

# TAKE NOTICE

there shall be an  
ANNUAL GENERAL MEETING of  
TRENT RADIO

- a corporation without share capital -

to be held, **SUNDAY, 20 NOVEMBER 2011, 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 21 November 2010.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.  
Namely: ~~Social Convener~~, Radio Art; Summer Events Intern Correspondent, Summer Operations Manager; Radio Free Peterborough; Donations, Sponsorship & Earned Revenue; 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 2011 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 2012.
- 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);

**YOLANDA AJAK (s), MEAGHAN CULKEEN (c), ANDREW CULKEEN (s), DAVID GRENON (c),  
WES GRIST (s), STEVE McNABB (c), AND CAILEIGH MORRISON (s).**

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., Saturday, 12 November 2011 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 2011

MINUTES OF THE MEETING of MEMBERS held on Sunday, 21 November 2010 in the City of Peterborough, at the Dining Hall, Sadleir House, 751 George Street North.

**P R E S E N T:** Charlie Watson, Jill Staveley, Brian Wagner, Steve McNabb, Philip Benmore, Mark Benvenete, Christopher Benvenete, David Grenon, Jake Quinlan, Andrew Culkeen, John Muir, Matt Jarvis, Meaghan Culkeen, Cailleigh Morrison, Paul Cleveland, James Kerr, Stephanie Cann, and Anthony Gulston.

**R E G R E T S:** Barb Woolner, David Barnfather, Lauren Larsen, Geoffrey Forrest, Andrew French, and Yvonne Lai.

Notice of the meeting having been duly posted according to the by laws of the Corporation on the 2nd day of November 2010, a copy of which Notice is attached to the minutes of this meeting, and a quorum of the members being present in person, the meeting was called to order and declared duly constituted at about 2:10 p.m., with Jacob Quinlan acting as Chair and John Muir recording the minutes the Meeting.

**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 22 Nov 2009, 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

Summer Operations and Information Manager's - Matt Jarvis (see attached)

Radio Free Peterborough Report - 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)

Scapegoat Report - Paul Cleveland (Accepted blame for each item of "bad" raised, except for the G8 & G20 events).

President's Report - Jacob Quinlan

**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 22 November 2009 as set out in the Minutes of Directors of 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 2010:**

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 10 November 2010.

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 2010 was accepted as presented, and that as an extraordinary resolution, McColl Turner Chartered Accountants, be appointed as accounting agents 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 (c), Andrew Culkeen (s), David Grenon (s), Matthew Jarvis (s), Steve McNabb (c), Cailleigh Morrison (s), and Jacob Quinlan (c). 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:** Various cultural events were noted. Paul Cleveland communicated greetings from former programmer and Programmer Director, Barb Woolner.

**08.** Thanks you were exchanged. Yvonne Lai was recognised and thanked for the lovely comestibles. There being no other business, the meeting was adjourned at 3:40.

**Radio Art 2011 Report for Trent Radio AGM 111120  
prepared by Brion Wagner.**

Radio Art on the Kawartha Autumn Studio Tour

This year I was invited to take part in the Kawartha Autumn Studio Tour, to showcase audio and radio art. I have been involved in the tour several times, but this year we set up to broadcast from the Art Gallery of Peterborough.

It went well, we received a number of visitors, and the AGP have asked me to do it again next year. There were some technical issues, but nothing John Muir couldn't figure out. Unfortunately, we were not able to stream live, and had to upload recordings and play them from the studio on a one hour delay. I would like to take this opportunity to thank the volunteers who made that happen.

I have mixed feelings about broadcasting from the AGP - when I did it from the station, I was able to show visitors around the studio, and give them a sense of how easy it is to come in, meet people, get a membership, and start their own programme. Last year when I did this, I was surprised to meet some people who had not heard of Trent Radio, or community radio in general, and I enjoyed showing them around and answering their questions. At the AGP, a lot of people were only there for the gift shop, and some of them even glared at me for making noise!

Due to the timing of the tour, the programming schedule is not yet available, and I was frustrated by not having anything to hand out to people who wanted to learn more. I told them to go to the website, but a printed brochure or postcard would be something they could take to remind them. I suggest that a printed description would be helpful in raising awareness about Trent Radio. The studio tour would also be a good opportunity to give out buttons and sell a few t-shirts, and I would be happy to look after that, next year.

I am open to suggestions and participation in next year's studio tour, and would love to see this become a yearly event in which we can showcase Trent Radio and all of the radio art produced here.

Thank you.

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## **Summer Events Intern Correspondent 2011 Report for Trent Radio AGM 11120 and BoD 110831 prepared by Anthony P Gulston.**

The following will be in three main parts: what I did and what future correspondents can expect/learn.

### What I Did

I covered events going on in Peterborough in the summer of 2011. Coverage involved going to events and interviewing people. These people included organizers, participants and volunteers.

A good example is my coverage of Ode'min Giizis. I interviewed the media rep Tara, authors, musicians and artists. As well as recorded some original music and some of the speeches delivered.

I also profiled local organizations, both artistic and activist. This involved interviewing a representative from that organization and editing the interview down to its most essential parts. In the cases where the representative was highly prepared, a statement of the organizations purpose, history, and contact information was read.

An exemplar would be By the Bushel. Hanah came in with pages of prepared statements about their goals and purpose, as well as very practical information about what they do and how they can be contacted.

I broadcast 5 shows a week, roughly 60 in the season, and covered about 20 events. I worked 385 hours and had close to 30 prepared interviews as well as countless spontaneous interviews in the field (and sometimes it was a field),

An overlap would occur when, while covering an event, I would interview a representative about their organization, usually the organization putting on the event but occasionally an organization participating in the event.

For example, The New Canadians Centre International Canada Day in Del Cray Park was an opportunity to profile the NCC with an interview from their president (then interim president) as well as Jamaica Self Help who was participating in International Canada Day.

Things that I did that were unique to me were; recording talks, speeches, and live music; interviewing travelling musicians on their way through Peterborough; sound collages based on certain events; living history tours of museums; Public Service Announcements; and volunteering at events as well as covering them.

I learned technical capabilities such as how to properly use a portable recorder and omnidirectional microphone, improved my ability to make field recordings broadcast quality and how to reduce unwanted noise in order to obtain whatever it is I am trying to record clearly and accurately. I learned how to organize, manage, and properly keep track of my interviews and events. I also learned more about how to make a deadline. I vastly improved my interviewing skills.

### What Future Correspondents Can Expect and Learn

Know what to cover. There is so much going on that it cannot all be covered. After showing up to a few events that had lots of other media attending, I realized that community radio needs to represent the unheard voices in the community and that news coverage on community radio needs to not just be a fresh perspective on what is already being covered, but a fresh perspective on what is being covered. Also, subvert commercial media news but sticking with a story and revealing more than two sides to it.

Record prepared material. Interviews are great but time consuming to edit if not well prepared. For event coverage, this is hard to avoid when interviewing someone who is not used to being interviewed. The more notice you give people of an interview, the more they can prepare. Give them your questions in advance and you will save yourself hours in the editing room. Recording presentations, talks, speeches, concerts, and lectures is a good way of getting quality content, without having to edit as much.

Get answers to your questions. Specifically, I had Officer DeClemente this summer answer the questions he wanted me to ask, not the questions I asked. You are only doing this for the summer, do not worry about ever getting another interview with them, just be persistent in getting answers to your questions. Specific questions should get specific answers.

Over communicate at all times. Summer is a confusing time at Trent Radio and you cannot be certain of who your boss is. So CC everyone on every email and never be afraid of bothering someone on vacation. Never make a move unless three people above you know about it. Post a copy of your schedule in a very public place so management can see it, but more importantly so Executive Producers and Programmers can see it. This will provide you with transparency to your bosses and great question ideas for interviews and story ideas for coverage from the passionate volunteers that are your peers.

