

TRENT RADIO BoD AGENDA
30 September 2013 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 04 Sep 2013
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a) Local Content Management Project (LCMP) Report: (Matt Jarvis) *
 - b) PM/RRFGM/AGM Report: (Jill Staveley) *
 - c) Programme Director's Report: (James Kerr) *
06. Any Other Business.
07. Next Board Meeting 28 Oct 2013? Should include Nominating Committee reports.
08. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 04 September 2013 at 7 pm.**

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

R E G R E T S: Yolanda Ajak, Shannon Culkeen, 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 7:15 pm, with Caileigh Morrison acting as Chair, and Andrew Culkeen acting as Secretary. 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 19 June 2013 were approved as presented.
03. Business Arising: none
04. Committee Reports: none
05. Operations report
 - a. SOIM report (K Adamson) (attached) was delivered and reviewed.
 - b. Financial statements to 31 July (John K Muir) (attached) were presented, reviewed and discussed.
 - c. General Managers report (John K Muir)(attached)
The General Manager's Report was presented reviewed and discussed with attention paid to building repairs and maintenance.

UPON A MOTION duly made, seconded and carried unanimously, the Operations Report was approved
06. Other Business
There was some discussion making technical upgrades in the spring of 2015 or 2016.
It was decided that negotiations to renew the General Manager's contract will take place after the AGM,
07. Next BoD meeting is scheduled for Monday, 23 September 2013 at 7:00pm, and should include LCPM, PD & PM reports.

The date the next AGM was set for 10 November. The Board Meeting schedule for just prior to the AGM will begin at 10:30am.
08. There being no further business, the meeting was adjourned at about 7:40pm.

Caileigh Morrison, Chair

Andrew Culkeen, Secretary

LCMP Final Report.

The Local Content Project at CFFF successfully achieved, if not surpassed the initial expectations of the radiometers grant. This report will break down achievements in reference to the original "end result indicators" found within the grant proposal itself.

Trent Radio proposed the following end result indicators:

- a) *The creation of efficient and easily sustainable systems to maintain Trent Radio's Local Audio Collection and Database, including Radio Free Peterborough submissions, which will rely primarily on the support and participation of volunteers.*

Trent Radio's local audio archive has become an entirely digital resource. From our base point of a DOS filename search of a set of directories and a shelf in the broadcast studio dedicated to local music, the Local Archive is now housed in a graphic interface digital content management system (CMS) using Drupal - a free and open-source content management framework. Artists can be browsed by name, year and genre, as well as searched for in a standard search bar format. Drupal is a community of interest developed CMS that is widely used from local radio stations to the White House. Documentation on Drupal is extensive and easily accessible so in the event that the major parties associated with the archive's development were to disappear, work could be continued. All software choices and administrative developments within our project were selected with a similar philosophy in mind. Everything used is a standard in the audio archiving community and is constantly being improved upon and talked about on relevant internet forums. The other stipulation to the development of this archive was that all digital materials were free. Every tool used in this project, including Drupal, is free. The intake guide attached to this document lays out the steps by which a piece of local audio can become part of both the RFP (Radio Free Peterborough) and Trent Radio archives. Most of the steps are straightforward and could be accomplished by an onscientious volunteer. The remaining duties could easily be absorbed by current Trent Radio staff or delegated to a dedicated individual willing to work a few hours per week.

- b) *an update of the Local Audio Collection Database to accurately reflect all local materials housed in Trent Radio's main Archives,*
- c) *the preparation, and ingest of local material acquired since January 2008 to the Radio Free Peterborough system*

Radio Free Peterborough's count at the start of the project was approximately 4000 tracks. As of this document, both RFP and TR have mirrored collections of 9081 audio tracks. This is an increase of approximately 400 albums, including 71 digitized cassettes.

Every track is tagged to include the following information:

Call #, Track, Title, Artist, Album, Genre, Label, Year.

Every item with a visual component (album art) has had its front cover scanned at hi resolution and associated with the album in the database.

