

TRENT RADIO BoD AGENDA
14 April 2014 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 24 Mar 2014
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a) Programme Director's Report (James Kerr). *
 - b) Production Manager's (AGM/RRFG) Report (Jill Staveley)
 - c) General Manager's Report – *via voce*
 - i) CSJ, CRFC, & CFGP grant progress is any
 - ii) Re-schedule of studio renovations to Summer 2015
 - iii) Plans for TU50@PRC & TRadio 08-10 Aug 2014
<https://www.facebook.com/events/485069371592718>
 - iv) &c
06. Any Other Business
07. Setting the dates for the next two Board Meetings. 23 Jun & 25 Aug 2014?
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 24 March 2014 at 7 pm.

P R E S E N T: Jane Atkinson, Shannon Culkeen, Tracy Elliott, Caileigh Morrison,
and Matthew Poppleton.

R E G R E T S: Wes Grist and Steve McNabb.

Also Present: John K. Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at about 7:00 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 24 February 2014 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 Jan 2014 (subject to Financial Review); and the General Manager's Report (see Meeting agenda and attached reports). Discussion followed.

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 7:25pm.

Caileigh Morrison, Chair

Tracy Elliott, Secretary

Programme Director's Report for the period Sep13 - Apr14 for BoD Meeting 14 Apr 2014 prepared by James Kerr

The Direction of Programming

Trent Radio depends on submissions of programme ideas from students and community members at large. As such, the nature of what is broadcast from season to season changes greatly, as it represents a diversity of interests throughout the Trent and Peterborough and area communities. This year saw the continuance of youth involvement and a rise in "personal reflection programming" as a theme; programmers enjoyed talking about themselves as self-identified geeks, men, women, international students and so on. The composite 2013-14 programmer is typically individualistic, introspective, and perhaps a little insular - but still seeks to engage in their community.

With Production Manager Jill Staveley back from maternity leave the 2013-2014 broadcast season was, all in all, smooth sailing.

Programme Selection occurs prior to the Fall and Summer seasons.

Drawing from the membership and potential-membership, the Programme Director seeks to construct a full and balanced schedule. With help from a collection of generous Operators to act as a Programme Proposal Review Committee, the proposals are reviewed and evaluated based on the following criteria:

- a) Is the Proposal complete? If not what's missing?
- b) Comment on the Programme Outline. Note strengths, weaknesses, high points, low points etc.
- c) What suggestions or feedback do you have?
- d) Do you have confidence that they can and will do it? Comment on what potential there is.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

Should the programmer fall short on one of these criteria, their proposal requires revision or redirection.

Characteristically, the potential programmer will meet with the Programme Director and together they'll review the programme ideas, and Trent Radio's approach and the nature of producer-oriented programming. The proposal is then redrafted with these ideas in mind, and generally the applicant is much happier with their second attempt.

Operators are volunteers who have chosen a particular time to come into Trent Radio and oversee 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 technical support, acting as a tour guide, taking telephone messages, tidying up, making coffee, and representing Trent Radio to the general public.

Operators are usually drawn from trusted Programmers from the past year or just the past summer. First-time Operators this year were Brett Trimbee, Geoff Barnes, Alex Karas and Scott Cecchin, the latter two of whom were attracted to Trent Radio because of an Operator recruitment article published in the Arthur newspaper.

Regular Programming The distribution of content categories between Spoken Word content, Popular Music and Special Interest Music each take up roughly a third of the programming schedule. From last year, Spoken Word content is slightly up (by 2%) and Popular Music is slightly down (by the same 2%).

Perceived Sea Changes The average age of programmers at Trent Radio is younger this year. The involvement of first-year Trent University students increased this year, as did the involvement of secondary students.

