

TAKE NOTICE

there shall be an
ANNUAL GENERAL MEETING of
TRENT RADIO

- a corporation without share capital -

to be held, **SUNDAY, 10 NOVEMBER 2013, 11 A.M.**
at the Senior Common Room, Sadleir House Facility*,
751 George St North, Peterborough, Ontario

=== AGENDA ===

- 1.) Call to Order, President's opening remarks and setting of the agenda.
- 2.) MOTION to approve minutes of last Annual General Meeting held on 18 November 2012.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.
Namely: ~~Social Convener, Radio Art, Summer Events Intern Correspondent~~, Summer Operations Manager; Radio Free Peterborough; Donations, Sponsorship & Earned Revenue; Production Manager; Programme Director; General Manager; Scapegoat, and President.

MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.

MOTION to confirm all resolutions of the Board.
- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2013 with an independent Financial Review. And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and an extraordinary MOTION, to appoint the accounting agents to prepare an independent Financial Review for the next fiscal year ending 31 August 2014.
- 5.) REPORT of the Nominating Committee and election of Directors

As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership. The Nominees in alphabetical order are (s = student & c = community member);

**JANE ATKINSON (S), SHANNON CULKEEN (C), TRACY ELLIOTT (S), WES GRIST (C),
STEVE McNABB (C), CAILEIGH MORRISON (S), AND MATTHEW POPPLETON (S).**

Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting.

Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by 11 a.m., Saturday, 02 November 2013 at Trent Radio House, 715 George Street North, by a responsible Trent Radio representative.

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected or qualified. Members of the Board of Directors shall be, capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 6.) Any other business
- 7.) MOTION to adjourn

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish. All full time students of Trent University are members of Trent Radio.

* please contact John Muir <jkmuir@trentradio.ca> if concerned about accessibility.

per Trent Radio Board of Directors: John K Muir, Vice-President & General Manager, 30 October 2013

MINUTES OF THE MEETING of MEMBERS held on Sunday, 20 November 2011 in the City of Peterborough, at the Senior Common Room, Sadleir House, 751 George Street North.

P R E S E N T: Bennett Bedoukian, Jack Braithwaite, Stephanie Cann, Paul Cleveland, Andrew Culkeen, Shannon Culkeen, Rob Farr, David Grenon, Wes Grist, Anthony Gulston, James Kerr, Cailleigh Morrison, John Muir, Jill Staveley, and Meara Watson.

R E G R E T S: Katie Adamson, Meaghan Culkeen, Jessie Louro, Steve McNabb and Jacob Quinlan.

Notice of the meeting having been duly posted according to the by laws of the Corporation on the 5th day of November 2012, a copy of which Notice is attached to the minutes of this meeting, and a quorum of the members being present in person, the meeting was called to order and declared duly constituted at about 2:12 p.m., with Cailleigh Morrison acting as Chair and John Muir recording the minutes the Meeting.

01. Chair's Opening Remarks:

The Chair welcomed the Members a proposed meeting agenda was presented, and agreed. Discussion followed.

02. The minutes of the previous AGM were presented.

UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Annual General meeting, held on 20 Nov 2011, were approved unanimously.

03. Presentation of Reports of the Directors, Committee Chairs, Staff and Officers:

~~Social Convener~~

~~Radio Art~~

Summer Events Intern Correspondent – David Grenon (see attached)

Summer Operations Manager – Wes Grist (see attached)

Radio Free Peterborough - Steve McNabb (see attached)

Donations, Sponsorship & Earned Revenue - John K Muir (see attached)

Production Manager - Jill Staveley (see attached)

Programme Director - James Kerr (see attached)

General Manager - John K Muir (see attached)

Scapegoat - Paul Cleveland (Accepted blame for each item of failure raised)

President - Cailleigh Morrison (see attached)

UPON A MOTION duly made, seconded and carried unanimously, the reports of the committee chairs, staff and officers were accepted as presented.

Motion to confirm all resolutions of the Board:

All Board Minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the Trent Radio website throughout the year.

UPON A MOTION duly made, seconded and carried unanimously, it was resolved that all resolutions and acts of the Board since the last AGM held on 20 November 2011 as set out in the Minutes of Directors of the Corporation or in the Annual Report of the Corporation submitted to this meeting were approved and confirmed by the membership.

04. Presentation of the Financial Statements for One Year Ending 31 Aug 2012:

The Financial Review Engagement Report was presented for the corporation for the fiscal year ended 31 August 2012, as prepared by McColl Turner Chartered Accountants, the accounting agents of the Corporation, consisting of a statement of the Financial Position, a Schedule of Changes of Net Assets, a Statement of Operations, a Statement of Changes in Cash Position, and Notes to the Financial Statements - dated 13 November 2012.

Discussion followed and questions were answered

UPON A MOTION duly made, seconded and carried unanimously, the financial review, as prepared by McColl Turner Chartered Accountants, for one year ending 31 Aug 2012 was accepted as presented, and that as an extraordinary resolution, McColl Turner Chartered Accountants, be appointed as accounting agents to conduct the next financial review engagement report for the period ending 31 Aug 2013.

