

TAKE NOTICE

there shall be an
ANNUAL GENERAL MEETING of
TRENT RADIO

- a corporation without share capital -

to be held, **SUNDAY, 18 NOVEMBER 2012, 2 P.M.**
at the Senior Common Room, 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 20 November 2011.
- 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 2012 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 2013.
- 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), ANDREW CULKEEN (c), SHANNON CULKEEN (c), JESSE LOURO (s),
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, 10 November 2012 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 2012

MINUTES OF THE MEETING of MEMBERS held on Sunday, 20 November 2011 in the City of Peterborough, at the Dining Hall, Sadleir House, 751 George Street North.

P R E S E N T: Yolanda Ajak, Stephanie Cann, Paul Cleveland, Andrew Culkeen, David Grenon, Wes Grist, James Kerr, Steve McNabb, Caleigh Morrison, John Muir, Jill Staveley, Brion Wager and Barb Woolner.

R E G R E T S: Stephanie Bailey, Anthony Gulston, Meaghan Culkeen, Steve McNabb and Jacob Quinlan.

Notice of the meeting having been duly posted according to the by laws of the Corporation on the 2nd day of November 2011, 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 2:05 p.m., with Caleigh Morrison 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 21 Nov 2010, were approved unanimously.

03. Presentation of Reports of the Directors, Committee Chairs, Staff and Officers:

~~Social Convener~~

Radio Art - Brion Wager (see attached)

Summer Events Intern Correspondent - Anthony Gulston (see attached)

Summer Operations Manager - Stephanie Bailey (see attached)

Radio Free Peterborough - Steve McNabb (see attached)

Donations, Sponsorship & Earned Revenue - John K Muir (see attached)

Production Manager - Jill Staveley (see attached)

Programme Director - James Kerr (see attached)

General Manager - John K Muir (see attached)

Scapegoat - Paul Cleveland (Accepted blame for each item of failure raised)

President - Caleigh Morrison (see attached)

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 21 November 2010 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 2011:

The Financial Review Engagement Report was presented for the corporation for the fiscal year ended 31 August 2011, 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 14 November 2011.

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 2011 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 2012.

05. There was no agenda item # 5.

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; Yolanda Ajak (s), Meaghan Culkeen (c), Andrew Culkeen (s), David Grenon (c), Wes Grist (s), Steve McNabb (c), and Caleigh Morrison (s). 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: None

08. Thanks you were exchanged. There being no other business, the meeting was adjourned at about 3:50pm.

SEIC 2012 Report for Trent Radio BoD, and CRFC Youth Internship Program Funding Final Report.
Prepared by D. Grenon, September 2012

Job Title: Summer Events Intern Correspondent (SEIC)

Duration: 20 June - 31 August 2012

Task Performed: seeking out, researching, and producing regular programming to promote and provide information on a wide range of local events, active community members/groups and organisations within Trent Radio's broadcast range.

During my training period in the early weeks of my employment as SEIC for Trent Radio, there were local events happening that demanded I jump right in and begin the work, and learn new skills on the job. As a creator of audio art, I am quite familiar with audio technology, editing skills and programmes. I was, however, quite nervous and hesitant when cold calling, scheduling and interviewing individuals I had never met before. It quickly became apparent to me that such an attitude was less than useful while the core of my job description was to convince others to speak on behalf of themselves and the organisations they work with.

So, I gathered my confidence and attended the opening ceremonies of Ode`min Giizis Indigenous Festival of the Performing Arts and began to gather material for production. Working in partnership with Laurel Paluck (Peterborough New Dance, Public Energy, Ode`min Giizis), I was able to interview many of the organisers, performers, producers, directors, and playwrights involved in the festival (Ruth Madoc, Laurel Paluck, Cris Derksen, Joy Mullen, Tara Williamson, Sandra Lamouche, Vanessa Dion Fletcher, Cliff Cardinal, Elizabeth Kantor) This allowed for the creation of wide-ranging and informative programming focused on the festival.

Despite the fact that I was expected to jump in and start programming immediately at the beginning of my contract, I was directed towards contacts and ideas by my supervisor, Jill Staveley, that would allow me to use my first assignments as training opportunities. I was given names of people who were experienced and confident representing different groups and organisations on-air, and to set up interviews with individuals who were 'experts' regarding conducting interviews, event promotion and radio production to gain knowledge and learn about different techniques from a wide range of people while at the same time generating content.

Thus, I came to focus my work primarily on broadcasting live interviews as it was the area where I needed the most support and training, and using the content to produce short profiles for future use. This led to the production of PSAs on producing PSAs (with Miriam Stuckey), interview skills and broadcast techniques (with James Kerr and Paul Cleveland), and bike safety (with Tegan Moss and Peter Pauls of B!KE). Along with these PSAs, one of the final products of the project are a series of hour-long interview compilations gleaned from interviews conducted over the summer. Though some of the material is time-sensitive (i.e., discussing events that occurred during the summer of 2012), I conducted my interviews with an ear for personal stories and broader discussions of the arts, the role of community-based organisations in building and sustaining the vitality of Peterborough, and profiles of individuals and organisations active in our community. People were eager to be interviewed, many of them flattered that Trent Radio's SEIC thought their work valuable and meaningful enough to be the subject of an interview.

The final project of the summer, which was to be a 5-part series on the history of the Peterborough Folk Festival (PFF), did not take the intended form. What we have instead is a collection of live performances by some of the local bands who performed at the PFF (Pronto Monto, Nick Ferrio & His Feelings, Jos. Fortin). This shift in focus occurred for a few reasons. The first recurring problem was a lack of time, communication and organisation on the part of the PFF to facilitate our request. Entirely volunteer-run, the organisers of the festival are employed full-time in other capacities in Peterborough and the surrounding area, and many of them are active volunteers with other community initiatives. This meant that many of my emails and telephone calls went unanswered, that pre-arranged interviews were cancelled, or that the subjects did not show at the agreed-upon time. Many of the other people I contacted regarding the festival either failed to respond to my enquiries, were too busy to make time to sit down to record an interview, or were uncomfortable with the prospect of being interviewed.

Another contributing factor was my own lack of experience. In diving headlong into the work required to produce a half-hour long radio show five days a week, I quickly became focused on the immediacy of this type of work. I was able to produce quality programming for most of the episodes of Smooth Operator, but this focus meant that I was sometimes unable to pay attention to the long-term goals of my employment contract. Between that and the difficulty sustaining communication with those involved in the PFF, the end of the summer arrived before a substantial history had been compiled. Though I was unable to produce the project, my experience was ultimately positive in that my supervisors and I view the outcome as a learning experience, contributing to the education I received while employed as SEIC.

Considering the myriad of directions a position such as that of SEIC can take, and considering that the potential for new connections with community organisations and individuals is effectively unlimited, I would encourage Trent Radio and CRFC to offer similar opportunities in the future. The position served multiple parties by allowing me to learn the skills involved in producing quality community-focused radio programming, by providing opportunities for community organisations to utilise the facilities and resources of Trent Radio to promote their work in the Peterborough area, and by reinforcing pre-existing connections between Trent Radio and local individuals and organisations.