Trends 2013-14

- Young Programmers
- Personal Reflection Programming
- Radio Drama

Smooth Operator is a thrice-daily local events calendar broadcast, and a space for interviews with many touring bands, local visual artists, theatre performers and various community groups. It has become the perfect venue for short-length programming to be broadcast outside the regular schedule, such as airing the Trent Central Student Association election speeches, City Council meetings, and special interviews concerning the hot topics of the day, like this year's introduction of a parkway bridge through Jackson Park. Smooth Operator provides first-time and rusty programmers an opportunity to practice their on-air Studio A skills, with the former encouraged to sign up for this opportunity after their initial training. For the past several years Smooth Operator has been made the focus of our high school co-op students' participation, whose tasks include updating and refreshing the announcement binder daily with incoming public service announcements received through psa@trentradio.ca, posters, and mail. Smooth Operator is an essential link between Trent Radio and the Peterborough and Trent University communities.

Student Co-op Placements High School students through the Co-op programme volunteer at Trent Radio for one of two shifts. The morning Co-op student is to open the door to Trent Radio House at 0845 in anticipation of the 0900 start of the live broadcast day. They make coffee, clean, and prepare the space for the arrival of programmers as they sort the Smooth Operator binder of community announcements, in anticipation of the 1100 Smooth Operator programme, which they host. The morning Co-op student leaves at 1130am after they have completed Smooth Operator. At noon, the afternoon Co-op student shift starts, and, like their morning counterpart, check the emails of psa@trentradio.ca for more community announcements and maintain the public service announcement binder before hosting Smooth Operator, this time at 1400, and they leave at 1500.

Opening up Trent Radio House is the key priority for morning Co-op students, whereas with the afternoon Coop maybe conducting interviews with touring bands and other interesting people coming through Peterborough.

Starting last fall Brooke Piper from Adam Scott Secondary school did her Co-op in the morning and Nader Naderajad of Lakefield Secondary School was here in the afternoon. They both worked very well. Alex Bertrand is now our morning Co-op student, and as sometimes happens, no student in the Co-op programme applied for the afternoon position.

Goals & Results 2013-14 with Plans for 2014-15

1. Goal: Student Clubs & Groups Integration - getting more student groups into Trent Radio and getting them to use Trent Radio to further their goals and objectives.

Result: Jill Staveley made this goal a tremendous success by running a Community Radio Workshop Session. Student representatives from various TrentU clubs & groups were recruited to participated in seminars and workshops with a view to letting them know all they and their group can achieve at Trent Radio.

Further success was achieved through the participation of 16 Cultural Studies 2035 students who were trained and subsequently undertook a variety of special programming for partial academic credit. Our thanks to Professor Liam Mitchell, and Andy Cragg, Projects Coordinator at the Trent Centre for Community-based Education.

Plan for 2014-15: With the Production Manager's Assistant Mauricio Interiano returning to the position next year, and since he was such a key part of the Community Radio Workshop Session, my hope is that we'll be able to do something similar in 2014-15. Also, Professor Liam Mitchell is keen to repeat our success with CUST 2035 next year.

2. Goal: Community Integration - getting more community groups and other not-for-profits into Trent Radio to make use of us to accomplish their goals, just as with TrentU student clubs & groups.

Result: This year the Trent Radio Community Committee was not as effective as it could have been. Efforts this year were directed to other places, such as radio drama and the CUST 2035 course. However, we had a vibrant pace for booking interviews on Smooth Operator, bringing community members and tour bands into the studio to promote local events, and this performs much the same function.

Plan for 2014-15: This is an ongoing goal. Taking the offensive next year, I want to engage community organisations directly via telephone and email to invite them in, seeking them out rather than them needing to seek us.

3. Goal: Increase production of locally written, acted and produced radio drama.

Result: This year saw an increase of radio drama at Trent Radio from a diverse group of writers, different producers, and a slew of brand new actors drawn from Trent and Peterborough area communities. Through establishing regularly scheduled fortnightly StudioC recording dates, writers worked to a deadline, making it easier to recruit and organise actors, and produce a better and greater output of hour, half-hour, and five-minute projects. Warm-ups for these sessions were used as recording opportunities for public service announcements and IDs.

