

TRENT RADIO BoD AGENDA 01 April 2012 at 8pm

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 04 March 2012
03. Operations Report
 - a Presentation of Financial Statements to 29 February 2012
 - b General Manager's Report
 - i) NCRC 12-17 Jun 2012
 - ii) Physical Plant & Tech
 - DA & Meter
 - Server swapping
 - 715U R&M
 - iii) CRFC Grant Application
 - iv) Community Committee
 - v) Summer Camp Committee Chairs
 - v) TRadio comment per CRTC Broadcasting Notice of Consultation 2012-126
04. Other Business
05. Next BoD Meeting (Friday? 20 Apr 12).and should include reports from the PM, PD, and Summer plans
06. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House, 715 George St. N., Peterborough, Ontario on 04 March 2012 at 8 pm.

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

R E G R E T S: Steve McNabb

Also Present: John K. Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at about 8:05 pm, with Caileigh Morrison acting as Chair, and Andrew Culkeen acting as Secretary. An agenda was agreed upon and discussion followed.

02. Previous Minutes: The minutes of the 20 January 2012 Board Meeting were presented.

UPON A MOTION duly made, seconded and carried unanimously the minutes of the Board Meeting held on 20 January 2012 were regularised and approved as presented.

03. Operations report including;

a. Financial statements to 31 January 2012 (attached).

Financial statements for the period were presented, reviewed and discussed;

b. Production Manager's Report (attached) relating to the Community Radio Workshop (CRWS) initiative funded by the Community Foundation of Greater Peterborough; and

c. General Manager's report (attached).

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

04. Other Business: It was noted that the next Board Meeting is scheduled for 8pm on Sun, 01 April 2012 at Trent Radio House.

05. There being no further business, the meeting was adjourned at about 8:25 pm.

Caileigh Morrison, Chair

Andrew Culkeen, Secretary

Operations Report for the Board of Directors' Meeting 04 March 2012

Prepared by John K Muir

a Financial Statements to 29 February 2012 - please see attached

b General Manager's (and Assistant General Manager's) Report

i. NCRC 12-17 Jun 2012: Please see attached Programming Survey and Registration Form. A timetable of events will be available at <http://cfr.ca/blog/ncrc2012> as it is developed. Let me know if you are interest in attending.

ii. Physical Plant & Technical:

- DA & Meter Replacement: The right channel of the distribution amplifier feeding the transmitter & logger was knocked out during an unseasonal mid-March thunderstorm. A replacement DA and meter was installed during the morning of Sun, 18 Mar 2012. Levels need adjustment (+3-+6dB upwards) at the transmitter. Many thanks to HPH.
- Server swapping: The new 9TB server is in place. Thinking the best time for the change over would be during the upcoming shutdown - 21-29 Apr 2012.
- 715U R&M: The preliminary estimate to replace the exterior stairs to the second floor is about \$10-12k. An estimate is being prepared to replace the roof structure over the George St door.

iii. CRFC Grant Application (J Staveley): (see attached) We have kept the application the same where appropriate, and have made changes based upon feedback from the CRFC. We will include a specific project for the SEIC this summer outside of producing Smooth Operator: the production of a 5-part series on the Peterborough Folk Festival (we are always off-air during that time, and it would be great to find a way to include this important community event in our programming). We have increased the hours per week, and shortened the contract length (due to CRFC timeline restrictions, and our seasonal schedule). We are upgrading our training/mentoring/management model to include 3 weeks of one-on-one training with the PM/AGM. This should help to develop and ensure adequate communication practices and an amenable and realistic schedule including office hours. Hopefully we have made the reporting/provision of produced-material more clear and realistic. A specific resolution of the Board authorising this application is required.

iv. Community Committee (see attached)

v. Summer Camp Committee Chairs: Jill Staveley & Caileigh Morrison will kick start the planning process for this year's offering. We should have a plan for the next Meeting.

vi. TRadio comment per CRTC Broadcasting Notice of Consultation 2012-126:

Shelley Robinson, Executive Director of the National Campus and Community Radio Association has written to ask us to comment in support of the NEW Radio Ryerson application for a campus-based community licence in Toronto. There are more than 20 other competing applications. Broadly speaking, just about any insight we might want to put forward in support of the Ryerson application is already pretty well-covered within the application itself. Perhaps then, rather than trying construct cogent and winning arguments, a short statement of support should be communicated to the CRTC, along the lines of;

Whereas Toronto needs all the community it can get, and that Radio Ryerson Inc. has made a comprehensive and viable application for a community-based campus radio programming undertaking in Toronto, pursuant to CRTC Broadcasting Notice of Consultation 2012-126 Trent Radio encourages the CRTC to approve application 2011-1635-1.

