

TRENT RADIO BoD AGENDA 20 January 2012 @ 1800

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 02 December 2011
03. Operations Report
 - a) Presentation of Financial Statements to 31 Dec 2011
 - b) General Manager's Report
 - i) Replacement server acquisition underway
 - ii) Minor repairs at the break, more major one being planned for the summer.
 - iii) Board Orientation Meeting - Wed 25 Jan 12 at Noon ?
04. Other Business
 - a) Next BoD Meeting (02 Mar 12).
05. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Wednesday, 02 December 2011, at Trent Radio House, 715 George Street North, Peterborough, Ontario.

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

R E G R E T S: Andrew Culkeen, Meaghan Culkeen, David Grenon, and Steve McNabb.

Also present: James Kerr, PD; and John Muir, General Manager.

01 Notice of this meeting having been made to all the Directors, and a quorum not being present in person, the meeting was called to order at about 7:10pm and declared constituted under the proviso that all matters conducted at this meeting are to be regularised at the next duly constituted meeting of the Board, with Cailleigh Morrison acting as Chair, and John Muir recording the minutes of the Meeting. An agenda was agreed upon and discussion followed..

02. The minutes of previous Board meetings were presented.

UPON A MOTION duly made, seconded and carried unanimously the minutes of the Board Meetings held on 20 Nov 2011 were approved as presented.

03. Availability: Discussion followed about each Board Member’s availability over the next few months and the coming summer.

The following dates were set for Board Meetings:

- Fri 20 Jan 12 Wed 20 Jun 12
- Fri 02 Mar 12 Tue 28 Aug 12
- Fri 30 Mar 12 Tue 25 Sep 12
- Fri 20 Apr 12 Tue 16 Oct 12

with times to be set later.

Annual General Meeting of Members (AGM) Sunday, Sun 18 Nov 12

The first Board Development session was set for Wednesday, 11 Jan 2012 at Noon.

04. Appointment of Committees & Officers: The work and roles of various committees and officer duties were discussed. A staff report on committee composition was brought forward – see attached.

The duties and roles of the Chair, Vice-chair, and Secretary were discussed. It was noted that the President, Vice-president and Secretary act as signing officers. Directors volunteered to take on various tasks.

UPON A MOTION duly made, seconded and carried unanimously; Yolanda Ajak, David Grenon, and West Grist. were appointed to the Trent Radio Community Committee, with Meaghan Culkeen Co-chair of the committee; Yolanda Ajak will join Jill Staveley and John Muir on the Sponsorship, Earned Revenue, and Grants Committee; Andrew Culkeen will continue with Steve McNabb and Jill Staveley on the RFP Committee; Andrew Culkeen was appointed Secretary, Wes Grist was appointed Vice-Chair; and Cailleigh Morrison was appointed President and Chair.

It was noted that appointment of the Nominating Committee will be made at the 28 Aug 2012 Meeting.

Confirmation of Officers: **UPON A MOTION** duly made, seconded and carried unanimously, Susan Newman was confirmed Bookkeeper, and John Muir was confirmed as Vice-president, and General Manager.

05. The General Manager reported on a Showplace/AGP/Trent Radio collaboration set for Wed, 01Feb12.

06 – 07. It was noted that the next Meeting is scheduled for Fri, 20 Jan 12 at 6:00pm. There being no further business the meeting was adjourned at about 7:45pm.

Cailleigh Morrison, President & Chair John K Muir, General Manager

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

ASSETS	@ 31Dec11	@ 31Dec10	LIABILITIES	@ 31Dec11	@ 31Dec10
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,454.26)	3,127.70
Boost & Freq Acct	0.00	5.93	Contract Obligation	0.00	0.00
General Funds Montreal	12,215.22	6,004.83	Deferred Income	830.00	710.00
ING Savings	157.80	21,275.28	Accrued Liabilities	(1,903.62)	0.00
Cash In Bank	12,373.02	27,286.04	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	(0.00)	0.00
Petty Cash: Admin	(10,579.04)	(481.28)	UIC Payable	(0.00)	0.00
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	0.00
Accounts Receivable	278.80	451.94	Health Benefit Payable	0.00	0.00
Doubtful Accounts	(278.80)	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	451.94	TOTAL CURRENT LIABILITIES	<u>(2,527.88)</u>	<u>3,837.70</u>
Student Levy Receivable	30,565.69	26,598.75			
Prepaid Expenses	734.69	515.70	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>33,094.36</u>	<u>54,371.15</u>	CO Long Term Loan	55,191.31	57,271.35
			Deferred Contribution	4,252.88	8,505.95
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>59,444.19</u>	<u>65,777.30</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	56,916.31	69,615.00
Buildings	121,056.36	94,439.07			
Office Equipment	20,758.37	20,774.21	NON-SHARE EQUITY		
Technical Equipment	226,574.42	237,339.40	Retained Surplus/(Deficit)	(43,977.10)	(37,686.33)
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	388,302.15	372,465.68	Net Retained Surp/(Def)	(43,977.10)	(37,686.33)
Accumulated Depreciation	(342,928.34)	(342,928.34)	Current Surplus/(Deficit)	65,528.96	51,979.82
TOTAL FIXED ASSETS	<u>45,373.81</u>	<u>29,537.34</u>	TOTAL NON-SHARE EQUITY	<u>21,551.86</u>	<u>14,293.49</u>
TOTAL ASSETS	<u><u>78,468.17</u></u>	<u><u>83,908.49</u></u>	LIABILITIES AND EQUITY	<u><u>78,468.17</u></u>	<u><u>83,908.49</u></u>

