

TRENT RADIO BoD AGENDA

27 March 2013 at 8:15pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 27 Feb 2013
03. Business Arising not covered in other reports (none)
information about the polar plunge contribution
04. Committee Reports - none
05. Operations Report - see attached where applicable.
 - a) Financial Statements to 28 Feb 13 - subject to Financial Review. *
 - b) General Manager's Report
 - i) Infrastructure:
 - Transmitters: The older SBS system has now been repaired and put back in service. The new Ecreso unit is in place as a backup.
 - Computers: The source of an interruption to the "music sheet" data flow is being rectified
 - Telephone: "On-Air" phone noise has disappeared. Much clearer now.
 - 715 George R&M: The building needs a paint job this summer.
 - STL & Transmission chain Upgrading: Planning continues for audio over ip within Trent Radio House and to the transmitter site.
 - Please see Trent Radio: RF & Server Expenditures 01Jan - 31 Mar 13*
 - ii) Grants:
 - Interim Local Content Project Report. *
 - As approved by the BoD, a new Community Radio Foundation of Canada (\$20k *Radiometres* programme) grant to develop & promote local & local youth content is being prepared. Deadline 04 April 2013.
 - iii) An Operator recruitment session is set for tomorrow (Thu, 28 Mar 2013)
 - iv) Trout Rodeo is out.
 - v) 2013 Summer Planning Meeting is set for Sunday, 14 April 2013. The CSJ13 Hiring committee will be the PD, GM and A N Other.
 - vi) There will be a Programme Director and Production Manager report as the next BoD Meeting.
06. Any Other Business
07. Next BoD meeting is scheduled for 8:15pm, Wednesday, 17 April 2013.
08. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 27 February 2013 at 8:15 pm.**

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

R E G R E T S: Yolanda Ajak, and Andrew Culkeen

Also Present: John K. Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a all Directors being present, the meeting was declared duly constituted and called to order at about 8:40 pm, with Caileigh Morrison acting as Chair, and John Muir recording the Minutes of the Meeting for Andrew Culkeen. 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 23 January 2013 were approved as presented.
03. Is was reported that there was no Business Arising not covered in other reports.
04. Committee Reports: It was reported that a total of \$8,636.70 has been raised for the new server and transmitter, made up of \$8,088.70 from direct donations, plus a further \$360 and \$188 from the Culkeen family's polar plunge. It was noted bake sale is being planned.
05. The Operations Report was presented by the General Manager. Discussion followed. It was noted that the second round of funding opportunities from the Community Radio Fund of Canada (CRFC) under their "*Radiometres*" programme had been announced earlier in the day.
UPON A MOTION duly made, seconded and carried unanimously; the Operations Report was accepted as presented. It was noted that this motion authorises an our application to the CRFC.
06. It was reported that there was no other business.
07. It was decided that the next meeting is scheduled for Wed, 27 March 2013 at 8:15pm
08. There being no further business, the meeting was adjourned at about 9:15pm.

Caileigh Morrison, Chair

Andrew Culkeen, Secretary

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

ASSETS	@ 28Feb13	@ 29Feb12	...	LIABILITIES	@ 28Feb13	@ 29Feb12
CURRENT ASSETS				CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00		Accounts Payable	(3,854.83)	2,498.57
Boost & Freq Acct	0.00	0.00		Contract Obligation	0.00	0.00
General Funds Montreal	22,914.68	4,498.25		Deferred Income	830.00	830.00
ING Savings	51.17	12,681.57		Accrued Liabilities	0.00	0.00
Cash In Bank	22,965.85	17,179.82		Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00		CPP Payable	(0.00)	(0.00)
Petty Cash: Admin	(46.72)	(4,055.39)		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		TOTAL CURRENT LIABILITIES	<u>(3,024.83)</u>	<u>3,328.57</u>
Student Levy Receivable	0.00	(0.00)				
Prepaid Expenses	741.99	734.69		LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>23,661.12</u>	<u>13,859.12</u>		CO Long Term Loan	52,535.30	54,827.49
				Deferred Contribution	0.00	4,252.88
FIXED ASSETS				TOT. LONG TERM LIABILITY	<u>52,535.30</u>	<u>59,080.37</u>
Land	10,000.00	10,000.00		TOTAL LIABILITIES	<u>49,510.47</u>	<u>62,408.94</u>
Buildings	126,736.77	121,056.36				
Office Equipment	20,758.37	20,758.37		NON-SHARE EQUITY		
Technical Equipment	231,779.81	229,804.11		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	399,187.95	391,531.84		Net Retained Surp/(Def)	(45,200.19)	(43,977.10)
Accumulated Depreciation	(342,928.34)	(342,928.34)		Current Surplus/(Deficit)	75,610.45	44,030.78
TOTAL FIXED ASSETS	<u>56,259.61</u>	<u>48,603.50</u>		TOTAL NON-SHARE EQUITY	<u>30,410.26</u>	<u>53.68</u>
TOTAL ASSETS	<u><u>79,920.73</u></u>	<u><u>62,462.62</u></u>		LIABILITIES AND EQUITY	<u><u>79,920.73</u></u>	<u><u>62,462.62</u></u>

