

TRENT RADIO BoD AGENDA
19 June 2013 at 7:30pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 17 Apr 2013
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a) Financial Statements to 31 May 13 - subject to Financial Review. *
 - b) SOIM Report (Kathleen Adamson) *
 - c) General Manager's Report (John Muir)
 - i) Grants
 - This year's allotment, \$2,500, of the City of Peterborough Community Investment Grant has been received.
 - CRFC: please see attached letter *
 - ii) Exterior Property Repairs:
 - Repairs to the Upper Apartment deck to begin on 21 Jun 2013 - \$11,500 est.
 - Tree removal & pruning set for 24 Jun 2013 - \$4,520. Please see attached quote listing the extensive work to be done. *
 - Exterior painting to start after 28 Jun 2013 - \$4,000 est.
 - iii) Summer Financing. \$20,000 has been advanced to the end of May, and a further \$30,000 is indicated before the end of the summer.
 - iv) After 12 years of service Brian Wager has resigned as Radio Artist in Residence. Suggest he be offered the "emeritus" honorific, and asked to participate in appointing his successor.
06. Any Other Business
07. Next Board Meeting 28 Aug 2013 or the following week?
08. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 17 April 2013 at 7 pm.**

P R E S E N T: Yolanda Ajak, , Shannon Culkeen, Wes Grist, Jesse Louro, Caileigh Morrison, and Steve McNabb (intermittently via "skype")

R E G R E T S: Andrew Culkeen

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

01. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at about 7:10 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 27 March 2013 were approved as presented.
03. Business Arising: none
04. Committee Reports: none
05. The Operations Report was presented by the General Manager comprising Financial Statements to 31 Mar 13 (subject to Financial Review), the Programme Director's Report (James Kerr). and the General Manager's Report. Discussion followed. James Kerr was thanked for his leadership of the Fall 2012 & Spring 2013 season.

UPON A MOTION duly made, seconded and carried unanimously; the Operations Report was accepted as presented.
06. There was no other business.
07. It was decided that the next meeting is scheduled for Wed, 19 June 2013 at 8pm.
08. There being no further business, the meeting was adjourned at about 7:35pm.

Caileigh Morrison, Chair

Andrew Culkeen, Secretary

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

ASSETS	@ 31May13	@ 31May12	...	LIABILITIES	@ 31May13	@ 31May12
CURRENT ASSETS				LIABILITIES		
Raffle & Bingo Acct	0.00	0.00		CURRENT LIABILITIES		
Boost & Freq Acct	0.00	0.00		Accounts Payable	16,145.17	8,298.30
General Funds Montreal	9,337.87	(786.61)		Contract Obligation	0.00	0.00
ING Savings	51.29	50.81		Deferred Income	850.00	850.00
Cash In Bank	9,389.16	(735.80)		Accrued Liabilities	0.00	0.00
Petty Cash: Programming	0.00	0.00		Trillium StudioC	0.00	0.00
Petty Cash: Admin	0.00	(302.27)		CPP Payable	(0.00)	(0.00)
Petty Cash: Summer Admin.	100.00	100.00		UIC Payable	0.00	0.00
Term Deposits	0.00	0.00		Income Tax Withholdings	0.00	0.00
Accounts Receivable	0.00	278.80		Receiver General Net	(0.00)	0.00
Doubtful Accounts	0.00	(278.80)		Health Benefit Payable	0.00	0.00
Receivables Net	0.00	0.00		Other Withholdings Net	0.00	0.00
Student Levy Receivable	0.00	(0.00)		TOTAL CURRENT LIABILITIES	<u>16,995.17</u>	<u>9,148.30</u>
Prepaid Expenses	1,072.74	734.69				
TOTAL CURRENT ASSETS	<u>10,561.90</u>	<u>(203.38)</u>		LONG TERM LIABILITY		
				CO Long Term Loan	51,930.41	54,272.21
FIXED ASSETS				Deferred Contribution	0.00	4,252.88
Land	10,000.00	10,000.00		TOT. LONG TERM LIABILITY	<u>51,930.41</u>	<u>58,525.09</u>
Buildings	126,736.77	121,056.36		TOTAL LIABILITIES	<u>68,925.58</u>	<u>67,673.39</u>
Office Equipment	20,758.37	20,758.37				
Technical Equipment	231,779.81	229,804.11		NON-SHARE EQUITY		
Technical Renovations	9,913.00	9,913.00		Retained Surplus/(Deficit)	(45,200.19)	(43,977.10)
Fixed Assets at Cost	399,187.95	391,531.84		Previous Year-end Adjustments	0.00	0.00
Accumulated Depreciation	(342,928.34)	(342,928.34)		Net Retained Surp/(Def)	(45,200.19)	(43,977.10)
TOTAL FIXED ASSETS	<u>56,259.61</u>	<u>48,603.50</u>		Current Surplus/(Deficit)	43,096.12	24,703.83
TOTAL ASSETS	<u><u>66,821.51</u></u>	<u><u>48,400.12</u></u>		TOTAL NON-SHARE EQUITY	<u>(2,104.07)</u>	<u>(19,273.27)</u>
				LIABILITIES AND EQUITY	<u><u>66,821.51</u></u>	<u><u>48,400.12</u></u>