### Conclusion

This position has allowed me to make radio every day. This is an honour and a privilege to have that opportunity and I feel like it has greatly improved me.

I would recommend that it happen again, but in a different form. It seems to be an unneeded and unwanted burden on the summer staff of Trent Radio. So, I would recommend that the position be more independent and less reliant on Trent Radio's facilities. Since the SEIC is an independent radio producer anyway, they should be allowed to operate as such.

The supervising and mentorship aspects were key to my development, so I would recommend that the only interaction the SEIC have with the facility is through their immediate supervisor to lessen the burden on Programmers wanting to prerecord and summer staff.

I would like to thank Jill Staveley, John K. Muir, and Stephanie Bailey for all of their help and support.

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## **Summer Operations Manager's Report 2011 for Trent Radio AGM 111120 and BoD 110831 prepared by Stephanie Bailey**

### **Overview**

The summer season commenced on Monday May the 2nd and ended on the 19th of August. Generally, broadcast hours were from 1600-2230 on weekdays, 0900-2300 on Saturdays and we did not have hours on Sundays, thus a total of 47 hours a week. Office hours were 10:00- 5:00 Monday to Friday. Studio A was open for prerecording by appointment from 1:00-3:00 Monday to Friday, otherwise the studio was used by Anthony Gulston for his daily show between 10:00 and 1:00. There were 35 programmers (including 7 new to Trent Radio)

We had 2 operators scheduled a night for almost the whole summer, operators like Yolanda had to leave due to external conflicts.

### **MAY 2011**

May, 2, 2011- Beginning of the summer season.

May, 13, 2011- Summer Social held at Anthony Gulston's house, it was well populated with many new faces.

May- The community committee had a meeting to discuss the event days for the upcoming summer. The meeting was held at Trent Radio in studio C

### **JUNE 2011**

June, 1st-3rd, 2011- Trent Radio broadcast Trent University's convocation live that started at 1:00 and went until 5:00.

June, 15, 2011- Summer Social lunch held at John and Yvonne's house, it was lovely.

June, 18th, 2011- Event Day- Open Book Day!

June, 24th, 2011- The GM, PD and PM leave for the summer.

June- Planning, organizing, hiring and marketing for the summer camp began and continued up until the weekend before the camp began on July 11th.

### **JULY 2011**

July, 11th, 2011- Long Wave Radio Camp Begins for age group 12-14 and ends the 15th.

July, 15th, 2011- Misha pops in at noon to 3pm for his "Drive By Disco" programme.

July, 17th, 2011- Philip Benmore presents the event day, Wagner and Nietzsche day.

July, 18th, 2011- Long Wave Radio Camp Begins for age group 15-17 and ends the 22nd.

July, 22nd, 2011- Radio on the Lawn happens in tandem of the celebration day for the Long-wave Radio campers.

### **AUGUST 2011**

August, 10th, 2011- Time travelling, role-playing history event day! It was a lot of fun and well attended.

August 13<sup>th</sup>, 2011- Logger went down due to an electrical storm, it was back and running Sunday

August 17<sup>th</sup>, 2011- Was not available online, servers went down making programming difficult, John Muir got almost everything back online after a week of nail biting. We thought we had lost the PSRV and the M drive, we have regained almost all of both.

August 29<sup>th</sup> 24th- Plant and technical cleaning and maintenance began with John Muir, Kirk Jennings, Stephanie Bailey and Anthony Gulston.

### **General Comments**

Upon reflection, the summer was hectic, there was a lot going on, however due to the wonderful balance of positive energy from the community members, it seemed to flow smoothly through what could have been a storm. We had new programmers this summer, adding their own funky pizzazz and we maintained a wonderful array of programming throughout. Smooth Operator was enjoyed by all, but none like Kirk Jennings, during his placement, he joined the operators in interviewing members of the community, touring bands, and loved to update the community on upcoming events and reminders.

The community committee maintained a strong and positive presence throughout the summer, helping with the organizing of event days, summer socials and the summer camp. Their supportive influence and volunteered hours helped get many projects off the ground throughout the summer.

As artists came and went, the apartment upstairs was going through a transformation of its own, often times relying on the downstairs of Trent Radio to help harbour large appliances, lunch crew and a lovely busy dynamic full of interesting new people and conversation. The renovations upstairs took all of spring and summer to complete, but now the house is happier, safer, and prepared to better accommodate its future tenants, James Kerr and Stephanie Cann.

The management of the renovations was done by our GM John K Muir, who oversaw the construction, renovations, and all purchases made.

Anthony Gulston was hired this summer as the summer correspondent who was sent out to retrieve interviews and cover events around town, to then come back and cover it on Trent Radio daily. It was a demanding job, but Anthony did it with grace and style, it was great to have someone else around to touch base with, run ideas past, and have in the station during the summer.

There had been some hiccups with getting Studio A's pre-recording times available, but with some juggling it was organized and managed, due to the difference in the execution of recording differing from that of Studio B, everyone who wanted to pre-record had to be trained how to do so first. This confusion caused people to sign up assuming they knew how to use studio A as a pre-recording studio, however it sorted itself out with some communication.

For the first time in seven years, Trent Radio offered and ran a summer camp, Long-Wave Radio Camp, it ran for two weeks, each week catered to a separate age group, with a total of 9 campers. A report was written on the camp and is accessible to those who are interested. Overall it was a success, everyone had a lot of fun, a lot of the Trent Radio community was involved facilitating workshops, and helping with organization. It was great to have some young campers around interested in radio.

#### Statement of Performance

It is my opinion that Trent Radio's 2011 Summer programming was balanced, of high quality, and met or exceeded all undertakings set out in applications to the CRTC in compliance with all relevant particulars of the "Broadcasting Act"

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**Radio Free Peterborough (RFP) 2011 Report for Trent Radio AGM 111120  
prepared by Steve McNabb**

This has been a great year at RFP - although we haven't really added much in the way of new features, we have increased the selection of free music available on the site with the addition of Phil Kummel's album "Corridor". Our web infrastructure continues to function well although we've had to do battle with a fair number of spammer accounts looking to post - well, objectionable things. I now get an email every time someone sets up a new account, and I go and personally vet the email addresses. I also added a number of filters to completely block a number of foreign email provider websites (like changsoft, yandex, etc) that seem to be a source of the worst offenders. Those users can still visit the site, but cannot create an account with an email address from the offending domain. This has cut down a LOT on the number of attempted spam postings, but I still need to tend to it most days.

We're still seeing regular downloads of both the RFP and Trent Radio iPhone apps (at least two or three a week), and the back-end server infrastructure seems to be holding up just fine under the load. I still have a bit of a backlog of recordings that need to be digitized but I am hoping to solicit some help from the TRadio crew to get that backlog cleared. It's a lot of fun to be able to wander around the streets with my iPhone, listening live to Trent Radio broadcasts.

To date, we have had 51,000 hours of broadcast time, and we look forward to a productive and successful 2012 - which will mark the eighth year of partnership between Trent Radio and Radio Free Peterborough!

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**Sponsorship Fundraising & Earned Revenue Report for Trent Radio AGM 11120**  
**prepared by JKMuir / 09 Nov 11**

**Sponsorships:** We had a much better year for season sponsorships compared to the year prior. Although revenue from "Other Sponsorships" was down, it was respectable compared to prior years. The "bump" in YE10 came from H1N1 announcements. An additional \$2,784 was received through Target Broadcasting from various federal and provincial government clients.

