

## TRENT RADIO BoD AGENDA

### 23 Sep 2014 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 16 Sep 2014
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached \* where applicable.
  - a) Preliminary YE 2014 Financial Statements.
  - b) Local Content Project Manager's Report Notes\*
  - c) Programme Director's Report\*
  - d) General Manager's Report
    - i) The CRTC has decided that licensees such as Trent Radio will be required to participate in the emergency broadcasting system being set-up through the National Public Alerting System (NPAS). Please see CRTC news release attached. The policy is captured as "Broadcasting Regulatory Policy CRTC 2014-444" (<http://www.crtc.gc.ca/eng/archive/2014/2014-444.htm>). The deadline is March 2016.

The NCRA we will be looking into it the ramifications of the policy change on behalf of its members (like us) and will be in touch to help licensee's understand and comply with this new CRTC requirement. There is a possibility that there are free/open-source ways to make this easier for stations to implement and/or some provinces have taken on the responsibility of paying for costs relating to equipment to broadcast the alerts. More as they know more.

- ii) I attended a demonstration of new studio equipment yesterday in Toronto. This was done in contemplation of replacing the aging equipment in Studio A & B. Ball park amount is about \$16,000 per studio
06. Any Other Business
07. Setting the dates for the next Board Meetings. if any additional are needed before the AGM.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 16 Sep 2014 at 7 pm.

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

R E G R E T S: Jane Atkinson, Tracy Elliott, 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 7:07 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 23 Jun 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 and meeting agenda). Discussion followed.

It was noted that the Financial Statements to 31 July 2014 were not presented because the draft year-end statements (to 31 August 2014) will be available shortly

**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 23 Sep 2014, and the AGM and related meetings are rescheduled to 16 Nov 2014 at 10:30am..

08. The Meeting was adjourned at about 7:30pm.

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Caileigh Morrison, Chair

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John Muir, General Manager

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

| ASSETS                      | @ 31Aug14       |                         | @ 31Aug3                | LIABILITIES                      | @ 31Aug14         |             | @ 31Aug3                |
|-----------------------------|-----------------|-------------------------|-------------------------|----------------------------------|-------------------|-------------|-------------------------|
| <b>CURRENT ASSETS</b>       |                 |                         |                         | <b>CURRENT LIABILITIES</b>       |                   |             |                         |
| Raffle & Bingo Acct         | 0.00            |                         | 0.00                    | Accounts Payable                 | (4,427.04)        |             | 49,825.53               |
| Boost & Freq Acct           | 0.00            |                         | 0.00                    | Contract Obligation              | 0.00              |             | 0.00                    |
| General Funds Montreal      | 726.89          |                         | 9,167.96                | Deferred Income                  | 23,610.00         |             | 15,870.00               |
| ING Savings                 | 51.89           |                         | 51.41                   | Accrued Liabilities              | 0.00              |             | 2,423.20                |
| Cash In Bank                |                 | 778.78                  |                         | Trillium StudioC                 | 0.00              |             | 0.00                    |
| Petty Cash: Programming     |                 | 0.00                    | 9,219.37                | CPP Payable                      | 0.00              | (0.00)      |                         |
| Petty Cash: Admin           |                 | (186.31)                | 0.00                    | 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         | 4,032.96        |                         | 10,794.65               | Health Benefit Payable           | 0.00              | 0.00        |                         |
| Doubtful Accounts           | 0.00            |                         | 0.00                    | Other Withholdings Net           |                   | 0.00        | 0.00                    |
| Receivables Net             |                 | 4,032.96                | 10,794.65               | <b>TOTAL CURRENT LIABILITIES</b> | <u>19,182.96</u>  |             | <u>68,118.73</u>        |
| Student Levy Receivable     |                 | 0.00                    | 0.00                    |                                  |                   |             |                         |
| Prepaid Expenses            | 1,505.34        |                         | 2,509.56                | <b>LONG TERM LIABILITY</b>       |                   |             |                         |
| <b>TOTAL CURRENT ASSETS</b> | <u>6,130.77</u> |                         | <u>22,523.58</u>        | CO Long Term Loan                | 48,718.60         |             | 51,315.64               |
|                             |                 |                         |                         | Deferred Contribution            | 0.00              |             | 0.00                    |
| <b>FIXED ASSETS</b>         |                 |                         |                         | <b>TOT. LONG TERM LIABILITY</b>  | <u>48,718.60</u>  |             | <u>51,315.64</u>        |
| Land                        | 10,000.00       |                         | 10,000.00               | <b>TOTAL LIABILITIES</b>         | 67,901.56         |             | 119,434.37              |
| Buildings                   | 126,736.77      |                         | 126,736.77              |                                  |                   |             |                         |
| Office Equipment            | 20,758.37       |                         | 20,758.37               | <b>NON-SHARE EQUITY</b>          |                   |             |                         |
| Technical Equipment         | 238,901.81      |                         | 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        |                 | 406,309.95              | 399,187.95              | Net Retained Surp/(Def)          |                   | (49,345.38) | (45,200.19)             |
| Accumulated Depreciation    |                 | (351,622.54)            | (351,622.54)            | Current Surplus/(Deficit)        |                   | 42,262.00   | (4,145.19)              |
| <b>TOTAL FIXED ASSETS</b>   |                 | <u>54,687.41</u>        | <u>47,565.41</u>        | <b>TOTAL NON-SHARE EQUITY</b>    | <u>(7,083.38)</u> |             | <u>(49,345.38)</u>      |
| <b>TOTAL ASSETS</b>         |                 | <u><u>60,818.18</u></u> | <u><u>70,088.99</u></u> | <b>LIABILITIES AND EQUITY</b>    | <u>60,818.18</u>  |             | <u><u>70,088.99</u></u> |

