

TRENT RADIO BoD AGENDA

07 November 2012 at 7:00pm

01. Chair's Opening Remarks and Agenda Approval
This meeting to receive the report of the Nominating Committee etc.
02. Presentation of Previous Minutes - 26 Sep 2012
03. Business Arising not covered in other reports (none)
04. Committee Reports
 - a) Nominating Committee report (C Morrison)
05. Operations Report - see attached
 - a) Financial Statements to 30 Sep 12 - subject to Financial Review.
 - b) General Manager's Report
 - i) Upper floor stair access architect (\$8,957.98)
and engineering (\$1,950.00) fees: \$10,907.98 total.
 - ii) Good 'n Country Jamboree 21Oct12 fundraising event raised \$702.
 - iii) Community Radio Fund: Radiometers grant award.
06. Any Other Business
07. Next BoD meetings just prior to (1:30pm) and just after AGM set for
Sunday, 18 November 2012 at 2pm
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on **26 September 2012** at 7 pm.

P R E S E N T: Meaghan Culkeen & David Grenon via cell phone; Steve McNabb via Skype; and
Caileigh Morrison.

R E G R E T S: Yolanda Ajak, Andrew Culkeen, & Wes Grist

Also Present: James Kerr, Programme Director; and John K. Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at about 7:03 pm, with Caileigh Morrison acting as Chair, and John Muir recording the Minutes of the Meeting. An agenda was agreed upon and discussion followed.

02. Previous Minutes: The minutes of the previous board meeting were presented.
UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Meeting, held on 27 August 2012 were approved as presented.

03. Business Arising not covered in other reports (none)

04. Committee Reports

Striking and Setting Dates for the Nominating Committee. The Nominating Committee Policy was reviewed, discussed, and it was agreed that Committee will make report at the next BoD Meeting - the Committee will have to meet before then.

UPON A MOTION duly made, seconded, and carried unanimously, it was decided that the Nominating Committee shall be comprised of David Grenon and James Kerr, with Caileigh Morrison as Chair.

05. Operations Report - see attached

- a. Financial statements to 31 August 2012 (John K Muir)
- b. Summer Operations and Information Manager's (SOIM) Report (Wes Grist)
- c. Summer Events Intern Correspondent (SEIC) Report (David Grenon)
- d. Programming Director's Report (James Kerr)

It was also noted that a full 50% wage subsidy allocation has been approved by the Trent International Programme for one 200 hour position.

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

06. Other Business: None

07. The date of the next meeting will be arranged by the Chair for the first week of November.

08. There being no other business, the meeting was adjourned at about 7:19pm.

Caileigh Morrison, Chair

Andrew Culkeen, Secretary

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

ASSETS	@ 31Sep12	@ 31Sep11	LIABILITIES	@ 31Sep12	@ 31Sep11
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,701.70)	18.62
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	9,939.85	6,797.33	Deferred Income	925.00	830.00
ING Savings	51.01	12,657.80	Accrued Liabilities	2,200.00	2,050.00
Cash In Bank	9,990.86	19,455.13	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	(1,017.28)	(661.41)	UIC Payable	0.00	(0.00)
Petty Cash: Summer Admin.	0.00	(33.68)	Income Tax Withholdings	(1.00)	0.00
Term Deposits	0.00	0.00	Receiver General Net	(1.00)	(0.00)
Accounts Receivable	0.00	477.92	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	(278.80)	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	199.12	TOTAL CURRENT LIABILITIES	<u>1,422.30</u>	<u>2,898.62</u>
Student Levy Receivable	35,825.54	30,565.69	LONG TERM LIABILITY		
Prepaid Expenses	431.56	708.67	CO Long Term Loan	53,321.99	55,550.12
TOTAL CURRENT ASSETS	<u>45,230.68</u>	<u>50,233.52</u>	Deferred Contribution	4,252.88	4,252.88
			TOT. LONG TERM LIABILITY	<u>57,574.87</u>	<u>59,803.00</u>
FIXED ASSETS			TOTAL LIABILITIES	<u>58,997.17</u>	<u>62,701.62</u>
Land	10,000.00	10,000.00	NON-SHARE EQUITY		
Buildings	131,964.34	121,056.36	Retained Surplus/(Deficit)	(39,363.20)	(43,977.10)
Office Equipment	20,758.37	20,758.37	Previous Year-end Adjustments	0.00	0.00
Technical Equipment	229,804.11	226,574.42	Net Retained Surp/(Def)	(39,363.20)	(43,977.10)
Technical Renovations	9,913.00	9,913.00	Current Surplus/(Deficit)	85,108.19	76,882.81
Fixed Assets at Cost	402,439.82	388,302.15	TOTAL NON-SHARE EQUITY	<u>45,744.99</u>	<u>32,905.71</u>
Accumulated Depreciation	(342,928.34)	(342,928.34)	LIABILITIES AND EQUITY	<u>104,742.16</u>	<u>95,607.33</u>
TOTAL FIXED ASSETS	<u>59,511.48</u>	<u>45,373.81</u>			
TOTAL ASSETS	<u>104,742.16</u>	<u>95,607.33</u>			

