

TRENT RADIO BoD AGENDA

24 February 2014 at 7:00 pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 20 January 2014
03. Business Arising not covered in other reports (none)
04. Committee Reports
 - a) GM Personnel Committee: Met on 03 February 2014. Agreed a ten year plan to be formalised with help from John Dunn, lawyer.
 - b) Trent Radio Community Committee: Arthur articles continue to go well. Their composition is being shared by James Kerr, Tracy Elliott and Shannon Culkeen. They have been useful in creating community awareness and recruiting.
05. Operations Report - see attached where applicable.
 - a) Financial Statements to 31 Jan 31 - subject to Financial Review. *
 - b) General Manager's Report
 - i) Report on TrentU Student Membership Fees for AY13-14. *
 - ii) Rough Plan for the 2014 Summer & Canada Summer Job Posting *
 - iii) Coop students: Brooke Piper & Nader Nadernejad finished last month. Please welcome Alex Bertrand (weekday mornings)
 - iv) Charity Return completed and sent on 14 Feb 2014.
 - v) An application to the Community Radio Fund of Canada was made (on 14 Feb 2014) under the *Radiometres 2014* programme for \$30,000. As per information reported at the last BoD meeting and with a proposed title of the "Local Content Development Project", it is to comprise radio drama production and development of content, support data and biographical documentation for Trent Radio's Local Content Archive.
06. Any Other Business
07. Next BoD meeting
 - 7pm, Monday, 24 March 2014 &
 - 7pm, Monday, 14 April 2014 &
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 20 January 2014 at 7 pm.

P R E S E N T: Jane Atkinson, Tracy Elliott, Steve McNabb (via VoIP), Caileigh Morrison.

R E G R E T S: Shannon Culkeen, Wes Grist and Matthew Poppleton.

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 7:05 pm, with Caileigh Morrison acting as Chair, and John Muir recording the Minutes of the Meeting. An agenda was agreed upon and discussion followed.

02. Previous Minutes: The minutes of the previous board meeting were presented.
UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board Meetings, held on 02 December 2013 were approved as presented.

03. Business Arising: none

04. Committee Reports: none

05. The Operations Report was presented by the General Manager comprising Financial Statements to 31 Dec 2013 (subject to Financial Review); and the General Manager's Report. Discussion followed. It was noted that \$10,000 has been borrowed to cover operations in accord with a Board resolution passed on 31 Aug 2011. A further \$10,000 will be borrowed until the 2nd instalment of student membership revenue is paid out by TrentU, which is expected in then first week of February.

UPON A MOTION duly made, seconded and carried unanimously, an application to the Community Radio Fund of Canada, due by 14 Feb 2014, for support under their "Radiometres" programme to carry out the projects as articulated in the application is duly authorised, and that John Muir, as General Manager & Vice-president, is duly designated as the "official signer" who will be responsible for the project as provided for in the Community Radio Fund of Canada 2014 Guidelines.

UPON A MOTION duly made, seconded and carried unanimously, the Operations report was accepted as presented.

06. Any other business: none

07. While the next BoD Orientation will be help on Monday, 27 January 2014, and the General Manager's Personnel Committee will be held on 03 February 2014 at 7pm, the time and date the next Board Meeting will have to be changed to accommodate Director's availabilities.

