

## **TRENT RADIO BoD AGENDA**

### **23 January 2013 at 8:15pm**

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 28 Nov 2012
03. Business Arising not covered in other reports (none)
04. Committee Reports
  - a) Pulling together the Trent Radio Community Committee (C Morrison), which is Caileigh Morrison, James Kerr, Shannon Culkeen, Yolanda Ajak with support from Stephanie Cann (Social Convenor), Daniel Roberts (PD Asst), & Dylan Lewyckyj (StudioB Trainer)  
About \$1,500 has been rcv'd to date.
05. Operations Report - see attached where applicable.
  - a) Financial Statements to 31 Dec 12 - subject to Financial Review.
  - b) General Manager's Report
    - i) Radio Marathon 07 Dec 2012 brought in about \$600.
    - ii) DataNAS server failure 20 Dec 2012. The data is salvageable on to a new server, and cost s/b about \$4,000.
    - iii) Matt Jarvis hired and appointed Local Content Project Manager. Working with the LCP Manager's Advisory Committee; Jill Staveley, Steve McNabb, Dwayne Collins, & John Muir.
    - iv) Transmitter failure 15 Jan 2013. A (lower power/mono) loaner unit is in service, a new unit has been ordered (\$7,500) and old unit may be repairable in Canada.
    - v) Payroll T4s complete, Charity Return still outstanding due no later than, 28 Feb 2013. Canada Summer Job application deadline is also the last day of Feb 2013.
    - vi) A new date is needed for a Board Orientation session. Suggest next week; Wed, 30 Jan 2013 at 20:15 (8:15pm)
    - vii) Please excuse the brevity of this report.
06. Any Other Business
07. Next BoD meeting 8:15pm, Wednesday, 13 February 2013.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House, 715 George St. N., Peterborough, Ontario on 28 November 2012 at 8 pm.

P R E S E N T: Yolanda Ajak, Shannon Culkeen, Wes Grist, Jesse Louro, Steve McNabb (via VoIP) & Caileigh Morrison.

R E G R E T S: Andrew Culkeen

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 8:18 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 Board Meetings, held on 18 November 2012 were approved as presented.
- 03. Discussion followed about each Board Member’s availability over the next few months and the coming summer. **UPON A MOTION** duly made, seconded and carried unanimously, the following dates and times were set for Board Meetings and the AGM;

Board Meetings	
Wed 23 Jan 13 @ 8:15pm	Wed 19 Jun 13 @ 8:15pm
Wed 27 Feb 13 @ 8:15pm	Wed 27 Aug 13 @ 8:15pm
Wed 20 Mar 13 @ 8:15pm	Wed 25 Sep 13 @ 8:15pm
Wed 17 Apr 13 @ 8:15pm	Wed 30 Oct 13 @ 8:15pm
AGM Sun 24 Nov 13 @ 11 am with a BoD Meeting just prior @ 10:30 am	

The first Board Development session was set for Wednesday, 16 Jan 2013 at 8:15pm.

- 04. Appointment of Committees & Officers: The work and roles of various committees and officer duties were discussed. A staff report on committee composition was brought forward – see attached. The duties and roles of the Chair, Vice chair, and Secretary were discussed. It was noted that the President, Vice president and Secretary act as signing officers. Directors volunteered to take on various tasks.;

**UPON A MOTION** duly made, seconded and carried unanimously; Yolanda Ajak was appointed to the Trent Radio Community Committee, with Shannon Culkeen appointed co-chair of the committee (with the PD); Stephanie Cann was appointed Social Convenor, the PM (AGM) and GM were confirmed to the Sponsorship, Earned Revenue, and Grants Committee; Wes Grist is appointed to the RFP committee, and along with the PM (AGM) and GM, and Steve McNabb is confirmed as chair; Andrew Culkeen was appointed Secretary, Jesse Louro was appointed Vice-Chair; and Caileigh Morrison was appointed President and Chair. It was noted that appointment of the Nominating Committee will be made at the 28 Aug 2013 Meeting.

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

- 05. - 07 There being no other business, the meeting was adjourned at about 8:43pm.

