

## TRENT RADIO BoD AGENDA

### 24 March 2014 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 24 Feb 2014
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached where applicable.
  - a) Financial Statements to 28 Feb 14 - subject to Financial Review. \*
  - b) General Manager's Report
    - i) Infrastructure:
      - The CRTC is proposing that carrying emergency messages be a mandatory condition of licence. The technology to have these messages to automatically broadcast overtop of any existing programming costs ~\$3,000. In addition we may have to install a back-up generator - another \$3,000.
      - Computers: It may be that some spurious code has been running from our IP. We're working on determining a resolution.
    - ii) An Operator recruitment session is set for Thursday (27 Mar 2013)
    - iii) Trout Rodeo is out.
    - iv) 2014 Summer Planning Meeting is set for Sunday, 14 April 2014. The CSJ14 Hiring committee will be the PM, PD, & GM
    - v) There will be a Programme Director and Production Manager report as the next BoD Meeting.
06. Any Other Business
07. Next BoD meeting is scheduled for 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 24 February 2014 at 7 pm.

P R E S E N T: Tracy Elliott, Steve McNabb (via VoIP), Caileigh Morrison, and Matthew Poppleton.

R E G R E T S: Jane Atkinson, and Shannon Culkeen.

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 7:00 pm, with Caileigh Morrison acting as Chair, and Tracy Elliott 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 20 January 2014 were approved as presented.
03. Business Arising: none
04. Committee Reports: It was reported that;
  - a) GM Personnel Committee: Met on 03 February 2014, and 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. The Operations Report was presented by the General Manager comprising Financial Statements to 31 Jan 2014 (subject to Financial Review); and the General Manager's Report (see Meeting agenda and attached reports). Discussion followed. It was noted that a further \$10,000 has been borrowed to cover operations in accord with a Board resolution passed on 31 Aug 2011.  
  
**UPON A MOTION** duly made, seconded and carried unanimously, the Operations report was accepted as presented.
06. Any other business: none
07. The next BoD Meeting will be held at 7pm on Monday, 14 April 2014.
08. The Meeting was adjourned at about 7:15pm.

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Caileigh Morrison, Chair

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Tracy Elliott, Secretary

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

ASSETS	@ 28Feb14	@ 28Feb13	LIABILITIES	@ 28Feb14	@ 28Feb13
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	15,572.96	2,784.37
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	31,633.81	22,914.68	Deferred Income	870.00	830.00
ING Savings	51.65	51.17	Accrued Liabilities	0.00	0.00
Cash In Bank	31,685.46	22,965.85	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	0.00	(202.24)	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	90.31	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	90.31	<b>TOTAL CURRENT LIABILITIES</b>	<u>16,442.96</u>	<u>3,614.37</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	771.34	741.99	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>32,456.80</u>	<u>23,595.91</u>	CO Long Term Loan	50,044.14	52,535.30
			Deferred Contribution	0.00	0.00
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>50,044.14</u>	<u>52,535.30</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<u>66,487.10</u>	<u>56,149.67</u>
Buildings	126,736.77	126,736.77			
Office Equipment	20,758.37	20,758.37	<b>NON-SHARE EQUITY</b>		
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	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	399,187.95	399,187.95	Net Retained Surp/(Def)	(49,345.38)	(45,200.19)
Accumulated Depreciation	(351,622.54)	(342,928.34)	Current Surplus/(Deficit)	62,880.49	68,906.04
<b>TOTAL FIXED ASSETS</b>	<u>47,565.41</u>	<u>56,259.61</u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>13,535.11</u>	<u>23,705.85</u>
<b>TOTAL ASSETS</b>	<u><u>80,022.21</u></u>	<u><u>79,855.52</u></u>	<b>LIABILITIES AND EQUITY</b>	<u><u>80,022.21</u></u>	<u><u>79,855.52</u></u>