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

	01Sep11-31Dec11	01Sep10-31Dec10	EXPENSE	01Sep11-31Dec11	01Sep10-31Dec10
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	7,356.60	6,232.00
Federal Grants	0.00	0.00	Technical Wage	5,989.37	4,000.00
Provincial Grants	0.00	0.00	Publicity Wage	(233.99)	0.00
Municipal Grants	0.00	0.00	Administrative Wage	12,044.14	10,552.50
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>0.00</u>	Benefits	1,048.00	936.00
			CPP Expense	1,260.44	933.62
FUND RAISING			EI Expense	721.62	520.41
Corporations	0.00	1,900.00	Total Wages & Benefits	28,186.18	23,174.53
Foundations	2,900.00	0.00	Programming Fees	0.00	4,171.29
Private	1,390.00	3,703.97	Technical Fees	0.00	0.00
Leadership	0.00	0.00	Publicity Fees	690.50	0.00
Donations "In Kind"	0.00	0.00	Administrative Fees	508.00	682.00
Net Donations	4,290.00	5,603.97	Total Fees	1,198.50	4,853.29
Trent Student Memberships	99,523.26	82,500.00	TOTAL PERSONNEL	<u>29,384.68</u>	<u>28,027.82</u>
Commercial & Non-profit	0.00	225.00			
Individual Memberships	560.00	580.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	250.00	73.57
Net Memberships	100,083.26	83,305.00	Equipment Rental	0.00	0.00
Special Events	1,328.07	2,016.22	Line Rental	1,194.20	1,439.42
Special Events Expense	(40.21)	(598.97)	Rental Other	0.00	132.25
Net Special Events	1,287.86	1,417.25	Net Rentals	1,194.20	1,571.67
Fundraising	105.00	890.25	Postage & Delivery	73.30	298.68
Fundraising Expense	0.00	(499.00)	Office Supplies	360.44	130.01
Net Fundraising	105.00	391.25	Telephone	359.94	366.69
TOTAL FUND RAISING	<u>105,766.12</u>	<u>90,717.47</u>	Utilities	1,452.70	1,226.30
			Programming & Licence	1,022.99	406.60
EARNED REVENUE			Building R & M	620.91	488.40
ON AIR Sponsorship	250.00	1,750.00	Building R & M Upper Apt	284.62	1,415.04
ON AIR Sponsorship Expense	0.00	0.00	Technical R & M	4,988.63	3,437.93
Net ON AIR Sponsorship	250.00	1,750.00	Net Repair & Maintenance	5,894.16	5,341.37
Net "RADIO PAPER"	0.00	0.00	Professional Fees	150.00	50.00
Net Other Sponsorship	826.28	1,379.24	Insurance	3,757.70	4,296.74
Tape Sales	0.00	0.00	Travel	0.00	0.00
Tape Sales Expense	0.00	0.00	Volunteer Expense	248.82	296.29
Net Tape Sales	0.00	0.00	Bank Charges	63.00	144.44
Rental Income	3,320.00	2,840.00	Mbanx Loan Interest	1,642.79	1,606.12
Net Misc Sales & Services	2,950.00	570.00	Net Interest	1,642.79	1,606.12
TOTAL EARNED REVENUE	<u>7,346.28</u>	<u>6,539.24</u>	Depreciation	0.00	0.00
			GST Paid	45.43	0.00
MISCELLANEOUS REVENUE			HST Paid	1,703.35	1,471.38
Interest Income	3.42	83.48	Bad Debts	0.00	52.69
Micellaneous Revenue	0.00	0.00	Miscellaneous	(16.64)	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	<u>18,202.18</u>	<u>17,332.55</u>
TOTAL MIS REVENUE	<u>3.42</u>	<u>83.48</u>	TOTAL EXPENSE	<u>47,586.86</u>	<u>45,360.37</u>
TOTAL REVENUE	<u>113,115.82</u>	<u>97,340.19</u>	NET INCOME	<u>65,528.96</u>	<u>51,979.82</u>