05. There was no agenda item # 5.

06. Report of the nominating committee and election of Directors. The General Manager reported that no further nominations had been received, as provided by the bylaws of the corporation.

The Chair reminded the members that the bylaws of Trent Radio Provided that: "Members of the Board of Directors shall be at all times, Canadian citizens, except when seen to be of exceptional benefit to Trent Radio and its direction, and an application for their membership is made to the Government of Canada. A majority of the Board shall be enrolled students of Trent University. Board Members must be eighteen years of age or older."

The Chair asked the Nominees present to confirm that they were Canadian citizens and have achieved the age requirements and declared that a majority of the nominees were enrolled as students of Trent University.

The Nominees present then introduced themselves and explained their reasons and interest in serving on the Board.

UPON A MOTION duly made, seconded and carried unanimously, it was resolved that the report of the Nomination Committee be accepted, and that the Nominees presented, namely; Yolanda Ajak (s), Andrew Culkeen (c), Shannon Culkeen (c), Wes Grist (s), Jessie Louro (s), Steve McNabb (c), and Cailleigh Morrison (s), be appointed to the Board of Directors of the Corporation and shall be considered duly elected to represent the Corporation and to hold office until next annual election of Directors subject to provisions and bylaws of the Corporation. *[Please note that (s) denotes student and (c) indicates drawn from the community]*

07. Any other business: None

08. Thanks you were exchanged. There being no other business, the meeting was adjourned at about 3:25pm.

**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

Radio Free Peterborough (RFP) 2013 Report for Trent Radio AGM 131110 prepared by Steve McNabb

What a year! Thanks to the hard work of Matt Jarvis and crew on the LCMP initiative, the catalogue is now busting at the seams with lovingly catalogued, genre-tagged and cross-referenced audio wonder.

To quote Matt's final project report:

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 digitised cassettes

I have to say that I am extremely excited and impressed by all of this, and very happy to see such dramatic growth and evolution of the project that started back in 2004. We're up over 70,500 hours of FM broadcast time, and we're happy to continue bringing local audio culture to audiences near and far.

Downloads of the Trent Radio iPhone app are still going strong, with downloads from all over the world continuing to garner new listeners in distant markets all over the world.

The Local Content Management Project's (LCMP) new server is performing very well, with complete data replication, automated data backups and LOTS of power. This allows us plenty of room for future growth, and the machine is serving up the LCMP site's pages nice and quickly. This is a much improved situation over the original development machine we were using which was slow, out of date and lacking in computational resources.

The most recent addition to the LCMP project is that of playlists. In the first iteration, the goal was to design and create a solid system of tools and a clean, polished set of base track data to build future projects on top of. The quality of the result has exceeded my expectations, so I'm very happy! That first iteration meant that you could listen to each individual track on demand, but once that track was completed you would have to click 'play' on the next track, and so on. Nice for exploring, but not as useful for "listening" sessions. So, I went to work and coded up the ability to listen to multiple tracks in a row. For this iteration, there exists an option to listen to every track on a given album, or to listen to every track available for a given performer.

Over the winter, I hope to find the time to add in some additional options like shuffling the playlist, and eventually to allow users with the correct permissions to create and maintain arbitrary playlists for use in on-air programming. My schedule (as always) is very chaotic, so I have no set timeline for this feature, but will keep the board apprised of my progress.

Thanks to everyone for all their hard work this year, and we look forward to a great 2014!!

[end]

**Local Content Management Project (LCMP) Report for Trent Radio AGM 131110
prepared by Matt Jarvis for BoD 130930**

The Local Content Project at Trent Radio 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) *an update of the Local Audio Collection Database to accurately reflect all local materials housed in Trent Radio's main Archives.*

Trent Radio's local audio collection has been created and is maintained as 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 accessed through a graphical interfaced 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 conscientious 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) *the preparation, and ingest of local material acquired since January 2008 to the Radio Free Peterborough system.*
- c) *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.*

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 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.*

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 now our quality control has manual solutions.

- e) *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 project, we have had an article in the Peterborough Examiner, numerous mentions in local blogs, a postering 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.

Meanwhile, 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]

Sponsorship Fundraising & Earned Revenue Report for Trent Radio AGM 131010
prepared by JKMuir / 03 Nov 13

Donations & Fundraising: In YE13 donations came in for transmitter repairs, and funding from the Community Radio Fund of Canada (CRFC) for the Local Content Management Project (LCMP). The Good 'n Country Jamboree and The Radio Marathon were fun and excellent events.

Memberships: "Student Memberships" continue strongly and community membership fees are now better collected. It should be noted that many of community members volunteer as operators, in which case their membership fee is waived.

Sponsorships: After a rally in YE11, local sponsorships were down in YE12. and gone in YE13. This area does well in fits and starts, and was neglected last year while key staff were on leave.

Earned Revenue & Municipal Grant

For the most part, earned revenue is derived as rent from the residential apartment, with sponsorships, and production & recording fees making up the balance. About two-thirds of miscellaneous earned revenues come from work for the Lakefield Literary Festivals. The rise in revenue for the rental apartment follows the expenditure of about \$35,000 for renovations and upgrades over the summer of 2011.