08. The Meeting was adjourned at about 7:20pm.

Caileigh Morrison, Chair

Tracy Elliott, Secretary

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

ASSETS	@ 31Jan14	@ 31Jan13	LIABILITIES	@ 31Jan14	@ 31Jan13
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	19,825.53	13,402.53
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	7,849.59	7,315.45	Deferred Income	870.00	830.00
ING Savings	51.61	51.13	Accrued Liabilities	0.00	0.00
Cash In Bank	7,901.20	7,366.58	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	(151.96)	(8,256.55)	UIC Payable	0.00	0.00
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	(0.00)
Accounts Receivable	0.00	0.00	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	0.00	TOTAL CURRENT LIABILITIES	<u>20,695.53</u>	<u>14,232.53</u>
Student Levy Receivable	34,761.20	35,825.54			
Prepaid Expenses	771.34	741.99	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>43,281.78</u>	<u>35,677.56</u>	CO Long Term Loan	50,259.75	52,733.69
			Deferred Contribution	0.00	0.00
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>50,259.75</u>	<u>52,733.69</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>70,955.28</u>	<u>66,966.22</u>
Buildings	126,736.77	126,736.77			
Office Equipment	20,758.37	20,758.37	NON-SHARE EQUITY		
Technical Equipment	231,779.81	231,779.81	Retained Surplus/(Deficit)	(49,345.38)	(45,200.19)
Technical Renovations	9,913.00	9,913.00	Net Retained Surp/(Def)	(49,345.38)	(45,200.19)
Fixed Assets at Cost	399,187.95	399,187.95	Current Surplus/(Deficit)	69,237.29	70,171.14
Accumulated Depreciation	(351,622.54)	(342,928.34)	TOTAL NON-SHARE EQUITY	<u>19,891.91</u>	<u>24,970.95</u>
TOTAL FIXED ASSETS	<u>47,565.41</u>	<u>56,259.61</u>	LIABILITIES AND EQUITY	<u>90,847.19</u>	<u>91,937.17</u>
TOTAL ASSETS	<u>90,847.19</u>	<u>91,937.17</u>			

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

	01Sep-31Jan14	01Sep-31Jan13		01Sep-31Jan14	01Sep-31Jan13
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	21,158.67	9,516.00
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>0.00</u>	Administrative Wage	18,715.45	17,678.50
FUND RAISING			Benefits	1,571.15	1,310.00
Corporations	0.00	0.00	CPP Expense	1,763.30	1,206.18
Foundations	17,000.00	15,000.00	EI Expense	1,053.23	697.23
Private	1,885.50	3,023.10	Total Wages & Benefits	44,261.80	30,407.91
Leadership	0.00	0.00	Programming Fees	300.00	5,269.23
Donations "In Kind"	0.00	0.00	Technical Fees	200.00	0.00
Net Donations	18,885.50	18,023.10	Publicity Fees	0.00	0.00
Trent Student Memberships	109,000.00	107,500.00	Administrative Fees	725.00	673.00
Commercial & Non-profit	0.00	150.00	Total Fees	1,225.00	5,942.23
Individual Memberships	600.00	320.00	TOTAL PERSONNEL	<u>45,486.80</u>	<u>36,350.14</u>
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	109,600.00	107,970.00	Publicity & Promotions	644.00	573.05
Special Events	716.50	1,318.56	Equipment Rental	0.00	0.00
Special Events Expense	0.00	0.00	Line Rental	1,678.05	1,951.70
Net Special Events	716.50	1,318.56	Rental Other	20.00	20.00
Fundraising	105.00	160.00	Net Rentals	1,698.05	1,971.70
Fundraising Expense	499.00	0.00	Postage & Delivery	472.92	681.31
Net Fundraising	604.00	160.00	Office Supplies	130.22	61.33
TOTAL FUND RAISING	<u>129,806.00</u>	<u>127,471.66</u>	Telephone	540.84	483.27
EARNED REVENUE			Utilities	1,793.41	1,618.72
ON AIR Sponsorship	1,250.00	0.00	Programming & Licence	2,143.21	1,277.69
ON AIR Sponsorship Expense	(499.00)	0.00	Building R & M	626.52	1,632.27
Net ON AIR Sponsorship	751.00	0.00	Building R & M Upper Apt	39.96	342.96
Net "RADIO PAPER"	0.00	0.00	Technical R & M	4,096.84	7,350.51
Net Other Sponsorship	0.00	765.00	Net Repair & Maintenance	4,763.32	9,325.74
Tape Sales	0.00	0.00	Professional Fees	50.00	75.00
Tape Sales Expense	0.00	0.00	Insurance	3,625.09	3,591.44
Net Tape Sales	0.00	0.00	Travel	0.00	155.52
Rental Income	4,375.00	4,275.00	Volunteer Expense	385.26	533.58
Net Misc Sales & Services	180.00	675.00	Bank Charges	215.57	50.00
TOTAL EARNED REVENUE	<u>5,306.00</u>	<u>5,715.00</u>	Mbanx Loan Interest	2,116.58	1,995.88
MISCELLANEOUS REVENUE			Net Interest	2,116.58	1,995.88
Interest Income	0.89	0.87	Depreciation	0.00	0.00
Micellaneous Revenue	0.00	0.00	GST Paid	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	HST Paid	1,898.56	4,270.11
TOTAL MISC REVENUE	<u>0.89</u>	<u>0.87</u>	Bad Debts	0.00	0.00
TOTAL REVENUE	<u>135,112.89</u>	<u>133,187.53</u>	Miscellaneous	(88.23)	1.91
			TOTAL SUPPLY & EXPENSE	<u>20,388.80</u>	<u>26,666.25</u>
			TOTAL EXPENSE	<u>65,875.60</u>	<u>63,016.39</u>
			NET INCOME	<u>69,237.29</u>	<u>70,171.14</u>