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

	01Sep-30Sep12	01Sep-30Sep11	EXPENSE	01Sep-30Sep12	01Sep-30Sep11
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			PROGRAMMING WAGE	3,806.40	3,912.30
Federal Grants	0.00	0.00	TECHNICAL WAGE	0.00	3,060.73
Provincial Grants	0.00	0.00	PUBLICITY WAGE	0.00	0.00
Municipal Grants	<u>0.00</u>	<u>0.00</u>	ADMINISTRATIVE WAGE	6,700.12	6,822.07
TOTAL GOVERNMENT GRANTS	0.00	0.00	BENEFITS	1,310.00	1,048.00
			CPP EXPENSE	466.76	683.80
FUND RAISING			EI EXPENSE	269.12	391.14
Corporations	0.00	0.00	TOTAL WAGES & BENEFITS	12,552.40	15,918.04
Foundations	0.00	2,900.00	PROGRAMMING FEES	0.00	1,472.88
Private	125.00	365.00	TECHNICAL FEES	0.00	0.00
Leadership	0.00	0.00	PUBLICITY FEES	0.00	690.50
Donations "In Kind"	0.00	0.00	ADMINISTRATIVE FEES	279.00	254.00
Net Donations	125.00	3,265.00	TOTAL FEES	<u>279.00</u>	<u>2,417.38</u>
Trent Student Memberships	107,500.00	99,523.26	TOTAL PERSONNEL	12,831.40	18,335.42
Commercial & Non-profit	75.00	0.00	SUPPLY & EXPENSE		
Individual Memberships	280.00	400.00	PUBLICITY & PROMOTIONS	0.00	0.00
Discretionary M'ship Exp	0.00	0.00	EQUIPMENT RENTAL	0.00	0.00
Net Memberships	107,855.00	99,923.26	LINE RENTAL	717.20	676.20
Special Events	661.56	926.83	RENTAL OTHER	20.00	0.00
Special Events Expense	0.00	(40.21)	NET RENTALS	737.20	676.20
Net Special Events	661.56	886.62	POSTAGE & DELIVERY	70.80	73.30
Fundraising	50.00	40.00	OFFICE SUPPLIES	24.13	58.92
Fundraising Expense	0.00	0.00	TELEPHONE	195.00	177.01
Net Fundraising	<u>50.00</u>	<u>40.00</u>	UTILITIES	602.51	661.60
TOTAL FUND RAISING	108,691.56	104,114.88	PROGRAMMING & LICENCE	502.73	211.04
			BUILDING R & M	1,058.74	168.04
EARNED REVENUE			BUILDING R & M UPPER APT	14.21	284.62
ON AIR Sponsorship	0.00	250.00	TECHNICAL R & M	3,544.73	3,723.17
ON AIR Sponsorship Expense	0.00	0.00	NET REPAIR & MAINTENANCE	4,617.68	4,175.83
Net ON AIR Sponsorship	0.00	250.00	PROFESSIONAL FEES	0.00	0.00
Net "RADIO PAPER"	0.00	0.00	INSURANCE	3,591.44	3,757.70
Net Other Sponsorship	765.00	699.12	TRAVEL	0.00	0.00
Tape Sales	0.00	0.00	VOLUNTEER EXPENSE	208.71	38.23
Tape Sales Expense	0.00	0.00	BANK CHARGES	11.00	41.00
Net Tape Sales	0.00	0.00	MBANX LOAN INTEREST	887.77	870.66
Rental Income	1,710.00	1,660.00	NET INTEREST	887.77	870.66
Net Misc Sales & Services	<u>30.00</u>	<u>100.00</u>	DEPRECIATION	0.00	0.00
TOTAL EARNED REVENUE	2,505.00	2,709.12	GST PAID	22.58	23.38
			HST PAID	1,785.76	854.20
MISCELLANEOUS REVENUE			BAD DEBTS	0.00	0.00
Interest Income	0.34	3.31	MISCELLANEOUS	0.00	(9.99)
Micellaneous Revenue	0.00	0.00	TOTAL SUPPLY & EXPENSE	<u>13,257.31</u>	<u>11,609.08</u>
Amortisatn Dfrd Contribtns	<u>0.00</u>	<u>0.00</u>	TOTAL EXPENSE	<u>26,088.71</u>	<u>29,944.50</u>
TOTAL MISC REVENUE	0.34	3.31	NET INCOME	<u>85,108.19</u>	<u>76,882.81</u>
TOTAL REVENUE	111,196.90	106,827.31			