The table below shows our a selection of revenue sources totals for the last fiscal year and the eight years prior.

Comparative Fundraising & Earned

Revenue	YE13	YE12	YE11	YE10	YE09	YE08	YE07	YE06	YE05	YE04
Donations										
Corporations		500	3,325	-	275	275	75	-	750	1,250
Foundations	20,000	8,345	5,313							
Private Net	11,054	6,560	4,350	3,364	6,555	7,920	4,834	3,278	5,929	8,935
Donations Total	31,054	15,405	12,988	3,364	6,830	8,195	4,909	3,278	6,679	10,185
Memberships										
Trent Student Memberships	109,057	106,560	84,795	83,670	83,845	80,160	89,044	93,457	88,744	83,644
Community & Other Memberships	825	790	960	695	870	905	670	300	740	895
Memberships Total	109,882	107,350	85,755	84,365	84,715	81,065	89,714	93,757	89,484	84,539
Special Events & Fundraising Activities										
Winter Cabaret 02 Dec 04				-	-	-	-	-	2,007	
Knack & Sauerk (end of Spring Season)				-	-	-	833	581	n/a	
Cabaret 12Feb08				-	-	58	-	-	-	
Summer Yard Sale & Misc				60	-	-	-	-	67	Only
Pigs Ear "Kari-oink-e" Feb10				418	255	-	-	-	67	
MoHo Fundraiser 13Mar10				556						
Cannery 101211			498							Totals
Vaudeville/Tron/GkDay YE11			171							
TRadio Pub Night @ PRCSA 120920	10									Shown
Vaud Night; 121122; Door Rcpts	92									
GeekDayPubNight 130228; Door Rcpts	15									
BEL Rotary; Polar Plunge 130203	516									
Good 'n Country Fall or Spring	652	887	(168)	-	-	208	-	589	1,758	
Radio Marathon (end of Fall Season)	565	451	981	333	493	1,017	1,034	884	858	
Special Events Net	1,849	1,338	1,481	1,367	749	1,283	1,867	2,054	4,757	4,914
Fundraising Net (TShirts & Buttons)	210	145	421	0	20	0	207	479	162	353
OnAir Sponsorship, Earned Rev & Misc										
Local Sponsorship Net	-	500	3,280	250	2,300	4,260	4,968	7,600	4,638	3,400
Other Sponsorship Net	855	826	2,784	3,630	2,444	1,822	675	-	-	1,361
Rental Apartment Net	10,260	9,960	6,230	7,984	7,866	7,484	7,898	6,851	5,953	4,635
Misc Earned Revenue Net	992	2,913	3,839	2,905	1,790	1,135	1,052	1,475	1,024	1,219
Municipal Grants	2,500	2,500	2,500	3,500	3,500	3,500	1,000	3,500	2,865	-
On Air Spon, Earned Rev & Misc Total	14,607	16,700	18,633	18,269	17,900	18,201	15,593	19,426	14,480	10,614
	\$157,602	\$140,937	\$119,279	\$107,365	\$110,214	\$108,743	\$112,290	\$118,994	\$115,562	\$110,605

[end]

Production Manager/Rock&Roll Fairy Godmother/Assistant General Manager Report for Trent Radio AGM 131110 Prepared by Jill Staveley

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. We have already secured Sponsorships with a handful of locally owned businesses. Matthew Jarvis has completed the Local Content Project goals and contract, and will be working to build up the archive content on a volunteer basis over the course of the 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 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. Mike has learned the ins and outs of StudioB quickly, and has already trained and assisted a number of our programmers to date. Mike's excitement for learning production and being a part of Trent Radio is of great benefit for the responsibilities of this position. 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 since September. 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, and may re-write the job description to account for the possibility that Calla will return in the Fall, and we might not need to train a replacement for the IMA responsibilities.

Spoken word archivist (TIP): Cherlese Ruan started off the year with us as SW Archivist. She has been independently completing her work to develop a database and accessible archive system for our programmers. For personal reasons, Cherlese has resigned from her position, but will provide us with a complete SW Database and detailed instructions for maintenance as well as programmer usage.

New TIP Position - PM Assistant: In light of not having enough time and resources to create a completely new position, combined with the fact that the SW Project is nearing an end, we decided to create a PM Assistant position to fill the remaining TIP hours for the year. Mauricio Interiano has been hired for this position, and he will work with me to complete project based tasks on a job to job basis throughout the year. The ability to have another set of hands, eyes and feet will make special projects like the CRWS and LWRC much more likely to be successful.

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, and possibly creating event based opportunities for our current sponsors to be involved with us on a more direct basis throughout the year. Our current sponsors this year are: The Pig's Ear Tavern, St. Veronus, Black Honey, Sam's Place, Renegade Apparel, and Sadleir House.

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 approaching them once a year for renewal, and 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 and help guide the committee through this process.

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 have successfully produced our first four broadcasts of the project so far, and look forward to a vibrant year of broadcasting and studio activity.