TrentU Student Membership Fees Estimate for AY13-14

AY13-14 1st Instalment Cheque Calculation

		TRadio
	Referenda Rate for AY13-14	19.01
Number of FT Ptbo Students* (preliminary count)	4,970	94,479.70
Number of FT Nursing Students** (preliminary count)	390	3,706.95
Number of PT Education Students*** (preliminary count)	42	798.42
	Estimated AY13-14 Revenue	<u>98,985.07</u>
Amount now payable (75% of AY13-14 Revenue Estimate)		74,238.80
Reduced by owings to TU AR account Sep 10		-
	TU AY13-14 1st Instalment	<u><u>74,238.80</u></u>

AY13-14 January 2014 Cheque Calculation

		TRadio
	Referenda Rate for AY13-14	19.01
Number of FT Ptbo Students* (full fee) at 01 Nov 13	5,378	102,235.78
Number of FT Nursing Students** (50% of full fee) at 01 Nov 13	417	3,963.59
Number of PT Education Students (full fee) at 01 Nov 13	36	684.36
AY13-14 Revenue Reconcilled to student counts at 01 Nov 13		<u>106,883.73</u>
Less: Amount applied to Trent U AR in Sep13		-
Less Installment Cheque Issued Sep13		(74,238.80)
Less: Amount applied to Trent U AR in Jan14		(4,252.57)
Plus/(Minus) Registration adjustments from:		<u>5,113.69</u>
Value of Cheque Issued January 2014 - TU AY13-14 2nd Instalment		<u><u>33,506.05</u></u>

Total Trent Student Membership Revenue for AY13-14 & YE14 111,997.42

* excludes nursing & graduate students, and students abroad

** Nursing Student Pay 50% of the referenda rate

*** Education Students pay the full rate

COMPARE with previous year

Total Trent Student Membership Revenue for the prior year	109,057.16
Gain/(Loss)	2,940.26

COMPARE TrentU Estimate vs Actual

Actual minus Estimated AY13-14 Revenue	13,012.35
As a percentage	13%

prepared 140414 / jkmuir@trentradio.ca

A ROUGH PLAN for the 2014 Summer Season for consideration by the BoD 24 February 2014

NEED

- There are no full-time staff people for the summer.
- With volunteers fulfilling some programming and other tasks, we can continue for the Summer Season with limited hours and reduced operations.

