

## TRENT RADIO BoD AGENDA

### 16 Sep 2014 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 23 Jun 2014
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached \* where applicable.
  - a) Summer Operation and Information Manager's Report \*
  - b) Production Manager's Report \*
  - c) General Manager's Report
    - i) We'll need to add at least one other Board Meeting date to received the report of the Local Content Project Manager and the Programme Director. See Item 07
    - ii) The shutdown went well. Five old offices chairs were junked, which were replaced by three office chairs and a donation of three new folding chairs. Equipment renewal is contemplated for the summer of 2016. A
    - iii) TIP & TWSP AY14-15 grants: TIP funding to a maximum of \$1,144 has been approved for 50% of minimum wage for 200 hours for one person, and a full allocation of \$5,400 TWSP funding have been approved as well.
    - iv) Pursuant to the three year management agreement with TSAPC to oversee its operations their staff will be added to the Trent Radio payroll which comprises that section of the attached TSAPC budget for YE15\*.
06. Any Other Business
07. Setting the dates for the next Board Meetings. 22 Sep 2014, any additional?  
Rescheduling AGM to 16 November 2014 to accommodate staff schedules
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 23 June 2014 at 7 pm.

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

R E G R E T S: Jane Atkinson.

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 7:15 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 14 April 2014 were approved as presented.
03. Business Arising: none
04. Committee Reports: none
05. The Operations Report was presented by the General Manager (see attached on meeting agenda). 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 is scheduled for 25 August 2014.
08. The Meeting was adjourned at about 7:30pm.

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Caileigh Morrison, Chair

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John Muir, General Manager

## **Summer Operations & Information Manager's Report for BoD Meeting**

### **Prepared by Jack Smye 29Aug14**

#### **Overview**

The summer season commenced on Monday, 28April14 and ended on Friday, 16Aug14. Generally, broadcast hours were 1700-2400 every night, with additional programming 0800-1400 on Saturdays and 1000-1200 on Sundays, for a total of about 57 hours per week. Office hours were 1400-1700 on weekdays. Studio A was open for prerecording by appointment. There were 60 Programmers this season, 8 of which were new to Trent Radio.

#### **Key Events of the Summer 2014**

##### **April 2014**

28 April - Start of summer season  
28 April and following - SOIMI meets with all Executive Producers  
29 April - Summer Web Schedule is posted

##### **May 2014**

05 May - Mysterious loud bang frightens our Sunday night producer...turns out it was an asteroid.  
06 May - Received a call from NCRA regarding community radio awards. Collectively, we decided it wasn't something we wanted to apply for.  
06 May - Calla Durose-Maya generously donated a half hour from her show so that Greg Donchak could have his show 'The Rock Zone.' Greg is added to the roster.  
08 May - Glen Caradus is added to the schedule.  
31 May - Summer Social occurs at John Muir's house. Nice little turnout and an enjoyable time had by all (as far as I could tell).

##### **June 2014**

02 June to 06 June - Trent Radio and Nader Nadernajed host interviews with local candidates running for MPP. The following individuals were interviewed. Sheila Wood from the NDP, Andrea Gar Quiano from the Socialist Party, Gary Beamish from the Green Party, Jeff Leal from the Liberal Party, and Brian Martindale as an independent. Notable absence was Scott Stewart from the Conservative Party, who committed to an interview only to cancel the night before he was scheduled in. We think his campaign manager screwed up. Overall, the interviews were a tremendous success and Nader did an outstanding job.  
03 June to 06 June - Trent University's Convocation was broadcast live from each day.  
08 June - Chesley Bennett is added to the schedule for special Sunday morning programming. Her show is a great hit and garners some press. It seems as though she will be involved with Trent Radio for some time.  
30 June - Miechooika comes to Trent Radio and commits to special programming on the nights of 04July, 25July, and 01August.