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

	01Sep-28Dec13	01Sep-29Feb12	EXPENSE	01Sep-28Dec13	01Sep-29Feb12
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	13,275.60	11,400.30
Federal Grants	0.00	0.00	Technical Wage	0.00	9,613.65
Provincial Grants	0.00	0.00	Publicity Wage	0.00	0.00
Municipal Grants	<u>0.00</u>	<u>0.00</u>	Administrative Wage	21,028.56	20,006.07
TOTAL GOVERNMENT GRANTS	0.00	0.00	Benefits	1,310.00	1,048.00
			CPP Expense	1,518.12	1,871.52
FUND RAISING			EI Expense	884.37	1,079.26
Corporations	0.00	0.00	Total Wages & Benefits	38,016.65	45,018.80
Foundations	15,000.00	2,900.00	Programming Fees	0.00	7,124.48
Private	9,688.70	1,390.00	Technical Fees	0.00	50.00
Leadership	0.00	0.00	Publicity Fees	0.00	1,241.57
Donations "In Kind"	0.00	0.00	Administrative Fees	825.00	800.00
Net Donations	24,688.70	4,290.00	Total Fees	<u>825.00</u>	<u>9,216.05</u>
Trent Student Memberships	109,057.16	106,559.70	TOTAL PERSONNEL	38,841.65	54,234.85
Commercial & Non-profit	150.00	0.00			
Individual Memberships	480.00	580.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	573.05	250.00
Net Memberships	109,687.16	107,139.70	Equipment Rental	0.00	0.00
Special Events	1,318.56	1,378.07	Line Rental	2,131.60	1,870.40
Special Events Expense	0.00	(40.21)	Rental Other	20.00	0.00
Net Special Events	1,318.56	1,337.86	Net Rentals	2,151.60	1,870.40
Fundraising	160.00	105.00	Postage & Delivery	899.83	114.05
Fundraising Expense	0.00	0.00	Office Supplies	123.32	381.75
Net Fundraising	<u>160.00</u>	<u>105.00</u>	Telephone	593.04	542.22
TOTAL FUND RAISING	135,854.42	112,872.56	Utilities	1,943.19	2,196.26
			Programming & Licence	1,277.69	1,122.99
EARNED REVENUE			Building R & M	1,722.27	1,006.36
ON AIR Sponsorship	0.00	250.00	Building R & M Upper Apt	342.96	285.62
ON AIR Sponsorship Expense	0.00	0.00	Technical R & M	7,505.19	5,564.56
Net ON AIR Sponsorship	0.00	250.00	Net Repair & Maintenance	9,570.42	6,856.54
Net "RADIO PAPER"	0.00	0.00	Professional Fees	75.00	150.00
Net Other Sponsorship	765.00	826.28	Insurance	3,591.44	3,757.70
Tape Sales	0.00	0.00	Travel	0.00	0.00
Tape Sales Expense	0.00	0.00	Volunteer Expense	550.14	248.82
Net Tape Sales	0.00	0.00	Bank Charges	59.00	88.00
Rental Income	5,130.00	4,980.00	Mbanx Loan Interest	2,362.96	2,469.36
Net Misc Sales & Services	<u>510.00</u>	<u>1,388.42</u>	Net Interest	2,362.96	2,469.36
TOTAL EARNED REVENUE	6,405.00	7,444.70	Depreciation	0.00	0.00
			GST Paid	22.58	45.43
MISCELLANEOUS REVENUE			HST Paid	4,381.26	2,523.73
Interest Income	1.16	27.37	Bad Debts	0.00	0.00
Micellaneous Revenue	367.95	521.61	Miscellaneous	1.91	(16.64)
Amortisatn Dfrd Contribtns	<u>0.00</u>	<u>0.00</u>	TOTAL SUPPLY & EXPENSE	28,176.43	22,600.61
TOTAL MISC REVENUE	369.11	548.98	TOTAL EXPENSE	67,018.08	76,835.46
TOTAL REVENUE	142,628.53	120,866.24	NET INCOME	75,610.45	44,030.78