**Donations & Fundraising:** Wow, what a jump. The need to cover the transmitter repair costs aroused loads of goodwill and drove home a great deal of revenue. The Radio Marathon had an excellent run, and that afternoon at the Cannery was magical. Although the Good 'n Country Jamboree in YE11 was disappointing, the event has been turned around and brought in over \$920 a few weeks ago.

The table below shows our fundraising totals for the last fiscal year and the seven years prior. Efforts have been made 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. We also received \$5,313 from the Community Radio Fund of Canada (CRFC) to hire our first Summer Events Intern Correspondent.

**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. This year the City of Peterborough seem to have wanted to punish us for some reason. Attempts to contact the chair of the committee were rudy rebuffed. Since the last AGM long overdue and significant renovations have been undertaken to the upper apartment.

<b>Comparative Fundraising &amp; Earned Revenue</b>	YE11	YE10	YE09	YE08	YE07	YE06	YE05	YE04
<b>Donations</b>								
Corporations	3,325	-	275	275	75	-	750	1,250
Foundations	5,313							
Private Net	4,350	3,364	6,555	7,920	4,834	3,278	5,929	8,935
<b>Donations Total</b>	<b>12,988</b>	<b>3,364</b>	<b>6,830</b>	<b>8,195</b>	<b>4,909</b>	<b>3,278</b>	<b>6,679</b>	<b>10,185</b>
<b>Memberships</b>								
Trent Student Memberships	84,795	83,670	83,845	80,160	89,044	93,457	88,744	83,644
Community & Other Memberships	960	695	870	905	670	300	740	895
<b>Memberships Total</b>	<b>85,755</b>	<b>84,365</b>	<b>84,715</b>	<b>81,065</b>	<b>89,714</b>	<b>93,757</b>	<b>89,484</b>	<b>84,539</b>
<b>Special Events &amp; Fundraising Activities</b>								Only
Winter Cabaret 02 Dec 04		-	-	-	-	-	2,007	
Knackwurst & Sauerkraut (end of Spring Season)		-	-	-	833	581	n/a	Totals
Cabaret 12Feb08		-	-	58	-	-	-	
Good 'n Country Nov10 + Sep07 + mid-May05&06	(168)	-	-	208	-	589	1,758	Shown
Radio Marathon (end of Fall Season)	981	333	493	1,017	1,034	884	858	
Summer Yard Sale & Misc		60	-	-	-	-	67	
Pigs Ear "Kari-oink-e" Feb10		418	255	-	-	-	67	
MoHo Fundraiser 13Mar10		556						
Cannery 101211	498							
Vaudeville/Tron/GkDay YE11	171							
<b>Special Events Net</b>	<b>1,481</b>	<b>1,367</b>	<b>749</b>	<b>1,283</b>	<b>1,867</b>	<b>2,054</b>	<b>4,757</b>	<b>4,914</b>
<b>Fundraising Net (TShirts &amp; Buttons)</b>	<b>421</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>207</b>	<b>479</b>	<b>162</b>	<b>353</b>
<b>On Air Sponsorship, Earned Revenue &amp; Misc</b>								
Local Sponsorship Net	3,280	250	2,300	4,260	4,968	7,600	4,638	3,400
Other Sponsorship Net	2,784	3,630	2,444	1,822	675	-	-	1,361
Rental Apartment Net	6,230	7,984	7,866	7,484	7,898	6,851	5,953	4,635
Misc Earned Revenue Net	3,839	2,905	1,790	1,135	1,052	1,475	1,024	1,219
Municipal Grants	2,500	3,500	3,500	3,500	1,000	3,500	2,865	-
<b>On Air Sponsorship, Earned Revenue &amp; Misc Total</b>	<b>18,633</b>	<b>18,269</b>	<b>17,900</b>	<b>18,201</b>	<b>15,593</b>	<b>19,426</b>	<b>14,480</b>	<b>10,614</b>
	<b>\$119,279</b>	<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]



## **Production Manager's Report for Trent Radio AGM 111120**

**Prepared by Jill Staveley / Covering November 2010 - October 31st 2011**

What a busy year! With a steady beat and a stellar group of staff and volunteers, Trent Radio continues to grow and change in such wonderful ways. As usual, we experienced many new and exciting challenges and successes around Trent Radio House. We have also begun to develop some effective systems and annual plans regarding fundraising, sponsorships, community projects and general sustainability.

**StudioC Projects:** As more and more programmers are gaining audio editing and production skills, StudioB is seeing a general increase in use. This has impacted the overall need for StudioC regarding small production and creative projects. StudioC still plays an important role at Trent Radio as a multi-functional space, and as the home for our Radio Drama production.

**LMAD:** The RFP/Local Music Archives Database is in the forefront of my priorities right now. I have committed to have the database up-to-date, and all associated files transferred to Steve McNabb by 01 Dec.2011 in anticipation of his lack of time and energy once little McNabb joins the Trent Radio Family.

**3 Song Project (On-Going):** 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.

### **OWSP/TIP Staff**

**StudioB (OWSP):** Last year Anthony Gulston was at the helm in StudioB. As a returning staff member, he smoothly took over all of the StudioB responsibilities with grace and ease. He not only provided production training to our members, but also completed a plethora of Organisational Profiles, Community PSAs, and other community projects under the direction of our PD. In September 2011 we hired Jeffrey LaPalme to fill the role of StudioB Trainer, and he has quickly and smoothly picked up the duties and responsibilities associated with the position.

**Incoming Music Archivist (OWSP):** Travis Haws has continued on with the IMA responsibilities following his training and experience gained as last year's IMA Assistant. We have a huge backlog of CD material gathered during the summer season, but we are working steadily to ingest all new music into the archives. Travis has plans to apply for an International Exchange program next year, and will most likely not return to work with us again in Fall 2012 because of this.

**Incoming Music Archivist Assistant (OWSP):** We have received multiple applications for this position, and will be completing the interview and hiring process before December. We plan to hire a candidate who would be available to take on the responsibilities of the IMA should Travis be accepted to his exchange program.

**Spoken Word Archivist (TIP):** In April 2011 we interviewed Madeleine Streich and hired her on as the 2011 SW Archivist, conditional on our receiving the funding. After funding was approved from TIP, Madeleine began working in September. Unfortunately, due to an overloaded schedule, Madeleine has since withdrawn from her position, and we have hired Cherlese Ruan to fill the role. We have been working to get Cherlese signed up officially through the TIP office, and have commenced training sessions with her. Due to the time lost in the switchover, the SW Archivist will complete approximately 12 hours per week to fulfil the total allotment of funded hours through the programme.

**Physical Plant (OWSP/Staff):** This position no longer exists at Trent Radio. We have asked that all employees help to keep the place clean, and so far everyone has been pitching in to keep their work areas and the common areas clean and tidy. I have been using my Monday morning shifts to attend to general cleaning duties (including floors and bathroom), and we seem to be living in a clean and tidy space so far this year.

**Sponsorships:** I'll be the first to admit that I'm not great at 'selling' things. Having said this, I feel that the sponsorship goals are keeping a steady and realistic pace that reflects our general policies regarding sponsorships, and our abilities as a community broadcast facility. So far this season we have seen renewals from Bryston, Dreams of Beans, St. Veronus and Renegade Apparel; cancellation from Titles Bookstore; postponement from Black Honey and continuation with NCC and Sadleir House. I have been continually looking for new sponsors, and initiating contact with the hopes to elicit support from like-minded local businesses.

