

TRENT RADIO BoD AGENDA
04 September 2013 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 19 Jun 2013
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a) SOIM Report (Kathleen Adamson) *
 - b) Financial Statements to 31 June 2013 - subject to Financial Review. *
 - c) General Manager's Report (John Muir) *
06. Any Other Business.
07. Request that the date for this year's AGM be set on 11 Nov 2013.
Next Board Meeting 25 Sep 2013? Should include PD, PM & LCPM reports.
08. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 19 June 2013 at 7:30 pm.**

P R E S E N T: Andrew Culkeen, Shannon Culkeen, Wes Grist, Jesse Louro, and Caileigh Morrison.

R E G R E T S: Yolanda Ajak and Steve McNabb

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 7:38 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 17 April 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 May 13 (subject to Financial Review); the Summer Operations and Information Manager's Report (Kathleen Adamson); and the General Manager's Report. Discussion followed.

It was particularly noted that;
 - a) we're borrowing \$50,000 over the summer to pursue equipment upgrades and exterior property repairs and maintenance over the course of the fiscal year, and
 - b) the SOIM special project and the Trent Radio Kitchen Sessions project look very exciting.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 Tues, 03 September 2013 at 8pm.
08. There being no further business, the meeting was adjourned at about 7:55pm.

Caileigh Morrison, Chair

Andrew Culkeen, Secretary

**Summer Operations Manager's Report 2013 for BoD 130904
prepared by Kathleen Adamson - SOIM 2013**

Overview: Programming began on 29 April and ran until 16 August. Starting with 31 programmes and 34 programmers, 3 programmes and 3 programmers were subsequently added, and another 3 dropped out. Broadcast hours were from 17h-24h Sunday-Friday, 08h-22h on Saturdays, for a total of about 54 hours a week. Office hours were 10h-15h & 16h-18h weekdays, with Studio A open for prerecording by appointment.

We had 10 operators scheduled (3 on Monday), covering the broadcast week for most of the summer.

Several "subcategory 36" shows prominently featured radio art, electronic music, and audio experiments. Shows with a literary bent, and there were a number of programmes that began with or developed a literary focus were also popular. As always, the "geek population" was represented with some solid offerings.

Formal social activities included an operator's social at the beginning of the summer at John Muir's house, and an end-of-summer social, hosted by myself.

Event Days: Three "radio day" events took place this summer; Weird Music Day (12 Jun), and Spoken Word Day (12 Aug). Weird Music Day (12 Jun), a popular event day begun by Matt Jarvis three years ago, provides a chance for programmers to try something new; "Glistening chariots, strange barking sounds, Croatian alleles of sound - all of the above and more are welcome". Radio on the Lawn (26 Jul) was a relatively quiet, but enjoyable, day of music, and it allowed Trent Radio regulars to meet and greet a few excellent local musicians. The a prompt sheet document of how to organise the event has been drafted, with a list of media contacts and some suggestions for planning future "Radio on the Lawn" event days. Spoken Word Day (12 Aug) at the end of the summer, was designed to take advantage of the literary direction many of our summer shows had this season - it featured a good deal of pre-recorded content.

Special Performance Project: To fulfil my employment obligations to present & produce a performance project, I wrote and staged a short opera, "*Christina Mirabilis*". The performance included Bennett Bedoukian, Jacob Quinlan, myself, and Charity Justrabo in the title role. Anthony Gulston recorded the performance, and it will be kept in the Trent Radio archives. The performance took place at Sadleir House on Sun 25 August, in front of an audience of about 35.

General Comments: I was very pleased with the commitment of both executive producers and programmers. The schedule was consistent throughout the summer, and absences almost always accounted for well in advance. We had several new first-time operators this summer who conscientious, reliable and admirable. Jess Grover and Abram Hawkins, have expressed a keen interest in continuing as Operators in the fall season. The high standard of the summer schedule was also due to the work of a few excellent fill-in operators - Wes Grist and Anthony Gulston dependably volunteered to take over full shifts or partial shifts, and always in the best of humour.