[end]

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

ASSETS	@ 29Feb12	@ 29Feb11	LIABILITIES	@ 29Feb12	@ 29Feb11
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,454.26)	2,766.37
Boost & Freq Acct	0.00	5.93	Contract Obligation	0.00	0.00
General Funds Montreal	4,498.25	4,284.10	Deferred Income	830.00	710.00
ING Savings	12,681.57	36,331.47	Accrued Liabilities	0.00	0.00
Cash In Bank	17,179.82	40,621.50	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	(0.00)	0.00
Petty Cash: Admin	(4,055.39)	(105.18)	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	586.03	Health Benefit Payable	0.00	0.00
Doubtful Accounts	(278.80)	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	586.03	TOTAL CURRENT LIABILITIES	<u>(624.26)</u>	<u>3,476.37</u>
Student Levy Receivable	2,733.23	0.00			
Prepaid Expenses	734.69	781.37	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>16,592.35</u>	<u>41,883.72</u>	CO Long Term Loan	54,827.49	56,936.60
			Deferred Contribution	4,252.88	8,505.95
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>59,080.37</u>	<u>65,442.55</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>58,456.11</u>	<u>68,918.92</u>
Buildings	121,056.36	94,439.07			
Office Equipment	20,758.37	20,774.21	NON-SHARE EQUITY		
Technical Equipment	229,804.11	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	391,531.84	372,465.68	Net Retained Surp/(Def)	(43,977.10)	(37,686.33)
Accumulated Depreciation	(342,928.34)	(342,928.34)	Current Surplus/(Deficit)	50,716.84	40,188.47
TOTAL FIXED ASSETS	<u>48,603.50</u>	<u>29,537.34</u>	TOTAL NON-SHARE EQUITY	<u>6,739.74</u>	<u>2,502.14</u>
TOTAL ASSETS	<u>65,195.85</u>	<u>71,421.06</u>	LIABILITIES AND EQUITY	<u>65,195.85</u>	<u>71,421.06</u>