- d) the development and implementation of quality control and feedback measures to ensure high standards, for example, a system to fault report malformed audio tracks, or a method for a local artist to find out when their material was broadcast;*

One reason the Drupal CMS was chosen was its seemingly endless functionality. Both of these functions can be added to the "Local Content" site after it has been thoroughly tested for its current functionality over the following year. As the project developed, we determined that a basic easily searchable database would be our goal, but that the database must include room for further development. Other function ideas have included a graphic calendar of local concert listings, blog posts by local artists, a digital archive of scanned concert posters linked to the respective artist's page. **Right our quality control has manual solutions.**

- e) the development and implementation of procedures to renew outreach and ingest initiatives within the Peterborough area to ensure local artists and performance venues are aware of Trent Radio's goals and related services, and new material is added in a timely fashion;*

During the course of this project we have had an article in the Peterborough Examiner, numerous mentions in local blogs, a poster initiative explaining the project and its goals (posted in relevant local businesses) , and a promotional radio piece broadcasting at least 3 times daily. Meetings were arranged with local venue owners and sound technicians to explain the project and how the community could help. As was previously stated, the collection has grown by approximately 400 albums in 8 months. As of this document the understanding is that we have only seen the tip of the iceberg.

- f) The introduction of a high-quality locally reflective radio series that will feature and promote members of Peterborough artists community, which is to continue on after the end of the grant period.*

During the course of this project seven interviews were taken from local music groups, promoters, students, even a ethno-musicologist. These interviews have been broken into 60 min programs including a mix of the interview and relevant local audio. The series is titled PTBO Locals.

[end]

PM/RRFGM/AGM Report - September 2013
Prepared by Jill Staveley
Goals & Plans for the 2013/2014 Broadcast Year.

INTRO: This year has truly started off with a bang. The CRFC funded Kitchen Sessions project is underway, all of our student staff positions for the Fall are filled and training is in progress. We have already secured Sponsorships with a handful of locally owned businesses. Matthew Jarvis has completed the Local Content Project goals and contract, and has agreed to keep working on the project on a part time basis throughout the upcoming year. Most importantly, I have finagled to actually make it to Trent Radio twice a week without a baby strapped to my person. So far, it has been a very busy year, and I'm happy to be back in the throes of making Trent Radio a valuable part of our community.

STUDIOB (OWSP): We have just hired Mike Lobovsky as our StudioB trainer. He is a first year Trent student who has experience as a musician, guitar teacher, and some experience as a sound technician. His training commenced on Thursday September 26th, and we hope to have StudioB up and offering services to our programmers and volunteers by Monday October 7th at the latest. I am looking forward to working with Mike this year, and the possibility of having a returning StudioB trainer in the house for at least part of his University career..

INCOMING MUSIC ARCHIVIST (OWSP): Calla Durose-Moya, another first year student, has been successfully working in our archives for 2 weeks now. She has picked up the process very quickly, and her interest in independent music makes her an excellent fit for this position. I am, once again, excited about the fact that we were able to find a mature and capable first year student for this position. The stability that a returning archivist can offer to Trent Radio, truly affects the success of our archiving systems and increases the capacity for promoting and enhancing visibility of our unique archive materials to our programmers and volunteers.

INCOMING MUSIC ARCHIVIST ASSISTANT (OWSP): We have not yet interviewed for this position.

SPOKEN WORD ARCHIVIST (TIP): We are so fortunate to have Cherlese Ruan back with us this year. She is a capable woman who has excellent organisational skills, and the capacity to work in a self-directed manner, while maintaining exceptional communication with me. I am grateful for her work, and for her dedication to the Spoken Word project at Trent Radio, and look forward to expanding her role her once the Spoken Word project is completed. She has prepared a projected work plan that details the final steps to be completed (including training me) over a 6 week period. After that time, we will work together to find a suitable role for the remainder of her contract this year.