THE PLAN

- Trent Radio will be on the air from Mon 28 Apr to Fri, 15 Aug 14 (sixteen weeks); 5pm to Midnight, up to seven evenings per week.
- The actual days will be determined at the Summer Programming Planning meeting to be held on Sunday, 13 April 2014 at Noon, at the Trent Radio House kitchen.
- During the summer OPERATORS have the enhanced responsibility of recruiting Programmers and determining the content of their evening, this is why they are called EXECUTIVE PRODUCERS.
- A SUMMER OPERATIONS & INFORMATION MANAGER (SOIM) shall be responsible for organising and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that Office Hours shall be 1pm to 4pm, with the SOIM in attendance from Noon to 7:30 when possible and this is subject to change. (NOTE: A grant application has been made to fund this position)
- As the SUMMER PROGRAMME COMMITTEE, the SOIM in concert with *all* the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 5pm - Midnight period.
- NOTE: Programmers who want to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS) must see the General Manager - John Muir.
- Studio A will be a "daytime" production facility, while StudioB and StudioC will be closed.
- From 29 Apr to 30 May 14 (6wks), the PD will work on preparing broadcasts from the two previous seasons for future transmission, exclusively using StudioB.

FORMAT, CONTENT & SUPPORT

The format for each evening is suggested as follows to comply with Trent Radio's license.

1700 - 1730 "smooth operator" announcements &c
1730 - 1930 music show(s)
1930 - 2100 music show(s)
2100 - 2200 spoken work or foreground programming
2200 - 0000 show(s)

- 35% of all music selections played must be Canadian Content
- It is suggested that at least one of the music programmes be FOREGROUND format (see attached for a description)
- CONTENT is to be varied and comprehensive.
- EXECUTIVE PRODUCERS shall provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (i.e., 5pm-Midnight).

DATES

- Summer Season PLANNING Meeting Sunday, 13 April 2014 and first deadline for SUMMER programme proposals
- Summer Season 28 Apr to 15 Aug 14 @ noon - sixteen weeks
- Potential Summer Radio Camps TBD possibly not this year
- Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers
- Friday, 15 Aug 14
- HUGE TRENTU 50 ANNIVERSARY WEEKEND 8-10 Aug 2014
- SHUTDOWN from 15 Aug until 01 Sep 14 (Labour Day)
- PD returns on Mon 25 August 2014
- FALL PRE SEASON commences on Tuesday, 02 Sep 14
- Deadline for Fall 2014 Programme Proposals: Friday, 12 Sep 14 @ noon
- The REGULAR SEASON starts three days later on Monday, 15 Sep 14

WHAT IS AN SUMMER EXECUTIVE PRODUCER?

(only part of what you were afraid to ask, and written by a veteran EP)

As **EXECUTIVE PRODUCERS** (EP), we are volunteers responsible for Trent Radio and its programming. We take on the role of Operator and select the programmes for their evening. EPs together with the Summer Operations & Information Manager (SOIM) form the Summer Programming Committee which is charged with the responsibility of fulfilling Trent Radio's obligations and commitments to Programmers, the CRTC, the community, sponsors, &c Please see SOIM job description to see how this fits together.

EPs are experienced Programmers who are chosen for their proven ability and trustworthiness and commitment to community radio.

While "on duty" at TRadio House, we act as Programme Director and General Manager and are vested with that responsibility and authority. Even if the Programme Director or General Manager happen to be in the building during our shift, our position remains unchanged - we're still "in charge". As EPs, we must arbitrate in the best interests of, and according to the policies of Trent Radio.

These are the basic responsibilities of our position:

PROGRAMME SELECTION

Pursuant to Trent Radio's licence granted by the CRTC, programming functions shall be rendered in accord with the Organisation's aims as a broadcaster (see attached), in support of, and in partnership with programmers, independent of external or commercial influence, and in consideration of Trent Radio's tradition of promoting varied and comprehensive programming and tolerance, permitting any lawful expression.

Also, at least 35 % of all music played must be Canadian, (all music programmers should include Canadian Content ... it's out there)

At least twenty-five percent of programming before 10pm must be Spoken Word or Foreground.

Does all this seem a bit legalistic ... this ROUGH PLAN should help guide decisions as to balance and timing.