The LYM group has been working together to devise a plan of attack for the project as a whole, and I am really looking forward to working as a group to complete the creation, recording, packaging and promotion of this project over the next few months.

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 – BROADCAST: Round Table Discussion – Dave Tobey, Andrea Forsell, John Hoffman

SEP 24/25 - LYM Interviews

SEP 26 - Confirmation of Selected LYM Participants

OCT 4 - BROADCAST: LYM WORKSHOP#1: Songwriting with Chris Collins

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

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

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

NOV 29 - BROADCAST: LYM WORKSHOP #3: Studio Recording

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

Other Projects: We will be offering a Community Radio Workshop Session during Reading Break in February; aspire to organise and deliver Long Wave Radio Camp this year (promo to start in March); have been & will be assisting James Kerr in engineering Radio Drama productions in StudioC; and I also hope to deliver some live performance activities within the community to promote our activities, and possibly generate fundraising revenue.

[end]

* PM/RRFGM/AGM (Production Manager/Rock&Roll Fairy Godmother/Assistant General Manager)

**Programme Director's AGM 131110 Report (Part #1) for the period Sep12 - Apr13
prepared for BoD Meeting 17 Apr 2013 by James Kerr**

The Direction of Programming

It was a busy 2012-13 broadcast season. With Production Manager Jill Staveley on maternity leave, the plan was to focus on programming and operational fundamentals. However, we just could not always stick to the plan, because new and interesting projects were far too tempting to ignore - making for a busy year.

The year was complicated by several serious equipment failures. Inspiring programming contributions continued unabated, whether we were Internet-only for a few days, or having to use makeshift studio facilities. Operators continued to oversee operations, programmers continued to show up and do their best, and Trent Radio generally continued on as normal.

Programme Selection occurs prior to the Fall Season. the Programme Director recruits members of the Trent Radio community to form the Programme Selection Committee, whose ultimate goal is to construct a full and balanced schedule, satisfying the interests, aspirations and time-concerns of potential programmers.

Programme Proposals are evaluated based on the following structured review:

- a) Is the Proposal complete? If not, what's missing?
- b) Committee comments on the Programme Outline - noting strengths, weaknesses, high & low points &c
- c) Suggestions or Feedback are sought on what potential there is.
- d) Is there confidence that the applicant can/will pull it off?
- e) Does the committee recommend the show for scheduling?
- f) Does the applicant need StudioA Training? Turntable training? phone usage training?

In reviewing potential programmers the Committee considers the potential programmers' level of commitment, their dependability, the creativity and originality of their ideas, and given those ambitions, their ability to follow through with them. Should the proposal or review reveal any shortcomings, a short talk with the Programme Director to help redirect focus often makes all the difference. In any case, all programmers are interviewed by the PD to negotiate and agree on particulars as the task of commissioning and scheduling progresses.

Operators remain the backbone of our day-to-day operations. An Operator's shift is generally five hours long and duties include: greeting and supporting programmers and other volunteers, producing promos and announcements, assisting in the use of the on-air phone, providing tech support, acting as tour guide, taking phone messages, tidying up, making coffee, and representing Trent Radio to the general public.

There were some amazing first-timers this year, however, also this year, the schedule was jeopardised by difficulties in securing Operators who could make a consistent and reliable commitment - particularly during non-staffed hours for evening and weekend shifts. A strong recruitment movement before the each season begins is imperative.

At the end of March we held an "Operator's Social & Recruitment" at Sadleir House to solicit interest in operating for next fall. The event went well and I plan to continue it every year. This group of volunteers rarely see each other at Trent Radio as they all work at different times and days so it was good to have them mingle and talk. The event was also conducive to helping potential Operators overcome any apprehensions they might have about taking on the position - having an opportunity to talk to the people who have done it, and are happy to share stories and talk about their experiences. The event required very little direction to be successful, and had the added advantage of generating interest in the Executive Producer role for the summer season.

Regular Programming The distribution of content categories within programming this year was similar to the previous year. Spoken Word content, Popular Music and Special Interest music each take up roughly a third of the programming schedule.

First Nations content was up this year (see below), and morning programming was generally consistent throughout the broadcast season, with live programming beginning at 9am each weekday. Evenings ended earlier this year than most with live programming ending between 10pm and 11pm each weekday evening.

Perceived Sea Changes The most used devices in Studio A are the mini-plug and the studio's computer. Programmers tend to bring in their own material on laptops or .mp3 players. However, this year I noticed a reaction to this trend, as young programmers are increasingly embracing the turntables in Studio A, as well as Trent Radio's own vinyl archive. The "fun" of discovering a neat vinyl record in Studio C has returned, now that a new generation of programmers see it as novel and exciting.

With the shift at TrentU to prioritise half-credit (one term) courses, it becomes more difficult to accommodate an increasing number of student programmers who require a rescheduling for the second term (our spring season). Fortunately, there were enough of those in the same situation to shuffle programme times among most of them. Still, there were two programmes that could not continue. In the future we must be cognisant of this abrupt change between the terms of Trent University and attempt to find a better way to communicate with students to have their proposed radio programme, as much as possible, fit within their schedule over two terms, and not just in September.