Plan for 2014-15: Continue the fortnightly recording sessions as a set time. The most difficult part of the process is finding scripts, so I will make sure there is more than enough for going into next fall.

Studio A 2013-14: New programmers must sign up at a scheduled time for orientation and training in the on-air studio, before their first show. Studio A Training sessions are held 3 times a week during the Fall Season until the end of October, then tapering off to once or twice a week after thereafter. Each session is two hours in length, and divided roughly into two one-hour sections. For the first hour the General Manager, John Muir provides orientation as to the history and remit of the organisation and community radio in general, to better focus newcomers' self-directed exploration of creative opportunities and potential responsibilities.

For the second hour of training I lead the trainees through the technical aspects of the studio equipment (how each button and dial works), informing them of various legal concerns, operational procedures, CRTC regulations. Trainees are then invited to read public service announcements on the air. By the end of the two-hour session. the trainees are usually exhausted, excited, and eager to get started with their own programme.

Studio B 2013-14: For the first part of the Fall Season the Studio B trainer provides production guidance and instruction for those wishing to use this off-air production studio. Training can be as simple as explaining how to use the logger system, or supporting much more complex multi-track projects. As the season progresses, the number of people needing training declines, so the Studio B trainer turns to producing IDs, Promos, PSAs, and providing support for special programmes such as radio drama. Michael Lebovsky did a great job this year and he is scheduled to return to the position this fall.

PD Assistant/Trout Rodeo editor 2013-14: This position helps the Programme Director with regular weekly clerical work such as maintaining programme logs, promoting event days by putting up posters and distributing other material, chasing down outstanding community membership dues, typing the text broadcast schedule as displayed on trentradio.ca, writing and editing the seasonal broadcast schedule accordion pamphlet version of "Trout Rodeo", and producing and distributing of the "Year in Review" version "Trout Rodeo", and generally doing whatever odd-jobs around Trent Radio the PD needs done.

Allie Matteson took on the work this year. She was great to work with and especially good at assisting me with events promotion.

Fundraising 2013-14

The fundraising highlight of the year was certainly the 'Queen of George Street Ball', a fundraiser for both Trent Radio and Sadleir House organised and run by Trent Radio President Cailleigh Morrison to celebrate her birthday, taking place at the Spill on January 31st.

Thu 10 Oct "Welcome Back Trent Radio" Pub Night held at Sadleir House

Thu 21 Nov "The Trent Radio Revue" held at Sadleir House

Fri 06 Dec at noon Good n' Country Marathon

Fri 31 Jan "Queen of George Street Ball" held at the Spill

Programming & Events Highlights in Review

September 2013

Mon 02 Arthur article to recruit new students.
 Tue 03 Pre-Season began & TIP & OSWP positions began
 Fri 06 New Operators Introduction meeting held
 Mon 09 Arthur article to recruit returning students to programming
 Tue 10 Clubs & Groups Day on campus
 Tue 10 Programme Proposal Workshop at Peterborough Public Library
 Wed 11 Programme Proposal Workshop at Sadleir House
 Wed 11 Programme Proposal Workshop held at Lady Eaton College
 Thu 12 Programme Proposal Workshop held at Trent Radio House
 Thu 12 HS Co-op Interviews began
 Fri 13 Programme Proposal Deadline & Committee Meeting
 Mon 16 Fall 2012 broadcast season & Co-op placement begin

October 2013

Thu 10 "Welcome Back Trent Radio Pub night" at Sadler House
 Fri 11 Trout Rodeo schedule accordion pamphlets made available
 Fri 25 Annual Radio Drama auditions held
 Mon 28 Programmer Review meetings began

November 2013

Sun 10 Trent Radio Annual General Meeting
 Thu 21 Trent Radio Revue fundraiser held at Sadleir House

December 2013

Fri 06 Fall 2013 broadcast season ended at noon
 Fri 06 "Good 'n Country 24 Hour Radio Marathon" held
 Mon10-Fri20 EntreSeason /w Nader Nadernejad & Brook Piper - directors
 Mon 23 "Christmas Radio Takeover" on-air event /w Jess Grover