Some questions to ask during programme selection:

Is this interesting? And can they pull it off? Is the programme direction clear, or does it look like they just want to play hits or requests? What will I need to ask them to find out? What will I need to do to help them?

After the process of calling, negotiating and confirming the programmers for your evening, prepare a listing of programme titles with a brief description along with the name, phone number, address and membership status for each programmer.

PROGRAMMER SUPPORT: CONTENT and TECHNICAL

This would involve establishing a working relationship with our programmers, and helping them to develop their programme ideas. A programmer will also need some technical training.

We also need to ensure that we have their name, address, phone number, membership status etc.

We should keep one ear cocked towards the radio during our shift (which should be playing at all times) to monitor what is being broadcast. Are levels too low/high? **Did you know . . . that it is an Industry Canada regulation that the person responsible for operating the transmitter must be aurally monitoring the transmission AT ALL TIMES - this means using headphones in the studio? Have you told all of your programmers this information?**

Do Programmers sound like they're having problems? Do you hear anything at all?

Listen to their programmes for the non-tech stuff. Feedback (of the non- technical kind) makes a huge difference for Programmers. Knowing one is not operating in a vacuum is comforting and builds a sense of community. Constructive criticism, when done with respect, can be valuable. Most Programmers want comments on how they're doing and need someone to bounce ideas off. We provide moral, critical, and technical support. This is what Trent Radio is all about - this is the partnership between the Programmer and us.

OPERATING - there are two vital aspects tied for first place in importance; one is monitoring what goes on air, the other is ensuring something is there to be monitored.

The first is accomplished through the use of a Computer Logger. This must be in working properly and recording all aired programming. Its importance cannot be stressed enough. Without it, the CRTC (Canadian Radio and Telecommunications Commission) may revoke or refuse to renew our broadcasting

license. This would be a very bad and awkward thing. Best case scenario means a trip to the CRTC for apologies.

The Computer Logger is set to record an audio file every hour on the hour, and store these files for 30 days.

Executive Producers must "monitor" the logger audio and web page periodically, and ensure that it is working. Should the logger fail, all programming must stop and the Programmer should sign-off, unless recording can be done by alternate means. Logger audio can be monitored from the back rack in StudioA, and the web page is at <http://www.trentu.ca/trentradio/logger/lgrrep/rep.txt>

How to check the Logger system

(1) Monitor the logger on the rack in StudioA.

Ensure that the correct button is selected (Yellow?), and that you can hear a delayed version of the current broadcast. If you do not hear anything, assume there is a problem, and use the Emergency Logger Kit until you have finished investigating the situation.

(2) Visit <http://www.trentu.ca/trentradio/logger/lgrrep/rep.txt> (or click on the 'L' in Welcome on our webpage). Every hour, a new file is created. If you do not see a new file set up for the current date and time, the logger may be experiencing technical difficulties, and you should contact the SOIM immediately, and use the Emergency Logger kit in case it is required.

We must ensure continuity in programming (to get to the second aspect), which means we make sure something is on-air during scheduled programming time. The first rule of radio is "Show Up".

Programmers have been known to neglect showing up for their time. We must be prepared to perform impromptu shows (if we desire) or plop a pre-recorded tape or audio file in to play. Try and determine why there was a "no-show" and make a note in the OPERATORS BOOK. We should discuss the best way to resolve a continuing problem with our evening's partner and the Summer Operations Manager.

Some Programmes are customarily pre-recorded, so make sure you know where the show is so you can air them when they are scheduled.

AUTHORITY:

Programmers and other occupants of the house are obliged to take direction from the Executive Producer. Drug or alcohol use (except for coffee or cigarettes) is not allowed on the premises, and Executive Producers are obliged to enforce this rule. (l.h.'s note: broadcasting while intoxicated usually makes for boring programming.)

If Programmers are acting irresponsibly in the studio, or anywhere else in the building, they should be warned, and if necessary, asked to leave. Remember, we must make decisions in the best interests of Trent Radio. Violence and/or assholes shall not be tolerated.