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

	01Sep11-29Feb12	01Sep10-29Feb11	EXPENSE	01Sep11-29Feb12	01Sep10-29Feb11
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	11,400.30	9,272.00
Federal Grants	0.00	0.00	Technical Wage	9,613.65	8,000.00
Provincial Grants	0.00	0.00	Publicity Wage	0.00	0.00
Municipal Grants	0.00	0.00	Administrative Wage	20,006.07	10,552.50
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>0.00</u>	Benefits	1,048.00	936.00
FUND RAISING			CPP Expense	1,871.52	1,228.82
Corporations	0.00	3,325.00	EI Expense	1,079.26	695.85
Foundations	2,900.00	0.00	Total Wages & Benefits	45,018.80	30,685.17
Private	1,390.00	4,166.60	Programming Fees	0.00	6,937.66
Leadership	0.00	0.00	Technical Fees	50.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	1,241.57	0.00
Net Donations	4,290.00	7,491.60	Administrative Fees	800.00	1,813.00
Trent Student Memberships	106,559.70	84,795.00	Total Fees	<u>2,091.57</u>	<u>8,750.66</u>
Commercial & Non-profit	0.00	300.00	TOTAL PERSONNEL	<u>47,110.37</u>	<u>39,435.83</u>
Individual Memberships	580.00	740.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	250.00	73.57
Net Memberships	107,139.70	85,835.00	Equipment Rental	0.00	0.00
Special Events	1,378.07	2,090.22	Line Rental	1,870.40	2,071.22
Special Events Expense	(40.21)	(598.97)	Rental Other	0.00	132.25
Net Special Events	1,337.86	1,491.25	Net Rentals	1,870.40	2,203.47
Fundraising	105.00	970.25	Postage & Delivery	114.05	455.23
Fundraising Expense	0.00	(499.00)	Office Supplies	381.75	352.51
Net Fundraising	<u>105.00</u>	<u>471.25</u>	Telephone	542.22	540.45
TOTAL FUND RAISING	<u>112,872.56</u>	<u>95,289.10</u>	Utilities	2,196.26	2,102.94
EARNED REVENUE			Programming & Licence	1,122.99	934.40
ON AIR Sponsorship	250.00	2,000.00	Building R & M	1,006.36	818.92
ON AIR Sponsorship Expense	0.00	0.00	Building R & M Upper Apt	285.62	1,415.04
Net ON AIR Sponsorship	250.00	2,000.00	Technical R & M	5,564.56	5,663.22
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	6,856.54	7,897.18
Net Other Sponsorship	826.28	1,379.24	Professional Fees	150.00	50.00
Tape Sales	0.00	0.00	Insurance	3,757.70	4,296.74
Tape Sales Expense	0.00	0.00	Travel	0.00	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	248.82	389.15
Rental Income	4,980.00	4,260.00	Bank Charges	88.00	170.44
Net Misc Sales & Services	950.00	570.00	Mbanx Loan Interest	2,469.36	2,402.31
TOTAL EARNED REVENUE	<u>7,006.28</u>	<u>8,209.24</u>	Net Interest	2,469.36	2,402.31
MISCELLANEOUS REVENUE			Depreciation	0.00	0.00
Interest Income	27.37	139.80	GST Paid	45.43	0.00
Micellaneous Revenue	521.61	0.00	HST Paid	2,523.73	2,092.97
Amortisatn Dfrd Contribtbs	0.00	0.00	Bad Debts	0.00	52.69
TOTAL MISC REVENUE	<u>548.98</u>	<u>139.80</u>	Miscellaneous	<u>(16.64)</u>	<u>(0.21)</u>
TOTAL REVENUE	<u>120,427.82</u>	<u>103,638.14</u>	TOTAL SUPPLY & EXPENSE	<u>22,600.61</u>	<u>24,013.84</u>
			TOTAL EXPENSE	<u>69,710.98</u>	<u>63,449.67</u>
			NET INCOME	<u>50,716.84</u>	<u>40,188.47</u>

NCRC 2012 - Kingston, ON - June 12-17

DELEGATE INFORMATION

Name (First/Last)	
Mailing Address	
Email Address	
Phone Number	
Station/Affiliation	
I am a: <input type="checkbox"/> volunteer <input type="checkbox"/> board member <input type="checkbox"/> staff member <input type="checkbox"/> industry rep <input type="checkbox"/> other:	

SPECIAL NEEDS

Food	<input type="checkbox"/> vegetarian <input type="checkbox"/> vegan <input type="checkbox"/> gluten-free <input type="checkbox"/> allergy:		<input type="checkbox"/> other: need meat
Childcare	Number of children:	Days required:	
	Ages:	Special needs:	
Translation	<input type="checkbox"/> English to French <input type="checkbox"/> French to English <input type="checkbox"/> other:		
Accessibility Requirements			
Carpooling	<input type="checkbox"/> I have room for__ passengers		<input type="checkbox"/> I would like to ride in a carpool
	Driving from: <input type="checkbox"/> Montreal <input type="checkbox"/> Toronto <input type="checkbox"/> Ottawa <input type="checkbox"/> other:		

ACCOMMODATIONS

<input type="checkbox"/> Dorms/ 2-Bedrm Units	Book by May 13 on-line at: https://housing.queensu.ca/reservations/ Use drop down: NCRC 2012 (\$60 +HST per person per night)
<input type="checkbox"/> Billet	Limited availability; will be arranged via email
<input type="checkbox"/> Other	I will arrange alternate accommodations (eg. staying with family or at a hotel)

RATES (HST INCLUDED)

	Early-bird (to May 15)	Regular (May 15 on)	Per Day
<input type="checkbox"/> NCRA Member Station Volunteer	\$110	\$140	\$25
<input type="checkbox"/> NCRA Member Staff/Board Rep	\$140	\$180	\$40
<input type="checkbox"/> Non-NCRA Rep	\$180	\$225	\$50
<input type="checkbox"/> NCRC Presenter/Volunteer	\$110	\$110	1 Free
Days Attending: <input type="checkbox"/> All <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			