January 2014

Mon 06 Spring Season began
 Fri 17 Spring Edition "Trout Rodeo" fold-out pamphlet made available
 Fri 31 The "Queen of George Street Birthday Ball" fundraiser was held

February 2014

Mon 03 Geek Day event day held on-air
 Thu 13 Post-Geek Day Pub Night held at Sadleir House
 Wed 26 NCRA Homelessness Radio Marathon broadcast

March 2014

Mon 17 Trout Rodeo Year In Review
 Thu 27 Operator's Social & Recruitment at Sadleir House

April 2014

Sun 13 Summer Programme Proposals due at 12:00 noon
 Sun 13 Summer Season Planning Session noon Trent Radio House
 Sun 13 End of Spring Season Open House
 Mon 14 Deadline for Application for the Summer Operations and Information Manager position
 Thu 17 End of Spring 2014 broadcast season at noon & Shutdown begins
 Sat 19 Apr "Retro Booty Jam" event day held

TIP & TWSP Staff 2013-14

TWSP PD Assist. & Trout Rodeo Editor - Allie Matteson
 TIP PM Assistant - Mauricio Interiano
 TWSP Physical Plant – Abdirazak (AJ) Jama
 TWSP StudioB and Digital Editing Trainer - Mike Lobofsky
 TWSP Music Archivist - Callista Durose-Moya
 TIP Spoken Word - Cherlese Ruan

High School Co-op Students:

Fall13 Brooke Piper from Adam Scott
 Fall13 Nader Nadernejad - Lakefield District Secondary School
 Spr14 Alex Bertrand - Adam Scott

Regular Staff

Programme Director: James Kerr
 Production Manager/R&RFGM/AGM : Jill Staveley
 GM & VP: John K Muir (also Studio A Training)

Operators (ss = self-support)

Sun am: ss / aft: ss / eve: Geoff Barnes
 Mon am: Alissa Paxton / aft: Brett Trimbee / eve: Caileigh Morrison & Shannon Culkeen
 Tue am: ss / aft: Pat Reddick / eve: Bennett Bedoukian
 Wed am: ss / aft: Alex Karas / eve: Jess Grover
 Thu am: Scott Cecchin / aft: Matthew Poppleton / eve: Sable Guttman
 Fri am: Sara Ostrowska / aft: Wes Grist & Anthony Gulston / eve: Abram Hawkins & Leah Hawkins
 Sat am: ss / aft: ss / eve: Atticus Bakowsky, Nader Nadernejad & Brooke Piper

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	Fall09	Spr10	Fall10	Spr11	Fall11	Spr12	Fall12	Spr13	Fall13	Spr14
Total live b.casting hours / week	77	77	83	83	84	84	87	87	80	80
Number of Producers	103	103	97	101	106	110	110	111	101	102
Number of Programmes	78	80	91	89	96	98	86	92	84	85