Statement of Performance: It is my opinion that Trent Radio's 2013 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"

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Content Category Stats prepared for BoD 130904

prepared Kathleen Adamson - SOIM 2013 / JKerr - PD

Content Category	CRTC Required	TRadio Required	Summer 2013
Category 1 - Spoken Word	Min 15% of all programming*	Min 25% of all programming	25%
SubCat 11- News			-
SubCat 12 - S/W Other			39.44hrs
Category 2 - Popular Music		max 60% of all music	57.13hrs
			36%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		19.00hrs
			49.7%
SubCat 22 - Country & C'try Oriented			11.50hrs
SubCat 23 - Acoustic			24.13hrs
SubCat 24 - Easy Listening			2.50hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	57.94hrs
			37%
SubCat 31 - Concert			5.06hrs
SubCat 32 - Folk & Folk Oriented			13.69hrs
SubCat 33 - World Beat & International			11.19hrs
SubCat 34 - Jazz and Blues			7.69hrs
SubCat 35 - Religious			3.63hrs
SubCat 36 - Audio Art			16.69hrs
Total Category 1			631hrs
Total Category 2			914hrs
Total Category 3			927hrs
Total Category 1, 2, and 3			2472hrs
Broadcast Weeks this Season			16
Regular Programming (avg hrs / week)	Min 42 hours	Min 42 hours	25hrs
"Hits" Played	no spec	Max 5%	< (TR)Max
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max

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

ASSETS	@ 31Jul13	@ 31Jul12	...	LIABILITIES	@ 31Jul13	@ 31Jul12
CURRENT ASSETS				CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00		Accounts Payable	36,145.17	33,298.30
Boost & Freq Acct	0.00	0.00		Contract Obligation	0.00	0.00
General Funds Montreal	3,771.69	7,868.31		Deferred Income	870.00	850.00
ING Savings	51.37	50.89		Accrued Liabilities	0.00	0.00
Cash In Bank	3,823.06	7,919.20		Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00		CPP Payable	(0.00)	(0.00)
Petty Cash: Admin	(187.25)	(2,283.66)		UIC Payable	0.00	0.00
Petty Cash: Summer Admin.	100.00	44.73		Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00		Receiver General Net	0.00	0.00
Accounts Receivable	1,762.00	2,629.80		Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	(278.80)		Other Withholdings Net	0.00	0.00
Receivables Net	1,762.00	2,351.00		TOTAL CURRENT LIABILITIES	<u>37,015.17</u>	<u>34,148.30</u>
Student Levy Receivable	0.00	(0.00)				
Prepaid Expenses	1,092.74	734.69		LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>6,590.55</u>	<u>8,765.96</u>		CO Long Term Loan	51,522.46	53,895.55
				Deferred Contribution	0.00	4,252.88
FIXED ASSETS				TOT. LONG TERM LIABILITY	<u>51,522.46</u>	<u>58,148.43</u>
Land	10,000.00	10,000.00		TOTAL LIABILITIES	<u>88,537.63</u>	<u>92,296.73</u>
Buildings	126,736.77	125,645.18				
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	396,120.66		Net Retained Surp/(Def)	(45,200.19)	(43,977.10)
Accumulated Depreciation	(342,928.34)	(342,928.34)		Current Surplus/(Deficit)	19,512.72	13,638.65
TOTAL FIXED ASSETS	<u>56,259.61</u>	<u>53,192.32</u>		TOTAL NON-SHARE EQUITY	<u>(25,687.47)</u>	<u>(30,338.45)</u>
TOTAL ASSETS	<u><u>62,850.16</u></u>	<u><u>61,958.28</u></u>		LIABILITIES AND EQUITY	<u><u>62,850.16</u></u>	<u><u>61,958.28</u></u>