Following is a lists of statistics that are relevant to the work I conducted this summer as Trent Radio's SEIC.

Interview subjects contacted (individuals & organisations): 75+
Responses received: ≈ 45
Interviews conducted: ≈ 35
Hours of programming broadcast (excluding event days and holidays): 18
Shows broadcast: 36
Number of re-broadcasts (due to illness, cancelled interviews, etc.): 6
Number of unique broadcasts (excluding event days): 30
Percentage spoken word content: 100
Percentage Canadian content: 100

[end]

Summer Operations and Information Manager's Report for BoD Meeting 26 September 12 prepared by Wes Grist / 12August12

Executive Producers

Sunday Jesse Louro, **Monday** Barb Woolner, Paul Cleveland & Matt Carr, **Tuesday** Caileigh Morrison & Andrew Culkeen, **Wednesday** Joanna McConnell & Sydney Lupton, **Thursday** Sable Guttman & David Grenon, **Friday** Anthony P. Gulston & Jack Braithwaite, **Saturday** Wes Grist & Garrett Hotte.

Overview

The Summer season commenced on 30 April and ended on 17 August 2012. Programming from Sunday to Friday generally ran from 1700 to between 2200 and 2400, with Saturdays running from 0800-1400, and again from 1700-2100. This resulted in an average total of 46.5 hours of programming weekly. Our programmer to programme ratio started at 32/36 and ended at 40/38, with minor fluctuation in between. Office Hours were 1300-1800 before 28 May, and continued to 2100 from then on. For production, Studio A was open 1200 - 1630 weekdays by appointment.

Notable Events of Summer 2012

April

- 30 Start of Summer Programming.

May

- 02 The Logger was caught failing to split its recordings and rectified.
- 05 First Summer Social, held at John Muir & Yvonne Lai's house.
- 10 Promo Party held with only a few attendees. Regardless, it resulted in a few stellar promos.
- 29 Summer Programming Committee holds meeting, plans three event days: Weird Music day (14 June), Food Day (30 July) & History Day (07 August), respectively.

June

- 07 RFP was observed to be behaving strangely, cutting in and out while speeding up/slowing down tracks. It would happen in infrequent waves throughout the week. This continued on occasion throughout the summer.
- 10 Interviewed candidates for the SEIC position with the President and PM.
- 13 Attended the CFGP community meeting with the President
- 14 Weird Music Day! Though not as weird as it could have been, it was still a success. Highlights include a revival of Mad Ones with Meagh Culkeen and a performance by Tender Buttons, broadcast live.
- 16 Attended the NCRC with the president in Kingston, made well worth it in the experience of getting to know others in the Canadian community radio world.
- 18 SEIC starts.
- 20 Co-op student finished. Well done Jake Harvey
- 21 & 22 Community Radio Workshop held.
- 22 Summer Trout Rodeo printed and distributed. Better late than never. (*better never late*)
- 26 Trent Radio Mugs arrived, selling for \$10
- Due to low enrolment, this summers Long Wave Radio Camp was cancelled.
- Misha Paramanov returned for a few special additions of Disco Drive-By from the 29 June to 27 July.

July

- 14 We experienced a power outage of about 35 minutes, luckily it came back before the UPS which powers the basement servers ran out – there were only seconds to spare.
- 24 Coordinated a tour and ID recording session with Marisa Barnhart of Peterborough Youth Services. During this session a group of 6 youth, aged 12-14, were introduced to Trent Radio. They wrote and

recorded three outstanding ID's for Trent Radio. Peterborough Youth Services purchased a \$75 organisational membership..

- 27 Radio on the Lawn! A big success, running from 1200-1800. Anthony P. Gulston, Jake Harvey and Keegan Von Kulmiz helped with the production.
- 30 Food Day, though not fully attended, went well.

August

- 5 The Logger failed to split and upload files. The situation was resolved with help from Dwayne Collins and Jill Staveley.
- History Day was cancelled due to key people not being able to make it, as well as my failure to promote the event. There are intentions to make it happen during the fall.

General Comments

This summer was an intense learning experience for me. I learnt a lot about handling difficult situations, planning and promoting events, communicating important details, representing an organisation and general problem solving. The area I had the most trouble with was event planning, as dates tended to creep up on me and I relied to heavily on face-to-face communication. However, "Radio on the Lawn" was a clear success, and a highlight of the summer. With one exception in early August, my greatest strength seemed to be acting as a constant presence at Trent Radio, with a few programmers remarking that I "never seem to leave." This was at times overwhelming, but rewarding enough to balance out. Other highlights include the opportunity to foster a relationship with Peterborough Youth Services – which resulted in the production of a few ID's, and the chance to represent Trent Radio at the NCRC – where I gained a newfound appreciation of everything that Trent Radio is. The summer could have benefited from better communication and organisation skills on my behalf, however it was an amazing summer for content, with a few outstanding new programmers, and no serious damage was done to the nexus of community that is Trent Radio. It's a shame that we could not host LWRC, but we still found other ways in fostering a relationship with the youth of Peterborough, and may have a few great programmers in Trent Radio's future as a result. As noted in the above section, Radio Free Peterborough was behaving strangely this summer, and though we were never able to pinpoint a cause, it seems to have something to do with the bit-rate. I was unfortunately not able to spend time on archiving.

Finally, though it tried hard, Trent Radio was unable to burn me out this summer, and I look forward to having continued involvement, in whatever way I can.

Statement of Performance

It is my opinion that Trent Radio's 2012 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"

[ends]

Radio Free Peterborough (RFP) 2012 Report for Trent Radio AGM 121118
prepared by Steve McNabb

2012 marks our 8th consecutive year of 24/7 broadcasting 100% local Peterborough music, spoken word and Audio Art to audiences local and global.

Due to the birth of our son Grier last December, this has been an extremely busy year around RFP HQ and despite our best efforts, it just hasn't been possible to tackle all the things we had on our list for this year. However, we did manage to break the milestone of 56,700 hours of FM broadcast time - which is very exciting.

We continue to see strong downloads of both the RFP and Trent Radio iPhone applications from all over the globe. In this coming year, we will be exploring the possibility of writing a port of one or both of these apps for Android devices, but we will see if we can get our hands on a testing handset to get started. We are excited to begin work on the initiatives around the recent grant for the local music project, and figuring out how we can improve the workflow between Trent Radio and RFP projects.

Initial development has begun on an updated web infrastructure for the RFP project, but we've only just started. However, once we have something to show (hopefully sometime in 2013??) we'll keep the board in the loop. Work continues on this project in fits and starts in between bouts of chasing baby Grier around, wrestling him into or out of clothes, and playing with giant Lego on the floor.

The RFP media server hosted here at RFP HQ continues to be a pain in the posterior, and it may result in having to replace it sometime this year, but we'll see how time and finances shake out over the next 6 months or so.

I am looking forward to a fun and productive 2013 for local music!

<eof>

Sponsorship Fundraising & Earned Revenue Report for Trent Radio AGM 121118
prepared by JKMuir / 13 Nov 12

Memberships: Especially "Student Memberships" are the big news for this year, rising \$21,595 from (\$85,755 to \$107,350) following a successful referendum campaign.