PAYMENT

<input type="checkbox"/> Cheque enclosed payable to CFRC Radio		<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Card Number:		Expiry (MM/YY):	
Name on Card:		Signature:	
RETURN TO: CFRC Radio Lower Carruthers Hall, Queen's University Kingston, ON K7L-3N6		EMAIL: cfc@ams.queensu.ca	

NCRC 2012 PROGRAMMING SURVEY

WORKSHOPS: STATION & NCRA OPERATIONS	YEAH!	MAYBE	NOPE	I CAN HELP
Introduction to Robert's Rules (Used at all Plenaries)				
NCRA 101				
NCRA Board Q&A				
Future of the NCRA				
NCRA BDS Resolution Q&A				
Moving Forward on the NCRA's BDS Resolution				
CRTC Q&A				
CRTC Compliance				
Industry Canada Q&A				
Community Radio Fund of Canada				
Becoming a Co-operative Station				
Grant Writing				
Events Planning and Promotion				
Advertising and Sponsorship				
Volunteer Recruitment and Retention				
Accessibility/Disabilities Handbook				
Self Care/Avoiding Burnout				
Conflict Resolution				
Music Submissions and Charts				
Increasing French music submissions				
Campus-Community Radio History				
WORKSHOPS: TECH & IT				
Audacity Basics (Free Audio Production Software)				
Audacity Advanced				
Programming for Audacity				
Remote Broadcasting				
Podcasting				
Streaming with a Mac Server				
Building a Kickass c/c Radio Website				
Leveraging Social Media				
C/C Radio and Multimedia Integration				

NCRC 2012 PROGRAMMING SURVEY

WORKSHOPS: TECH & IT	YEAH!	MAYBE	NOPE	I CAN HELP
Building a National IT Strategy				
Future of Radio Technology				
Sam Broadcaster				
RDS/Arctic Palm/IMediaTouch/IMediaArchive				
Ontario Independent Music Archive				
Free Music Archive				
Building a micro FM transmitter				
Circuit Bending				
Pirate Radio				
Prometheus Radio Project				
PSA Production				
Groundwire Production				
WORKSHOPS: PROGRAMMING & ANTI-O				
Introduction to Anti-Oppression				
Introduction to Groundwire				
Groundwire Headlines Training				
Future of Groundwire				
Groundwire as a model for nat'l c/c collaborations				
Anti-Oppression and Community News				
The Homelessness Marathon: 10 years and forward!				
Anti-Poverty Programming				
Sex on the Radio				
Prison Radio				
Prisoners' Justice Day Programming				
Palestinian Solidarity Programming				
Truth & Reconciliation Commission of Canada Panel				
Covering the Truth & Reconciliation Commission				
Indigenous broadcasters in C/C Radio				
Diversity within Francophone Canada				
Cool stuff happening in French Canadian c/c Radio				
Covering Co-operatives				

NCRC 2012 PROGRAMMING SURVEY

WORKSHOPS: PROGRAMMING & ANTI-O	YEAH!	MAYBE	NOPE	I CAN HELP
Radio by & for children and youth				
Radio by & for people with disabilities				
Radio Art/Transmission Art				
Writing for Radio				
Media Studies and Marshall McLuhan				
CAUCUS GROUPS				
Indigenous				
Francophone				
People of Colour				
LGBTQQ2S				
People with Disabilities				
Women				
Older People				
Station Managers				
Program Directors				
Music Directors				
Spoken Word Directors				
Ad Directors				
Station Board members				
Music Programmers				
Spoken Word Programmers				
Campus-based Community Stations				
Non-campus Community Stations				
Small/Rural stations				
New/Developing/Restructuring Stations				
Groundwire				
KEYNOTE SPEAKERS				
Rufo Valencia (CKUT/RCI, Montreal)				
Audrey Redman (CKLN, Toronto)				
Sakura Saunders (Prometheus Radio/KDVS, Toronto)				