**Summer Events Intern Correspondent (CRFC):** We were successful in our grant application to the Community Radio Fund of Canada for the creation of an Intern position within the field of radio broadcasting. We created the 16 week Summer Intern Correspondent Position, and hired Anthony P. Gulston to fill the role. Anthony's job was to gather and create new content for his daily programme called "All Along The ClockTower" that would represent the Peterborough Region's event and community activity. Anthony did an amazing job and created Organisational profiles for many different community groups and local organisations including (but not limited to) Huchison House, The Turtle Trauma Centre, New Canadians Centre and Our Space. I believe that this grant opportunity is available on an annual basis, and recommend that we apply for funding of this type again in 2012.

**Community Radio Workshop Session (CFGP):** Another successful funding application was for the creation of the Community Radio Workshop Session through the Community Foundation of Greater Peterborough. We were absolutely delighted to receive this grant, and successfully delivered the first ever CRWS at Sadleir House on Monday September 12th, 2011. The day went without a hitch, and though attendance was lower than initially anticipated (5 people), the small group created an intimate learning environment, and I have received exceptionally positive feedback from every participant. Workshop topics included: Podcasting, Interviewing, Digital Audio Editing, Portable Recording Devices, Public Service Announcements (and media promotion), and a general introduction to Trent Radio, it's services and functions within our community. The delivery of the CRWS did not utilise our entire budget, and therefore we have been approved by the CFGP to expand our programming goals to include 2 more CRWS sessions to be held in January and April. Outside of our grant, but in relation to the workshop material, we will also be hosting single topic workshops at Trent Radio House throughout the winter.

**Fundraising from the PM'S P.O.V.:** We all know that in a pinch (Transmission Failure!!!), Trent Radio is very capable of drawing community support and significant financial contributions. Outside of these specific and life-threatening situations, the fund/awareness raising events that work effectively for a group like us are low-key and community related. Last year we held an afternoon music event at the Cannery that was very successful on a multitude of levels. Based on this success and value, I feel that we can continue to deliver this type of programming without stress, and with successful outcomes. I anticipate that we will also host a Karaoinke event at The Pig's Ear Tavern in February, and I also intend to plan another live-music event at a local bar in the late spring. These events are easy to plan, have a low output of energy and stress, increase our community profile and generate a reasonable contribution to our fundraising efforts, without having to use the "Emergency" card. We will also continue to apply to Theatre Trent for funding that can be applied to our Radio Drama projects.

[end]

**Programme Director's Report for the period Sep10 – Apr11 for BoD Meeting 20 Apr 2011  
prepared by James Kerr**

**The Direction of Programming**

This year the Community Committee, Operators and Board spent the year developing special and project-based programming to pursue operational goals and with the Spring referendum in mind.

There were six event days in the 2010-11 broadcast season, beating last year's record of five.

This year saw Trent Radio working its hardest to be known on campus and in the community. It was important that the regular broadcast schedule not feel disrupted or infringed upon by the referendum campaign, but colour the year with a sense of activity and community spirit.

Regularly-scheduled programmes were shorter this year, with only a handful of shows longer than an hour. Although the average length of time for a programme remained an hour, there were more half-hour shows.

Scheduling fortnightly has been discouraged as it leaves alternating gaps in the schedule when one programmer of the set drops out. New programmers often express interest in having a show every other week only because they lack confidence, or are "testing the water", however, it is difficult for newcomers to fully engage in the medium and the organisation on this basis. Instead, new recruits are encouraged to "jump right in" and take on a weekly commitment. The few fortnightly shows were for seasoned contributors, who would not have been otherwise able to participate. Balancing weekly and fortnightly scheduling was rewarded by consistency from first-time weekly, and veteran fortnightly programmers.

Mornings are not a popular time for programmers, and is often assigned to late applicants.

Typically these programmers drop out after the Christmas break or pounce on the opportunity to change to an afternoon time as available. When developing morning programming in the future, it is important to schedule programmers who actively seek a morning time and encourage them to have longer programmes, so that the consistency of weekday morning programming does not dwindle in the Spring.

Evenings remained popular, with prospective programmers often applying for times outside an Operator's ability to stay late enough to provide support. This shows a great amount of interest for programming as we are never short of applications, and I consider it a good sign.

**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.

Characteristically, the potential programmer will meet with the Programme Director and together they'll review the programme ideas, Trent Radio's approach and the nature of producer-oriented programming. The proposal is then redrafted with these ideas in mind, and generally the applicant is much happier with their second attempt.

**Operators** There were fewer Operators this year than last, however, when Production Manager Jill Staveley changed her schedule to open mornings and provide support, we found the schedule with almost full time-support, three shifts per day. This was ideal. The list of Operators tends to represent key volunteers, eager to help in ways beyond programming. These volunteers were

crucial to the referendum initiative. They were active in putting up posters, soliciting signatures, and doing their best to gain positive exposure for Trent Radio.

**Regular Programming** In the fall, vacuuming the hallway in front of Studio A became problematic as there was always someone in the studio broadcasting live. Although this was less of an issue in the latter half of the Spring Season, the 2010-11 Broadcast year introduced the idea that there could be *too much* live broadcasting. In the future, just as time is set aside in the schedule for Smooth Operator and Studio Training, so there should be a space for pre-produced content (perhaps showcasing previously-broadcast event day programming), to ensure there is enough time to vacuum the hallway.

**Perceived Sea Changes** “Electronica” music was very popular this year. While subcategory 21 (pop, rock, dance) is still the most popular subcategory of musical selections played, the changes made by the CRTC effective September 1st 2011 formally ratify subcategory 36 as audio art, electronic and custom-made music. An increasing number of programmers’ musical selections are “Electronica”, “Experimental” and “Custom-made” music, by definition not representative of mainstream media, but traditionally misrepresented under subcategory 21. Now that these musical genres are considered subcategory 36, we are no longer obligated by the CRTC to limit the time spent on these genres in the broadcast week the way we are for subcategory 21. Perhaps in reaction to the rise of electronic music, the use of vinyl increased significantly this year, however, subcategory 34 (Jazz and Blues) remains weak.

### **Trends 2010-11**

- “Electronica” music as distinct from Category 21 (Pop, Rock, Dance)
- Vinyl and turntabalism
- Politics
- World Music
- Event Day Programming

**Smooth Operator** Due to the tight schedule constructed in the Fall with more programme proposals submitted than could be immediately scheduled, Smooth Operator was cancelled on Tuesdays and Wednesdays to make room for all the proposed programming. This worked for the 2010-11 broadcast season, but in the future the Smooth Operator schedule should be maintained. The consistency of having a regular 11am, 2pm, 6pm time from which to refer for interview bookings is too good of an avenue for community outreach to be mitigated by a schedule interruption. Streamlining the process with a standardised sign-up sheet that can be referred to by Operators and Co-op students, even outside their times or responsibility, facilitated many interesting interviews. Highlights of these were: former Trent Radio programmer George Kovacs on the release of his new book, Steven Sadleir interviewed by Anthony Gulston about his new book, an interview with the musician Kaos, and Katie Adamson’s interview of a health doctor in the United States.

**Student Co-op Placements** Co-op students are finding a better place within the structure of Trent Radio, not just hosting Smooth Operator but balancing with that their own programming ideas, post-production and project-basis programming. The greatest extension of this is Kirk Jennings’s “Talk to Me” coverage of the 2011 elections, where he will be interviewing local political candidates.

### **Goals & Results 2010-11 with Plans for 2011-12**

#### **1. Goal: Student Membership / Levy Increase**

Many of the initiatives build up over the last few years have been geared towards increased student awareness. 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 significant increase of student programmers in the 2009-10 season gave us a promising outlook towards a referendum vote, the drop down to 2008-09 numbers in the 2010-11 season have made it a necessity to increase Trent Radio awareness-raising events and campus presence leading up to the vote, if we want to achieve the goal of a successful vote in March 2011. One of the primary reasons for the decreased student involvement this year (from 50 to 36) is the graduation of many Trent Radio programmers, who, despite the fact that they are no longer students, continue as programmers. We therefore have a great body of alumni programmers in our 50 community members, none of whom have a vote towards the student levy increase. Support for 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.