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

	01Sep-31Jul13	01Sep-31Jul12	EXPENSE	01Sep-31Jul13	01Sep-31Jul12
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	5,421.00	5,560.00	Programming Wage	36,466.56	25,752.30
Provincial Grants	0.00	6,168.50	Technical Wage	0.00	18,806.30
Municipal Grants	2,500.00	2,500.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>7,921.00</u>	<u>14,228.50</u>	Administrative Wage	39,453.89	38,134.07
FUND RAISING			Benefits	1,486.69	1,048.00
Corporations	0.00	500.00	CPP Expense	3,334.87	3,687.79
Foundations	17,000.00	8,345.00	EI Expense	1,979.76	2,146.91
Private	10,648.70	5,710.00	Total Wages & Benefits	82,721.77	89,575.37
Leadership	0.00	0.00	Programming Fees	0.00	9,694.77
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	50.00
Net Donations	27,648.70	14,555.00	Publicity Fees	0.00	1,697.40
Trent Student Memberships	109,057.16	106,559.70	Administrative Fees	1,260.00	1,273.00
Commercial & Non-profit	225.00	150.00	Total Fees	1,260.00	12,715.17
Individual Memberships	600.00	640.00	TOTAL PERSONNEL	<u>83,981.77</u>	<u>102,290.54</u>
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	3,899.60	3,754.75
Net Special Events	1,849.38	1,337.86	Rental Other	20.00	0.00
Fundraising	210.00	145.00	Net Rentals	3,919.60	3,754.75
Fundraising Expense	0.00	0.00	Postage & Delivery	1,278.24	200.92
Net Fundraising	210.00	145.00	Office Supplies	153.25	801.21
TOTAL FUND RAISING	<u>139,590.24</u>	<u>123,387.56</u>	Telephone	1,200.94	1,010.87
EARNED REVENUE			Utilities	3,731.65	3,572.23
ON AIR Sponsorship	0.00	500.00	Programming & Licence	2,077.94	1,762.99
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	8,264.06	1,361.57
Net ON AIR Sponsorship	0.00	500.00	Building R & M Upper Apt	3,000.66	321.64
Net "RADIO PAPER"	0.00	0.00	Technical R & M	12,976.16	7,137.92
Net Other Sponsorship	855.31	826.28	Net Repair & Maintenance	24,240.88	8,821.13
Tape Sales	0.00	0.00	Professional Fees	75.00	150.00
Tape Sales Expense	0.00	0.00	Insurance	3,591.44	3,757.70
Net Tape Sales	0.00	0.00	Travel	498.96	503.38
Rental Income	9,405.00	9,130.00	Volunteer Expense	859.09	512.82
Net Misc Sales & Services	(833.17)	1,528.48	Bank Charges	111.00	141.00
TOTAL EARNED REVENUE	<u>9,427.14</u>	<u>11,984.76</u>	Mbanx Loan Interest	4,569.24	4,645.68
MISCELLANEOUS REVENUE			Net Interest	4,569.24	4,645.68
Interest Income	1.93	36.15	Depreciation	0.00	0.00
Micellaneous Revenue	367.96	544.73	GST Paid	22.58	45.43
Amortisatn Dfrd Contribtns	0.00	0.00	HST Paid	6,709.01	4,000.29
TOTAL MISC REVENUE	<u>369.89</u>	<u>580.88</u>	Bad Debts	0.00	0.00
TOTAL REVENUE	<u>157,308.27</u>	<u>150,181.70</u>	Miscellaneous	1.91	(16.64)
			TOTAL SUPPLY & EXPENSE	<u>53,813.78</u>	<u>34,252.51</u>
			TOTAL EXPENSE	<u>137,795.55</u>	<u>136,543.05</u>
			NET INCOME	<u>19,512.72</u>	<u>13,638.65</u>

Operations Report for the Board of Director's Meeting 04 September 2013

Prepared by John K Muir

a Financial Statements to 31 Jul 2013 - please see attached. Please note that;