SPONSORSHIPS: We are well underway with sponsorships so far this year. I also have some (small) ideas about increasing our connection with our sponsors, including creating "Proud Sponsor of Trent Radio" stickers that sponsors can post in their establishments, along with creating event based opportunities for our current sponsors to be involved with us more actively throughout the year. Our current (and close to being current) sponsors this year are: The Pig's Ear Tavern (\$250), St. Veronus (\$250), Black Honey (\$500), Sam's Place (\$500), Renegade Apparel (\$500 In Kind), and Sadleir House (On-going, In Kind).

My goal is to streamline the sponsorship process, and to have it be an annual task in September where renewal is simple and desired by our sponsors. In order to ensure this, I feel that we need to be more involved with our sponsors, and take the time to recognise them

outside of simply airing our acknowledgement at prescribed times throughout the broadcasting week. Maybe this is the role that the "Sponsorship Committee" could work on developing and implementing. I would be happy to meet with the committee at some point before the AGM to discuss this further.

CRFC Radiometres, Kitchen Session Project: We were successful in our grant application to the CRFC Radiometres program for a 2 part project operating under the title of Trent Radio Kitchen Sessions this year.

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. 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.

We produced our first broadcast of the project on Friday September 20th with a Round Table discussion featuring Dave Tobey, Andrea Forsell and John Hoffman, members of our arts community with unique perspectives on the Local Music Scene. We have also completed our application and interview process for our Local Youth in Music project, and will be working with 6 musically inclined youth.

The on-air portion of the project will be produced and aired Fridays fortnightly (wk1) from 1500 - 1620. Activities completed to date, and some projected goals for the fall:

SEP.16 - LYM Application Deadline

SEP.20 - Round Table Discussion

SEP 24/25 - LYM Interviews

SEP 26 - Confirmation of Selected LYM Participants

OCT 4 - LYM WORKSHOP#1: Song writing with Chris Collins

OCT 18 - Kitchen Sessions #1: Grainne Ryan, Kendall Sullivan, Carling Stephen

NOV 1 - LYM WORKSHOP#2: Web Based Media with Matt Jarvis

NOV 15 - Kitchen Sessions #2: Jos. Fortin, Kelly Pineault, Graeme Kennedy, Susan Newman

NOV 29 - LYM WORKSHOP #3: Recording with Aaron Holmberg & James McKenty (TBC)

DEC 13 - Kitchen Sessions #3: The Medicine Line (feat. Matt Watson, Benj Rowland, Diamond Dave, Adam DeMarsh & Bruce MacPherson) - Entre Season Open House????

OTHER PROJECTS: We will be offering a Community Radio Workshop Session during Reading Break in February, and I also hope to deliver some live performance activities within the community to promote our activities, and possibly generate fundraising revenue.

[end]

Programme Director's Fall 2013 Report to the Board

for BoD Meeting 30Sept13 prepared by James Kerr / 25th Sept 2013

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 2013 - Activities

- Mon 02 Sep Trent Radio published an article in the Arthur Newspaper aimed at attracting first year students to programming, and introduced the Programme Proposal Workshops
- Tue 03 Sep Pre-Season began & TIP & OSWP positions began
- Mon 09 Sep Trent Radio published an article in the Arthur Newspaper aimed at attracting returning students to programming
- Tue 10 Sep Clubs & Groups Day on campus
- Tue 10 Sep Programme Proposal Workshop held at the Peterborough Public Library
- Wed 11 Sep Programme Proposal Workshop held at Sadleir House
- Wed 11 Sep Programme Proposal Workshop held at Lady Eaton College at Trent University
- Thu 12 Sep Co-op Interviews began
- Thu 12 Sep Programme Proposal Workshop held at Trent Radio House
- Fri 13 Sep Programme Proposal Deadline & Programming Committee Meeting
- Mon 16 Sep Fall 2013-14 Broadcast Season began and Co-op placements began
- Mon 16 Sep Trent Radio continues publishing articles in the Arthur Newspaper