Trends 2012-13

- Acoustic music was popular. Several programmes centred around programmers bringing in their own instruments (usually guitar) to play live music in the studio.
- Electronica, turn-tablism and audio art – subcategory 36 – continued to grow in popularity.
- First Nations Programming was up from last year, mostly due to the early-morning “Red Morning Radio Experiment” 0800-0900.

Smooth Operator is our on-air local events calendar broadcasting 2 to 3 times daily during the week - an essential link to the community. Smooth Operator provides first time and rusty programmers an opportunity to practice their Studio A skills, with the former encouraged to sign up for this opportunity after their initial Studio A training. Smooth Operator has become the focus of our co-op students' participation, whose tasks include refreshing the binder daily with incoming announcements received through psa@trentradio.ca, posters, and mail. Scheduling and conducting interviews with bands and other local or touring organisations during the Smooth Operator segments went well this year. The system is a good one, but suffered when we did not have a co-op student during the latter part of the Spring Season.

Student Co-op Placements Atticus Bakowsky from Adam Scott Secondary School was our co-op student during the fall and winter and over the break he organised a very successful and busy Entre-season.

Our second co-op student, Jake Howard, withdrew after only a few days due to external factors unrelated to Trent Radio.

Goals & Results 2012-13 with Plans for 2013-14

1st Goal: “Stability in the Year”. With Jill Staveley (Production & Assistant General Manager) on maternity leave, and a majority of newer Operators in place, the 2012-13 broadcast seasons were to focus on fundamentals rather than embarking on new and additional projects. The goal was to run a tight ship to give us a stable foundation for growth in the future. A high turn over of volunteers was to afford us the opportunity to restore practices such as signing programme logs, completing music sheets, good studio etiquette, and generally cultivating good habits.

Result: Several catastrophic system failures at Trent Radio undermined the stability of the seasons. Other than a hiccup or two, to our listeners; the on-air broadcasting seemed to go well. The broadcast schedule was full and maintained, even if there was a lot more work this year behind-the-scenes. It should be noted that many of the “old guard” Operators from the previous year moved on before the beginning of the 2012 Fall Season, and more than one-third (38 of 102) of our programmers were new.

Plan for 2013-14: We all look forward to Jill Staveley's return for the 2013-14 broadcast seasons. Her presence and contributions were greatly missed.

2nd Goal: “Fundraising & Outreach”. Low-investment but frequent fundraising and outreach efforts have proven worthwhile in the past, so this was a good year to do them regularly. Event days, pub nights at Sadleir House, film screenings, socials and a vaudeville night were planned to increase our exposure in the community and strengthen relationships between programmers, and to draw in a few dollars.

Result: This is a constant goal. In the 2012-13 broadcast season there were many event days, many pub nights, and few fundraisers. The real fundraising came from two main sources: president Caileigh Morrison's solicitation of a large-scale donation, and a “Polar Plunge” pledge drive of the Culkeen family to jump in a cold lake. Also see “Fundraising” below.

Plan for 2013-14: The Trent Radio Community Committee met to plan short-term (within a couple of weeks), medium-term (within a couple of months), and long-term (to be repeated annually or bi-annually) fundraising events. Both Caileigh Morrison's large donation and the Culkeen's polar dip were the result of this. There will be a Radio Bingo Night and several other events (a fundraising concert put on by local band “Hello Babies”, a bake sale, and a possible art auction) beginning in the summer of 2013, each of them aimed at getting a fundraising momentum going that will last us several years.

Studio A Training 2012-13: Studio A training was split between John Muir and myself this year. John conducted the introduction and orientation, and I provided the hands-on technical instruction. However, by the second season some programmers became forgetful of key points, such as not bringing food or drink in the studio. The most practical solution is to ensure that the Programme Review in November occurs. It is a good way of confirming orientation, and to make sure we have attentive Operators.

Studio B Training and Production 2012-13: Dylan Lewyckyj acted as Studio B trainer this year and his only real fault is that he won't be back next year. Use of the studio increased under his patient training, and he was a tremendous resource for making short pieces to promote Trent Radio events, fundraisers, and important dates. Dylan was an industrious and creative marvel during the 2012-13 broadcasting season.

PD Assistant/Trout Rodeo editor 2012-13: Jessica Buck was appointed PD Assistant at the beginning of the Fall Season. As time went on her class schedule started to conflict too heavily with her work here, and she opted to withdraw. It proved too difficult to hold Programme Review sessions in November without support.

Just at the end of the Fall Season Daniel Jacobs was recruited to fill the position, and his help was invaluable in reconciling programme logs, planning events and socials, postering, and the editing and distribution of the "Trout Rodeo: Year In Review".

Fundraising 2012-13

We continue to sell T-shirts, buttons, mugs and stickers at Sadleir House Pub nights and other events. Including a display of merchandise at any event has helped to tie fundraising efforts, in a small way, into events specifically arranged for fundraising, such as the "Operator's Social & Recruitment".