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

	01Sep-31May13	01Sep-31May12	EXPENSE	01Sep-31May13	01Sep-31May
REVENUE					
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	27,432.60	18,950.70
Provincial Grants	0.00	6,168.50	Technical Wage	0.00	16,031.54
Municipal Grants	2,500.00	2,500.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>2,500.00</u>	<u>8,668.50</u>	Administrative Wage	32,753.77	31,542.07
			Benefits	1,398.64	1,048.00
FUND RAISING			CPP Expense	2,646.01	2,980.73
Corporations	0.00	500.00	EI Expense	1,565.62	1,732.69
Foundations	17,000.00	2,900.00	Total Wages & Benefits	65,796.64	72,285.73
Private	10,098.70	4,890.00	Programming Fees	0.00	9,694.77
Leadership	0.00	0.00	Technical Fees	0.00	50.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	1,141.57
Net Donations	27,098.70	8,290.00	Administrative Fees	1,156.00	1,169.00
Trent Student Memberships	109,057.16	106,559.70	Total Fees	1,156.00	12,055.34
Commercial & Non-profit	225.00	150.00	TOTAL PERSONNEL	<u>66,952.64</u>	<u>84,341.07</u>
Individual Memberships	600.00	640.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	109,882.16	107,349.70	Publicity & Promotions	773.05	588.75
Special Events	1,849.38	1,378.07	Equipment Rental	0.00	0.00
Special Events Expense	0.00	(40.21)	Line Rental	3,366.10	3,042.90
Net Special Events	1,849.38	1,337.86	Rental Other	20.00	0.00
Fundraising	210.00	145.00	Net Rentals	3,386.10	3,042.90
Fundraising Expense	0.00	0.00	Postage & Delivery	1,182.76	137.50
Net Fundraising	210.00	145.00	Office Supplies	123.32	420.22
TOTAL FUND RAISING	<u>139,040.24</u>	<u>117,122.56</u>	Telephone	995.08	822.31
			Utilities	3,046.16	2,990.06
EARNED REVENUE			Programming & Licence	1,897.94	1,362.99
ON AIR Sponsorship	0.00	500.00	Building R & M	3,302.36	1,204.28
ON AIR Sponsorship Expense	0.00	0.00	Building R & M Upper Apt	342.96	321.64
Net ON AIR Sponsorship	0.00	500.00	Technical R & M	12,307.87	6,338.03
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	15,953.19	7,863.95
Net Other Sponsorship	765.00	826.28	Professional Fees	75.00	150.00
Tape Sales	0.00	0.00	Insurance	3,591.44	3,757.70
Tape Sales Expense	0.00	0.00	Travel	0.00	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	828.55	428.32
Rental Income	7,695.00	7,470.00	Bank Charges	93.00	117.00
Net Misc Sales & Services	510.00	2,253.42	Mbanx Loan Interest	3,462.19	3,660.34
TOTAL EARNED REVENUE	<u>8,970.00</u>	<u>11,049.70</u>	Net Interest	3,462.19	3,660.34
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	22.58	45.43
Interest Income	1.57	35.92	HST Paid	5,398.74	3,005.68
Micellaneous Revenue	367.96	544.73	Bad Debts	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	Miscellaneous	1.91	(16.64)
TOTAL MISC REVENUE	<u>369.53</u>	<u>580.65</u>	TOTAL SUPPLY & EXPENSE	<u>40,831.01</u>	<u>28,376.51</u>
TOTAL REVENUE	<u>150,879.77</u>	<u>137,421.41</u>	TOTAL EXPENSE	<u>107,783.65</u>	<u>112,717.58</u>
			NET INCOME	<u>43,096.12</u>	<u>24,703.83</u>

SOIM Report Trent Radio BoD 19 June 2013
prepared by Kathleen Adamson

The 2013 summer season began on Monday, 29 April with broadcasting 7 days a week and 34 programmers and 37 programmes. Since then 4 new programmes and programmers have been added to the schedule, and one programme has been cancelled. As of 19 June there are 37 programmers and 40 programmes.

A printed Trout Rodeo guide has been printed and distributed at Trent Radio House. Downtown distribution begins this week.

One Radio Project day has come to a successful conclusion - Weird Music Day, on 12 June. Upcoming Radio Project Days include "Language Day" (scheduled for 05 July), "Radio on the Lawn" (26 July), with a third "Spoken Word" event day being discussed for 08 August.