Most conflicts or concerns should be resolved after a Programmer is finished their programme. Most, that is. If a Programmer is spewing out nasty, hateful words they should be stopped. Go in and talk with them as soon as the microphones are off. Try calm, collected conversation. Disagreement or opinion-voicing is one thing, propagating intolerance and hate is quite another. Remember basic Trent Radio tenets. And Think before you intervene. This will have to be reported; what was your rationale, how best to act, etc.?

Also, NEVER give out Programmers' phone numbers to strangers. If the caller is insistent, ask for their number and call the Programmer yourself to give them the caller's number.

Remember that you're not alone. Talk with your fellow Producers and do not hesitate to call the Summer Operations Manager or General Manager.

(john muir's note: with these responsibilities and the authority to carry them out, Executive Producers should remember that making radio is a creative act and Programmers may exhibit a florid artistic temperament - or even temper.) (kristina's note: nobody is allowed to jump on your head without good reason.)

SECURITY - non-members are not allowed in the house after office hours. However, tours can be given, at your discretion. Use your head. Any guests the Programmer brings in are, of course, welcome, *IF* they are part of the programme. We should dissuade Programmers from entertaining an in-studio fan club.

Trent Radio has an alarm system. Learn how to set and disarm it. if for any reason you are in a situation where someone is threatening you while in the building, you may set the alarm and activate it by moving across the beam in the hall way. If the alarm doesn't scare the person, the General Manager showing up might.

Trent Radio's alarm system is only good for a few things. This is one of them.

Also, do not hesitate to call 9-1-1 from anywhere in the building if you need help, and use the spy hole in the door to check out who you might be letting in before opening the door.

Once during the evening do a quick walkaround of the building. Are both flood lights working in the back area parking lot, are both porch lights on, is the exterior front door light working? Please note problems in the Operator's book.

As the building, equipment, security and such is the General Manager's bailiwick, please report any damage, theft and security concerns to him.

Try as best you can to fix things, write it up in the log and email John – jkmuir@trentradio.ca

HARDWARE - Make a note of what is needed, what is missing, what has finally decided to give up the ghost. There should be some spare light bulbs in the kitchen cupboards - art of the tech end of the job.

TELEPHONE - Get to know your Programmers and judge as to whether intercepting phone calls during their show would help keep things on a more even keel. It can be very disruptive for the Programmer if all their friends try calling while they are on. Refer all phone calls regarding music tracking to Jean Reno's email (jreno@trentradio.ca), and take THOROUGH MESSAGES in the messages book. Callers' feedback should be passed on to the Programmer, and may warrant a discussion. Was the caller "out of their mind"? Was there something in it at all? In taking a complaint, listen to determine precisely what the complaint is about and how to contact the complainant later. Make a note of all this in the Operator's Book. Messages for John Muir should be transcribed and sent by email to jkmuir@trentradio.ca.

UPSTAIRS APARTMENT - Many people don't realise that we have someone living above the studio and archive area. Keep the monitor levels down, especially after 9pm ... drums and bass go right through the floor as though there wasn't one.

OPERATING CHECK LIST

Things to do when beginning: 5pm

- Clean up BEFORE starting.
- Check the OPERATOR'S BOOK - has the transmitter blown up?
- Check on the logger audio and webpage.
- Is the Transmitter button pushed in and showing the green eye?
- Is the red "Off Air" monitor button pushed down? Are we, in fact, on air?

It is heartbreaking to programme, only to find out you really were talking only to yourself (the usual paranoia of radio folks)

- are both turntable styli in good repair (write problems in the Operator's book)
- Find list of programmes for the night. Is the first Programmer here yet? Who won't be? Any pre-recorded shows to be set up? Any sponsorships to be run?
- Check the Programme Log for instructions from our Operations Manager or General Manager. This may show last minute changes or direct how we will spend our time tonight.
- Turn the kitchen radio on, if it isn't already. Start listening.