##### **July 2014**

02July - Dave Cavana from Frost Campus of Fleming College in Lindsay approaches Trent Radio about using the facilities to produce pod-casts for Fleming College Student Association. We agreed, and he and his co-host produce 2 pod-casts over the summer - with the desire to continue on into the fall.  
15 July - The Friday night Executive Producer informs me that he will not be able to operate for the rest of the summer. His attendance had been spotty at best, but I decide that I will act as operator Friday nights for the rest of the summer.  
17 July - Radio on the Lawn! Attendance wasn't what I hoped for, but overall a great success if I say so myself. Anthony Gulston acted as host for the day, doing and astounding job. Sound is handled by John Muir and Bennett Bedoukian. The lineup was simply great - Lester Alfonso, Wes Grist, The Lonely Parade, Rob Hailmann, Chelsey Bennett, Dave Grenon and I, The Mountain.  
20 July - The show BaalBusters is temporarily suspended pending a meeting with the General Manager, with respect to comments by a host. The hosts decide that they don't want to pursue this meeting, so the show is cancelled and the individual hosts will be required to meet with the GM prior any further involvement with Trent Radio.  
**August 2014**  
9 August - Obvious highlight of the summer. Trent University's 50th anniversary celebration at Peter Robinson. Re:collected radii was an amazing night for all involved, Matt Jarvis was an all-star in arranging and supervising the event - sleeping very little the entire weekend. Anthony Gulston and Peter did a fantastic job with Radio Hangout at Sadleir House. Overall, it was an incredible weekend and a memorable chapter in the history of Trent Radio.  
15 August - Last official day of the 2014 summer season, operated by myself.  
16 August - Good n' Country are given one more show to make up for them not being able to do it the week prior.

## **General Comments**

Though I didn't arrange an event day of my own, there were two unique events that were grand in scale and a tremendous success for Trent Radio.

The first (almost overlooked) event only involved a few people and wasn't a typical event day. Trent Radio interviewed 5 candidates for the provincial election, including 3 out of the 4 major parties, and Nader Nadernejad did a great job producing unique, fun, and professional interviews. There was a lot of work going on behind the scenes, but it all came together and we produced something valuable. I can only see this experience as a great benefit to Trent Radio, and I would go so far as to say that we produced some of the best coverage for our local election.

The second event can't be fully described or appreciated in a paragraph. The 50th anniversary celebrations were an incredible success for Trent Radio. The weekend had so much going on - all night broadcasts, open houses, interviews, speeches, live bands, remote broadcasting, and finally, shared stories, memories and nostalgia. This was no ordinary event day, there was an immense amount of work put in by all those involved - Dave Grennon, Anthony Gulston, Philip Benmore and Matt Jarvis are especially deserving credit. I obviously haven't been around Trent Radio for that long, but I would consider the weekend of August 9th to be one of the best in the history of Trent Radio - capping off an incredible season.

It is my opinion that Trent Radio's 2014 Summer programming a) was balanced, b) of high quality, c) and met or exceeded all undertakings set out in applications to the CRTC (see CRTC Decision CRTC 2014-216 Ottawa 07 May 2014), and d) in compliance with all relevant particulars as set out Broadcasting Regulatory Policy 2012-304, as amended from time to time, as well as the terms and conditions of licence set out in the appendix to the Decision, where applicable".

**Content Category Stats prepared for BoD 20 August 2014 / Jack Smye, SOIM**

Content Category	CRTC Required	TRadio Required	Summer 2014
<b>Category 1 - Spoken Word</b>	Min 15% of all programming*	Min 25% of all programming	24%
SubCat 11- News			-
SubCat 12 - S/W Other			41.13hrs
<b>Category 2 - Popular Music</b>		max 60% of all music	65.94hrs
			51%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		19.50hrs
			29.6%
SubCat 22 - Country & C'try Oriented			13.63hrs
SubCat 23 - Acoustic			28.44hrs
SubCat 24 - Easy Listening			4.38hrs
<b>Category 3 - Traditional &amp; Special Interest</b>	min 5% of all selections	min 5% of all selections	64.19hrs
			38%
SubCat 31 - Concert			3.19hrs
SubCat 32 - Folk & Folk Oriented			17.44hrs
SubCat 33 - World Beat & International			13.69hrs
SubCat 34 - Jazz and Blues			10.50hrs
SubCat 35 - Religious			3.81hrs
SubCat 36 - Audio Art			15.56hrs
<b>Total Category 1</b>			658hrs
<b>Total Category 2</b>			1055hrs
<b>Total Category 3</b>			1027hrs
<b>Total Category 1, 2, and 3</b>			2740hrs
<b>Broadcast Weeks this Season</b>			16
<b>Regular Programming (avg hrs / week)</b>	Min 42 hours	Min 42 hours	***49.18hrs
<b>"Hits" Played</b>	no spec	Max 5%	< (TR)Max
<b>Advertising &amp; Sponsorship</b>	Max 504 mins	Max 252 mins	< (TR)Max

**Goals & Plans for the 2014/2015 Broadcast Year.**

**INTRO:** Another exciting year is upon us. We have an outstanding crew of TWSP & TIP staff members already in place to help us move forward and succeed with new goals and projects.