NCRC 2012 PROGRAMMING SURVEY

KEYNOTE SPEAKERS	YEAH!	MAYBE	NOPE	I CAN HELP
Ted Kennedy (CBC, Toronto)				
Alexis Bhagat (Free 103.9, New York)				
Fabian Brown (ROOTS-FM, Kingston, Jamaica)				
Denise Benson (CKLN, Toronto)				
Anna Friz (CKUT, Chicago)				
Clement Apaak (CJSF, Ghana)				
EVENING EVENTS AND ACTIVITIES				
Earshot! Party				
1000 Islands Cruise w/ Live Music				
Local Indie Bands Concert				
DJ Dance Party				
Hip-Hop Concert				
Experimental Music Concert				
Radio Art Performance/Installation				
Radio Theatre Performance				
Film Screening				
Acoustic/Open Mic				
Poetry Slam/Reading/Spoken Word showcase				
Shuttle to NXNE for a night				
Kingston Haunted Walk				
Kingston Radical History Walking Tour				
CFRC History Audio Walking Tour				
OTHER SUGGESTIONS				
NAME:		CONTACT:		



CRFC Application Form February 2012

Radio Talent Development Program

Youth Internship Program

Please read the application guide BEFORE completing this application form as it includes all of the program information and helpful tips.

For further information or to ask questions about your application, please contact the CRFC program officer at (613) 321-3531 or applications@communityradiofund.org.

INFORMATION ABOUT THE APPLICANT

1. Is this application for the *Radio Talent Development Program* or the *Youth Internship Program*?

Youth Internship Program

2. Organization name: Trent Radio, 92.7 CFFF FM

3. Complete physical address: 715 George St. North, Peterborough, Ontario, K9H 3T2

4. Complete mailing address (if different):

5. Contact person and title: John K Muir, General Manager

6. Telephone: 705-741-4011

7. Fax: n/a

8. Email: jkmuir@trentradio.ca

9. Website: www.trentradio.ca

10. Tell us about your station. (Please be brief and concise.) Established and operated by the students of Trent University, Trent Radio is designed with the production of exceptional radio in mind. Its aims and objectives include producer oriented programming and broad community participation for the production of creative local radio. Trent Radio's programmers are by definition amateurs - that is,

they do radio for the love of it. Trent Radio is an organisation where people are learning and creating together.

11. How many active volunteers and staff do you have?

Full-time staff:2

Part-time staff:8

Volunteers:200

Others:

12. Tell us about your community in one paragraph. For example, are you in an urban/rural/remote area? What is your population? Are there any other community-oriented stations in your area? Is your listenership concentrated in your local area or do you serve a more regional listenership?

Peterborough, Ontario is a vibrant small city, with a population of approximately 80,000. With Trent University situated on the outskirts of the North End of town, Sir Sandford Fleming College at the South End, and a plethora of Community Groups and Organizations spread out in between; there is a strong sense of collaboration between students and community members which contributes to Peterborough's reputation as a lively and distinguished cultural hub. Trent Radio is the only Community Broadcast Facility in the area, and it is within Trent Radio's mission and mandate to provide an accessible media venue for Local Groups, Individuals and Organisations where they can promote their activities and programming, free of charge, to the community at large. Trent Radio's analogue broadcast range reaches outside of the city limits and into the greater Peterborough County and The Kawarthas. Trent Radio can also be heard via webstream by regional and international listeners.

13. For collaborative or partnered applications only: Please provide the following information:

Names of collaborative partners:

History of working together:

14. For collaborative or partnered applications only: Are you, as the applicant, prepared to accept responsibility for the management, reporting, supervision, and outcome of your proposal?

INFORMATION ABOUT THE APPLICATION

15. Name of your project or internship(s): Summer Events Intern Correspondent (SEIC)

16. Describe the project or internship. The SEIC will be responsible for seeking out, researching, and producing regular programming that will promote and provide information on a wide range of local events, active community members/groups and organisations within Trent Radio's broadcast range. The SEIC will also produce a 5-part series featuring the Peterborough Folk Festival, its history, members and current successes.

17. What are its goals or objectives? The goal of the internship is to create an employment and learning opportunity for a youth, aged 16 - 30, where they will gain experience in all areas of radio production and programming by directly working one-on-one with Trent Radio's Production Manager during the training portion of the contract, and via regular programming feedback from the GM, PM & SOM (General, Production & Summer Operations Managers) throughout the full 11 weeks; to enhance media awareness of active Community Members and their events or services in the Peterborough region; create a 5-part series on the PFF for inclusion in our Spoken Word Archive; and to create exceptional programming to be broadcast via the facilities at Trent Radio.