Content Category Stats prepared for BoD 14 April 2014 / James Kerr, PD

Content Category	CRTC Required	TRadio Required	Fall/Spr AY10-11	Fall/Spr AY11-12	Fall/Spr AY12-13	Fall/Spr AY13-14
Category 1 - Spoken Word	Min 15% of all programming	Min 25% of all programming	32%	30%	30%	32%
SubCat 11- News			-	-	-	-
SubCat 12 - S/W Other			53.33hrs	50.32hrs	50.40hrs	54.04hrs
Category 2 - Popular Music		max 60% of all music	56.50hrs	58.61hrs	53.61hrs	54.00hrs
			49%	50%	47%	47%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		23.07hrs	22.19hrs	19.53hrs	19.00hrs
			40.8%	37.9%	36.5%	32.1%
SubCat 22 - Country & C'try Oriented			12.87hrs	12.23hrs	12.15hrs	12.03hrs
SubCat 23 - Acoustic			18.27hrs	21.97hrs	19.89hrs	20.24hrs
SubCat 24 - Easy Listening			2.30hrs	2.16hrs	1.98hrs	2.30hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	58.13hrs	59.00hrs	59.90hrs	59.90hrs
			35%	35%	36%	36%
SubCat 31 - Concert			4.30hrs	4.48hrs	2.66hrs	4.35hrs
SubCat 32 - Folk & Folk Oriented			10.83hrs	15.37hrs	12.37hrs	13.14hrs
SubCat 33 - World Beat & International			15.50hrs	13.48hrs	11.86hrs	11.34hrs
SubCat 34 - Jazz and Blues			8.73hrs	8.11hrs	6.68hrs	7.29hrs
SubCat 35 - Religious			2.63hrs	3.50hrs	7.84hrs	6.05hrs
SubCat 36 - Audio Art			16.13hrs	14.05hrs	18.49hrs	14.52hrs
Total Category 1			1600hrs	1561hrs	1563hrs	1676hrs
Total Category 2			1695hrs	1817hrs	1662hrs	1674hrs
Total Category 3			1744hrs	1830hrs	1858hrs	1656hrs
Total Category 1, 2, and 3			5039hrs	5208hrs	5083hrs	5206hrs
Broadcast Weeks this Season			30	31	31	31
Regular Programming (avg hrs / week)	Min 42 hours	Min 42 hours	83.5hrs	84.2hrs	86.52hrs	80.4hrs
"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

Production Manager's (AGM/RRFG) Report for Trent Radio BoD 14 April 2014
Prepared by Jill Staveley

INTRO

As always, I would like to sincerely thank James, John and all the TWSP/TIP staff here this year for welcoming my kids into the workplace. The ability to successfully integrate my work life with my family life has been a bit tricky at points, but I feel overall that I have had a great year, and this is directly related to the support and flexibility from the Trent Radio Community as a whole. Thank You.

PROJECTS:

(i) Radio Free Peterborough/Local Content Project (Ongoing): This was an unkind battle for many years- continually trying to keep up with Local Music without an efficient system in place. We have definitely benefited from the Local Content Project, and are lucky to have Matt Jarvis (our Local Content Project Manager) on-site each week to continue to make this resource a reality. I am very excited to move forward with our Local Content Archive, and promote it to all our programmers and volunteers in the fall of 2014.

(ii) Production Projects: The success of special production projects at Trent Radio relies heavily on being able to achieve a delicate balance between engaging in new and exciting projects, without taking on really big wild and exciting projects that cannot be completed well. The primary project that has seen steady growth and success in StudioC are the Radio Drama productions organised by James Kerr. StudioC has also seen a plethora of activity with the Kitchen Sessions and Local Youth in Music Project. (See below)

**We have also acquired some new production gear including: new cables, stands, microphones and a Fostex LR16 (a live mix/recording machine). We have been quite diligent in taking care of our gear, and for the most part, so far I am VERY impressed with the lifespan of most items.

(iii) Community Radio Workshop Sessions: We have set a goal to deliver one CRWS each year, and this year we decided to deliver one specifically for "student groups". Mauricio Interiano (PM Assistant) and I worked together to facilitate the day-long workshop geared towards promoting Trent Radio to student groups, as well as providing information and educational workshops outlining how they can use community radio to meet their goals and mission. Mauricio developed promotional materials based upon previous CRWS documents, secured funding from TISA for 5 participants (\$100), and completed a great deal of outreach to the student population, bringing new people and groups to Trent Radio for the session. We had representatives from HOLA, TACSU, Trent Dance Team, SAAT, TSEAO. Workshops and hands-on experience opportunities were facilitated by Miriam Lyall (PSA/Media Release), Dave Grenon (Developing Content for Radio), Anthony Gulston (Interview Techniques), Mauricio Interiano (On-Air in StudioA), James Kerr (Getting Involved) and myself (StudioB Production, Intro to Trent Radio). We did not offer a catered lunch this time, but had a few snacks available, and also shortened the day to run from 1000 – 1600. Both of these decisions seemed to work well, and I would recommend looking at this model for future CRWS.