**Result:** Victory for Trent Radio for both questions. In regards to the proposed \$3 increase, 643 for and 569 against. In request of CPI, Trent Radio succeeded by 669 votes for and 587 votes against. This goal was a resounding success due in large part to the efforts of Stephanie Bailey, PD assistant, and the Trent Radio Community Committee, specifically Trent Radio's President of the Board, Caileigh Morrison. It took canvassing, talking to students one-on-one, and coming up with new and clever strategies to increase awareness, but it is, happily, accomplished.

**Plan for 2011-12:** With an increase of the student membership fee, it will not be necessary to pursue a further increase next year, and, with hope, not for another long while.

## 2. **Goal:** Community Events.

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

**Result:** All efforts this year took a backseat to the Membership campaign. Events were not undertaken unless they could benefit its progress, but as a happy residual our community ties were strengthened both in Peterborough and on the Trent University campus. This goal was accomplished, although perhaps not for its own sake, by virtue of our continued efforts to get out there and make our presence known.

**Plan for 2011-12:** A balanced approach to community awareness between the Trent University student body and the Peterborough community is the best approach; not valuing one over the other but satisfying both. The risk is that events could become insular socials, so community events should continue to explore new territory, balancing a greater on-campus presence with events and more exposure at downtown venues.

**Studio A 2010-11:** As Studio A updates with technology and becomes more computer-driven, and prospective programmers are increasingly comfortable with technology, technical training in Studio A becomes easier. John K. Muir continues to provide great insight into the inner and outer workings of Trent Radio when he performs Studio A training, and when formal training ends, any further training required is organised on an adhoc basis organised between John Muir, Jill Staveley and myself. Previously it was a struggle to convince programmers to sign their initials on the programme logs, but this seems to be improving. If programmers are getting so comfortable with technology and approaching radio equipment, then the direction that should be taken with Studio A training is a further focus on signing the Programme Logs and filling out Music Sheets.

**Studio B 2010-11:** After skipping a year, Anthony Gulston is back as the Studio B trainer. When training was slow, Anthony was not, producing promotional radio spots for the various fundraisers, event days and all manner of news surrounding the referendum campaign not just for Trent Radio, but for other Trent University Clubs & Groups similarly involved in campaigning. Anthony was also heavily involved in the post-production of various community members' radio dramas, most notably Danen Poley's three-and-a-half hour production of Hamlet

**PD Assistant/Trout Rodeo editor 2010-11:** Stephanie Bailey resumed her appointment to this position and continues to be instrumental to the smooth operation of Trent Radio, specifically in putting up posters, campaigning, and garnering signatures for Trent Radio's referendum campaign.

### **Fundraising 2010-11**

The Trent Radio Community Committee spearheaded fundraising efforts this year to coincide with our referendum campaign. Fundraising was especially important when, at the end of November, Trent Radio's transmitter needed repair. An emergency fundraiser was held at the newly-opened Cannery Arts Centre. The space was generously donated by Meaghan Culkeen and Mike Duguay, who also performed. T-shirts were prepared by Renegade Apparel through a Sponsorship and sold well, with 80 of them gone on that first day. Buttons and CD compilations of Studio C projects were also for sale. The success of this fundraiser led to a second run of T-shirts (along with a run of stickers) from Renegade Apparel in the Spring to coincide with the referendum campaigning, providing us with a good fundraising standing and enough merchandise for the summer season.

Vaudeville Night fundraiser at Sadleir House Thu 21 Oct 10

Good n' Country Marathon Fri 10 Dec at noon

Emergency Fundraiser at the Cannery Arts Centre Sat 11 Dec

New Trent Radio "Tower" and "JKM" T-Shirts unveiled Sat 11 Dec

Geek Night film screening fundraiser of "Transformers (1986)" at Sadleir House Wed 09 Feb

Geek Night film screening fundraiser of "Tron" at Sadleir House Thu 10 Feb

Operator's Social and Pub Night at Sadleir House Thu 17 Feb

New Trent Radio T-Shirt design and Stickers unveiled Mon 14 Mar

### **Student Membership Referendum 2010-11**

Knowing that acquiring a Yes vote in the Spring Referendum was the main goal for the year, the Community Committee met regularly beginning in September to establish our strategy. Timelines were drafted, lists were made, and event days scheduled for the rest of the broadcast year and placed with the intention of keeping Trent Radio in people's minds leading up to the polls. While it is difficult to assess what exactly led to our victory at the polls, we surmise that certain strategies were influential:

- Community Committee's integrity and determination to maintain the wording of the question that would appear on the ballot, specifically the phrase "has not had an increase since 1989"
- Petitioning, which garnered 504 signatures in support of our questions from full-time undergraduate students
- Dividing our questions, one for a \$3 increase and another for CPI, to increase our odds of gaining Yes on at least one of them
- Encouraging members of the Community Committee, board, Operators and Programmers who are students to speak on our behalf in their classes
- Fostering a good relationship with other campaigning levy groups

The "Victory / Drown Your Sorrows" pub night at Sadleir House was an appropriate way to maintain ties and good will with other levy groups who participated in the referendum. All the effort put into campaigning resulted in an especially thick Trout Rodeo Year in Review, published in celebration of our victory.

## **Programming & Events Highlights in Review**

### **September 2010**

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

### **October 2010**

Radio Drama Auditions held for Vaudeville night fundraiser Mon 04 Oct  
Vaudeville Night fundraiser at Sadleir House Thu 21 Oct 10  
Fall Trout Rodeo pamphlet schedule available Fri 15 Oct

### **November 2010**

Programme Review Begins Mon 01 Nov  
Trent Radio loses power Tue 30 Nov

### **December 2010**

Regular Fall Season ends Fri 10 Dec at noon  
End of Fall Season Open House Fri 10 Dec at noon  
Good n' Country Marathon Fri 10 Dec at noon  
Emergency Fundraiser at the Cannery Arts Centre Sat 11 Dec  
New Trent Radio "Tower" and "JKM" T-Shirts unveiled Sat 11 Dec  
Entre Season Mon 13 Dec - Fri 24 Dec

### **January 2011**

Regular Spring Season began Mon 10 Jan  
Trout Rodeo pamphlet schedule available Tue 10 Jan

### **February 2011**

Geek Night film screening fundraiser of "Transformers (1986)" at Sadleir House Wed 09 Feb  
Event Day: Geek Day 2011, Thu 10 Feb  
Geek Night film screening Fundraiser of "Tron" at Sadleir House Thu 10 Feb  
Trent Radio attended the TCSA board meeting to propose the Referendum question Sun 13 Feb  
Operator's Social and Pub Night at Sadleir House Thu 17 Feb  
Event Day: Spoken Word Day Thu 18 Nov  
T-shirt design contest begins Fri 26 Nov

### **March 2011**

Members of the Community Committee, Operators and Board members begin gathering signatures of Referendum Petition starting Tue 01 Mar

