

TRENT RADIO BoD AGENDA

23 Jun 2014 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 14 Apr 2014
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a) LCMP Update from April 2014 *
 - b) Financial Statements to 31 May 14 - subject to Financial Review. *
 - c) General Manager's Report
 - i) CFGP, CSJ, CRFC & other grants
 - CFGP & CSJ turned down. The very disappointing loss of CSJ funding has been a little offset by a \$2/hour subsidy from the provincially supported "Summer Jobs Service" – (\$720 total)
 - CRFC \$30,000 granted to for a "Local Content Development Project". The project will focus on two specific areas: Radio Drama which is to be produced in-house by a mixed group of Trent Radio's volunteers and self-selected members from the community at large, led by experienced theatre practitioners; and the development of content, support data and biographical documentation for Trent Radio's Local Content Archive, a collection of locally-produced music, audio art and spoken word digital audio material.
 - ii) Three year management agreement with TSAPC to oversee its operations at a minimum of \$25,000 per year plus \$25,000 to sign to Trent Radio. A further \$5,000 will be transferred to Trent Radio to cover TSAPC participation in the TrentU 50th anniversary celebrations. The group will operate via a committee of Trent Radio. The agreement can continue after the three years are up.
 - iii) Two major equipment purchases;
 - 1) A Comrex ACCESS Rack & Portable 2USB remote broadcast unit provide for live broadcasts in and around our broadcast area (\$7,122 + GST), and
 - 2) a Hyundai inverter generator to provide emergency power during PUC outages (\$789 + GST)
 - iv) Matt Jarvis continues his LCMP (ingest and archiving) work over the summer at 12 hours a week - a subsidy to cover 8 hours a week has been secured. In addition, he will do some organising and promo for our various contributions to the Trent University 50th anniversary celebrations at Peter Robinson College. \$500 has been ear marked for this.
06. Any Other Business
07. Setting the dates for the next Board Meetings. 25 Aug 2014?
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 14 April 2014 at 7 pm.

P R E S E N T: Wes Grist, Shannon Culkeen, Steve McNabb, Caileigh Morrison, and Matthew Poppleton.

R E G R E T S: Jane Atkinson, and Tracy Elliott.

Also Present: James Kerr, PD; Jill Staveley PM (RRFG & AGM), and 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 7:11 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 24 March 2014 were approved as presented.

03. Business Arising: none

04. Committee Reports: none

05. The Operations Report was presented by the General Manager comprising written reports from the Programme Director, and the Production Manager (see attached), and a verbal report from the General Manager. Discussion followed.

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

It was noted that the Summer Planning meeting held on Sun, 13 April 2014 has yielded as full complement of Executive Producers and Summer Programmers.

06. Any other business: none

07. The next BoD Meetings are schedule for 23 June and 25 August 2014.

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

Caileigh Morrison, Chair

John Muir, General Manager

Local Content Management Project Update for Trent Radio BoD 23 Jun 2014
prepared by Matt Jarvis 140417

In the spirit of the season and for your general interest we currently have 935 records representing more 509 musicians, not including 269 one takes on 20 local compilation records. All of these spread out to 9,527 tracks (which includes 141 tracks of locally produced radio drama; 68 tracks of poetry, comedy, and lecture; and 795 tracks of experimental noise). 626 of the records have 480x480 72ppi jpg record cover art scans. 348 of the records have flac (lossless) counterparts taken from the source media. This is an increase of 446 tracks from the last report (08 Sep 2013). This is equivalent to roughly one average (10 track) record per week.

Spreadsheets containing all information can be viewed here:

RFPII (Noise, Spoken Word, Radio Drama)

<https://docs.google.com/spreadsheets/ccc?key=0AjIj9Yhbp8IQdDjXmIRSWmIEMzA2cHZGX0FHT3RLd1E&usp=sharing>

and here:

RFPI (Popular Music)

<https://docs.google.com/spreadsheets/ccc?key=0AjIj9Yhbp8IQdDNQVDMYQ2FfYzRZNnNreGV0TmVNSnc&usp=sharing>

The remainder of my time has been housekeeping in the online collection here:

<http://lcmp.trentradio.ca:17080>

sorting out artists on the compilation records or in cases where the record title was a duplicate (a[demo]) *still a work in progress* as well as interviews with HMV Manager Jeremy Burtch and heavy metal frontman John Ellis.