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

REVENUE	01Sep-28Feb14	01Sep-28Feb13	EXPENSE	01Sep-28Feb14	01Sep-28Feb13
<b>GOVERNMENT GRANTS</b>			<b>PERSONNEL</b>		
Federal Grants	0.00	0.00	Programming Wage	25,007.61	13,275.60
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<u>0.00</u>	<u>0.00</u>	Administrative Wage	22,125.59	21,028.56
			Benefits	1,571.15	1,310.00
<b>FUND RAISING</b>			CPP Expense	2,082.58	1,518.12
Corporations	0.00	0.00	EI Expense	1,244.27	884.37
Foundations	17,000.00	15,000.00	Total Wages & Benefits	52,031.20	38,016.65
Private	1,914.33	9,688.70	Programming Fees	500.00	6,804.20
Leadership	0.00	0.00	Technical Fees	200.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	18,914.33	24,688.70	Administrative Fees	890.00	825.00
Trent Student Memberships	111,997.42	109,057.16	Total Fees	1,590.00	7,629.20
Commercial & Non-profit	0.00	150.00	<b>TOTAL PERSONNEL</b>	<u>53,621.20</u>	<u>45,645.85</u>
Individual Memberships	600.00	480.00			
Discretionary M'ship Exp	0.00	0.00	<b>SUPPLY &amp; EXPENSE</b>		
Net Memberships	112,597.42	109,687.16	Publicity & Promotions	648.41	573.05
Special Events	956.50	1,318.56	Equipment Rental	0.00	0.00
Special Events Expense	0.00	0.00	Line Rental	2,031.65	2,131.60
Net Special Events	956.50	1,318.56	Rental Other	20.00	20.00
Fundraising	105.00	160.00	Net Rentals	2,051.65	2,151.60
Fundraising Expense	499.00	0.00	Postage & Delivery	537.34	899.83
Net Fundraising	604.00	160.00	Office Supplies	167.12	123.32
<b>TOTAL FUND RAISING</b>	<u>133,072.25</u>	<u>135,854.42</u>	Telephone	657.75	593.04
			Utilities	2,159.72	1,943.19
<b>EARNED REVENUE</b>			Programming & Licence	2,579.29	1,277.69
ON AIR Sponsorship	1,250.00	0.00	Building R & M	891.52	1,722.27
ON AIR Sponsorship Expense	(499.00)	0.00	Building R & M Upper Apt	39.96	342.96
Net ON AIR Sponsorship	751.00	0.00	Technical R & M	4,424.07	7,505.19
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	5,355.55	9,570.42
Net Other Sponsorship	0.00	855.31	Professional Fees	50.00	75.00
Tape Sales	0.00	0.00	Insurance	3,625.09	3,591.44
Tape Sales Expense	0.00	0.00	Travel	0.00	155.52
Net Tape Sales	0.00	0.00	Volunteer Expense	463.15	550.14
Rental Income	5,250.00	5,130.00	Bank Charges	228.57	59.00
Net Misc Sales & Services	300.00	675.00	Mbanx Loan Interest	2,566.28	2,362.96
<b>TOTAL EARNED REVENUE</b>	<u>6,301.00</u>	<u>6,660.31</u>	Net Interest	2,566.28	2,362.96
			Depreciation	0.00	0.00
<b>MISCELLANEOUS REVENUE</b>			GST Paid	0.00	0.00
Interest Income	1.14	1.16	HST Paid	2,125.93	4,403.84
Micellaneous Revenue	254.92	367.95	Bad Debts	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	Miscellaneous	(88.23)	1.91
<b>TOTAL MISC REVENUE</b>	<u>256.06</u>	<u>369.11</u>	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<u>23,127.62</u>	<u>28,331.95</u>
<b>TOTAL REVENUE</b>	<u>139,629.31</u>	<u>142,883.84</u>	<b>TOTAL EXPENSE</b>	<u>76,748.82</u>	<u>73,977.80</u>
			<b>NET INCOME</b>	<u>62,880.49</u>	<u>68,906.04</u>