Referendum Campaigning begins Fri 04 Mar  
Trent Radio attends TCSA Speeches at Sadleir House Wed 09 Mar  
Re-airing of TCSA Speeches in their entirety Thu 10 Mar  
Event Day: Clubs & Groups Day Fri 11 Mar  
Trent Radio attends second set of TCSA Speeches on Campus Fri 11 Mar  
New Trent Radio T-Shirt design and Stickers unveiled Mon 14 Mar  
TCSA Candidates Debate on air Wed 16 Mar and Thu 17 Mar  
Voting Period Begins Tue 15 Mar and extends until Fri 18 Mar  
Event Day: Philosophy Day Wed 23 Mar  
Trout Rodeo Year in Review available Thu 24 Mar  
"Victory / Drown Your Sorrows" Pub Night nd Fundraiser at Sadleir House Thu 24 Mar

### **April 2011**

Classes end Fri 08 Apr  
Event Day: Captain Beefheart Day Tue 12 Apr  
Summer Programme Proposals Due Sun 17 Apr  
Summer Season Planning Meeting Sun 17 Apr  
End of Spring Season Open House Sun 17 Apr  
Deadline for Application for the Summer Operations Manager Position Mon 18 Apr  
End of Spring 2011 Broadcast Season Fri 22 Apr at noon  
Shutdown begins Sat 23 Apr  
"Talk to Me" Special Elections Coverage by Kirk Jennings Mon 25 Apr to Fri 29 Apr  
Event Day: Elections Event Day Fri 29 Apr

### **Staff & Volunteers 2010-11**

TIP & Ontario Work Study Positions  
StudioB & Digital Editing Trainer: Anthony Gulston  
PD Asst. & Trout Rodeo Editor: Stephanie Bailey  
Music Archivist: Matt Jarvis  
Archivist Assistant: Travis Haws  
TIP Spoken Word Archivist: Katya Smolina  
Physical Plant: Anthony Gulston and Matt Jarvis  
Highschool Co-op Students:  
Fall09 Mckenzie Forestell, from Adam Scott High School  
Fall09 Devon Jacobs, from Lakefield High School  
Spr10 Kirk Jennings, from Adam Scott High School

#### **Regular Staff**

Production Manager: Jill Staveley  
Programme Director: James Kerr  
GM & VP: John K Muir (Studio A Training)

#### **Operators (ss = self support)**

Sun am: ss / aft: Philip Benmore / eve: Meaghan Culkeen  
Mon am: Jill Staveley / aft: ss / eve: Anthony Gulston  
Tue am: Jill Staveley / aft: Katie Adamson / eve: Andrew Culkeen  
Wed am: Jill Staveley / aft: Jake Quinlan / eve: Rudy Fischer  
Thu am: Jill Staveley / aft: Hilary Svatos / eve: Caileigh Morrison  
Fri am: Jill Staveley / aft: David Grenon / eve: Dyan DeLeskie  
Sat am: ss / aft: Jack Braithwaite / eve: Acheve Victorine

Justin Beaudoin, Andrew Finn, Paul Cleveland and Sara Swerdlyk were also frequent Operators-at-Large. Both Rudy Fischer and Jack Braithwaite were first-time Operators.

## 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 for one year.

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	Fall10	Spr11
Total live broadcasting hours (weekly)	83	83	77	77	83	83
Number of Producers	82	94	103	103	97	101
Number of Programmes	81	88	78	80	91	89

[end]



Content Category Stats prepared for BoD 20 April 2011 / James Kerr, PD

Content Category	CRTC Required	TRadio Required			
			Fall/Spr AY08-09	Fall/Spr AY09-10	Fall/Spr AY10-11
<b>Category 1 - Spoken Word</b>	Min 15% of all programming*	Min 25% of all programming	30%	32%	32%
SubCat 11- News			-	-	-
SubCat 12 - S/W Other			40.81hrs	33.03hrs	53.33hrs
<b>Category 2 - Popular Music</b>		max 60% of all music	54.16hrs	39.85hrs	56.50hrs
			56%	56%	49%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21**		27.42hrs	19.27hrs	23.07hrs
			50.6%	51.6%	40.8%
SubCat 22 - Country & C'try Oriented			12.13hrs	7.85hrs	12.87hrs
SubCat 23 - Acoustic			13.16hrs	10.48hrs	18.27hrs
SubCat 24 - Easy Listening			1.45hrs	2.24hrs	2.30hrs
<b>Category 3 - Traditional &amp; Special Interest</b>	min 5% of all selections	min 5% of all selections	43.23hrs	30.91hrs	58.13hrs
			44%	29%	35%
SubCat 31 - Concert			3.26hrs	3.03hrs	4.30hrs
SubCat 32 - Folk & Folk Oriented			9.39hrs	7.39hrs	10.83hrs
SubCat 33 - World Beat & International			11.55hrs	8.58hrs	15.50hrs
SubCat 34 - Jazz and Blues			9.06hrs	5.09hrs	8.73hrs
SubCat 35 - Religious			1.52hrs	1.52hrs	2.63hrs
SubCat 36 - Audio Art			8.45hrs	5.30hrs	16.13hrs
<b>Total Category 1</b>			1265hrs	1090hrs	1600hrs
<b>Total Category 2</b>			1679hrs	1315hrs	1695hrs
<b>Total Category 3</b>			1340hrs	1020hrs	1744hrs
<b>Total Category 1, 2, and 3</b>			4284hrs	3425hrs	5039hrs
<b>Broadcast Weeks this Season</b>			31	33	30
<b>Regular Programming (avg hrs / week)</b>	Min 42 hours	Min 42 hours	***121hrs	79hrs	83.5hrs
<b>"Hits" Played</b>	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max
<b>Advertising &amp; Sponsorship</b>	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max

A number of changes were made to CRTC Content Requirements as a result of the merger between Type A and Type B licenses

\* Effective 1st September 2011, down from 25% minimum, but all content must be local. This was not a concern for us.

\*\*It used to only apply within Category 2, but now at least 20% of Category 2 and 3 must not be sub-category 21

\*\*\* To compare, Fall/Spr AY09 was 74hrs not including RFP hours

## Part 2 for the period Sep - Nov 2011: Fall 2011 Report plus addendum prepared by James Kerr for BoD 27Sep & AGM 20 Nov 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 at 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 previous years at this time of the year):

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

In addition there are three programme proposals to be scheduled once the programmers have sorted out their availability. An unusual number of community members are high school students, in part because the Crestwood High School Integrated Co-op programme has put Trent Radio on the list of options available to their students, and because of the perceived spiked in high school student interest resulting from 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 making radio shows by TrentU international students.
- **Audio Art:** Several programmers cultivate a special and focused interest in audio collage, sound experiments, "noise", and other forms of Audio Art. These programmers are drawn in roughly equal numbers between the TrentU and Peterborough communities, and 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 Misiak	Emily Anastassidas
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 and now Cherlese Ruan

Orientation (John Muir ) & StudioA Training (James Kerr & Jill Staveley)

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, the then Programme Director, Barb Woolner, and several volunteers, created both a Programmer's Guide and an Operator's Guide. They were wonderful primers on the responsibilities and of each positions and Trent Radio's approach to governance, programming and broadcasting, and served to complement face-to-face training sessions with creative drawings and easy to understand text. Only a few guides survive in paper form. Given that these guide were a useful resource, my goal is to have new versions developed, printed and available by the end of the fall season, such that in future years they can be easily revised and distributed 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.** The "Trout Rodeo - Year in Review" (YIR) is a favourite for volunteers within Trent Radio, but it's various in-jokes and self-celebrations often make little sense to outsiders. For the past few years we have been working on making the publication more accessible to a broader audience. As we move toward producing regular newsletters, then the efforts to reach a more extensive public will guide the production of the YIR.