Efforts have been made to ensure that community membership fees (down \$170 in YE12 from YE11) 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.

Sponsorships: After a rally in YE11, sponsorships were down in YE12.. This area does well in fits and starts, after the loss a key people.

Donations & Fundraising: In YE11 donations came in for a transmitter repair, and funding from the Community Radio Fund of Canada (CRFC) for the summer intern position and the Community Foundation of Greater Peterborough (CFGP) to organise and present orientation workshops for community groups. In YE12 CRFC & CFGP work continued; while the Good 'n Country Jamboree and The Radio Marathon were fun and excellent events.

Earned Revenue & Municipal Grant

For the most part, earned revenue is derived as rent from the residential apartment, with sponsorships, and production & recording fees making up the balance. Most of the production fees come from work for the Lakefield Literary Festivals. The rise in revenue for the rental apartment follows the expenditure of about \$35,000 for renovations and upgrades over the summer of 2011.

The table below shows our a selection of revenue sources totals for the last fiscal year and the eight years prior.

Comparative Fundraising & Earned Revenue	YE12	YE11	YE10	YE09	YE08	YE07	YE06	YE05	YE04
Donations									
Corporations	500	3,325	-	275	275	75	-	750	1,250
Foundations	8,345	5,313							
Private Net	6,560	4,350	3,364	6,555	7,920	4,834	3,278	5,929	8,935
Donations Total	15,405	12,988	3,364	6,830	8,195	4,909	3,278	6,679	10,185
Memberships									
Trent Student Memberships	106,560	84,795	83,670	83,845	80,160	89,044	93,457	88,744	83,644
Community & Other Memberships	790	960	695	870	905	670	300	740	895
Memberships Total	107,350	85,755	84,365	84,715	81,065	89,714	93,757	89,484	84,539
Special Events & Fundraising Activities									Only
Winter Cabaret 02 Dec 04			-	-	-	-	-	2,007	
Knackwurst & Sauerkraut (end of Spring Season)			-	-	-	833	581	n/a	Totals
Cabaret 12Feb08			-	-	58	-	-	-	
Summer Yard Sale & Misc			60	-	-	-	-	67	Shown
Pigs Ear "Kari-oink-e" Feb10			418	255	-	-	-	67	
MoHo Fundraiser 13Mar10			556						
Cannery 101211		498							
Vaudeville/Tron/GkDay YE11		171							
Good 'n Country Fall or Spring	887	(168)	-	-	208	-	589	1,758	
Radio Marathon (end of Fall Season)	451	981	333	493	1,017	1,034	884	858	
Special Events Net	1,338	1,481	1,367	749	1,283	1,867	2,054	4,757	4,914
Fundraising Net (TShirts & Buttons)	145	421	0	20	0	207	479	162	353
On Air Sponsorship, Earned Revenue & Misc									
Local Sponsorship Net	500	3,280	250	2,300	4,260	4,968	7,600	4,638	3,400
Other Sponsorship Net	826	2,784	3,630	2,444	1,822	675	-	-	1,361
Rental Apartment Net	9,960	6,230	7,984	7,866	7,484	7,898	6,851	5,953	4,635
Misc Earned Revenue Net	2,913	3,839	2,905	1,790	1,135	1,052	1,475	1,024	1,219
Municipal Grants	2,500	2,500	3,500	3,500	3,500	1,000	3,500	2,865	-
On Air Sponsorship, Earned & Misc Total	16,700	18,633	18,269	17,900	18,201	15,593	19,426	14,480	10,614
	\$140,937	\$119,279	\$107,365	\$110,214	\$108,743	\$112,290	\$118,994	\$115,562	\$110,605

[end]

**Production Manager's Report for Trent Radio AGM 121118 prepared by Jill Staveley
Comprising the Production Manager's Report for 22 April 2012 BoD Meeting**

INTRO

It takes a Community to raise a child – and I'm so grateful that Trent Radio is my Community. This year has gone smoothly, and I feel that – more than ever – this is due to the fact that John, James and I are really fitting together like some wonky but well oiled machine, and are able to collectively deal with all types of situations without (too much) stress and strain. I would like to offer my sincerest thanks and gratitude to both of them for their amazing work, irreplaceable support and absolute dedication to such an amazing community facility.

PROJECTS:

(i) Radio Free Peterborough (Ongoing): Our contributions to RFP have been at a standstill for quite some time. It is unfortunately one of those projects that keeps getting pushed to the back-burner as more pressing situations or jobs come up. This year, I put Travis Haws on the task to create mp3s of all of our 'new Local Music' since 2009. We are halfway there, and between Travis' remaining OWSP hours, and my extended contract, I am confident that we will actually send RFP a full update of all of our Local Tracks before I have a baby.

(ii) Production Projects: I haven't had as much time/flexibility to accommodate projects in the same manner as I have in the past due to Charlie's schedule and the fact that we had a TIP and two OWSP staff members working a total of 24 hours per week in StudioC. Also, I have found that the need for audio editing 'services' has dwindled in general.

I have found that most people who are interested in pursuing creative projects are also very interested in learning the technical aspects of the trade/process as well. For example, at the beginning of the year we were approached by a Trent Student who was interested in recording a music album. I explained to her that we do not offer services of this sort for free, but that we could either set up some pay-for-use studio time, or if she wanted to get StudioB training, she could use our facilities for this project on her own without charge, provided we get a copy of the final product for broadcast, and with the understanding that her bookings were secondary to immediate programming needs and could be rescheduled by James, John or myself.

The one project that continues to utilise StudioC consistently are the Radio Dramas produced by James Kerr. Though I would love to see more creative/recording activity in StudioC, I am worried about implementing new/more projects and activities of a creative nature that involve Trent Radio because I feel that we are still very active in general with our Community Participation and general activities. (Talent Shows, Radio On The Lawn, Radio Drama, Sadleir House Socials & Activities, Radio Project Days, Community Radio Workshop Session, CRFC Youth Intern Grant – SEIC). ***See Grant Applications for info in the ME/TRadio Canada Council Grant Application "Radio Waves on the Main Stage"*

(iii) Community Radio Workshop Sessions: We were granted funding to create and implement one (1) Community Radio Workshop Session by the Community Foundation of Greater Peterborough. After the completion of the first CRWS, we found ourselves with a financial surplus, and the desire to continue facilitation of the CRWS a few times throughout the year to recruit and include more community members/groups, while at the same time keeping the participant numbers small for intimate and effective workshop settings. Please see my report in the March 2012 BoD Minutes for information on CRWS #1 and CRWS #2. Upon completion of the CRWS #3 on May 7th, 2012, I will prepare a final report for the CFGP and for the TRadio BoD.

STUDIOB (OWSP): We were lucky to find Jeff Lapalme early in the season. With a background in audio engineering, and a friendly personality perfect for StudioB training, Jeff started off with minimal training, and even less hassle. From my perspective, training was steady this year, but that the position must complete additional production projects (as directed by the PD, PM & GM) in order to productively fulfil the hours. We'd like to (sadly) congratulate Jeff on his acceptance into the year abroad program through Trent in Germany scheme. We wish him the best of luck next year! ***We hope to fill the StudioB position before the end of the PM/AGM contract (July 6 2012).* If you know of an OWSP eligible Trent Student who you feel has the right skill set and would be suitable for the position, please tell them to deliver their resume and cover letter to Jill Staveley for consideration.