The first Summer Social was held at John, Yvonne, and Iris' on Thursday, 16 May - a very pleasant event. The next one will be scheduled at a different outside venue, at a date TBA (likely sometime at the beginning of July).

As part of the SOIM's contract it was agreed that I create and organise a performance using Trent Radio facilities. As now devised, the project will be a one-act opera based on the life of Christina Mirabilis, and will be broadcast live on Trent Radio on 16 August. The opera will have a cast of about six people, with two female leads and a small male chorus, and the libretto for the opera will be taken partially from the Latin Life of Christina Mirabilis, and scored for cello, piano, violin, homemade percussion and sound loops.

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.

[end]

Subject: About your Radiometres Application
Date: Fri, 07 Jun 2013 09:26:52 -0400
From: Marie-Ève Laramée-Gauvreau <marie-eve@communityradiofund.org>
To: John K Muir <jkmuir@trentradio.ca>

Hi John,

It is my pleasure to inform you that the Community Radio Fund of Canada (CRFC) has approved your application for Trent Radio Kitchen Sessions. Congratulations!

Please read this message carefully as it contains important information.

The CRFC will announce all of the recipients in the following weeks. In the meantime, we ask that you not publicly announce this news because we want to first inform all of the applicants who will not be receiving funding.

It is important that you reply to this email to tell me that you are accepting this offer and that you agree to the proposed budget, timeline and project description before June 13, 2013.

Total Approved Budget:

The CRFC is pleased to provide a maximum of \$20,000 to your project. Here are the approved expenses:

- TRKS Project Manager Salary: \$15,200
- Workshop Leaders: \$500
- Workshops, Orientation session & Volunteer Expense: \$250
- Advertising & promotion: \$1,800
- EP production & distribution: \$2,000
- Production perishables: \$250

Timeline: Your project will start on August 26, 2013 and end on May 30, 2014.

Project Description: This description will be on our website: The Trent Radio Kitchen Sessions project comprises two concurrent and related programming initiatives. One element will be referred to as the Local Youth in Music (LYM) project, and is intended as an educational and production opportunity for musically-inclined local youth. The other project component is the production of seven collaborative live music radio broadcasts featuring a diverse collection of local musicians, including participants from the LYM project. Both initiatives will culminate with the promotion and distribution of the EPs and Local Music Compilation to over 50 Campus and Community Radio Stations across Canada, regional performance venues, restaurants and businesses who support local music.

Next steps...

You will soon be receiving by mail a Contribution Agreement that will explain the nature and details of this contribution as well as your obligations. *** It is very important that you read the entire agreement. *** Sign both copies and send them both back to us. Once we receive the two copies, we will send you 75% of the total funding and a fully signed copy of the agreement. Further details will be included in the agreement.

You will also be receiving these documents:

1. A letter to send to your MP.
2. A press release that you can send out to your members, listeners, contacts, and media.

Logos: Please send us an electronic copy of your logo (for the press release). We will also be sending you our logo in case you would like to post it on your website or relevant documents.

Even though your application is approved, I am available to provide feedback on your application, comments from the jurors and tips on how to improve your application.

If you have questions or concerns, please do not hesitate to contact me. I will be happy to help.

Once again, congratulations!

Marie-Ève

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Marie-Ève Laramée-Gauvreau - Program Officer / Agente de programmes
Community Radio Fund of Canada / Fonds canadien de la radio communautaire
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Quotation

Date	Quotation #
20/05/2013	00144

Customer Name/ Address	
Trent Radio Attn: John Muir, GM 715 George Street North Peterborough, ON K9H 3T2	
Service Location	

Customer Contact Information	
Phone	(705) 741-4011
Cell	cell (705) 930-4000
Fax	
E-mail	jkmuir@trentradio.ca

Item	Description	Total
Tree Maintenance	Pruning & Removal	3,000.00
Tree Removal	manitoba maples @ back of lot	0.00
Tree Removal	scorched austrian pines	0.00
Tree Pruning	prune scorched branches	0.00
Tree Removal	invasive around foundation	0.00
Tree Removal	dead tree on George St	0.00
Tree Pruning	cut back other trees on George St	0.00
Tree Pruning	for clearance to roof and stairwell	0.00
Hedge Trimming	cut back and trim cedars @ Parkhill entrance	0.00
Tree Pruning	raise canopy on norway maples	0.00
Tree Maintenance	remove vine to clear Trent Radio sign	0.00
Stump Removal	grind stumps	1,000.00
Site Cleanup -Full	clear site of all wood, brush & debris resulting from above mentioned work. HST (ON) on sales	0.00 520.00

Terms

Please review this quote. Feel free to contact us with any questions. Thank you.

Subtotal	\$4,000.00
GST/HST	\$520.00
Total	\$4520.00

I certify I am authorized to order the work and accept the terms and rates listed above

GST/HST No. 835823535

Signature _____