Weekly copy submitted for publication in the Arthur, in addition to guides and other publicity materials will be used to develop the content for newsletters. The YIR may be modified to become the final newsletter of the spring season. Newsletters and the YIR will need a mailing list for distribution to alumni. With hope this list will grow over the years, however, if we can establish the material and begin its publication, 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 studio operations and technical training. In this way, all new programmers have an opportunity to become acquainted with staff while obtaining their broadcast tutelage. These training sessions also serve as a first-time programmer's introduction to all of Trent Radio's staff, and helping to illustrate the various roles we play in regard to technical, programming, and administrative matters.

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

**PD Assistant Fall 2011:** After first being a programmer/operator, then following a year in 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.

\* \* \*

#### **ADDENDUM @ 11Nov 2011**

##### **Programming Stats Update:**

11Nov11	Fall11	Fall10	Fall09	Fall08	Description
98	96	83	69	67	Regular scheduled programmes from
110	106	86	89	83	Programmers, comprised of
52	48	36	50	32	TrentU students
58	58	50	39	44	Community Members
7	7	5	6	7	TrentU & Community Groups

**Programme Proposal Review:** During the first three weeks of November, the Programme Director and Programme Director's Assistant hold meetings with the season's programmers. The PD Assistant leads the meetings, with the PD assisting. The purpose is to formally connect with the programmer to make sure they know the lines of communication are open, and to assess their status in the development of their programming, to see if they need any additional help. Questions include: "How are you enjoying your show?", "Is the time working out for you?", "Are you getting along with your co-host?", and the open ended: "Is there something you wish you could do here?". Often times the sessions turn into impromptu retraining sessions. "I wish I could do such-and-such at Trent Radio", is followed by a quick education of how to do that, or – if it is something we cannot do – is valuable information for Trent Radio. This is also a chance to sit down and review important dates with programmers on an individual basis, such as the season end date, upcoming Event Days, and explain the Entre Season. The personal attention of the formal meeting makes programmers better aware of their support network, and feel happier at Trent Radio in general.

These sessions are a valuable resource both for our programmers and Trent Radio, and I hope to do them every year.

[end]

**General Manager's Report for Trent Radio AGM 111121  
prepared and revised by John K Muir, Vice-president & General Manager / 16 Nov 11**

**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**

**Referenda Results per TCSA March 2011 Elections:** Trent Radio was successful in securing favourable a outcome in all three referenda questions asked of Peterborough based full-time Trent University students. As a result the annual student membership fee rose from \$15 to \$18 and then was subject to an immediate increase to \$18.42 based on the Consumer Price Index promulgated by Statistics Canada. The means an projected increase of about \$18,500 for YE12 from this revenue source. Thank you Trent students!

**Staff:** We have negotiated more equitable compensation for the Production Manager and Programme Director with some of the new money made available from membership revenue.

**Infrastructure:** As reported to the Board and Membership over the past decade years, the upper apartment needed repairs and upgrades. It has been a golden goose, generating more than \$130,000 over the past 25 years, however, the 1853 plaster had deteriorated even more from the rough shape it was in when we purchased the building in 1984. The work was originally budgeted at \$20,000 & to take 2 months (it took 3-1/2 month - more lost rental revenue), before we were able to know that a new kitchen and electrical system were required. The figures below include an apportionment for labour.

**715 Upper Renovations 2011**

Site & Tools	4,340.03
Electrical	3,680.65
Kitchen	9,880.30
Bath	2,413.95
Paint	3,270.12
Floors, Walls & Ceilings	7,597.63
Total expenditure to 31July >	\$31,182.68

My thanks to Don White, Gary Peeples, Andrew Affleck, Andrew Culkeen, Anthony Gulston and Matt Jarvis. The latter three demolished and hefted about six tons of rubble from the second floor into dumpsters - a heavy, dusty, dirty job.

In the early hours of Tuesday, November 30th, Trent Radio went "off air" due to a hardware malfunction with our transmitter equipment. Our transmitter system is comprised of an exciter and power amplifier. The exciter is the low-power stage and includes the oscillator, modulator, and audio processor and provides an output of 20 to 30 watts. The power amplifier is used to increase the power of the signal to our prescribed output. It was the power amplifier that failed, so the exciter was rewired to directly feed the antenna, giving about an output of 15 watts. While the power amp was being assessed, we borrowed a 100 watt mono transmitter to finish the 2010 fall season. In the meantime it was determined that it was the third-party power supply section of the power amplifier which was at fault and needed to be replaced. This was repaired and we secured a spare power supply as they may be difficult to obtain in the future. It has also been recommended that we obtain our own back up transmitter. and should undertake a review our transmission needs. My thanks to Paul Ward, Gary Hooper and Bill Hodgson for getting us back on the air.

At the end of August our server system suffered a multiple whammy event, and for a while it looked like we'd lost access to almost of our data. While we were very fortunate to recover everything.

The server and transmitter mishaps bring forward broader matters of how best to manage and renew our technical infrastructure. With hope we can now put aside concerns about the fabric of the building with major renovations to the upper apartment now completed and focus on how we want to make radio, and what revised technical arrangements might look like

As a minor side note, the wiring for StudioB was reorganised such that the use of the appliances using the kitchen counter outlets won't trip various circuit breakers and take us off the air.

**Canada Summer Jobs 2011:** Following last year's practice, it was agreed to hire the Summer Operations & Information Manager part-time as the beginning of May (02 May 11 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, Stephanie Bailey was appointed to the position. I'm grateful to Stephanie for pulling together high energy revamped versions of radio camp. She devote that latter part of her summer's work to creating a camp manual for future reference.

**Radio Camp(s):** Well organised and very well executed. Our thanks to crew and workshop leaders Philip Benmore, Paul Cleveland, David Grenon, Wes Grist, Anthony Gulston, Kirk Jennings, Alissa Paxton, Sara Swerdlyk, and Brion Wagner.

**OWSP Grant:** 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 only covered 798 hours due to wage increases. For AY2011-12 our allotment has decreased to \$5,000 as TrentU uses the money to hire students for its own operations.

**TIP Grant:** Our nominal allocation for AYE11 and AYE12 is \$1,000.00 which represents a subsidy of about 50% based on 200hours at \$10.25/hour.

**Community Radio Foundation of Canada (CRFC) and Community Foundation of Greater Peterborough (CFGF) Grants:** The activities sponsored by these grants is covered in Jill Staveley's report, but it is to be additionally noted that Jill developed the applications for these new sources of revenue.

**NCRA:** After a two decade or more hiatus, we have re-joined the National Campus and Community Radio Association. as a member organisation. They have done some fine advocacy work with regard to copyright and other matters; developed useful information units; strive to create networking opportunities among campus and community broadcasters across Canada all under some very efficient and able management. Our membership fees are slightly less than we would have had to pay in copyright fees had they not intervened to the Copyright Board.

**What about them Pete's, eh?:** While we did meet with Pete's representatives, and it did look like we had the makings of an agreement, they have elected to go with a different set-up. We wish them well.

**Finally:** It has been quite a ride from last year to now. On several very important occasions the Board, Staff, and Volunteers have taken the lead and done extremely well. It has been an especial delight to work with our president and chair, Cailleigh Morrison, who never wavered, and took on challenges with an infectious glee.

A respectful thank you

John K Muir, VP & GM / 16 Nov 2011

<end>

**President's Report for Trent Radio AGM 20 Nov 2011  
prepared by Caileigh Morrison, President & Chair**

When John K. Muir texted me at an ungodly hour of the morning just a few days after I'd been elected President to tell me that the transmitter was down, I knew that this was going to be a year for the books. Thankfully, it was filled with far more triumphs than hardships. The transmitter went down, taking us off the air for far too long, but our fundraising efforts were so well received that we managed to not only pay for a new transmitter but to start the purchase of a back-up in case it decides to backfire again, all while reinvigorating community spirit. The membership campaign was the highlight of the year for me, because after years of fighting for a student membership fee increase we finally got one. Some of that extra money is going towards the renovation of the upper apartment as well as into the deserving bellies of our hard-working employees and their families (in the form of food that they have bought with said money, of course). And money issues aside, we've had a wonderfully diverse year of programming and have seen a new CRTC category created\*, bringing much joy to the audio artists and their allies that tend to hang around here.