18. What is its timeline? Include the start and end date, as well as important dates throughout the project or internship. The position will commence on Monday June 18, 2012, and finish 11 weeks later on Friday August 31, 2012. The SEIC will produce daily programming featuring promotion for Local Events. The highlights for the SEIC will include promotion and coverage of Ode'min Giizis, Strawberry Moon Festival (June 20 - 24) a multi-disciplinary festival of Indigenous arts that features local, nationally and internationally recognised artists; Multicultural Canada Day, hosted by the New Canadians Centre Peterborough (July 1), a celebration of cultural diversity in Canada and Peterborough; production of an Historical Profile of The Peterborough Folk Festival to be broadcast throughout the summer in anticipation of the festival weekend (Aug 24 - 26), at which time Trent Radio is Off-Air in preparation for our Fall Season.

19. Describe all mentoring, training, and education components you are incorporating. Under the supervision of our General Manager (GM), and Production Manager/Assistant General Manager (PM/AGM), the SEIC will be provided with 3 weeks of one-on-one training on all aspects of audio production (portable recording devices, digital audio editing, interview techniques and preparation, time management skills, research and development of programme topics, and public relations skills as a representative of the organisation). The SEIC will be asked to compile a 1-hour segment of their broadcast material at the end of each week for critical feedback from the PM & GM, focusing on such aspects as interview skills and audio clip compilation techniques. The SEIC will gain experience completing tasks in an independent work environment, guided by a pre-arranged schedule and outline of weekly responsibilities and goals, along with fortnightly meetings with management staff to ensure the provision of additional training and mentorship as required. The SEIC will also be expected to work in cooperation with our Summer Operations Manager (SOM) to ensure that adequate communication and mutual coordination are fulfilled in order to complete all daily responsibilities around the facility.

20. Will you be producing any manuals, handbooks, and/or other similar materials? If so, what are they? No

21. Describe the on-air and/or recorded programming that will be produced. The SEIC will host a 30-minute show called Smooth Operator Monday through Friday, presenting features, live and pre-recorded interview material, event

promotion and review with a focus on active Community Members of the Peterborough Region. Each show will feature new content, and will highlight the people who make Peterborough a vibrant place to live or visit. The SEIC will also produce a 5-part series highlighting the history and current success of the Peterborough Folk Festival for broadcast and inclusion in Trent Radio's Spoken Word Archive.

22. How is this project or internship relevant and important to your station and your community?

The opportunity to offer the SEIC position in 2012 is relevant and important to Trent Radio in two distinct ways. First, during Trent Radio's Summer Broadcast Season, our programming schedule and staff presence are greatly reduced in order to reflect and accommodate the decrease in student presence and participation in our broadcast operations (May 01 - August 31). The addition of the SEIC position to our roster of summer staff and volunteers would allow Trent Radio to ensure a year-round presence of support and encouragement within Peterborough by promoting Local Events and Organisations on-air, to the same standards that we strive to attain during the academic year. The SEIC would also ensure promotion of Trent Radio as a viable and active media presence within our community to the population at large by meeting and working with Local Groups and Organisations. Second, Trent Radio aims to foster and encourage the production of exceptional radio, and to provide educational resources and experiences for our community as a whole. The ability to offer an intern position of this standard and breadth would not only help Trent Radio achieve part of our mandate goals, but it would also prove to be an exceptional learning experience for a Local Youth, and allow them to expand their skill set, encourage participation in Community Radio within Canada, and provide them with the opportunity to build their resume and portfolio for possible future media employment opportunities.

23. Who will benefit from your project or internship, and how will they benefit?

Trent Radio, the City and County of Peterborough, and the SEIC and the CRFC will all directly benefit from the creation of this Youth Internship. Trent Radio will benefit by the creation of exceptional radio programming, as well as by the increased awareness this position will garner for Trent Radio within our community. The City and County of Peterborough will benefit by increased media coverage and community awareness of local events, programming and services within the area. The SEIC will benefit by gaining hands-on experience and being provided with valuable training in all aspects of radio production, while working within the radio broadcast industry. The CRFC will benefit by funding a Youth Intern opportunity that directly meets CRFC Program Priorities by allowing Trent Radio to offer a hands-on learning opportunity to a Local Youth, as well as offer them the opportunity to produce strong local community radio broadcasting.

