

TRENT RADIO BoD AGENDA 02 December 2011 - 7:00pm at Trent Radio House, 715 George Street North

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Board Minutes - 20 Nov 2011 before AGM &
20 Nov 2011 after AGM
03. Availability
 - Directors' availability ... over the next months & the summer
 - Setting Meeting Times for the BoD and AGM

Suggested Meeting Dates (Trying for 3rd Fridays of each month which aren't just before or during a reading break or Good Friday)

Board Meetings

Fri 20 Jan 12 Tue 28 Aug 12

Fri 02 Mar 12 Tue 25 Sep 12

Fri 30 Mar 12 Tue 16 Oct 12

Fri 20 Apr 12

AGM Sun 18 Nov 12

- Setting Dates for Board Development Sessions
suggest first one on Wed, 27 Jan 12

04. Appointment of Officers & Committees
Report Proposals & Information for appointing Committees and Officers.
Duties of President & Chair; Vice-Chair & Secretary

Confirmation of Officers

- GM & VP
- Bookkeeper

- 05 Any Other Business

- 06 Set date for next BoD meeting (see above)

- 07 Adjournment

Trent Radio BoD

20 November 2011

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 20 November 2011, just PRIOR to the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

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

R E G R E T S: Meaghan Culkeen, Matt Jarvis & Jacob Quinlan.

Also present: John Muir, General Manager.

01. Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at about 1:40pm, with Cailleigh Morrison acting as Chair, and Andrew Culkeen acting as Secretary. An agenda was agreed upon and discussion followed.

02. The minutes of the previous Board meeting were presented.

UPON A MOTION duly made, seconded and carried the Minutes of the Board Meeting held on 01 Nov 11 were approved as presented.

03. The Annual Report, including the Financial Review prepared by McColl Turner Chartered Accountants, and the report of the Nominating Committee were presented.

UPON A MOTION duly made, seconded and carried the Annual Report was approved by the Board for presentation to the Membership at the AGM to follow.

05. It was noted that the next BoD is scheduled directly following the AGM.

06. Although this was the last meeting of the current Board, all those present will be serving another term, so it was noted that no farewells and adieus be exchanged. There being no further business the meeting was adjourned at 1:50 pm.

Cailleigh Morrison, President & Chair

Andrew Culkeen, Secretary

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Trent Radio BoD

20 November 2011

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 20 November 2011, just FOLLOWING the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

P R E S E N T: Yolanda Ajak, Andrew Culkeen, David Grenon, Wes Grist, and Cailleigh Morrison.

R E G R E T S: Meaghan Culkeen and Steve McNabb

Also present: John Muir, General Manager.

Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at about 4:10pm, with Cailleigh Morrison acting as Chair, and Andrew Culkeen acting as Secretary. An agenda was agreed and discussion followed.

UPON a MOTIONS duly made, seconded and carried unanimously, it was resolved that the appointment of officers and other matters will be decided at the next Board Meeting to be held at 7pm on Fri, 02 Dec 2011 at Trent Radio House, and that Cailleigh Morrison shall remain Chair and President, and all signing officer arrangements will continue as they are at present, until that time.

Information relevant to various corporate filings and returns was corrected or confirmed.

There being no further business the meeting was adjourned at about 4:10pm.

Cailleigh Morrison, President & Chair

Andrew Culkeen, Secretary

Proposals & Information for appointing Committees and Officers revised for the Board of Director's Meeting 02 December 2011

Prepared by John K Muir with James Kerr & Jill Staveley

Trent Radio Officers for YE12 - see attached by-laws.

The Board needs to appoint;

a) A Chair & President see attached by-law description

The Chair presides at meetings of the Board.

The President presides at meetings of the Membership.

The President & Chair shall be an enrolled student of

Trent University at the time of their election or appointment

b) Vice-chair - who acts when the Chair cannot.

b) A Secretary.

Trent Radio Committees for YE12

Trent Radio committees have evolved over a number of years to deal with on-going and particular circumstances. In many cases, its been hard to tell if a set of issues is related to something specific (a transmission plant, StudioC, new roof) or a series of cyclical and recurring concerns (fundraising, special events, transmission plant, StudioC, new roof &c)

In and effort to help the Board structure Trent Radio's committees, Jill Staveley, James Kerr, and I prepared the following background and proposals for the Board's consideration.

Trent Radio Community Committee: is co-chaired by the PD, and a Board Member, the latter will also act as "Social Convenor", and will include the PD Assistant, the StudioB Trainer, (the Summer Operations Manager during the summer) and other volunteers. The committee's work is to provide new opportunities for participation in TRadio activities from current and past programmers, as well as members of the general public. Following this, the committee will take on responsibility for; publicity in general and on-air promos and Trout Rodeo in particular; planning and organising open houses, "radio days" and special events on the TrentU campus and around town; and managing and developing "facebook" type interactions. The PD will lead on publicity and planning "radio days" with support from the PD Assistant, and StudioB Trainer, while the Social Convenor will lead on open houses and social events with support from the committee as a whole. Both co-chairs will lead or liaise on planning special events.