INCOMING MUSIC ARCHIVIST (OWSP): Travis Haws filled the position of IMA this year. He was an independent worker who required little guidance throughout the year. Despite a few computer problems and set-backs, Travis kept up with his tasks and hours to the best of his ability. We will be sad to see him go, but are lucky to have found a stellar IMA Assistant who will be able to take on the responsibility during my maternity leave next year.

INCOMING MUSIC ARCHIVIST ASSISTANT (OWSP): Nicole Leaver was hired at the beginning of December to be our IMA Assistant, and to carry on as IMA in the Fall 2012. Nicole does not have direct experience in radio, but was born and raised in Peterborough, and is well versed in the local music scene. This will be especially important during my maternity leave. She is very competent, and understands her role for next year. She will, however, require some guidance and training regarding other aspects of Trent Radio to truly understand how she fits with the entire structure. Nicole has 10 hours remaining on her contract, which we will spend developing a plan and help sheets for September.

SPOKEN WORD ARCHIVIST (TIP): Madeleine Streich started off our year in September, but found the 10 hours each week to be unmanageable with her school schedule and responsibilities. This left us in a position to hire a new student just before Christmas break, and to negotiate additional training and access to StudioC. We were lucky to find Cherlese Ruan, who has experience working with databases, and who is an extremely independent and relaxed worker. Cherlese is currently working to make up the lost time from the switch over and difficulties juggling all of our schedules, but we will be spending time making a plan for her return to Trent Radio in the Fall.

PHYSICAL PLANT (Joint Responsibility for All Staff & Volunteers): We have not officially filled this position in a few years, and instead have asked our other OWSP employees to take on cleaning jobs. This has not yet worked out well for us. I would like to suggest that 4 hours per week be taken away from the other OWSP positions to cover this responsibility and to ensure a clean and welcoming environment. A good portion of these hours could be found through the elimination of the IMA Assistant for the 2012/2013 season.

GRANT APPLICATIONS: I have been involved with the application for two (2) grants that would create opportunities for special programming and educational experiences at Trent Radio.

(i) Canada Council for the Arts - Artists and Community Collaboration Program in Theatre: In collaboration with Trent Radio, Mysterious Entity Theatre Company applied for a project grant from the CC that would ultimately support and encourage the production of Radio Dramas at Trent Radio. The main goal of the project would be to create and produce an evening of live radio drama, performed at Sadleir House, simultaneously broadcast live on Trent Radio. The project has been given the title "Radio Waves on the Main Stage". The project would include between 8 & 12 Trent Radio Youth (as workshop participants), Em Glasspool as Artistic Director, James Kerr as Production, Sound Effect & Foley expert, Matthew Watson, Charlie Glasspool & Jill Staveley as composers and performance musicians, Jill Staveley as Trent Radio Administrative Coordinator/Liaison, Kate Story as dramaturge/professional writer, and Di Latchford & Matthew Gilbert as professional Actors, We will find out if this application is successful in July 2012, with the project scheduled to start in September and a performance/production set for December 2012.

(ii) Community Radio Fund of Canada – Youth Internship Program: We were successfully awarded a grant in this category last year, and have prepared a similar application for the 2012 Summer Season. We have asked for the funds that would allow us to employ a Summer Events Intern Correspondent, a Youth aged 15 – 30 (an opportunity that does not rely on educational/academic intentions), who would gain training and mentoring in the production of radio, and experience working in a Not-For-Profit Community Broadcast Facility. If successful, the SEIC would produce Smooth Operator daily, and would work for 35 hours per week for 11 weeks. We will find out the status of the application at the end of May.

(iii) Theatre Trent: I hope to meet the May deadline for a Theatre Trent Grant Application that might help offset the costs of Radio Camp (for radio drama specifically), and any other creative theatre-related activities happening at Trent Radio this summer or in the fall.

SPONSORSHIPS: Our Sponsorship numbers have been consistently down for the past few years. I feel this is due in part to the fact that small businesses do not have extra money to 'throw around' these days and also in part to my approach to acquiring Sponsors at Trent Radio. I am NOT a sales person, and I do not push an unrealistic opportunity of 'sales' for prospective Sponsors. I have been very honest about what we provide, and how the Sponsorship is primarily an opportunity for Local Businesses to offer support to Trent Radio (Community Radio), and to receive recognition of support through the broadcast of spoken word, 60 second acknowledgements. John is currently looking into other friends of Trent Radio who might be more suitable for the responsibility in the Fall 2012. In the meantime, I am updating our Sponsorship Brochure so that it can be updated by Trent Radio staff members, and gives out general contact information for Trent Radio. I will take Charlie and my pregnant belly downtown in May/June to see if we can garner some new support with an offer of a 'Free Summer', and hopefully set up a few Sponsorships for September in advance.

Our Current and Intended Sponsors are: St. Veronus (Sep11 – Sep12), Bryston (Apr11 – Apr12); Sam's Place (Apr11 – Apr13); Dreams of Beans (Sep11 – Jan12); Renegade Apparel (Sep11 – Sep12 / \$500 In Kind); NCC??; Sadleir House (Space Usage In Kind); Black Honey (Intends to renew May12 or Sep12)

MATERNITY LEAVE: I am due to have a baby on or around August 2nd 2012. I feel confident and capable of completing all of my responsibilities right up to my schedule leave date (the first Friday in July), including the administrative management of a Trent Radio Camp. I intend to spend the majority of my energy and enthusiasm taking care of my family during my maternity leave. I will, however, make myself available to oversee the general work plans of the Spoken Word Archivist and the Incoming Music Archivist throughout the year, facilitate 2 CRWS days (dates tba), a Programmer's Holiday Talent Show, and fulfil my commitments to the Radio Waves on The Main Stage Project (should we receive funding) pending my health and general sanity. I fully intend to return to Trent Radio (as per my agreement of continued employment as offered by JKMuir) upon the completion of Rock Camp 4 Girls in August 2013.

I would like to encourage any and all Trent Radio staff and board members to contact me, without hesitation or guilt, during my maternity leave, with any questions or requests for support that might come up. I can be contacted at darlastarvey@gmail.com. I am happy to provide support throughout the year as I am able on an as needed basis.

SUMMER CAMP 2012 Initial Plan & Proposal

~ based on Stephanie Bailey's "Long Wave" Radio Camp Manual report 110831

& initial meeting between Co-chairs Cailleigh Morrison & Jill Staveley - prepared by Jill Staveley.

NAME: Should we keep the name Long Wave Radio Camp? Any other suggestions?

ORGANISATIONAL/ADMIN STRUCTURE

We would like to run a Summer Camp at Trent Radio again this summer. After having met with Cailleigh Morrison, we have decided that we will approach the organisational side of the project as a team, rather than as a committee. Cailleigh and I will act as Co-Chairs for the Camp, and we will be responsible for ensuring that all media, logistical, staffing, registration and administrative tasks leading up to the delivery of the Camp are taken care of in tandem.