**STUDIOB (TWSP):** Mike Lobovsky is returning to oversee production training and other projects StudioB this year. Mike started work on Friday September 12, 2014, and will begin by helping programmers with the creation of their mandatory Programme Promos and Backup Shows.

**INCOMING MUSIC ARCHIVIST (TWSP):** Calla Durose-Moya, another returning TWSP staff member, dove into the pile of Incoming Music Submissions from the summer this past week. She has already created an outline of her goals for the year, including outreach to independent labels, and communication with programmers to find out what they would like to see in our archives. Off to a great start.

**INCOMING MUSIC ARCHIVIST ASSISTANT (TWSP):** We have not yet interviewed for this position, and may divide these hours between other TWSP positions in January based upon our needs.

**PM Assistant (TIP):** Last year saw the end of our Spoken Word audio ingesting needs, and a revamp of our TIP employment position –Production Manager’s Assistant. Mauricio Interiano was hired in the middle of last year, and has returned to work with me again this year. The PM Assistant’s job description is flexible in nature, based upon the needs of Trent Radio, and the needs of the PM. This year Mauricio will be assisting with outreach initiatives to Trent University Clubs & Groups; working to devise a plan and methodology that will help Trent Radio and its community effectively use social media platforms; and provide administrative assistance as required for the success of our Local Content Development Project.

**SPONSORSHIPS:** This area will be taken over by a new volunteer (Erin Herschell), under the guidance of Matt Jarvis. Sponsorship renewals come up on October 1<sup>st</sup>, 2014. I have passed along relevant information, and will be available for assistance as required.

**CRFC Radiometres, Local Content Development Project:** We were successful in our grant application to the CRFC Radiometres program for a two-part initiative that will provide us the opportunity to develop our production and creation skills, and help to enhance our Local Content Archive. The project will focus on two specific areas:

- 1) 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. This includes the formulation and delivery of educational, production and creative opportunities, aimed at broad community participation, with the goal to develop Trent Radio’s ability to produce, and support the production of original Radio Drama.
- 2) 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.

**OTHER PROJECTS:** Though I had hoped to produce a Trent Radio Kitchen Sessions again this year, I am not yet confident that I could successfully commit to this project on a regular basis. I intend to apply for a handful of Special Project Days that will highlight Local Music in different capacities with the help and input from our Local Content Project Manager: Matt Jarvis and our Incoming Music Archivist: Calla.

[ends]

**TSAPC Budget YE June 2015 / prepared 140911 - Josh & Baranowski (TA EiC) & John K Muir**  
 revised 140916

**Proposed AY2014-15**

Labour \*

Lead Photographer - 8mns x ( <b>\$649.06</b> - <del>\$642</del> - <del>\$635</del> - <del>\$600</del> /mn)	5,192
Photographer - 8mns x ( <b>\$388.22</b> - <del>\$384</del> - <del>\$380</del> - <del>\$350</del> /mn)	3,106
** Photographer - 6mns x ( <b>\$388.22</b> - <del>\$384</del> - <del>\$380</del> - <del>\$350</del> /mn)	2,329
** Photographer - 6mns x ( <b>\$388.22</b> - <del>\$384</del> - <del>\$380</del> - <del>\$350</del> /mn)	2,329
Director of Design - 8mns x ( <b>\$649.06</b> - <del>\$642</del> - <del>\$635</del> - <del>\$600</del> /mn)	5,192
Designer - 7mns x ( <b>\$388.22</b> - <del>\$384</del> - <del>\$380</del> - <del>\$350</del> /mn)	2,718
** Designer - 6mns x ( <b>\$388.22</b> - <del>\$384</del> - <del>\$380</del> - <del>\$350</del> /mn)	2,329
Editor in Chief - 10-1/2mns x ( <b>\$877.55</b> - <del>\$868</del> - <del>\$860</del> - <del>\$800</del> /mn)	9,214
Education Officer & Artistic Director	8,000
Casual Photography	250
Convocation Distribution - ( <b>50hrs@13.02/hr</b> - 6ppl x \$200)	651
Total Labour	41,311

\* staff increments of ~1% based on the avg CPI over the last 12 months per Stats Can  
 Amounts in bold show current year employer cost