Thoughts of particular note for the future have included collecting artist biographies, obtaining signed permissions for free local album downloads, scanning complete album art, taking lossless copies of the remaining physical archives, inviting local writers to read original pieces in Studio B, and including a playlist builder for the online collection

Enough cannot be said of Steve's extraordinary continuing development of the online collection and general technical mastery. He is a Wizard and we are lucky to have him on our side.

here is his to do/done list: <http://lcmp.trentradio.ca:17080/node/9117>

I am grateful for any and all feedback, advice, and/or general musings about the project and its priorities.

<cue exit music>

http://lcmp.trentradio.ca:17080/artist/willie_p_bennett/recording/willie_p_bennett_live_at_artspace/track/franks_legs_-_willie%27s_tendency_waltz

Hope to talk soon,
Happy Easter,

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

REVENUE	01Sep-31May14	01Sep-31May13	EXPENSE	01Sep-31May14	01Sep-31May13
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	37,552.83	27,432.60
Provincial Grants	0.00	5,202.48	Technical Wage	0.00	0.00
Municipal Grants	0.00	2,500.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>7,702.48</u>	Administrative Wage	32,356.01	32,753.77
			Benefits	1,665.16	1,398.64
FUND RAISING			CPP Expense	3,076.52	2,646.01
Corporations	0.00	0.00	EI Expense	1,843.65	1,565.62
Foundations	17,000.00	17,000.00	Total Wages & Benefits	76,494.17	65,796.64
Private	2,760.43	10,098.70	Programming Fees	1,250.00	9,047.84
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	19,760.43	27,098.70	Administrative Fees	1,221.00	1,156.00
Trent Student Memberships	111,997.42	109,057.16	Total Fees	2,671.00	10,203.84
Commercial & Non-profit	150.00	225.00	TOTAL PERSONNEL	<u>79,165.17</u>	<u>76,000.48</u>
Individual Memberships	640.00	600.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	112,787.42	109,882.16	Publicity & Promotions	744.41	773.05
Special Events	956.50	1,849.38	Equipment Rental	0.00	0.00
Special Events Expense	0.00	0.00	Line Rental	3,135.09	3,366.10
Net Special Events	956.50	1,849.38	Rental Other	20.00	20.00
Fundraising	105.00	210.00	Net Rentals	3,155.09	3,386.10
Fundraising Expense	499.00	0.00	Postage & Delivery	616.98	1,182.76
Net Fundraising	604.00	210.00	Office Supplies	427.30	123.32
TOTAL FUND RAISING	<u>134,108.35</u>	<u>139,040.24</u>	Telephone	1,009.71	995.08
			Utilities	3,305.53	3,046.16
EARNED REVENUE			Programming & Licence	6,943.26	2,077.94
ON AIR Sponsorship	1,350.00	0.00	Building R & M	1,513.34	3,328.47
ON AIR Sponsorship Expense	(499.00)	0.00	Building R & M Upper Apt	39.96	349.74
Net ON AIR Sponsorship	851.00	0.00	Technical R & M	5,734.99	12,307.87
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	7,288.29	15,986.08
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	522.72
Net Tape Sales	0.00	0.00	Volunteer Expense	545.87	850.81
Rental Income	7,875.00	7,695.00	Bank Charges	265.57	93.00
Net Misc Sales & Services	380.60	675.00	Mbanx Loan Interest	3,497.86	3,519.80
TOTAL EARNED REVENUE	<u>9,106.60</u>	<u>9,225.31</u>	Net Interest	3,497.86	3,519.80
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	0.00	0.00
Interest Income	1.73	1.57	HST Paid	2,996.98	5,430.01
Micellaneous Revenue	254.93	367.96	Bad Debts	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	Miscellaneous	(88.23)	1.91
TOTAL MISC REVENUE	<u>256.66</u>	<u>369.53</u>	TOTAL SUPPLY & EXPENSE	<u>34,383.71</u>	<u>41,655.18</u>
TOTAL REVENUE	<u>143,471.61</u>	<u>156,337.56</u>	TOTAL EXPENSE	<u>113,548.88</u>	<u>117,655.66</u>
			NET INCOME	<u>29,922.73</u>	<u>38,681.90</u>