This February the Culkeen siblings - Andrew, Shannon, and Meaghan, Trent Radio Operators all, enrolled in a "Polar Plunge" to raise money for Trent Radio. They gathered pledges then jumped into freezing cold water.

Also, we were most fortunate to receive a \$6,000 donation from a former Trent Radio organiser. In a year of such technical hardship it was a much-needed boost to our fundraising initiatives. We are grateful to everyone who made it happen

It should be noted that:

- The Good 'n Country Marathon also went well this year, and we are well-positioned for increasing our fundraising initiatives in the 2013-14 season.
- Thu 20 Sep "Welcome Back Trent Radio" Pub Night was held at Sadleir House
- Wed 14 Nov "Vaudeville Variety Fundraiser" was held at Sadleir House
- Fri 09 Dec at noon Good n' Country Marathon
- Sun 03 Feb "Polar Plunge" Fundraising event
- Thu 28 Mar "Operator's Social & Recruitment" held at Sadleir House

Programming & Events Highlights in Review

September 2012

Mon 03 Trent Radio articles begin appearing in the Arthur Newspaper
 Tue 04 Pre-Season begins & TIP & OSWP positions begin
 Tue 11 Clubs & Groups Day on campus
 Tue 11 Programme Proposal Workshop at Peterborough Public Library
 Wed 12 Programme Proposal Workshop held at Sadleir House
 Wed 12 Co-op Interviews began
 Thu 13 Programme Proposal Workshop held at Trent Radio House
 Fri 14 Programme Proposal Dline & Programming Committee Meeting
 Mon 17 Fall 2012 broadcast season & Co-op placement begins
 Thu 20 "Welcome Back Trent Radio" Pub Night held at Sadleir House
 Sat 22 Sadleir House open house /w Trent Radio organising live music

October 2012

Fri 19 Fall Edition "Trout Rodeo" fold-out pamphlet made available
 Mon 22 "History Day" Event Day held
 Thu 25 Annual Radio Drama Auditions held in Studio C

November 2012

Wed 07 "Culkeen Day" Event Day held in appreciation of family Culkeen
 Wed 14 Vaudeville Variety Night" fundraiser held at Sadleir House
 Sun 18 Trent Radio Annual General Meeting

December 2012

Fri 07 Fall 2012 broadcast season ended at noon
 Fri 07 "Good 'n Country 24 Hour Radio Marathon" held
 Mon 10 - Fri 21 EntreSeason HSCo-op student Atticus Bakowsky - director
 Fri 12 "Apocalypse Day" Event Day held
 Mon 17 "Dungeons & Dragons On Air" Event Day held

January 2013

Mon 07 Spring Season began
 Fri 18 Spring Edition "Trout Rodeo" fold-out pamphlet made available

February 2013

Sun 03 "Polar Plunge" fundraising event held
 Sat 16 Reading Break began and continued until Sat 24 Feb
 Thu 28 "Geek Pub Night" held at Sadleir House

March 2013

Fri 01 "Geek Day" Event Day held
 Wed 20 "Trout Rodeo Year In Review" made available
 Thu 28 "Operator's Social & Recruitment" held at Sadleir House

April 2013

Fri 05 TU Classes ended
 Sun 14 Summer Programme Proposals due at 12:00 noon
 Sun 14 Summer Season Planning Session noon Trent Radio House
 Sun 14 End of Spring Season Open House
 Mon 15 Deadline for Application for the Summer Operations and Information Manager position
 Fri 19 End of Fall-Spring 2012-13 broadcast season at noon & Shutdown begins

Staff & Volunteers 2012-13

TIP & Trent Work Study Positions
 PD Assist. & Trout Rodeo Editor - Daniel Roberts
 Music Archivist - Nicole Leaver
 TIP Spoken Word - Cherlese Ruan
 Orientation & StudioA Training - John K. Muir
 StudioB and Digital Editing Trainer - Dylan Lewyckj
 There was no PM Assistant appointment again this year.

High School Co-op Students:

Spr12 Jake Harvey, from Peterborough Collegiate Vocational School
 Fall12 Atticus Bakowsky, from Adam Scott Secondary School
 Spr13 Jake Howard from Adam Scott Secondary School

Regular Staff

Production Manager/AGM/RRFGM: Jill Staveley [on leave]
 Programme Director: James Kerr
 GM & VP: John K Muir (also Studio A Training)

Operators (ss = self-support)

Sun am: ss / aft: Aedan Shaughnessy and Jill N. Jones / eve: Garrett Hotte
 Mon am: ss / aft: ss / eve: Bennett Bedoukian
 Tue am: Matthew Poppleton / aft: Caileigh Morrison / eve: Matt Carr
 Wed am: ss / aft: Alissa Paxton / eve: Shannon Culkeen
 Thu am: ss / aft: ss / eve: Sable Guttman
 Fri am: ss / aft: Anthony Gulston / eve: Wes O. Grist
 Sat am: ss / aft: ss / eve: Yolanda Ajak

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.

Hard copy programme logs for each broadcast day are to be completed and kept for one year.

Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is now kept for at least one year. Programmers are reminded to account for all music played noting Canadian content and other information.