** At 10pm Check the Logger audio and webpage.

Things to do when finished: Midnight

- Operator's Book (recording any events ~ or the lack thereof; names of no-shows; CDs/Albums not put away; equipment problems; general comments, etc ... even if 'nothing' happened, write it down)
- Transmitter dis-engaged from the StudioA console & RFP running smoothly from StudioV.
- StudioA cleaned up (CDs/Vinyl away, garbage/recycling taken to kitchen, volume turned down...don't forget we have neighbours upstairs!)
- StudioA, StudioB, StudioC Shut Down & Locked (radios off/volume turned down; doors shut and locked)
- Leave lights on in the Hall, Studio B, and the Kitchen (leave overhead lights on, turn off all other lights including the lamp by the phone in the kitchen, and the light over the window to the porch - so that it can be seen if the building is occupied if the alarm goes off.)
- Kitchen: wash dishes, deal with any food that has been left out (garbage/fridge); Make sure Toaster, Kettle & Coffee Maker are Turned Off
- Make sure the Front Door (George St.) is Shut and Locked (as it is prone to not being shut properly, slam it to be sure)
- Turn On The Alarm
- Make sure Kitchen/Porch Door is SHUT & LOCKED (it needs an extra slam in the winter)
You don't have to go home...but you can't stay here!

Why do we want to do this?? It's an interesting way to widen our range of acquaintances as well as our experiences. It's a way of putting something back into the community from which we draw. It's a means of furthering, aiding and abetting creative and socially responsible actions. And it's a good way to become familiar with the workings of an organisation, specifically Trent Radio.

And then there's this thing... this passion for radio ...

This document was stolen from "What is an Operator" and massaged somewhat to include Executive Producer's programming role.

Thanks to Barb Woolner, Kristina Rawlings, JK Muir and Lisa Howard.

Produced 16Dec94

Amended 11Jul97, 18Apr98, 15Mar99, 12Feb00, 28Mar01, 15Mar02 02Mar03, 12Apr04, 22Mar05, 16Mar06, 29Mar07, 24Mar08, 08Mar09, 04Mar10, 23Feb12, 24Feb13, 07Feb14

Modifications:

added: Potential Radio Camps

amended: email addresses

amended: StudioA as a production daytime facility

amended: Logger Tape Section to become Computer Logger Section

amended: suggested schedule to put "smooth operator" at 5pm

amended: Summer Programme Coordinator becomes Summer Operations Manager

amended: Summer Operations Manager becomes Summer Operations & Information Manager

deleted: CKCU Logger Section

amended: "Things to do when Finished" section in accord /w JStaveley's "Closing.doc" 110121

amended: made several minors repairs

Trent Radio's Aims as a Broadcaster:

- To Maximise diversity of programming.
- To Inspire creative contributions to radio programming.
- To Increase awareness of the power and potential of radio.
- To Encourage and inspire a positive use of radio.
- To Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.
- To Formalise its operations so as to promote fairness, clarity and efficiency in its decisions.
- To Encourage access to the facilities by both the Peterborough area and Trent communities.
- To Encourage the production of programming which reflects both of these communities.
- To Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond.

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Foreground Format Definition for Music Programmes at Trent Radio (as approved by the BoD April 98)

- the matter broadcast is broadcast without interruption
- the intrinsic intellectual content of the matter broadcast is entirely related to one theme or subject
- the duration of the presentation is at least 15 minutes,

Generally, this is an opportunity to make an especial feature within your programme, and talk about the music you've been playing. This could include discussion and comparison of musical styles, biographical notes on musicians, info about a particular musical instrument, and anything else that either isn't printed on an album's sleeve (unless there's an essay there) or isn't common knowledge. Whatever you say is up to you - opinions, readings, discussion of philosophy, etc...

Prohibited Interruptions; these would include sponsorship messages, time and temperature checks and other surveillance information.

Other material which would be considered Foreground music would include;

A live (or live-recorded) Canadian concert (either the producer or artist must be Canadian) produced specifically for broadcast and at least 15 minutes in length.