<p>_____</p> <p>Social Convenor & Cmte Co-Chair</p> <p>Other Appointees</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>+ PD as Co-Chair</p>

Established Board and Other Committees:

Sponsorship, Earned Revenue, & Grants Committee: PM + GM + Prez + ANOther _____
to research, review and support these activities.

Programme Cmte: PD Chair & volunteers + ANOther _____

Radio Free Peterborough: Steve McNabb + PM + ANOther _____

Board Development Cmte: Prez & GM

TU & TCSA Liaison Cmte: Prez & GM

Nominating Committee: President + One or Two Directors + PD

Note: Referendum Committee is not needed this year.

From TRadio By-law #1

ARTICLE IV 4. OFFICERS Election or Appointment 4.01. There shall be a President, and a Chair of the Board, and a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may determine by by-law from time to time, and as it may from time to time appoint. One person may hold more than one office except the offices of President and Vice-president. The President, and the Chair of the Board, and the Vice-chair of the Board shall each be elected by the Board at a meeting of the Board. In default of such election, the then incumbents shall hold office until his successor is elected or appointed. Officers of Trent Radio other than the President and the Chair of the Board, and the Vice-Chair may, but need not, be members of the Board, and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the Board.

Duties of Officers 4.02. CHAIR OF THE BOARD - The Chair of the Board of Directors shall, when present, preside at all meetings of the Board of Directors of Trent Radio. He shall ensure the preparation of a proper agenda, including follow-up of matters and responsibilities heretofore assigned, for all such meetings and due notification of the members of the Board of time and place of meetings and where appropriate of particularly significant or urgent matters to be introduced thereat.

4.03. VICE-CHAIR OF THE BOARD - The Vice-chair of the Board of Directors shall perform the duties of the Chair in the absence or inability to act of the Chair and shall, in addition render assistance to the Chair in the performance of such duties when called upon to do so.

4.04. PRESIDENT - The President shall, when present preside at all meetings of members of Trent Radio. The President shall also be charged with the general and overall management and supervision of the affairs and operations of Trent Radio. The President with the Secretary and other officer appointed by the Board for the purpose shall sign all by-laws. During the absence or inability of the President to act, his duties and powers may be exercised by the Vice-president or such other director as the board may from time to time appoint for the purpose, and where the Vice-president or such other director appointed exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

4.05. SECRETARY - The Secretary shall be ex officio clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose and, without limiting the generality of the foregoing, a register of directors and a register of members except in circumstances where the provisions of Section 2.05 (a) of Article II apply, in which case Trent University shall make and keep a register of members admitted as members under the provisions of Section 2.05 (a) of Article II, showing the date of their elections or approval and of their respective retirements or removal. He shall give all notices required to be given to members and directors. He shall be the custodian of the seal of Trent Radio and of all books, papers, records, correspondence, contracts and other documents belonging to Trent Radio which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such a person or person as may be named in the resolution, and he shall perform other such duties as may from time to time be determined by the Board of Directors.

From TRadio AGM Minutes

2000-11-19 UPON A MOTION duly made, seconded and carried unanimously, BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE CORPORATION THAT, the Membership reaffirms Trent Radio as a student organisation sponsored by the students of Trent University and controlled by the Membership, and that a majority of the Board shall be enrolled students of Trent University at the time of their election or appointment, and that the President and Chair shall be an enrolled student of Trent University at the time of their election or appointment.

----- Original Message -----

Subject: Re: TRadio BoD Meeting Package for Fri, 02 Dec 2011 @ 7pm

Date: Thu, 1 Dec 2011 06:59:07 -0800

From: Steve McNabb

To: John K Muir

CC: Caileigh Morrison, Dave Grenon, Meagh Culkeen, Steve McNabb, Andy Culkeen, Yolanda Ajak, Wes Grist

Hi All:

I'm not 100% sure if I will be able to (virtually) attend the meeting, so Just In Case, here is my \$0.02:

* I can meet any weekday evening after 6pm, and will be around for the summer as well. I would prefer skype meetings v.s. phone if possible since it's free.

* I have no objection nor additions to any of the other agenda items, so if I don't happen to be available, you can presume an affirmative vote from me.

Cheers,

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On 2011-11-30 22:27, John K Muir wrote:

> Hi Everyone, Please find the package for Friday's meeting at
> http://www.trentradio.ca/governance/bodmins/_111202_mtg_pkg.pdf
> Best // John

> On 2011-11-29 13:39, Caileigh Morrison wrote:

>> Hello all,

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>> This is a reminder that our first (well, technically second)
>> board meeting will be taking place at Trent Radio House this
>> Friday, December 2nd at 7:00 PM. Please RSVP to myself or John.

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>> A note: this will probably not be the regular board meeting
>> time. Please take a look at your schedule for the new year
>> before the meeting so we can decide on a permanent day and time.

>>

>> Regards,

>>

>> Caileigh