It is assumed that because I will be in a paid position, and Cailleigh will be acting as a volunteer that the majority of tasks will be left in my care, but that no decisions will be made without discussion and agreement from the other party, and ultimately through the GM from the Board of Directors. Cailleigh has also agreed to take on all of my responsibilities should I be unable to complete my duties regarding camp at any point during the remainder of my contract.

PROPOSED DATES:

JULY 16 – 20 2012: SESSION ONE – AGES 12 – 14

JULY 23 – 27 2012: SESSION TWO – AGES 15 – 17

(0900 – 1600, drop off starting at 0830, pick up by 1630 daily)

*We have selected these dates for two reasons, First, we would like to offer both weeks of camp back-to-back, and we intend to schedule ROT(f)L on the Friday of SESSION TWO (as was a success last year), but need to avoid the Lakefield Literary Festival Weekend as we rent/loan gear to John Muir for audio production purposes that weekend each year. Second, it was recommended by Stephanie Bailey that camp occur a bit later in July in order to provide more time for advertising and registration. I'm not sure that the latter will influence our registration numbers if we are in fact able to start advertising and promo at the beginning of May each year, rather than waiting for the SO(I)M to do the work.

REGISTRATION FEE:

Running a camp of this nature is costly for everyone involved. It has been expressed that that the price of \$250 could be prohibitive for some potential campers/families. It has also been recognised that running a camp of this style requires more than just 'babysitting' kids during the summer, but requires experienced workshop leaders, and the provision of technical gear (including headphones & usb sticks). We must also recognise that we are a small facility with limited space which would not allow us to operate a camp for more than 8 (approx) campers at a time effectively or successfully. This limits our ability to 'make' money, but also limits our ability to offer a more accessible price.

With this information in mind, it has been suggested that we look into simple fundraising ideas for this season that would allow us to offer partial subsidies when/if needed. We will not focus on this as a priority for this year, but will keep it on our task list. If camp is a success again this year, we believe that creating a subsidy fund for camp is an initiative that must be taken on next year – as we are a community facility, and want to continue to be accessible to our entire community. Subsidies would be approved on an as needed/as requested basis.

We feel that the price of \$250 accurately reflects the opportunity and services offered at a Trent Radio Summer Camp.

PROMOTION & MEDIA:

As per S. Bailey's report from last summer, we will approach the same avenues for promotion as last year (kprdsb etc) with a brochure, poster, media release and registration forms. It is expected that preliminary promo will begin April 30th with the Summer Season, and we have yet to set a registration deadline or a deposit fee and/or cancellation policy.

We will be using free media sources as we are working within a limited total budget.

STAFFING:

Camp Co-Chairs – Cailleigh & Jill will be responsible for all media, promotion, registration, staff/volunteer/workshop leaders hiring and scheduling (including health and safety precautions), preparation of budget and administrative reporting upon completion of camp.

Camp Manager(s) – The Camp Manager(s) will be hired by a committee comprised of the Camp Co-Chairs and the SOIM. Application and interview will be required. We feel that this position might work better as 1 person (rather than 2 as per last year's report) who is responsible for the day to day operations of the Camp. This person would have First Aid training, and would have all campers' emergency contact information and be aware of any medical conditions. They would guide the campers through the week, and help engage with the workshop leaders. They would be responsible for opening up Trent Radio House each morning. The Camp Manager(s) will be paid an Honorarium for their work.

SO(I)M – (To Be Hired by TRadio Staff.) The SOIM will be responsible for ensuring that the day-to-day operations at Trent Radio House are running smoothly and that all staff/volunteers/workshop leaders/programmers/executive producers have received all necessary communications and information regarding any and all special activities during camp that will affect normal operating procedures. They will also provide daily support for the Camp Manager(s) regarding general well-being, First Aid/Emergency Information, assistance with facility needs, and help with assisting and providing additional guidance for the campers as required. The SOIM will have all pertinent contact information and will know of all persons who are participating with the Camp, The SOIM would be responsible for cleaning/closing up at the end of each day of camp.

Workshop Leaders – The Workshop Leaders from 2011 will be approached to see if they are interested in participating again. Workshops will be based upon the 2011 schedule outlined in S.Bailey’s report, and will be altered/amended as needed based upon availability and interest. Workshop leaders will be responsible for delivering an educational session based upon their area of expertise. They will be asked to show up 30 minutes prior to their workshop timeslot, and are expected to be available for 30 minutes following their workshop timeslot (to allow for any unforeseen glitches and/or extra interest or questions). The Workshop Leaders will be paid an Honorarium for their work.

PROPOSED RADIO CAMP BUDGET:

Revenue	
Registration Fees: \$250 x 10 (Fundraising Potential as well)	2,500
Total Revenue >	\$ 2,500
Expense	
Workshop Leaders: 10 @ \$50ea.	500
Camp Manager(s): (2wks @ \$500/wk)	1,000
Workshop Supplies: (transmitter parts)	200
Promotion, Printing, Admin Supplies	100
Refreshments (Friday Lunches)	200
Headphones (10 @ \$20ea)	200
Total Expense >	\$ 2,200
Net Surplus/(Deficit) >	\$ 300

Headphones: 20 sets were purchased in 2011, with only 9 campers. Only 5 remain. (It is assumed that 5 were sold over the course of the Fall/Spring Season, and there is one pair out of package in box)

USB Sticks: 50 were purchased in 2011, with only 9 campers. We have sufficient USB Sticks to cover camp in 2012.

Police Checks: costs absorbed by volunteers (will only cost \$9 with letter from Trent Radio)

First Aid: Hopefully we will hire someone with the certification already. Trent Radio should not be expected to absorb this cost, but will be required to if we cannot find an appropriate Camp Manager with First Aid.

CONCLUSION

Please feel welcome to offer any suggestions or information regarding camp to either Jill or Caileigh.

[end]

**Programme Director's AGM 121118 Report (Part #1) for the period Sep11 – Apr12
prepared for BoD Meeting 22 Apr 2012 by James Kerr**

The Direction of Programming

This year I made a few changes to the normal structure of programming. Smooth Operator was scheduled consistently each weekday and expanded to include weekends. For three out of five weekdays, a half-hour pre-recorded segment was scheduled after the 1400 Smooth Operator to allow for cleaning and maintenance in the Studio A. Morning broadcasting began at 0900 for most of the season. Sunday mornings remained an open time for equipment maintenance. This increasingly well-defined structure allowed for more programmers and more programmes to be accommodated.

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 not, 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 there is.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

Should the proposal fall short on one of these criteria, it will need 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 A solid group of Executive Producers during the 2011 Summer Season translated into a strong cadre of Operators for the Fall-Spring schedules. While evenings were not a problem, it was difficult to recruit for weekday mornings, and we only had three of the five days covered. First time Operators included: Joanna McConnell, Sally Goodwin, Jakub Misiek, and Jenna Cameron. PM Jill Staveley took up the slack and ensured people could get in the building first thing.

Regular Programming This year we achieved an average of 12 hours per day of regular programming, which I wish to maintain or exceed going into the future. We began the year with over 100 programmers participating on a regular basis to the broadcast schedule, and I would like this number to be the minimum for Fall and Spring seasons of the future.

