	Mbanx Loan Interest	4,762.52	5,181.23
TOTAL EARNED REVENUE	15,285.08	15,125.24	Net Interest	4,762.52	5,181.23
MISCELLANEOUS REVENUE			Depreciation	0.00	23,360.39
Interest Income	213.57	184.02	GST Paid	0.00	501.37
Micellaneous Revenue	150.00	0.00	HST Paid	1,976.74	68.15
Amortisatn Dfrd Contribtns	0.00	12,844.88	Bad Debts	331.49	0.00
TOTAL MISC REVENUE	<u>363.57</u>	<u>13,028.90</u>	Miscellaneous	(0.21)	0.38
TOTAL REVENUE	130,605.00	133,112.13	TOTAL SUPPLY & EXPENSE	<u>9,736.75</u>	<u>61,798.25</u>
			TOTAL EXPENSE	<u>96,385.25</u>	<u>138,191.32</u>
			NET INCOME	<u>34,219.75</u>	<u>(5,079.19)</u>

prepared 21 Sep 11 / S L Newman, Bookkeeper

Programme Director's Fall 2011 Report for BoD Meeting 27Sept11

prepared by James Kerr / 26th Sept 2011

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 2011 - Activities

- Mon 05 Sep Trent Radio articles begin appearing in the Arthur Newspaper
- Tue 06 Sep Pre-Season begins & TIP & OSWP positions begin
- Thu 08 Sep Programme Proposal Workshop held at Lady Eaton Collage room 201
- Mon 12 Sep Clubs & Groups Day on campus
- Tue 13 Sep Co-op Interviews began
- Tue 13 Sep Programme Proposal Workshop held at the Peterborough Public Library
- Wed 14 Sep Programme Proposal Workshop held at Trent Radio House
- Wed 15 Sep Programme Proposal Workshop held at Sadleir House
- Wed 15 Sep Trent Radio President attends TCSA "Clubs & Groups Meet & Greet"
- Wed 15 Sep "Welcome Back Trent Radio" Pub Night held at Sadleir House
- Fri 16 Sep Programme Proposal Deadline & Programming Committee Meeting
- Mon 19 Sep Fall 2011-12 Broadcast Season began and Co-op placement began
- Thu 22 Sep TCSA Election speeches recorded for broadcast
- Fri 23 Sep Disorientation Workshop held at Sadleir House
- Sat 24 and Sun 25 Sept Brian Wagner's Kawartha Artist's Studio Tour co-hosted with the AGP and broadcast through the facilities of Trent Radio

Fall 2011 so far (and compared with Fall 2010 this time last year, and 2009):

Fall11	Fall10	Fall09	Fall08	Description
96	83	69	67	Regular scheduled programmes from
106	86	89	83	Programmers, comprised of
48	36	50	32	TrentU students
58	50	39	44	Community Members
7	5	6	7	TrentU & Community Groups

There are currently 3 unscheduled programme proposals, put on hold from scheduling conflicts derived from specified limited availability. Of the community members, an unusual number of them are High School students, in part because of the Crestwood High School Integrated Co-op programme, where a student has only enough hours here to do a show, and because of the spiked High School student interest as a result of the summer radio camp.

Trends so far:

- **World Music:** Programming from Special Interest category 33 is especially popular this year. This seems to be due to an increased interest in radio broadcasting by international students attending Trent University.
- **Audio Art:** Even without the newly expanded definitions of category 36, several programmers maintain a special and focused interest in audio collage, sound experiments, "noise", and other forms of Audio Art. Proponents of Audio Art are drawn equally between the Trent University and Peterborough communities. This seems to be a trend that will continue into the future.
- **Heavy Metal:** The various sub-genres of Heavy Metal continue to be popular with students and especially first-time student programmers.

Operators Fall 2011

Alistair Rathbone	Meaghan Culkeen	Wes Grist	Kirk Jennings
David Grenon	Rudy Fischer	Kyle Chivers	Andrew Culkeen
Jenna Cameron	Kathleen Adamson	Jakub Misiek	Emily Anastassidias
Shannon Culkeen	Yolanda Ajak	Jill Jones	Jack Braithwaite

We have three more Operators now than last year at this time. The first-time Operators this year are Jenna Cameron, Jill Jones and Jakub Misiek, with some others having joined over the summer season. We are happy to welcome back Alistair Rathbone after a year's absence, and Emily Anastassidias, who returns to Operating after an estimated eight year's absence.

Ontario Work Study Jobs 2011/12

PD Assist. & Trout Rodeo Editor – Nika Farahani

Music Archivist – Travis Haws

TIP Spoken Word – Madeleine Streich

Orientation & StudioA Training - John Muir

StudioB and Digital Editing Trainer - Jeff Lapalme

Physical Plant - TBA

There is no PM Assistant appointment again this year.

Co-op Student: Blake Redden has been appointed as a Co-op Student from Peterborough Collegiate and Vocational School, and will be completing his hours between noon and two-thirty each day. Blake has taken well to his duties maintaining the Public Service Announcements of Smooth Operator.

Goals for Fall 2011:

Trent Radio Newsletter and the Solicitation of Non-programming Memberships. During fundraising events, we attract many Trent Radio alumni who want to offer their support to us but do not have time to volunteer. In some cases their interest in programming has passed, but they still want to feel involved with Trent Radio, and still want to offer their support in some other way, but in most cases don't particularly want to come out to fundraising events. As such, donations at events are inconsistent, even while we have alumni eagerly wanting to support Trent Radio. The greatest solution we have come up with to keep alumni feeling involved, contributing financially as they want to, and not dragging them out to events, is to establish a newsletter.