Average weekly broadcast hours (excluding "Radio Free Peterborough")

Description	Fall08	Spr09	Fall09	Spr10	Fall10	Spr11	Fall11	Spr12	Fall12	Spr13
Regular schedule (hours/week)	83	83	77	77	83	83	84	84	87	87
No of Programmers	82	94	103	103	97	101	106	110	110	111
Number of Programmes	81	88	78	80	91	89	96	98	86	92

Content Category Stats prepared for BoD 17 April 2013 / James Kerr, PD

Content Category	CRTC Required	TRadio Required	Fall/Spr AY09-10	Fall/Spr AY10-11	Fall/Spr AY11-12	Fall/Spr AY12-13
Category 1 - Spoken Word	Min 15% of all programming*	Min 25% of all programming	32%	32%	30%	31%
SubCat 11- News			-	-	-	-
SubCat 12 - S/W Other			33.03hrs	53.33hrs	50.32hrs	50.40hrs
Category 2 - Popular Music		max 60% of all music	39.85hrs	56.50hrs	58.61hrs	53.61hrs
			56%	49%	50%	47%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		19.27hrs	23.07hrs	22.19hrs	19.53hrs
			51.6%	40.8%	37.9%	36.5%
SubCat 22 - Country & C'try Oriented			7.85hrs	12.87hrs	12.23hrs	12.15hrs
SubCat 23 - Acoustic			10.48hrs	18.27hrs	21.97hrs	19.89hrs
SubCat 24 - Easy Listening			2.24hrs	2.30hrs	2.16hrs	1.98hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	30.91hrs	58.13hrs	59.00hrs	59.90hrs
			29%	35%	35%	36%
SubCat 31 - Concert			3.03hrs	4.30hrs	4.48hrs	2.66hrs
SubCat 32 - Folk & Folk Oriented			7.39hrs	10.83hrs	15.37hrs	12.37hrs
SubCat 33 - World Beat & International			8.58hrs	15.50hrs	13.48hrs	11.86hrs
SubCat 34 - Jazz and Blues			5.09hrs	8.73hrs	8.11hrs	6.68hrs
SubCat 35 - Religious			1.52hrs	2.63hrs	3.50hrs	7.84hrs
SubCat 36 - Audio Art			5.30hrs	16.13hrs	14.05hrs	18.49hrs
Total Category 1			1090hrs	1600hrs	1561hrs	1563hrs
Total Category 2			1315hrs	1695hrs	1817hrs	1662hrs
Total Category 3			1020hrs	1744hrs	1830hrs	1858hrs
Total Category 1, 2, and 3			3425hrs	5039hrs	5208hrs	5083hrs
Broadcast Weeks this Season			33	30	31	31
Regular Programming (avg hrs / week)	Min 42 hours	Min 42 hours	79hrs	83.5hrs	84.2hrs	86.52hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

*** To compare, Fall/Spr AY09 was 74hrs not including RFP hours

**Programme Director's AGM 131110 Report (Part #2) for Fall 2013
prepared for BoD Meeting 30Sept13 by James Kerr**

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]

Programme Director's AGM 131110 Report (Part #3)
ADDENDUM @ 01Nov 2013

Programming Stats Update:

Today	Fall13	Fall12	Fall11	Fall10	Description
85	84	80	96	83	Regular scheduled programmes from;
102	101	102	106	86	Programmers, comprised of
42	44	56	48	36	TrentU students
60	57	46	58	50	Community Members
7	7	-	-	-	Community Mem. Part-Time Trent U
24	23	-	-	-	Community Mem. Alumni Trent U
11	10	-	-	-	Community Mem. High School Students
4	4	0	7	5	TrentU & Community Groups

Notes:

There has only been a small fluctuation in programming over these seven weeks of the regular Fall-Spring 2013-14 season. Trent University's Reading Week, often a cause of ill attendance, did not affect as adversely this year as it has in the past.

**General Manager's Report for Trent Radio AGM 131110
prepared and revised by John K Muir, Vice-president & General Manager**

Preamble:

Established and operated by the students of Trent University for the benefit of the community as a whole and in anticipation of broad community participation, Trent Radio is designed with the production of exceptional radio in mind.

Its aims and objectives include producer-oriented programming and the production of creative local radio.

Administrative Mission:

The general support for the education as well as the artistic, research and administrative activities by those involved in the organisation.

The provision of radio production equipment and related training, workshops, direction and facilities in support of radio programming activities and programmer development, and;

In carrying out that mission the following functions are performed:

The operation, maintenance and development of 715 George Street which houses an archive, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment;

The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of Internet accessible stream sources;

The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers and community contributions.

Overview:

Operations reflect ongoing and project priorities established over the last five to fifteen years, as well as moving towards making support of the mission more manageable;

- a) general on-going programme and production direction
- b) the purchase, operation and maintenance of rf & digital transmission and related equipment
- c) the purchase, development and maintenance of 715 George Street - Trent Radio House
- d) the maintenance and development of a Digital Spoken Word and Music Collection
- e) the establishment of and ongoing improvement to a flexible "in-house" computer system and network with a high-speed connection to the Internet, to aid and abet programming, production and support for same
- f) production and distribution of publicity (Trout Rodeo & guides)
- g) support for the development of radio art pursuant to stimulating innovative programming
- h) general day-to-day administrative and technical direction and support
- i) related office, building & technical overhead
- j) developing on-going and new sources of revenue in support of the above.