Operations Report for the Board of Director's Meeting 07 November 2012

Prepared by John K Muir

a Financial Statements to 30 Sep 2012 - please see attached

Note that the YE12 Financial Review is underway

b General Manager's Report

- i. Upper floor stair access architect (\$8,957.98) and engineering (\$1,950.00) fees amount to \$10,907.98. Plans are out for quoting.
- ii. Good 'n Country Jamboree 21Oct12 fundraising event raised \$702. Our gratitude to Barb Holtmann and Stephanie Bolender for organising and hosting. A fabulous time was had by all and Stephanie Cann won a hat.
- iii. Community Radio Fund of Canada: Radiometers grant award.

Budgetary: The CRFC will provide funding of up to \$20,000 for the following expenditures;

Expenditure	Details	CRFC	TRadio
Local Content Project Manager (LCPM)	07Jan-30Aug13 34wks 35hrs/wk 1,190hrs@13.25/hr plus MERCs	16,845	
Orientation & Training of LCPM by PM	Project coordination cost 120hrs @ \$17/hrs plus MERCs	2,155	
Provision for Job Posting & Outreach Publicity	local newspaper ads &c	500	
5x Round Trips Toronto-Peterborough Bus Fare	for RFP Chair to attend project meetings in Peterborough	250	
Portable HD & Sundry Technical Costs	Backup and perishables	250	250
Web based finding aid	provison for custom interface scripts		1,000
Allowance for Staff & Volunteer Participation	In kind contribution		10,000
Allowance for on-air publicity	In kind contribution		1,000
Sub-Totals >		\$ 20,000	\$ 12,250
Grand Totals >			\$ 32,250

Timeline: The project is to run from 05 November 2012 to 31 August 2013

Activity	Date
Job Posting Prep & Advertisement	November 10 - 30 2012
Interview Process	December 01 - 20 2012
Training	January 13
Update and Organise Local Audio Collection & Database, Compile and Compare lists of recorded material included in both RFP and LAC	February - March 2013
Begin outreach to Local Artists for inclusion in Trent Radio's Local Audio Collection	February - March 2013
Prepare compressed audio files of Local Content for transfer to Radio Free Peterborough	April 2013
Prepare Local Content audio files from RFP for inclusion in Trent Radio's Music Collection	April 2013
Schedule Local Artists for feature on weekly Radio Programme, Produce weekly Radio Programme featuring music and interviews from Local Artists	May - August 2013
Create and implement a system for organising Local Music Archives while keeping them accessible to programmers.	May - August 2013
Research software & workflow options	May - June 2013
Create and publish a Local Music Archives Guidebook	May - August 2013

The **purpose** of the project is to establish and activate regularised and improved methods to better gather, promote and promulgate music and spoken word materials supporting local artists and the aural arts across the community. These procedures have come about through disparate and diverging volunteer and related efforts. The project is to create the "organisational infrastructure" to bring former and future efforts together to enhance local music and spoken resources.

[end]