Fall 2013 so far (compared with Fall 2012 this time last year and previous):

Fall13	Fall12	Fall11	Fall10	Fall09	Description
84	80	96	83	69	Regular scheduled programmes from
101	102	106	86	89	Programmers, comprised of
44	56	48	36	50	TrentU students
57	46	58	50	39	Community Members
7	-	-	-	-	Community Mem. Part-Time Trent U
23	-	-	-	-	Community Mem. Alumni Trent U
10	-	-	-	-	Community Mem. High School Students
4	0	7	5	6	TrentU & Community Groups

Encouraged by a perceived rise in High School student and Part-time Trent University Student participation, for the first year this chart includes the sub-division of Community Members into Part-Time Trent University Students, Trent University Alumni and High School Students.

There are currently no unscheduled programmers in the broadcast schedule – everyone got a spot.

Trends so far:

- **Young Programmers:** The participation of young people at Trent Radio is increasing. We seemed to have an usually high rate of High School student participation this year, enough to encourage me to begin tracking how many of our programmers are High School students, rather than only counting them as community members. Also, now that we have put an entry on the programme proposal – the application for programming – asking Trent University students what year they are in for their studies, I have better been able to track the increase in first-year student participation. Talking with the High School students and first year University students getting involved in Trent Radio, they tell me that what drives their interest forward is that they want to do “something real”, that the majority of their entertainment is on one central computer device, and the radio represents something to them new and exciting outside the normal paradigm of how they interact with technology. Radio is not “old” or “outdated” but instead is new and interesting.

- **Personal Reflection Programming:** The most common topic for a radio programme this year is for the programmers to celebrate themselves. The programmers of the “Man Show” celebrate being male in University, the “All Girl Power Hour” celebrates being a High School girl, the “Geeked Mind” celebrates being a geek, the “TISA Hour” celebrates being an international student at Trent University, and so on. Programmers this year seem more interested in exploring their own personal identities on the air, rather than exploring some external topic like politics or history.

Operators Fall 2013

Atticus Bakowsky	Geoff Barnes	Bennett Bedoukian
Shannon Culkeen	Wes Grist	Jess Grover
Sable Guttman	Abram Hawkins	Leah Hawkins
Caileigh Morrison	Sara Ostrowska	Alissa Paxton
Matthew Poppleton	Pat Reddick	Brett Trimbee

Operators are usually drawn from trusted Programmers from the past year or just the past summer, and from Executive Producers of the previous summer season. First time Operators this year include Brett Trimbee, who was a programmer in the past year, Sara Ostrowska – also a programmer in the past year - and Geoff Barnes, who has no programming experience but was attracted to Operating by an article about it published in the student newspaper The Arthur. This is also the first time Operating for Atticus Bakowsky, our former High School Co-op student. Leah Hawkins joins her brother Operating, who was an Executive Producer over this past summer season. Jess Gover was also a summer Executive Producer, and this will be her first time Operating in the regular season.

Ontario Work Study Jobs 2013/14

PD Assist. & Trout Rodeo Editor – Allie Matteson	Music Archivist – Callista Durose-Moya
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: There is a full Co-op schedule this season. Brooke Piper from Adam Scott CVI opens the door at 8:45am in anticipation of the 9:00am start of the live broadcast day. Brooke makes coffee, cleans, and prepares the space for the arrival of programmers as she sorts the Smooth Operator binder of community announcements, in anticipation of the 11:00am Smooth Operator programme which she hosts. Brooke leaves at 11:30am after she has completed the Smooth Operator programme. At noon, Nader Nadernejad from Lakefield Secondary School arrives to be the afternoon Co-op student, and like Brooke in the morning he checks the emails of psa@trentradio.ca for more community announcements and maintains the public service announcement binder to prepare for Smooth Operator at 2:00pm, and he leaves at 3:00pm. The 2:00pm Smooth Operator is a more likely time for interviews to be booked with touring bands and other interesting people coming through Peterborough, and Nader looks forward to interviewing regularly.