TWSP/TIP:

We worked really hard to focus on finding TWSP/TIP employees who not only fit Trent Radio, and each job description well, but who were students at the beginning of their university careers. We really lucked out, and I couldn't be happier with the crew we had on board this past year.

I have attached individual reports from our TWSP/TIP staff at the end of this report. Here is a brief synopsis from my perspective.

(i) STUDIOB (TWSP): Mike Lobovsky was hired and trained early in the fall for the Production Support position. Mike has a great desire to do cool things with technology, and he already had relevant experience from teaching guitar lessons. After only a couple training sessions with me, Mike worked with a dedicated ethic and determination to not only learn the technology quickly, but to grasp all the nuances of providing tech support and services in StudioB. Mike works very well with little supervision or direction, and has taken the initiative to get involved in Radio Drama, produce his own programme, and gain experience working with audio production technology. Mike will be returning in the fall of '14 to continue on with StudioB Production Support.

(ii) INCOMING MUSIC ARCHIVIST (TWSP): Every year I dread the pile of CDs that have accumulated over the

summer. In the past we have hired and trained an IMA Assistant (Jan – April), who learned enough about the position to effectively start working right at the beginning of the Fall Season. Last year our plans did not work out as anticipated, and we had to scramble to find a suitable IMA who could not only pick up the required tasks quickly, but who might be able to offer some longevity to the position and allow us to make better use of our archives and the position. After meeting Calla Durose-Moya on a Friday, I had no doubt that she would fit well with Trent Radio and be a wonderful gate-keeper for our music archives, and called her that evening to offer her the job. After an intense year of learning and re-developing our systems and expectations for our Music Archives (changes due to the Local Content Project primarily), I couldn't imagine someone more fitting for this position, and I am sincerely excited to see our Music Archives gain some order and visibility over the next few years under her careful watch.

(iii) INCOMING MUSIC ARCHIVIST ASSISTANT (TWSP): We did not hire an IMA Assistant this year, as Calla will be returning to fill the IMA position in the fall.

(iv) SPOKEN WORD ARCHIVIST (TIP): Cherlese Ruan (Sep - Oct). Cherlese was a returning employee working on the Spoken Word Project. She had been developing a MYSQL database to house all the SW tracks and information, and make them accessible to our programmers and was very close to completing the project. Due to personal reasons, Cherlese resigned from the position in October, but still agreed to finish up the database outside of a structured work schedule. In December, Cherlese's computer crashed, and all work completed since September was lost. Cherlese still intends to complete this project for us, but will not have time to work on it until she has completed her course requirements. I will be meeting with her at the end of the month to and look forward to having a functional Spoken Word Database up and running in the fall. Her hours will be paid for by Trent Radio.

(v) PM ASSISTANT (TIP): Mauricio Interiano (Oct – April) Though I was very sad to see Cherlese go, it was a chance for me to gain an assistant. Fate (or good luck) brought Mauricio to us. Mauricio has been able to assist me in a number of different activities (from setting up audio gear for recordings to completing tedious data entry for mailing lists) with an amazing work ethic and capability. I honestly can't express in words how grateful I am to have him around and how much less scared I am of September knowing that he will be around to help things run smoothly.

GRANT APPLICATIONS:

(i) Community Radio Fund of Canada – “Radiometres”:

2013-14: Kitchen Sessions & Local Youth in Music Project (Aug13 – May14) This project (though not actually complete yet) has been a total success this year. We instigated songwriter-in-the-round performances in the Trent Radio Kitchen, recorded all that material, curated and delivered a series of educational workshops for the Local Youth in Music (LYM) participants, recorded 3 albums (19 tracks), and are currently finishing up production on the products so we can distribute the LYM recordings and Kitchen Sessions Compilation across Canada. A lot of work, but also a lot of fun!