- a) Summer Financing at 31 August 2013 was \$50,000 as was anticipated at the 19 Jun 2013 Meeting.
- b) the YE13 Financial Review is will start directly after the August 2013 reconciliation is complete (17Sep13)

b General Manager's Report

- i. Local Content Management Project: A full report will be presented at the next BoD Meeting scheduled 25 Sep 13.
- ii. Much needed Exterior Work was completed:
Upper deck of the exterior stairs were repaired - \$2,710.02.
Exterior wood surfaces were prepared and painted - \$2,593.35
Extensive tree & hedge removal or pruning - \$4,520.00
- iii. Shutdown & Clean-up: Went well. Our main distribution amplifier coincidentally failed while this was happening, but has been replaced.
- iv. Personnel: My sincere thanks to Kathleen Adamson for her work the SOIM 2013. We're very happy to welcome back James Kerr & Jill Staveley. The PD employment terms include a CPI increase with pay rate of \$15.01/hr at 32hours/wk for a minimum of 40 weeks. In addition to other operational responsibilities the Production Manager (AGM & RRFGM) will take the lead on the upcoming "Trent Radio Kitchen Sessions" (TRKS). The latter is funded by the Community Radio Fund of Canada (CRFC) - see attached press release and timeline details below. Employment terms are \$963.87 fortnightly for forty weeks, based on 20hours/wk for TRKS work and another 8 hours/wk to cover other duties. Trent Radio has also paid for a health & drug plan (01Sep13-31Aug14) the cover the PD & PM and their respective families - \$1396.82
- v. Community Radio Fund of Canada: Radiometers "Trent Radio Kitchen Sessions" grant award.
Budgetary: The CRFC will provide funding of up to \$20,000 for the following expenditures;

Expenditure	CRFC	TRadio
TRKS Project Manager: \$16.55/hr 20hr/wk 40wks + statutory & health benefits	15,200	
Workshop Leaders: 7 x \$150	500	550
Hospitality: workshops, orientation session) & Volunteer Expense	250	50
Advertising & promotion: "Exclaim" is \$500, local postering	1,800	240
EP production & distribution: duplication, mailers, postage, printing	2,000	
Production perishables: cdrs, usb sticks, headphones, pens, pencils, notebooks	250	
Adobe: CS6 Design & Web Prem Win ESD (from techsoupcanada.ca)		160
Allowance for Staff & Volunteer Participation		10,000
Allowance for on-air publicity		1,000
Sub-Totals >	\$ 20,000	\$ 12,250
Grand Totals >		\$ 32,250

Timeline: The project is to run from 26 August 2013 to 30 May 2014

Activity	Date
Initiate, Organise and Promote all aspects of The Kitchen Sessions Project, Call for Participants, and Application Deadlines -fill out & submit relevant Radio Broadcast Programme Proposals to PD; create Local Youth in Music (LYM) application form and determine process for LYM project submissions and selection; Call for applications for LYM; General Call for Local Musicians to participate in Kitchen Music Sessions; prepare and deliver a comprehensive calendar for activities to GM & PD; Begin to Curate LYM Workshops (topics, dates, workshop leaders).	26 Aug -20 Sep 2013
Production of Fortnightly Radio Broadcasts. WK1a = LYM Workshop Sessions, WK1b = The Kitchen Sessions.	Sep 2013 -Apr 2014
Selection of participants for Local Youth in Music Program. Confirmation of interest/ability to participate, and orientation workshop session.	28 Sep 2013
Post Production of Radio Broadcasts for inclusion in Trent Radio Archives, as well as inclusion of select performances in Trent Radio Kitchen Sessions Compilation (digital & cdr formats) for national distribution.	Oct 2013 -May 2013
Monthly LYM "story meetings" to explore workshop topics, and work on production of individual EP packages.	Oct 2013 -Apr 2013
Studio Recordings of the LYM EPs (group and independent work under the direction and supervision of the Project Manager)	Dec 2013 -Feb 2014
Post Production, Mixing and Mastering of the LYM EPs	Feb -Mar 2014