The notion of a newsletter, to be published at least twice in the broadcast season, is a natural extension of the efforts already made in publishing articles in the Arthur Newspaper, of the Trout Rodeo Year in Review, and the fall-ready picture schedule pamphlet. Formalising this structure into a newsletter is a great way to help absentee Trent Radio devotees feel connected to their Trent Radio community.

Additionally, I wish to offer recipients of the newspaper the ability to contribute to Trent Radio financially through Membership. Nearly all Trent Radio memberships are acting programmers. In the past, Membership has been passively offered to the community at large, and this would represent a significant change in how we connect to potential members. Membership could be an excellent way for lovers of Trent Radio to support us without having to come out to an event or programme themselves.

Programmer & Operator Guide Books. Years ago when Barb Woolner was the Programme Director she, and several volunteers, created two guide books, a Programmer's Guide and an Operator's Guide. They were wonderful summaries of responsibility and the philosophy of these two positions, in no way replacing formal training but complimenting it nicely with creative drawings and easy to understand text. Today these guides only survive as a few paper copies.

The view has been expressed that we could benefit from these resources again. My goal is to have a Programmers and Operators book printed and made available by the end of the season, such that in future years they can be available as a resource within Trent Radio House, and given out to freshly trained Programmers and new Operators.

A Wider Audience for the Trout Rodeo Year In Review. Trent Radio is a large community, but there is always a risk of becoming insular. The Trout Rodeo Year in Review is a favourite for volunteers within Trent Radio, but with its various in-jokes and self-celebration it can make very little sense to someone on the outside - except to give them a glimpse into a fun world where they could play a part. For the past few years I have been working on making the Trout Rodeo YIR publication more inclusive, but if we are moving forward with a Newsletter then the efforts to reach a broader community with the Trout Rodeo YIR must be greatly amplified, to the extent that it can be enjoyed by someone with even a passing familiarity with Trent Radio.

These goals are interconnected. Material from the weekly-published Arthur Articles, Programmer and Operator's books and other projects will help with the construction of the Newsletter. The Trout Rodeo YIR may end up being included in the process, as the finale newsletter of the year. It is important for both the Newsletter and the Trout Rodeo YIR that we form a mailing list of alumni who wish to participate. This list will grow over the years, but if we can establish the material and begin its circulation, it will be a good start.

Studio A Fall 2011: John Muir continues to provide the orientation element of the Studio A training sessions. Myself and Jill Staveley are providing the studio operations and technical section. In this way, new programmers have an opportunity to become acquainted with staff people while obtaining their broadcast instruction. For some programmers, especially those in evening programmes who are in when John is not, this may be the only time they have to sit down and discover what Trent Radio can be about.

Studio B Fall 2011: Jeff Lapalme assumes the responsibility of Studio B trainer. As Jeff is new to the organisation, special attention is being given on developing his technical and teaching/mentoring skills before letting him loose on all the eager trainees in Studio B. Jeff works under the direction of Jill Staveley,

PD Assistant Fall 2011: After first being a programmer/operator, then following a year Ghana, Nika Farahani returns to take on the duties of Programme Director's Assistant. Nika was an important presence at the various Programme Proposal Workshops and has been instrumental in the preparations for the Programmers and Operator's Guide Books. She will be conducting "Programmer Update" meetings in early November.

[end]

Production Manager's Report for BoD Meeting 27 September 2011

prepared by Jill Staveley / 25 Sep 2011

2011 September Game Plan

Live and Local. A Fish Over Troubled Waters. Love It Or Looooose It! This Trent Radio is an amazing place – and (as always) I'm happy to be back in the turbulent and sexy throes of September. With the goal of keeping your Board meeting short and simple in mind, I will only cover the basics here, and provided a detailed account of the past year at the 20 Apr 11 BoD Meeting, which goes forward to our AGM in November. If anyone has any questions about anything that I'm directly or indirectly responsible for, please don't hesitate to contact me by phone, email or in person.

OWSP & TIP STAFF

IMA: Travis Haws, our Assistant Archivist from last year, is up and away with the archives already as our Incoming Music Archivist. Catching up from the summer is always a tedious task that takes about 3 weeks of solid work for an experienced IMA, and I look forward to that wonderful moment in October when the incoming CDs box is empty once again.

STUDIOB: We did not have a Production Trainer lined up for this year, so were very excited when we received a few applications from some very capable students. After interviews, we offered the job to Jeff Lapalme, a new Trent Student, who spent the past few years at Fanshawe College completing the Music Industry Arts Diploma program (and he makes techno music). Jeff will be completing his training this week, and will offer Production Training and Support starting in October.

SW: We were sad to see Ekaterina Smolina go at the end of the year, but were fortunate to hire Madeleine Streich. Madeleine and I are now working on pulling the whole SW system together based upon Ekaterina's notes and report from last year. It is a very tedious process, but we are finally at a point where progress can be seen and celebrated.

Assistant Archivist: We will complete the hiring process for the AA in early November to get them up and going before the holidays. If you know of anyone who is OWSP eligible, and is looking for a part time (4hrs/week) position for the 2nd half of the year – be sure to let them know about it.

What I Want To Do This Year:

We have had many successes this past year that I will talk about in my AGM Report, but the main goals I would like to achieve this year are:

- Increase and stabilise our Sponsorship Relationships
- Offer the Community Radio Workshop Session 2 more times this year (between Sep & June) in it's (full day) entirety, as well as splitting it up into weekend afternoon workshops open to members of Trent Radio. I will be speaking with Andrea Dicks from the Community Foundation of Greater Peterborough to confirm our ability to expand our project goals within our allotted funding.
- Record and produce demos for local artists (simple tracking scenarios) as I have in the past.
- Create a user-friendly(ish) platform for our programmers to explore and access the Spoken Word Archives
- Have our RFP relationship totally and completely 100% up-to-date before Zoe has a baby. (early Dec.2011?)

[end]