Perceived Sea Changes Spoken Word content was very concerned with politics, specifically activism. I am encouraged that students and community members consider the airwaves a relevant and exciting medium for current issues. Also, it is an increasing trend among programmers to refer to their downloaded programme file as a "podcast", and to redistribute their show through their own means across the Internet.

Trends 2011-12

- Acoustic music was popular, mostly from programmers bringing guitars into the studio and singing themselves
- Heavy Metal and similar music retains its popularity
- First Nations and related Programming is up from last year

Smooth Operator This year I made a significant change to Smooth Operator, scheduling the programme seven days a week at 1400 and 1800. For practical reasons (cleaning, maintenance) the weekends remained exempt from the 1100 edition. It was with some trepidation that I expanded the Smooth Operator to include weekends, expecting it would be difficult to maintain without the direct availability of the Programme Director. To my pleasant surprise, it worked out well. Our weekend Operators are our most trusted, and seemed to have no problem with community announcements. The addition of weekend Smooth Operators significantly expanded the time we

spent airing Public Service Announcements, and provided more breathing room to air Sponsorship messages. In the future we will continue a seven-day-a-week Smooth Operator schedule.

Student Co-op Placements Word of mouth helps with our Co-op placements. Usually our new Co-op student heard from a friend-of-a-friend how positive their experience was as a Co-op student at Trent Radio. This word of mouth has given us a steady stream of competent Co-op students.

Goals & Results 2011-12 with Plans for 2012-13

1. **Goal:** 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 active 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.

Result: I hoped to minimise the workload of a Newsletter by having it naturally extend from other projects, but it failed to manifest against other day-to-day work.

Plan for 2012-13: A renovated and aggressive Membership strategy in several stages, integrated into our formal calendar to meet specific target dates.

2. **Goal:** Programmer & Operator Guide Books.

Years ago when Barb Woolner was the Programme Director she, and several volunteers, created two guide books, a Programmer's Guide and an Operator's Guide. They were wonderful summaries of responsibility and the philosophy of these two positions, in no way replacing formal training but complementing it nicely with creative drawings and easy to understand text. Today these guides only survive as a few paper copies. The view has been expressed that we could benefit from these resources again. My goal is to have a Programmers' and Operators' book printed and made available by the end of the season, such that in future years they can be available as a resource within Trent Radio House, and given out to freshly-trained Programmers and new Operators.

Result: The Operator's Guide Book spent the year under scrupulous review and will be ready for the Fall 2012 broadcast season. The Programmer's Guide, which follows the same format and even shares a few pages, will be ready shortly thereafter. Along similar lines, Jill Staveley has booklet-ised the Rough Plan for summer season. The new format has been officially adopted as part of our ongoing literature.

Plan for 2012-13: The plan is to distribute Programmers and Operators Guides during Studio A training and Operator's training in the fall. We knew Jill Staveley's Rough Summer Plan booklet was a success when only a few days later our Executive Producers demonstrated significantly greater knowledge of the summer structure than in previous years. I hope these booklets will provide a handy reference for volunteers without increasing the signage around Trent Radio House.

3. **Goal:** A Wider Audience for the Trout Rodeo Year In Review.

Trent Radio is a large community, but there is always a risk of becoming insular. The Trout Rodeo Year in Review is a favourite for volunteers within Trent Radio, but with its various in-jokes and self-celebration it can make very little sense to someone on the outside - except to give them a glimpse into a fun world where they could play a part. For the past few years I have been working on making

the Trout Rodeo YIR publication more inclusive, but if we are moving forward with a Newsletter then the efforts to reach a broader community with the Trout Rodeo YIR must be greatly amplified, to the extent that it can be enjoyed by someone with even a passing familiarity with Trent Radio.

These goals are interconnected. Material from the weekly-published Arthur Articles, Programmer and Operator's books and other projects will help with the construction of the Newsletter. The Trout Rodeo YIR may end up being included in the process, as the finale newsletter of the year. It is important for both the Newsletter and the Trout Rodeo YIR that we form a mailing list of alumni who wish to participate. This list will grow over the years, but if we can establish the material and begin its circulation, it will be a good start.

Result: We are subject to submissions from Trent Radio volunteers to compile the Trout Rodeo YIR.

Plan for 2012-13: Without taking over the bulk of writing responsibilities to make it an advertisement pamphlet or a training manual for the uninitiated, and preserving its attitude as a keepsake for programmers, all I can do is keep a goal of a broader audience in mind. In order to do both things – appeal to a less insular, broader community, and satisfy our programmers from the year, there are a few suggestions for next year.

- a) Maintain folded legal paper as a standard size.
- b) Include a copy of the text version of the broadcast schedule as well as the picture schedule.
- c) A balanced layout of text and pictures.
- d) Approachable cover art.

Studio A 2011-12: Studio A training was done principally by John K. Muir this year, with myself and Jill Staveley acting as alternates when schedules conflicted. Although the training is comprehensive, many of the problems encountered this year with programmers were things covered in the Studio A training. This highlights the need for a Programmer's Guide to be integrated into the Studio A Training schedule.

Studio B 2011-12: Jeffery Lapalme was the production trainer this year, and in addition to a successful training schedule he constructed a plethora of integral small Trent Radio promo pieces. These covered upcoming event day programming, event day 'day-of' pieces, announcing programme proposal due dates and several end of season notices.

PD Assistant/Trout Rodeo editor 2011-12: When I went on vacation for three weeks in February it was the PD Assistant Nika Farahani who assumed several of my most important duties, including maintaining the Programme Logs and co-ordinating Operator shifts over the Trent University Reading Break. It is not an ideal situation that a PD Assistant should assume the PD's duties for longer than a short absence, but Nika preformed admirably. In the future, a more formal and better way of delegating should be in place.

Fundraising 2010-11

It was a slow year for Fundraising. We continue to sell T-shirts, buttons and stickers at Sadleir House Pub nights and other Fundraiser and Social events.

Wed 15 Sep "Welcome Back Trent Radio" Pub Night held at Sadleir House

Sun, 30 Oct "Good and Country Jamboree"

Good n' Country Marathon Fri 09 Dec at noon

Fri 10 Dec Trent Radio Holiday Talent Show Fundraiser held at the Garnet

Programming & Events Highlights in Review

September 2011

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

October 2011

Wed 05 Oct Annual Radio Drama Auditions held in Studio C
Mon 10 Oct Fall Edition "Trout Rodeo" fold-out pamphlet made available
Mon 31 Oct Programmer Review began

November 2011

Fri 11 Nov Programmer Review ended
Fri 18 Nov Event Day: Occupy the Airwaves held
Sun 20 Nov Trent Radio Annual General Meeting

December 2011

Fri 09 Dec Fall Season Ended at Noon
Fri 09 Dec Good n' Country Marathon started at noon
Sat 10 Dec Shutdown began
Sat 10 Dec Trent Radio Holiday Talent Show Fundraiser held at the Garnet
Mon 12 Dec Entre Season began under HS Co-op Student Blake Redden and continued until Fri 23 Dec

January 2012

Mon 09 Jan Spring Season began
Fri 21 Jan Spring Edition "Trout Rodeo" fold-out pamphlet made available

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 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. Programmers are reminded to account for all music played noting Canadian content and other information.