Creation of support material for both LYM EPs & Kitchen Sessions Compilation (artwork, layout & design, promotional materials, media releases etc); design and initiate web presence	Mar -Apr 2014
Hardcopy production of LYM EPs & Kitchen Sessions Compilation	Apr 2014
National distribution and promotion of LYM EP & Kitchen Sessions Compilation to Campus and Community Broadcast Facilities; Upload content to trentradio.ca, and other relevant web locations.	May 2014
Prepare and submit all relevant production material for inclusion in Trent Radio Archives	May 2014
Prepare and submit final report(s) for Trent Radio Board of Directors and CRFC	May 2014

The **purpose** of the project is to undertake 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.

- vi. TIP & TWSP AY13-14 grants: TIP money for one position has been received, and TWSP has confirmed a \$5,000 contribution.

[end]



CFFF 92.7 FM receives funding for “Trent Radio Kitchen Sessions”

Peterborough, Ontario August 27, 2013 – Trent Radio (CFFF), Peterborough’s community-based radio broadcast facility, is pleased to announce that it received \$20,000 under the Community Radio Fund of Canada’s (CRFC) *Radiometres* program. 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 will be an educational and production opportunity for a handful of musically-inclined local youth. Participants will be selected via an application and interview process in early September. Application forms are available at Trent Radio House, and can be downloaded at www.trentradio.ca. 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 EPs produced by LYM participants and Local Music Compilation featuring performances from the Kitchen Sessions to over 50 Campus and Community Radio Stations across Canada, regional performance venues, restaurants and businesses who support local music.

“For the second time, the CRFC is pleased to invest \$1,000,000 in Canada’s community radio sector through *Radiometres* to enable stations to better meet the needs of their communities,” says CRFC President, Jean-François Côté. “Whether it is by improving their programming, training volunteers or enabling the community to participate in their activities, campus and community stations strive to remain relevant and play an active role in their communities,” he adds.

Established and operated by the students of Trent University, Trent Radio is designed with the production of exceptional radio in mind. Its aims and objectives include producer-oriented programming and broad community participation for the production of creative local radio. Trent Radio’s programmers are by definition amateurs – that is, we do radio for the love of it.

Trent Radio is honoured, once again, to receive funding from the CRFC. After recently completing a successful Local Content Project, also funded by the CRFC, and managed by local musician and independent music producer, Matt Jarvis, we look forward to implementing our Local Youth in Music Project, and monthly Kitchen Sessions Live Radio Broadcast to keep the Local Content momentum going. This project will also welcome Jill Staveley (Trent Radio’s Production Manager/Assistant General Manager, among other things) back to work after a year off to enjoy her second maternity leave in just under 4 years.

“We are excited to have Jill back at Trent Radio house, and we are really thrilled to have her experience and passion for music as a performer and audio engineer at our fingertips to lead the CRFC *Radiometres* project this year” said James Kerr, Programme Director at Trent Radio. “Jill has spent the past 4 years balancing her time and energy between being a mother, her work at Trent Radio and her role as

Assistant Coordinator at Rock Camp 4 Girls Peterborough. It really hasn't left her much time for being involved in creative and production projects in the same capacity as she used to. The LYM & Kitchen Sessions will undoubtedly offer Jill the opportunity to re-visit her passion for music creation and production, and complement her unwavering commitment to creating performance and artistic opportunities for community members, especially youth, in Peterborough. Trent Radio will also see the fruits of her labours in the form of new and unique content for addition to Trent Radio's Local Content Archives, and for broadcast at 92.7 CFFF FM."

The CRFC supports the 170 licensed campus and community radio stations across Canada. With *Radiometres*, the CRFC wishes to support high-quality music and spoken word programming and volunteer and diverse community participation in station's activities.

For more information about CFFF and "Trent Radio Kitchen Sessions", please visit www.trentradio.ca.

For more information about the CRFC and all of its recipients, please visit www.communityradiofund.org.

-30-

For further information, please contact:

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