Trent Radio: RF & Server Expenditures 2013-01-01 to 2013-03-31

Acc	Date	Desc	Src	JN	Amount	RF	Server
1170	13-01-07	Dynavista;Ingrasys8520C TREN01-20130107	2915	J218	3,906.50		3,906.50
1170	13-01-13	UPS; Packing&Delivery NS0 DNas>SanJose	2915	J226	225.22		225.22
1170	13-01-17	Muir, JK; 277k Loaner Xmtr Pickup	2936	J291	149.58	149.58	
1170	13-01-31	NovaNet; TF00996 SN000061 Helios FM1kw	2936	J297	5,557.00	5,557.00	
1170	13-01-31	NovaNet; SP1323 TCP/IP for Helios FM1kw	2936	J298	864.00	864.00	
1170	13-01-31	NovaNet; SP1260 SurgeSuprsr Helios FM	2936	J299	108.00	108.00	
1170	13-01-31	NovaNet; RF FlexCable 7/16M-7/16M right	2936	J300	309.00	309.00	
1170	13-01-31	NovaNet; HeliosFM1km Xmtr HST	2936	J301	888.94	888.94	
1170	13-01-31	Muir, JK; 196k New Xmtr Pickup	2936	J302	105.84	105.84	
1170	13-02-04	OSSO; L6-30P twistlock plug / Helios	2936	J304	35.28	35.28	
1170	13-02-13	Muir, JK; 277k SBS Xmtr Drop-off	2936	J306	142.56	142.56	
1170	13-02-13	Novanet; SP01451 Helios 1Kw Fan Kit	2936	J307	116.96	116.96	
1170	13-03-14	Muir, JK; 277k SBS Xmtr Pickup			142.56	142.56	
1100	13-03-15	HP Services; Inv#444 SBS Tshoot&Repair	2943	J351	2,452.67	2,452.67	
Totals >					<u>\$15,004.11</u>	<u>\$10,872.39</u>	<u>\$4,131.72</u>

**Interim Local Content Project Report for BoD 27 March 2013
by Matt Jarvis. LCPM**

Quantitative Report

- 883 files reformatted from RFP mp3 collection into TR file naming pattern and ogg compression
- 1892 files reformatted from TR collection into RFP file naming pattern and mp3 format
- 633 files reformatted from TR VF and CD00000 collection into TR file naming pattern and ogg compression.
- 516 Files reformatted from TR collection into RFP file naming pattern and mp3 format for RFP II
- 5419 files meta-tagged in both Id3v2.3 and Vorbis comments format (mirrored collections).
Included Fields: ALBUM ARTIST, ARTIST, TITLE, ALBUM, TRACK #, CATALOG #, YEAR, GENRE, CANADIAN DESIGNATION, ENCODED BY, and various technical information such as bitrate and duration.
NOTE: Local designation is currently found in the genre tags, will be moved to an independent field this week.
- 13 new local albums collected and archived since Jan 06, many more solicited.
- 342 physical albums collected and stored as a unique collection as per TR standard practice (black boxes).
NOTE: List of local content existing in basement compiled, will spend a day seeking out the 100 missing records.
- Unknown amount (hundreds?) physical discs, cassettes, minidisks compiled into boxes (and in mysterious drawers). Contents include radio drama, previously aired programming, political and academic speeches, &c. collected from various locations within the facility and from Artspace. Will begin sorting and cataloguing within the month.
- 1 Local content project outreach radio piece produced. Airing regularly on both CFFF and CKOL.

Qualitative Report

The work progresses well. We moving all the data into a database framework built by the wonderful Steve McNabb. Many decisions are being made which will influence the future of Trent Radio's formidable audio collection (a prospect both wonderful and terrifying) and I cannot overemphasize the incredible support I have had thus far from the LCP advisory committee. I particularly appreciate the blunt honesty that has prevented me from making mistakes, or at least allowed me to catch them before they penetrate too deeply.

I look forward to the rest of the project.

[ends]