Average weekly broadcast hours (excluding "Radio Free Peterborough")

Description	Fall08	Spr09	Fall09	Spr10	Fall10	Spr11	Fall11	Spr12
Total regular programming hrs/wk	83	83	77	77	83	83	84	84
Number of Producers	82	94	103	103	97	101	106	110
Number of Programmes	81	88	78	80	91	89	96	98

February 2012

Thu 09 Feb Event Day: Geek Day 2012 held
Thu 09 Feb Board Game Pub Night held at Sadlier House

March 2012

Wed 07 Mar Re-airing of TCSA Election Speeches in their entirety
Mon 19 Mar "Trout Rodeo Year In Review" made available

April 2012

Thu 05 Apr Classes ended
Sun 15 Apr Summer Programme Proposals due at 12:00 noon
Sun 15 Apr Summer Season Planning Session noon Trent Radio House
Sun 15 Apr End of Spring Season Open House
Mon 16 Apr Deadline for Application for the Summer Operations and Information Manager position
Fri 20 Apr End of Fall-Spring 2011-12 Broadcast Season at noon
Sat 21 Apr Shutdown begins

Staff & Volunteers 2011-12

TIP & Ontario Work Study Positions
PD Assist. & Trout Rodeo Editor – Nika Farahani
Music Archivist – Travis Haws
TIP Spoken Word – Madeleine Streich, then Cherlese Ruan
Orientation & StudioA Training - John K. Muir
StudioB and Digital Editing Trainer - Jeff Lapalme
There is no PM Assistant appointment again this year.

High School Co-op Students:

Spr11 Kirk Jennings, from Adam Scott High School
Fall11 Blake Redden, from PCVS
Spr12 Jake Harvey, from PCVS

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: Alistair Rathbone / eve: Meaghan Culkeen
Mon am: ss / aft: Wes O. Grist / eve: Kirk Jennings
Tue am: ss / aft: Sally Goodwin / eve: Rudy Fischer
Wed am: Kyle Chivers / aft: Joanna McConnell / eve: Andrew Culkeen
Thu am: Jenna Cameron / aft: Katie Adamson / eve: Emily Anastassidas
Fri am: Jakub Misiek / aft: Anthony Gulston / eve: Shannon Culkeen
Sat am: ss / aft: Jill N. Jones / eve: Jack Braithwaite & Yolanda Ajak

Content Category Stats prepared for BoD 22 April 2012 / James Kerr, PD

Content Category	CRTC Required	TRadio Required	Fall/Spr AY08-09	Fall/Spr AY09-10	Fall/Spr AY10-11	Fall/Spr AY11-12
Category 1 - Spoken Word	Min 15% of all programming*	Min 25% of all programming	30%	32%	32%	30%
SubCat 11- News			-	-	-	-
SubCat 12 - S/W Other			40.81hrs	33.03hrs	53.33hrs	50.32hrs
Category 2 - Popular Music		max 60% of all music	54.16hrs	39.85hrs	56.50hrs	58.61hrs
			56%	56%	49%	50%
SubCat 21 - Pop Rock Dance	at least 20% Cat2** other than SubCat21		27.42hrs	19.27hrs	23.07hrs	22.19hrs
			50.6%	51.6%	40.8%	37.9%
SubCat 22 - Country & C'try Oriented			12.13hrs	7.85hrs	12.87hrs	12.23hrs
SubCat 23 - Acoustic			13.16hrs	10.48hrs	18.27hrs	21.97hrs
SubCat 24 - Easy Listening			1.45hrs	2.24hrs	2.30hrs	2.16hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	43.23hrs	30.91hrs	58.13hrs	59.00hrs
			44%	29%	35%	35%
SubCat 31 - Concert			3.26hrs	3.03hrs	4.30hrs	4.48hrs
SubCat 32 - Folk & Folk Oriented			9.39hrs	7.39hrs	10.83hrs	15.37hrs
SubCat 33 - World Beat & International			11.55hrs	8.58hrs	15.50hrs	13.48hrs
SubCat 34 - Jazz and Blues			9.06hrs	5.09hrs	8.73hrs	8.11hrs
SubCat 35 - Religious			1.52hrs	1.52hrs	2.63hrs	3.50hrs
SubCat 36 - Audio Art			8.45hrs	5.30hrs	16.13hrs	14.05hrs
Total Category 1			1265hrs	1090hrs	1600hrs	1561hrs
Total Category 2			1679hrs	1315hrs	1695hrs	1817hrs
Total Category 3			1340hrs	1020hrs	1744hrs	1830hrs
Total Category 1, 2, and 3			4284hrs	3425hrs	5039hrs	5208hrs
Broadcast Weeks this Season			31	33	30	31
Regular Programming (avg hrs / week)	Min 42 hours	Min 42 hours	***121hrs	79hrs	83.5hrs	84.2hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

Current CRTC Content Requirements (qv CRTC 2010-499)

* 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

Programme Director's AGM 121118 Report (Part #2) for Fall 2012

prepared for BoD Meeting 26Sept12 by James Kerr / 24th Sept 2012

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 from the main campus of Trent University.

September 2012 - Activities

- Mon 03 Sep Trent Radio articles begin appearing in the Arthur Newspaper
- Tue 04 Sep Pre-Season begins & TIP & OSWP positions begin
- Tue 11 Sep Clubs & Groups Day on campus
- Tue 11 - Thu 13 Sep Programme Proposal Workshop held at the Peterborough Public Library, Sadleir House & Trent Radio House
- Wed 12 Sep Co-op Interviews began
- Fri 14 Sep NOON Programme Proposal Deadline & Programming Committee Meeting
- Mon 17 Sep Fall 2012-13 Broadcast Season began and Co-op placement began
- Thu 20 Sep "Welcome Back Trent Radio" Pub Night held at Sadleir House
- Sat 22 Sep Trent Radio attended the Sadleir House open house and provided live music

Fall 2012 so far (and compared with Fall 2011 this time last year, and 2010):

Fall12	Fall11	Fall10	Fall09	Description
80	96	83	69	Regular scheduled programmes from
102	106	86	89	Programmers, comprised of
56	48	36	50	TrentU students
46	58	50	39	Community Members
0	7	5	6	TrentU & Community Groups

There are currently 5 unscheduled programme proposals from scheduling conflicts derived from specified limited availability. Most of this programmes will be scheduled after reading break as there are shifts in the schedule and studio training times become available for general programming. Volunteers this year have expressed the desire for more time for their shows, such that although we have fewer shows this year than last, we also have fewer unscheduled hours during the broadcast week. There are only 2.5 hours unscheduled this year – spread out through the broadcast week - compared with 5 from the 2011-12 broadcast season. In 2012-13, every weekday of live programming begins at 9am and continues until the evening Operator wants to go home.