Radio Art produced specifically for broadcast.

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POTENTIAL EMPLOYMENT OPPORTUNITY at TRENT RADIO

APPLICATION DEADLINE: MONDAY 14 APRIL 14 @ 5PM

SUMMER OPERATIONS & INFORMATION MANAGER: Job Description 2014

Reporting to the General Manager, the Summer Operations & Information Manager (SOIM) shall be charged with the gathering and dissemination of information a) regarding area summer festivals, community events and agricultural elements associated with the Peterborough Exhibition; and b) of particular interest to recent immigrants, children and seniors in Peterborough and the area, along with interviews and reportage. Also included will be a twice daily broadcast listing of events and attractions,

In addition s/he will be charged with the day-to-day operation of Trent Radio and in concert with the Summer Programming Committee, s/he shall be responsible for developing a balanced programming schedule in accordance with Trent Radio's license and mandate. The primary duties include management of Trent Radio's broadcast and studio facilities for the use of more than one hundred community volunteers.

They shall convene and chair regular meetings of, and shall analyse and report on the balance of programming to, the Summer Programming Committee (all the Producers). They shall provide individual support and advice to the Summer Executive Producers.

They shall have the responsibility and authority to initiate and implement special programming, to enforce CRTC and other programming regulations, and shall have a hand in making preparations for some activities to take place in the Fall of 2014.

The Summer Operations & Information Manager shall also be charged with the general upkeep of Trent Radio House and shall ensure that the facilities are kept in good working order and that it be an area conducive to the production of effective community radio. This would include coordinating security and technical arrangements.

Specific Administrative Duties:

- Develop a working knowledge of the regulatory framework for broadcasting in Canada as it relates to Trent Radio.
- Prepare and Maintain Programme Logs & Music Sheets (Computer System)
- Ensure Logger is working and being used correctly
- Ensure sponsorships are logged and aired.
- Prepare and Maintain Programmer listing with contact data.
- Convene volunteer socials.
- Convene and chair regular meetings of the Summer Programming Committee, and prepare minutes of these meeting for distribution to the Committee and the General Manager. Note: The Summer Programming Committee is the Summer Operations & Information Manager and all the Summer Executive Producers)
- Attend planning meetings with the returning fall & winter Programme Director
- Respond to Summer and Fall season programme applicants.
- Act as Fill-in Operator as necessary.
- Render Community Liaison through information sessions and informal facility tours.
- Prepare and Distribute Summer Radio Guide.
- Produce Trent Radio fall pre-season and summer promos.
- Maintain community group announcements book.
- Pick-up and sort the post.
- Ensure trash & recycling is taken out & compost maintained
- Ensure that the facilities used by Programmers are clean and tidy.
- Respond to email queries for the Music Director.
- Prepare monthly reports on their activities for the General Manager.
- Ingest CDs and other material into the digital server.

Terms: Employment Period: Start: Monday, 28Apr14 Finish Friday, 22Aug14. (17 weeks)

Depending upon funding 20 hours/week for 5 weeks then 40 hours/week for up to 12 weeks.

Trent Radio's Minimum Commitment: 20 hours/week for 17 weeks

Pay Rate: \$12.00 hour, plus 4% vacation pay, plus statutory benefits.

Deadline for application: Monday, 14 April 2014 @ 5pm.

Hard Copy Applications Only - Resumes with a Cover Letter including references may be mailed to:

Trent Radio, 715 George Street, North, Peterborough, ON K9H 2T3

or brought to Trent Radio House, 715 George Street North, and dropped in the letterbox.

Applications should be marked "Attn: CSJ 2014 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Please read "A ROUGH PLAN: TRadio Summer Season 2014 " <http://www.trentradio.ca/14sumpln.pdf>

Selected candidates will be contacted on the evening of Monday, 14 Apr 14 to arrange interviews for that evening or the following morning.

Eligible Candidates for federally funded Canada Summer Job positions must be;

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Foreign students are not eligible) and;
- f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.