2014 Application: Local Content Development: Due to the general success and continued interest in Radio Drama Production Projects at Trent Radio, we have applied to the CRFC “Radiometres” programme for funding to allow us the time and resources to focus on Radio Drama and expand/enhance our community involvement in this project. The grant would enable James Kerr and me to work in tandem to cultivate script development, broadcast “theatre craft” workshops, enable mentor relationships with local theatre craft artists for the production and performance of original radio drama scripts, both pre-recorded and live to air. We would also focus time and energy to enhance the Local Content Archives with relevant biographical and support content. The project would start in August 2014, and finish up in the spring 2015.

(ii) Community Foundation of Greater Peterborough:

The CFGP Innovation and Leadership Grant was recently brought to my attention. With so many great things happening in the world of Local Music at Trent Radio right now, (and the fact that Matt Watson, my husband, is able to take care of our kids full-time while I do some neat things at Trent Radio over the summer) I thought that it would be a great time to create a Radio Resource and offer a Workshop Session for Local Musicians. The application deadline is April 21st, and if we are successful, the grant would employ me part-time in July and August to create a paper-copy handbook outlining skills, information, and resources associated with using Radio as a promotional tool. It would also contain a comprehensive list of Music Directors from NCRA member stations, as well as !earshot charting member stations across Canada. To complement this Handbook, Trent Radio would develop, assemble

and deliver a day-long workshop session, comprising 4 themes: interview skills and how to make effective cold calls for gigs etc, SOCAN & copyright - know your resources, bio and promotional material creation, grant opportunities and basic guidelines for successful applications.

SPONSORSHIPS: Though this is always a work in progress, as John, James and I aren't really the best sales-people in the world, I do feel that we are keeping up with this project, and we are in a much more organised and regularised space in this area. This year we have: St. Veronus, Black Honey, Island Cream, The Pig's Ear Tavern, Renegade Apparel, and Sadleir House on board. We have designed and printed a "Proud Sponsor of Trent Radio" Sticker, and will be sending around a renewal notice along with the stickers before the end of my contract this spring. Hopefully this will enable a more organised method and process for the fall '14.

TWSP/TIP Reports

Studio B Trainer Report - Mike Lobovsky, March 19, 2014

Trent Radio has been a great opportunity to become more involved within Peterborough. My job, as Studio B Trainer, has me training community members on how to use the equipment for audio production. I do intend on coming back to Trent University and working at Trent Radio in the next school year. The types of production sessions that I had offered included studio training and promotion production for programmes. I have trained close to 20 people, and I have helped make 6 promotions for programmes. The two types of sessions that were offered were successful in that the task was accomplished, but I found a couple of trained people forgot some of the information. If they had brought a pen and paper for note taking, this would most likely not be a problem. Next year it will be best for me to remind trainees of this. In addition, most people were most interested in mixing down audio tracks to produce a solidified audio track.

I have been involved in creating over 10 projects designated by Jill Staveley and James Kerr, as well as well over 20 projects that I have taken on to further enrich the community of Peterborough. Some of the projects that I have most enjoyed involved live recording of events and scripted programmes, such as Trent Radio Revue or radio dramas. Also, it was exciting to edit these performances. Event days at Trent Radio were other fun projects to take on. They involved creating scripts, layering music and adding cool sound effects. Moreover towards my last project, I have been doing research, critical thinking and interviewing the city's counsellors about their perspective on the issue of The Parkway.

The technology in Trent Radio is awesome because it works! Every once in a while, the mix board can be wonky and not work, but it's probably because of The Ghosts of Trent Radio. Every once in a while, the microphone #1 signal doesn't go through the system. Mostly, the technology has been good and consistent this term.