Trends so far:

- **World Music:** Continuing from last year's trend, an influx of international students has contributed to a wide variety of world music programming. International students are not exclusively responsible for the increase in subcategory 33 music (Worldbeat & International), but rather it is a cosmopolitan of different programmers tackling various countries in Africa, the Caribbean, Germany, Great Britain, and more.
- **Spoken Word:** There is an increase in spoken word programming this year, running the gambit between lighter subjects, like comic books and "geek fandom", and heavier topics like politics or news. Other programme subjects include parenting, philosophy, conspiracy theories, and friendship.
- **Audio Art:** Electronica music, turn-tableism, and experimental audio art forms continue to rise in popularity. Programmers report that subcategory 36 (Radio Art) is not adequately covered commercially, and they feel compelled to step in to fill the demand among their listening peers. Electronic music and dub-step specifically, which can sometimes also be classified as World Music, seems to have captured the interest of this generation of programmers.

Operators Fall 2012

Shannon Culkeen	Yolanda Ajak	Jill Jones	Wes Grist
Aedan Shaughessey	Garett Hotte	Matt Carr	Caileigh Morrison
Bennett Bedoukian	Sable Guttman	Alissa Paxton	Matthew Pappleton
Anthony Gulston			

Our Operating crew this year are mostly new faces. Matthew Pappleton, Matt Carr, Aedan Shaughessey and Bennet Bedoukian are first-time Operators. Sable Guttman and Garett Hotte only operated this past summer.

Ontario Work Study Jobs 2012/13

PD Assist. & Trout Rodeo Editor – Jessica Buck

Music Archivist – Nicole Leaver

TIP Spoken Word – Cherlese Ruan

Orientation & StudioA Training - John Muir

StudioB and Digital Editing Trainer - TBA

Physical Plant – Abdirazak (AJ) Jama

There is no PM Assistant appointment again this year.

Co-op Student: Atticus Bakowsky from Adam Scott Secondary School is the Co-op student this season. He will be at the station 1200 to 1500 each day, organising & conducting interviews, tidying and maintaining Public Service Announcements for Smooth Operator, and pursuing his interest in constructing short pre-recorded radio segments about 20th century history.

Goals for Fall 2012:

Stability in the Year. With Production Manager & Assistant General Manager Jill Staveley on maternity leave this year, and with the majority of Operators as first time or only having operated over the summer, the 2012-13 broadcast season will be used for asserting stability. Certainly when it comes to Operators this year we saw many of the “old guard” move on, and are grateful for an influx of fresh faces, eager but learning. The goal is to run a tight ship this year - well-organised, economical, simple and efficient, to give us a stable foundation for growth in the future. Of programmers, 38 out of our 102 did not have a pip of experience at Trent Radio before they applied for programming. A high turn-over of nearly 30% among volunteers affords us to the opportunity to establish a strict approach to things like signing programme logs, completing music sheets, good studio etiquette, and generally cultivate good habits around the station. If in this year expectations are well managed then the influence of those good habits may resonate for years.

Fundraising & Outreach. Low-investment but frequent fundraising and outreach efforts have proven worthwhile in the past, so this is a good year to do them regularly. Event days, pub nights at Sadleir House, film screenings, socials and a vaudeville night are all planned to increase our exposure in the community and strengthen relationships between programmers, and hopefully drawing in a few dollars. The more programmers with different timetables mix with each other, and with the community, the better the results in new friendships and diverse programming. The more approachable Trent Radio seems to the Trent University and Peterborough communities, the more may congress towards interesting artistic products.

Studio A Fall 2012: John Muir provides orientation to our organisation and I do the studio operations and technical training section. The system continues to be successful. New programmers are “wowed” by the hour diatribe of organisational philosophy provided by John Muir, and leave charged and eager to understand all the buttons in the studio; even more eager to get out there and do great radio.

Studio B Fall 2012: TBA.

PD Assistant Fall 2012: Jessica Buck will assume the duties this year. She is pursuing her second degree at Trent University and also has a programme on Tuesday nights. She looks forward to many days of postering, events promotion and reconciling programme logs.

[end]

**Programme Director's AGM 121118 Report (Part #3)
ADDENDUM @ 12Nov 2011**

Programming Stats Update:

Today	Fall12	Fall11	Fall10	Fall09	Description
86	80	96	83	69	Regular scheduled programmes from
110	102	106	86	89	Programmers, comprised of
58	56	48	36	50	TrentU students
52	46	58	50	39	Community Members
0	0	7	5	6	TrentU & Community Groups

Notes:

The usual drop-off from Reading Week hit the programming schedule particularly hard this year, with 3 programmes lost and 2 dropped down to a fortnightly schedule. However, new programmes have more than stepped in to fill those gaps. Currently, there are very few breaks in regular programming during any broadcast day.

**General Manager's Report for Trent Radio AGM 121118
prepared and revised by John K Muir, Vice-president & General Manager / 17 Nov 12**

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

Staff: The Production Manager was provided the additional designation of Assistant General Manager in recognition of the additional authority delegated to execute the added responsibilities which include training, planning, recruiting, and providing operational management, wisdom and good counsel.

Infrastructure: We have been advised that the City's building department will not allow a simple replacement of the access stairs leading to the upper apartment. Instead an enclosed (to the ground) structure is indicated. While the simple replacement was estimated to cost about \$12,000, architect (\$8,957.98) and engineering (\$1,950.00) fees to design the "enclosed" option already amount to \$10,908. We are awaiting quotes, but fear the cost could be \$60-\$90k. In addition, as good as the enclosed design is, it will cut out light in both the Trent Radio kitchen and the upper apartment. The membership may wish to declare the "enclosed" option unfeasible and recommend that the Board a cheaper and better way to resolve the stair problem.

Canada Summer Jobs 2012: Following last year's practice, it was agreed to hire the Summer Operations & Information Manager part-time as the beginning of May (30 Apr 12 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, Wes Grist was appointed to the position.

Radio Camp(s): There were not enough registrations to justify running the camp this year.

OWSP Grant: For AY2011-12, we have received an allocation of \$5,000 towards hiring four students for a total of 591 hours. The scheme has since been abolished by the Ontario government, however for the AY2012-13 Trent U has replaced it with TWSP ... the "T" being for Trent.

TIP Grant: Our nominal allocation for AYE12 and AYE13 is \$1,000.00 which represents a subsidy of about 50% based on 200hours at \$10.25/hour.

Community Foundation of Greater Peterborough (CFGP) Grant: There were moneys left over from the previous year (YE11) which were used up in YE12 for the orientation of community groups. It was very effective process, which gave us what we need to proceed to do this again on our own.

Community Radio Foundation of Canada (CRFC) Grant: The SEIC 2012 activities sponsored by this grants is covered in David Grenon's report, but it is to be additionally noted that for the current year (YE13) Trent Radio was awarded \$20,000 through the CRFC Radiometres scheme for the Local Content Management Project. 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.

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

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

NCRA: As was reported last year, 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. Their annual conference was held in Kingston Ontario this year, and half a dozen Trent Radio people were able to attend. It was great to meet others doing similar work from across the country

Finally: It has been an exquisite pleasure to work with James Kerr, Jill Staveley and Caileigh Morrison. It is just plain inspiring to meet the joint and several, the various and sundry that are involved with Trent Radio. The organisation is thriving, and I don't take a snick of that for granted.

A respectful thank you

John K Muir, VP & GM / 17 Nov 2012

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