Operational and Other Highlights not covered in other reports

Staff: Volunteers' support of staff at Trent Radio is always stalwart and more than could be reasonably expected. Our Programme Director, James Kerr, who is Trent Radio's key and front-line person did a fabulous job last year, and all in all the organisation did all right with only two staff people. Having said that, it's very clear that if Trent Radio is to meet current operating expectations three staff people are essential. Welcome back Jill Staveley!

Infrastructure: Much-needed Exterior Work was completed:

Upper deck of the exterior stairs were repaired - \$2,710.02

using a cheaper and better way to resolve the stair problem

Exterior wood surfaces were prepared and painted - \$2,593.35

Extensive tree & hedge removal or pruning - \$4,520.00

Canada Summer Jobs 2013: Following last year's practice, it was agreed to hire the Summer Operations & Information Manager part-time at the beginning of May at 20 hours per week until we heard about the CSJ grant. Subsequently, we were advised that we received CSJ funding to cover 12 of the 16-week employment period at 39 hours per week. Accordingly, and after the hiring committee made its recommendations, Kathleen Adamson was appointed to the position.

Radio Camp(s): There were not enough registrations to justify running the camp this year.

TWSP Grant: For AY2012-13 & AY2013-14, allocations of \$5,000 for each year were received.

TIP Grant: Our allocation for AYE14 is \$1,000.00 which represents a subsidy of about 50% based on 200hours at \$10.25/hour.

Licence Renewal: The deadline for the application to the CRTC to renew our licence to operate our broadcast undertaking is Fri, 08 Nov 2013. A copy of the complete application can be perused at; http://www.trentradio.ca/crtc/2014_app/

Community Radio Foundation of Canada (CRFC) Grant: During YE13 Trent Radio was awarded \$20,000 through the CRFC "Radiometres" scheme for the Local Content Management Project (LCMP). Please find reports for this item elsewhere in the AGM document package.

Through the same CRFC "Radiometres" scheme Trent Radio was awarded \$20,000 for the "Trent Radio Kitchen Sessions". 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.

The CRFC will provide funding of up to \$20,000 for the following expenditures as shown;

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 (for 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

A respectful thank you
John K Muir, VP & GM <jkmuir@trentradio.ca> / 10 Nov 2013

<end>

Scapegoat Report for AGM 131110 / prepared by Paul Cleveland

Please note the scapegoat report will be presented "via voce".

President's Report for Trent Radio AGM 10 Nov 2013

prepared by Caileigh Morrison, President & Chair

This is the third president's report I've written, and the fifth Trent Radio AGM I've attended. I think I've really settled into a routine here, and though I may just be projecting, it feels as if Trent Radio has too. In years past, every event was dramatic; now we know how to get along. Case in point: this year, the transmitter blew up again. Unlike 2010, when we put together an all-day fundraiser, called the Examiner with "big news," and witnessed a huge outpouring of love and support in the community, this year I tweeted a bit, the Culkeens jumped in some very cold water, and Stephen Stohn casually wrote a cheque that got us back on our feet in no time. We've been through the worst, and now things that would have been absolute crises are just small bumps in the road. I've grown to trust in the universe of Trent Radio - no matter what happens, it will all work out in the end.

Trent Radio went through some big staffing changes this year. In August 2012, Jill went on maternity leave, and in January 2013, Matt Jarvis was hired on through a CRFC grant as the Local Content Project Manager. Jill was definitely missed, but Matt's presence kept everything running smoothly. He also worked tirelessly on an amazing project that will BRING TRENT RADIO INTO THE NEW MILLENIUM (or at least make it easier to get at local music). Thank you so much Matt, for making the local content project even bigger, better and more thorough than any of us could have imagined, and thank you, Jill, for going on leave but never really leaving (also, thanks for writing another excellent grant proposal so we could pay you to do cool things upon your return).

As always, I am grateful to John K. Muir and James Kerr for holding this place together (I was going to include an extended metaphor about sewing just for you James, but I knew John would object). To my fellow board members Yolanda Ajak, Andrew Culkeen, Shannon Culkeen, Wesley Grist, Jesse Louro and Steve McNabb, thank you for being there, especially when I wasn't (the board meeting this summer was the first one I haven't been physically present for!). And an extra thank you to our ally at Sadleir House, Dwayne Collins, who sat on the LCMP hiring committee and whose valuable input helped us choose the best candidate for the job. Finally, I'd like to thank all the programmers and operators, without whom Trent Radio would not exist.

Yours in local content and averted disasters,

Caileigh Morrison

[end]

Financial Review for one year ending 31 August 2013

http://www.trentradio.ca/governance/bodmins/131110_agm_frye13.pdf or
http://www.trentradio.ca/governance/bodmins/131110_agm_frye13.htm