It has been a pleasure! Till next year, Mike Lobovsky

Studio B Training List AY2013-14

Hank and Jeff - 03 Oct 13
Charles Last - 09 Oct 13
Ben Legere - 10 Oct
Caitlin Hopkins - 10 Oct
Catherine Latterodt - 10 Oct 13
Theresa Chomko - 14 Oct 13
Kemi Akapo - 14 Oct 13
Geoff Barnes - 16 Oct 13
Brett Trimbee - 16 Oct 13
Jill Jones - 16 Oct 13
Mauricio Interiano - 16 Oct 13
Daisy - 21 Oct 13

Nader Nadernejad - 24 Oct 13
Kay Kanyandula - 24 Oct 13
Calla Durose-Moya - 30 Oct 13
Rumsha Syed - 31 Oct 13
Ayesha Barmania - 06 Nov 13
RedNeck Nation - 06 Nov 13
Aiden McRae - 14 Nov 13
Alex Karas - 14 Jan 14
Adam Crane - 21 Nov 13
Matt Poppleton - 19 Mar 14
Studio B Promo List 19 Mar 14

IMA REPORT - Calla Durose-Moya, March 2014

Archived CDs 19336 through 19750.

General: My experience as incoming music archivist this year at Trent Radio has been a great one, and I've learned and grown a lot since I've been here, in Peterborough, at Trent, and at Trent Radio. I've

learned to be more accountable and responsible for my work as an individual, and I've really enjoyed my work. I grew in my knowledge about archiving and organization and about Canadian music. I've learned about the wonderful community in Peterborough through Trent Radio from both learning about local artists, and from directly interacting with community members at Trent Radio.

I now know that this title holds a lot of personal responsibility, for me to be both accountable and professional in my work. At the beginning, I thought I would have no problems with working with little supervision knowing the full importance of being responsible. I have since learned that this position would require more than just 'being good at archiving', and that the responsibilities associated with being the main person taking care of Trent Radio's Music Archives require more attention and dedication than I had initially anticipated.

Problems I encountered:

1. When I checked on the archives downstairs, I found many CDs missing. The majority of them turned out to be Local CDs. I would like to suggest that we set aside and archive Local CDs in 'batches' so that when there is a noticeable chunk of CD numbers missing in the packing process, we will be able to assume that they are Local.
2. Also when checking on the archives downstairs, the CDs were being damaged and disorganised by being stacked vertically directly on top of each other. I want to implement a policy of putting a cushion (cardboard or similar) between the rows.
3. While scanning album art for LCMP, I had problems with dimensions/quality of photos. Jill will meet with Matt Jarvis to sort out standardised methodologies with written instructions so we can move forward with this aspect of archiving in the fall.

Future goals for next year:

1. Detail and record specific responsibilities for IMA in regards to Local Content Archives. Include general process, specific responsibilities, list of criteria for divining Local Music etc. (create LCA role and responsibilities for IMA position) in an organised and clear document.
2. Possibly have Archivist radio show, play local music and use time in Studio A to do weekly cleanup of archive materials.

Production Manager's Assistant Report - Mauricio Interiano, March 2014

This year I had the opportunity to work as the Production Manager's Assistant at Trent Radio. It was a great opportunity for me to develop new skills and expand my knowledge of Community Radio. My position required me to organise and give direct assistance for several activities at Trent Radio, which included:

Local Youth in Music: Assist with the broadcasting of workshops that were given to the participants. This includes set up & clean up of gear and controlling the broadcast from studio A; Data entry for the NCRA and !EAR SHOT music director database; Kitchen Sessions: Assist with monthly live music broadcast (from the Kitchen at Trent Radio) featuring local musicians. This Includes set up & clean up of gear and controlling the broadcast from studio A; Creating a poster for Trent Radio Kitchen Sessions

Community Radio Workshop Sessions: Updating and editing last year's documents; Advertising for the event through radio, posters, social media, clubs and group day and emails; Studio A introduction session for the participants; follow up with the participants that came to the workshops.

Other duties: Answer phone calls; Keeping the place clean; set up, clean up and inventory of audio gear

It has been a productive year, nevertheless, this position can also have the potential to act as an ambassador of Trent Radio at Trent University and provide students with important information about the services and facilities at Trent Radio throughout the year.

[end]