Goals for Fall 2013:

Goal no 1 Student Clubs & Groups Integration: Trent Radio always seeks to maximise student involvement and to have diverse programming. The involvement of Trent University Clubs & Groups is a good way to accomplish both of these goals at once. We have enjoyed a healthy relationship in the past with some student groups – the Trent Anthropology Society, the Trent Philosophy Society, the Trent International Student Association, and of course the student newspaper, the Arthur, each of whom have a weekly programme on Trent Radio during this schedule, and have been involved continuously for several years. During Clubs & Groups Day (this year Tue 10 Sep) all the Clubs & Groups of Trent University meet on Symons campus in an effort to entice students into participation. There I hand out pamphlets aimed at other Clubs &

Groups in an effort to get them involved with Trent Radio, if only to get public service announcements concerning their upcoming events. From this process we gained a weekly programme from the Trent South Asian Society and the Seasoned Spoon. Continuing on from this year my goal is to increase the compliment of Trent University Clubs & Groups. This has been done in the past by throwing an Event Day – a day where the regular broadcast schedule is swept aside for special programming – of a “Clubs & Groups Day”, positioned around the same time student groups are campaigning for a referendum question through the Trent Central Student Association during spring elections. This has brought the Trent Politics Society, the Trent Undergraduate Music Society, the Ontario Public Interest Research Group, the Anne Shirley Theatre Company and the Trent Pre-Med Society on the air for the past event, and hopefully this time we can bring them, or like Clubs & Groups, into a more permanent relationship with Trent Radio.

Goal no 2 Community Integration: From several years of workshops and events targeted at outreach to community groups, we now receive a good stream of public service announcements and book occasional interviews from a number of non-for-profit organisations around Peterborough. However, I would like to strengthen this relationship and try to work some of these organisations – such as Telecare Peterborough, Public Energy, the Canadian Canoe Museum, and others, into a greater relationship with Trent Radio; more interviews, more announcements. Hopefully this will lead to more weekly programming with community groups, to strengthen our ties with the Peterborough community.

Goal no 3 Radio Drama: This year there is much interest from students in community members who would like to be involved in a radio drama production. From the sign up sheet put on the Trent Radio table at Clubs & Groups Day this year there is a list of signatures of people ready to be involved. The greatest problem with the production of radio drama has always been that other concerns are sometimes more pressing in the day-to-day events at Trent Radio. To solve this, with Production Manager Jill Staveley I have organised a regular recording date in Studio C on the first Friday of each month during this broadcast season where 5 minutes pieces, identification pieces, and longer half-hour radio dramas are to be recorded. Pacing myself with one standard recording date per month should generate a reasonable output to fill our archives with new spoken word material.

Studio A Fall 2013: Training for the on-air broadcast studio is two hours in length, and divided roughly into two one-hour sections. For the first hour John Muir provides orientation to the trainees as to the history of the organisation, provides context, and inspires them with the philosophy of community radio. For the second hour of training I – the Programme Director – lead the trainees through the studio itself, informing them of various operational procedures, CRTC regulations, and how each button and dial works. I then get the trainees to read public service announcements on the air to relieve their nervousness at a first time broadcast experience. By the end of these two hours the trainee is exhausted, excited, and eager to get started with their own programme.

Studio B Fall 2013: TBA.

PD Assistant Fall 2013: Allie Matteson, a 5th year Philosophy major at Trent University is assuming the duties of the Programme Director’s Assistant this year. Her roll has been instrumental in the busy September time. She has been aiding in compiling data, assisting me in workshops and at Clubs & Groups day on campus. She has typed the text broadcast schedule for display on the Internet from programmer’s proposals and is re-compiling that schedule for use on the fall Trout Rodeo accordion pamphlet. Allie will distribute the Trout Rodeo around Trent University and Peterborough, letting everyone know Trent Radio’s broadcast schedule.

[end]