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Caileigh Morrison, Chair

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Andrew Culkeen, Secretary

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

ASSETS	@ 31Dec12	@ 31Dec11	LIABILITIES	@ 31Dec12	@ 31Dec11
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,701.70)	2,733.23
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	8,847.53	12,435.22	Deferred Income	925.00	830.00
ING Savings	51.09	170.22	Accrued Liabilities	0.00	0.00
Cash In Bank	8,898.62	12,605.44	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	(24.08)	CPP Payable	0.00	(0.00)
Petty Cash: Admin	(314.91)	(10,799.04)	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	0.00	278.80	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	(278.80)	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	0.00	<b>TOTAL CURRENT LIABILITIES</b>	<u>(776.70)</u>	<u>3,563.23</u>
Student Levy Receivable	35,825.54	30,565.69			
Prepaid Expenses	431.56	701.36	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>44,840.81</u>	<u>33,049.37</u>	CO Long Term Loan	52,930.71	55,191.31
			Deferred Contribution	0.00	4,252.88
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>52,930.71</u>	<u>59,444.19</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<u>52,154.01</u>	<u>63,007.42</u>
Buildings	126,736.77	121,056.36			
Office Equipment	20,758.37	20,758.37	<b>NON-SHARE EQUITY</b>		
Technical Equipment	224,941.81	226,574.42	Retained Surplus/(Deficit)	(45,200.19)	(43,977.10)
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	392,349.95	388,302.15	Net Retained Surp/(Def)	(45,200.19)	(43,977.10)
Accumulated Depreciation	(342,928.34)	(342,928.34)	Current Surplus/(Deficit)	87,308.60	59,392.86
<b>TOTAL FIXED ASSETS</b>	<u>49,421.61</u>	<u>45,373.81</u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>42,108.41</u>	<u>15,415.76</u>
<b>TOTAL ASSETS</b>	<u><u>94,262.42</u></u>	<u><u>78,423.18</u></u>	<b>LIABILITIES AND EQUITY</b>	<u><u>94,262.42</u></u>	<u><u>78,423.18</u></u>

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

	01Sep-31Dec12	01Sep-31Dec11	EXPENSE	01Sep-31Dec12	01Sep-31Dec11
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	7,612.80	7,656.30
Federal Grants	0.00	0.00	Technical Wage	0.00	5,989.37
Provincial Grants	0.00	0.00	Publicity Wage	0.00	0.00
Municipal Grants	0.00	0.00	Administrative Wage	13,400.24	13,414.07
TOTAL GOVERNMENT GRANTS	0.00	0.00	Benefits	1,310.00	1,048.00
			CPP Expense	933.52	1,260.44
FUND RAISING			EI Expense	538.24	721.62
Corporations	0.00	0.00	Total Wages & Benefits	23,794.80	30,089.80
Foundations	15,000.00	2,900.00	Programming Fees	0.00	4,625.91
Private	725.00	1,390.00	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	533.00	508.00
Net Donations	15,725.00	4,290.00	Total Fees	533.00	5,824.41
Trent Student Memberships	107,500.00	99,523.26	TOTAL PERSONNEL	24,327.80	35,914.21
Commercial & Non-profit	75.00	0.00	SUPPLY & EXPENSE		
Individual Memberships	280.00	560.00	Publicity & Promotions	573.05	250.00
Discretionary M'ship Exp	0.00	0.00	Equipment Rental	0.00	0.00
Net Memberships	107,855.00	100,083.26	Line Rental	1,250.70	1,194.20
Special Events	1,243.56	1,328.07	Rental Other	20.00	0.00
Special Events Expense	0.00	(40.21)	Net Rentals	1,270.70	1,194.20
Net Special Events	1,243.56	1,287.86	Postage & Delivery	157.45	73.30
Fundraising	160.00	105.00	Office Supplies	61.33	381.75
Fundraising Expense	0.00	0.00	Telephone	385.94	359.94
Net Fundraising	160.00	105.00	Utilities	1,276.59	1,452.70
TOTAL FUND RAISING	124,983.56	105,766.12	Programming & Licence	502.73	1,056.32
			Building R & M	1,319.04	620.91
EARNED REVENUE			Building R & M Upper Apt	332.97	284.62
ON AIR Sponsorship	0.00	250.00	Technical R & M	3,723.49	4,988.63
ON AIR Sponsorship Expense	0.00	0.00	Net Repair & Maintenance	5,375.50	5,894.16
Net ON AIR Sponsorship	0.00	250.00	Professional Fees	75.00	150.00
Net "RADIO PAPER"	0.00	0.00	Insurance	3,591.44	3,757.70
Net Other Sponsorship	765.00	826.28	Travel	0.00	0.00
Tape Sales	0.00	0.00	Volunteer Expense	508.74	248.82
Tape Sales Expense	0.00	0.00	Bank Charges	38.00	63.00
Net Tape Sales	0.00	0.00	Mbanx Loan Interest	1,627.43	1,642.79
Rental Income	3,420.00	3,320.00	Net Interest	1,627.43	1,642.79
Net Misc Sales & Services	410.00	3,388.42	Depreciation	0.00	0.00
TOTAL EARNED REVENUE	4,595.00	7,784.70	GST Paid	22.58	45.43
			HST Paid	2,474.55	1,706.12
MISCELLANEOUS REVENUE			Bad Debts	0.00	0.00
Interest Income	0.78	15.84	Miscellaneous	1.91	(16.64)
Micellaneous Revenue	0.00	0.00	TOTAL SUPPLY & EXPENSE	17,942.94	18,259.59
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL EXPENSE	42,270.74	54,173.80
TOTAL MISC REVENUE	0.78	15.84	NET INCOME	87,308.60	59,392.86
TOTAL REVENUE	129,579.34	113,566.66			