24. How will you know if your project achieved its goals?

We will know that our project has achieved its goals by the production of programming for Smooth Operator (our daily local events programme) by the SEIC, the creation of a 5-part series on the Peterborough Folk Festival for broadcast and inclusion in Trent Radio's Spoken Word Archive; continued community involvement in Trent Radio's programming initiatives under the leadership of the SEIC; and by the continued

dialogue between the SEIC and Management Staff outlining the needs of the intern to successfully gain the anticipated knowledge, skills and hands-on experience while completing this internship opportunity.

25. If you are proposing interns or other waged positions, please describe how these positions will be supervised. Though the SEIC will primarily work independently, they will work under the direct supervision of the PM for the first 3 weeks of the contract. After the initial training period, the SEIC will be expected to communicate general activities and plans to Trent Radio's SOM on a weekly basis, and provide both written reports outlining daily broadcasts and general activities, along with audio segments on a weekly basis to the PM/AGM for feedback and guidance. The SEIC will also meet with either the GM or the PM/AGM during week 5 and week 8 to ensure that the internship is both successful for the SEIC and for Trent Radio.

26. How many volunteers and volunteer hours will be involved in this project? Include any details you feel are relevant. The SEIC will complete all assignments and work-related activities during their 35 paid hours per week. Though the SEIC will be working alongside numerous volunteers at Trent Radio throughout the Summer Broadcast Season, and are welcome to offer volunteer hours to enhance our programming initiatives, they will not be expected or required to complete projects or assignments outside of their scheduled hours.

27. How many staff and staff hours? Again, include any details you feel are relevant. Other than the first 3 weeks of training and mentorship provided by the PM/AGM and regular progress meetings with management staff throughout the contract, the SEIC will primarily work independently, reporting weekly to the SOM, who will be working in a similar fashion. The SEIC will be expected to complete 35 hours of work per week for 11 weeks.

FINANCIAL INFORMATION

28. Total project or internship budget:

29. Total funding requested from the CRFC:

30. If there is a difference between questions 28 and 29, how will the rest of your expenses be covered?

31. Please provide your total project or internship budget.

Expenses	Details	Costs paid by CRFC	Costs paid by you/partners	Total Cost
SEIC Wages	35 hours/week @ \$12.48/hour for 11 weeks (plus benefit payments)	\$ 4,804.00	\$ 325.00	\$ 5,129.00
SEIC Admin & Production Supplies/Expenses		\$ 100.00	\$ 400.00	\$ 500.00
Production & Creation Training	3 Weeks Training & Mentoring by the PM/AGM	\$	\$	\$
Supervision	SOM Weekly (11wks x 2hrs/wkx\$/hr)	\$	\$	\$
Support	PM/AGM & GM Weekly Feedback (11 wks x 2 hrs/wkx\$/hr) and 2 x progress meetings (\$)	\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Total		\$	\$	\$

OTHER INFORMATION

32. Is there anything else you would like to say about your project? The opportunity to offer the Summer Events Intern Correspondent position at Trent Radio would greatly enhance our ability to deliver exceptional Producer-Oriented Programming, and continue to establish and enhance our relationship with community members in our broadcast range during our Summer Season. The Summer Events Intern Correspondent position would offer a valuable opportunity for a youth interested in pursuing a career in broadcast media to gain insight and experience in their field of choice. We recognise that this application is similar to our 2011 application, and strongly feel that – though we are not creating a self-sustaining position, Trent Radio is using the CRFC funding to provide an exceptional learning and working experience for a Local Youth, based upon the mission goals of the CRFC. The creation of the Summer Events Intern Correspondent position at Trent Radio would most definitely enhance our ability to deliver exceptional Producer-Oriented Programming while forming new and expanding old relationships with our active Community Members. Ultimately the

opportunity for Trent Radio to offer the SEIC position would be of benefit to the CRFC, Trent Radio, and most importantly, to the SEIC themselves.