There are many people I'd like to thank this year. As always, Trent Radio would cease to function without the tireless work of John K. Muir, James Kerr and Jill Staveley. You are the duct tape holding this contraption together. Thanks to my fellow board members, Andy Culkeen, Meagh Culkeen, David Grenon, Matt Jarvis, Steve McNabb and Jacob Quinlan, who still usually manage to make it to meetings once a month though I consistently forget to email them. My gratitude is also extended to all the operators and programmers who devoted their time and effort to making this year a great success. Finally, I would like to thank Yvonne Lai and Lauren Larsen for bearing the next generation of Trent Radio spawn to term, and Iris and Dasein for being so wonderfully small and cute. Also, an extra shout-out to Iris for being born the same week as the membership increase was ratified and making John even more terrifying and ecstatic than usual.

Though I'm excited for this year to begin, frankly, I feel like I'm going to be a little bored. What catastrophes and victories could possibly trump the ones we've already experienced? On second thought, don't answer that.

Thank you,

Caileigh Morrison

*\*CRTC Content Category 3: Special Interest Music; Subcategory 36: Experimental Music: The unconventional and non-traditional uses of instruments and sound equipment to create new sounds and an orchestration of these sounds. This includes audio-art, turntablism, musique actuelle, electro acoustic and sound ecology. While it may involve the use of previously recorded sounds to create new sounds and orchestrations, it does not include spinning or beat mixing where the alterations of previously recorded tracks are limited to mixes between two or more pieces or samples.*

[end]

**Financial Statements of**

**TRENT RADIO**

**August 31, 2011**

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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, 2011 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 14, 2011

**TRENT RADIO**  
**STATEMENT OF FINANCIAL POSITION (Unaudited)**  
**August 31, 2011**

	2011	2010
	\$	\$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	4,358	
Accounts receivable	9,605	3,948
Prepaid expenses	781	783
	<u>14,744</u>	<u>4,731</u>
<b>CAPITAL ASSETS</b> (note 3)	<u>45,373</u>	<u>29,537</u>
	<u>60,117</u>	<u>34,268</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Bank advances		1,382
Accounts payable and accrued liabilities	38,670	2,743
Current portion of long term debt	2,199	2,023
	<u>40,869</u>	<u>6,148</u>
<b>LONG TERM DEBT</b> (note 4)	<u>53,705</u>	<u>55,904</u>
<b>DEFERRED CONTRIBUTIONS</b> (note 5)		
Operating fund	5,260	1,390
Capital assets	4,256	8,509
	<u>9,516</u>	<u>9,899</u>
<b>NET ASSETS</b>		
Invested in capital assets	9,457	21,029
Unrestricted	(53,430)	(58,712)
	<u>(43,973)</u>	<u>(37,683)</u>
	<u>60,117</u>	<u>34,268</u>

See accompanying notes to the financial statements

## TRENT RADIO

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

Year Ended August 31, 2011

	Invested in capital assets \$	Unrestricted \$	Total 2011 \$	Total 2010 \$
<b>BALANCE</b> - beginning of year	21,029	(58,712)	(37,683)	(32,604)
Excess of revenues over expenses (expenses over revenues) for the year	(11,572)	5,282	(6,290)	(5,079)
<b>BALANCE</b> - end of year	9,457	(53,430)	(43,973)	(37,683)

**TRENT RADIO**  
**STATEMENT OF OPERATIONS (Unaudited)**  
**Year Ended August 31, 2011**

	2011	2010
	\$	\$
<b>REVENUES</b>		
Membership fees	85,755	84,365
Donations and fundraising	19,834	7,636
Sponsorships	6,064	3,880
Rental income	6,230	8,340
Federal grants	5,483	5,479
Province of Ontario grants	6,108	6,883
Municipal grants	2,500	3,500
Interest income	214	184
Amortization of deferred contributions	4,253	12,845
	<u>136,441</u>	<u>133,112</u>
<b>EXPENSES</b>		
Salaries, wages and benefits	85,950	76,393
Advertising and promotion	936	1,038
Equipment and line rentals	4,214	4,001
Postage, stationery and office supplies	3,109	1,103
Telephone	1,057	1,062
Heat and utilities	4,406	4,172
Programming	984	2,572
Repairs and maintenance	12,860	12,569
Professional fees	2,100	2,050
Insurance	4,297	4,418
Interest and bank charges	5,358	5,453
Fundraising and sponsorship expenses	1,298	
Bad debts	331	
Amortization of capital assets	15,825	23,360
Miscellaneous	6	
	<u>142,731</u>	<u>138,191</u>
<b>EXCESS OF EXPENSES OVER REVENUES FOR THE YEAR</b>	<u>(6,290)</u>	<u>(5,079)</u>

# TRENT RADIO

## STATEMENT OF CASH FLOWS (Unaudited)

Year Ended August 31, 2011

	2011	2010
	\$	\$
<b>CASH PROVIDED FROM (USED FOR)</b>		
<b>OPERATING ACTIVITIES</b>		
Excess of expenses over revenues for the year	(6,290)	(5,079)
Add (deduct) items not involving cash:		
Amortization of capital assets	15,825	23,360
Amortization of deferred contributions	(4,253)	(12,845)
	5,282	5,436
Changes in non-cash working capital items:		
Accounts receivable	(5,657)	(312)
Prepaid expenses	2	(42)
Accounts payable and accrued liabilities	35,927	(2,083)
Deferred contributions for operating funding	3,870	635
	39,424	3,634
<b>FINANCING AND INVESTING ACTIVITIES</b>		
Repayment of long term debt	(2,023)	(1,862)
Purchase of capital assets	(31,661)	-
	(33,684)	(1,862)
<b>INCREASE IN CASH FOR THE YEAR</b>	5,740	1,772
<b>CASH POSITION - beginning of year</b>	(1,382)	(3,154)
<b>CASH POSITION - end of year</b>	4,358	(1,382)

See accompanying notes to the financial statements

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# TRENT RADIO

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2011

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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 cash, 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, 2011

## 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:

	2011		2010	
	\$		\$	
	Cost	Accumulated amortization	Net book value	Net book value
Land	10,000		10,000	10,000
Building	126,100	97,683	28,417	1,800
Office equipment	20,774	20,774		16
Technical equipment	247,252	240,296	6,956	17,721
	404,126	358,753	45,373	29,537

## 4. LONG TERM DEBT

Long term debt is as follows:

	2011	2010
	\$	\$
8.5% promissory note, payable in 192 blended monthly payments of \$565, due August 15, 2025	55,904	57,927
Less principal payments due within one year classified as a current liability	(2,199)	(2,023)
	53,705	55,904

# TRENT RADIO

NOTES TO THE FINANCIAL STATEMENTS (Unaudited)

August 31, 2011

## 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:

	2011	2010
	\$	\$
Balance - beginning of year	1,390	755
Add (deduct):		
Contributions received during the year	5,970	695
Amount recognized as revenue in the <u>year</u>	(2,100)	(60)
Balance - end of year	5,260	1,390

### (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:

	2011	2010
	\$	\$
Balance - beginning of year	8,509	21,354
<u>Deduct amounts amortized to revenue</u>	<u>(4,253)</u>	<u>(12,845)</u>
Balance - end of year	4,256	8,509