We believe that the continuation of this position can only enhance our Programming Initiatives, raise awareness of the amazing community that lives and works in the Peterborough Region, and provide the successful candidate the opportunity to learn and develop new skills in a positive environment. We also feel that we have made substantial modifications and improvements to our training and supervision plan, based upon our experiences and feedback from last year.

DECLARATION

As a legal signing authority of my station or association, I confirm that the information contained in this application and the accompanying documents is true, accurate, and complete. I acknowledge that if this application is approved, we will be required to enter into a formal, legally binding agreement with the Community Radio Fund of Canada that will outline the terms and conditions of the contribution.

I have included:

- A completed and signed application form
- A resolution from the board of directors authorizing the application
- For partnerships: letter(s) of understanding regarding each associated partner
- A copy of the *first page* of our letters patent, provincial or federal charter, etc.
- A copy of the *first page* of our most recent valid CRTC licence
- Audited financial statements of the last fiscal year
- Our current operating budget for the current fiscal year
- List of board members and staff responsible for station direction
- Biographical information

Signature (for print version only)

Date

Print Name and Title

All applications will be treated as confidential and will not be published or disclosed during the process. The CRFC will publicly announce which applications have been successfully awarded funding, including a brief summary of each project and/or internship as well as their respective amounts. Should your application receive funding, some or all of the information you provide here may be reported to the CRTC and/or the funder of these programs, Astral Media.

Community Committee Report for BoD Meeting 01 April 2012

By James Kerr, Programme Director

The Community Committee members for the 2011-12 Broadcast Season were Meaghan Culkeen (Co-Chair and Social Convenor), Jeffery Lapalme (Production Trainer), Nika Farahani (Programme Director's Assistant), Yolanda Ajak, David Grenon, Wes Grist, and myself.

The members of the Committee had conflicting schedules, which made meeting as a group nearly impossible. We met only twice this year, and both times in an incomplete state. Most of the committee's decisions were reached by meeting with me on an individual and informal basis.

There were two event days this season. One was the well-attended and exciting "Occupy the Airwaves" and the other was the annual "Geek Day". Too many event days can be disruptive to the schedule and confuse programmers, but in the future I want more than 2 per season – preferably a range of between 3 and 5.

Production Trainer Jeffery Lapalme produced a great number of upcoming Public Service Announcements, only good for a limited amount of time, but helped to increase Trent Radio's presence in the community. Examples of upcoming PSAs from the year include:

The Cavan Monaghan Library
Mysterious Entity's Othello
The Occupy Peterborough Movement
The Peterborough Regional Science Fair
The Seasoned Spoon
Telecare Peterborough
The Trent Undergraduate Music Society

A Good 'n Country Fundraiser was held Sunday October 30th, 2011. We received short notice on the event and were not able to support it with volunteers as well as we should have, although Jill Staveley was there to help and it was a great success. Next year's Good 'n Country Fundraiser is already being organised (with the date set for Saturday, 04 Nov 2012) and the Community Committee will take a more active role in its success in the future.

On Saturday December 10th 2011, Trent Radio hosted a "Holiday Talent Show" at the Garnet. This event was organised by Jill Staveley and was well attended. I want future Community Committees to organise multiple such events like this in a season.

There was also a well attended joint Trent Radio and Sadleir House "Holiday Brew-Ha-Ha" on December 9th, 2011. Socials are an important community-building tool and the Community Committee should be hosting more of them in a season.

The aims and objectives for next year's Community Committee are:

- 3 to 5 Event Days, a.k.a. Radio Project Days, within the Fall-Spring Season, spaced no less than two weeks apart and never occupying the same day of the week.
- 2 to 3 Fundraisers in the Fall-Spring Season, excluding the annual Good n' Country Radio Marathon and the Good 'n Country Fundraiser.
- 2 Operator Socials, at least 1 for the Fall and 1 for the Spring, excluding the Operator's socials on Programme Proposal Due Dates.

I look forward to next year for the Community Committee in the hopes that its members will have similar schedules. However, I'm very happy with the increase in pre-produced upcoming PSAs segments. Jill Staveley, although not a member of the Committee, helped out greatly this year and we owe her thanks.

[end]