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

|                                | 01Sep-31Aug14     | 01Sep-31Aug13     | EXPENSE                           | 01Sep-31Aug14     | 01Sep-31Aug13     |
|--------------------------------|-------------------|-------------------|-----------------------------------|-------------------|-------------------|
| <b>REVENUE</b>                 |                   |                   | <b>PERSONNEL</b>                  |                   |                   |
| <b>GOVERNMENT GRANTS</b>       |                   |                   | PERSONNEL                         |                   |                   |
| Federal Grants                 | 0.00              | 5,377.00          | Programming Wage                  | 46,783.18         | 42,420.38         |
| Provincial Grants              | 720.00            | 5,202.48          | Technical Wage                    | 0.00              | 0.00              |
| Municipal Grants               | <u>2,500.00</u>   | <u>2,500.00</u>   | Publicity Wage                    | 0.00              | 0.00              |
| <b>TOTAL GOVERNMENT GRANTS</b> | <u>3,220.00</u>   | <u>13,079.48</u>  | Administrative Wage               | 44,291.50         | 44,478.98         |
|                                |                   |                   | Benefits                          | 1,747.73          | 1,486.69          |
| <b>FUND RAISING</b>            |                   |                   | CPP Expense                       | 3,975.92          | 3,807.67          |
| Corporations                   | 0.00              | 0.00              | EI Expense                        | 2,400.78          | 2,264.90          |
| Foundations                    | 20,000.00         | 20,000.00         | Total Wages & Benefits            | 99,199.11         | 94,458.62         |
| Private                        | 5,704.35          | 11,053.74         | Programming Fees                  | 1,425.00          | 9,047.84          |
| Leadership                     | 0.00              | 0.00              | Technical Fees                    | 525.00            | 0.00              |
| Donations "In Kind"            | 0.00              | 0.00              | Publicity Fees                    | 0.00              | 0.00              |
| Net Donations                  | 25,704.35         | 31,053.74         | Administrative Fees               | 1,403.00          | 1,325.00          |
| Trent Student Memberships      | 111,997.42        | 109,057.16        | Total Fees                        | <u>3,353.00</u>   | <u>10,372.84</u>  |
| Commercial & Non-profit        | 150.00            | 225.00            | <b>TOTAL PERSONNEL</b>            | <u>102,552.11</u> | <u>104,831.46</u> |
| Individual Memberships         | 640.00            | 600.00            |                                   |                   |                   |
| Discretionary M'ship Exp       | 0.00              | 0.00              | <b>SUPPLY &amp; EXPENSE</b>       |                   |                   |
| Net Memberships                | 112,787.42        | 109,882.16        | Publicity & Promotions            | 805.66            | 773.05            |
| Special Events                 | 956.50            | 1,849.38          | Equipment Rental                  | 0.00              | 0.00              |
| Special Events Expense         | 0.00              | 0.00              | Line Rental                       | 4,195.89          | 4,426.90          |
| Net Special Events             | 956.50            | 1,849.38          | Rental Other                      | 20.00             | 20.00             |
| Fundraising                    | 575.25            | 210.00            | Net Rentals                       | 4,215.89          | 4,446.90          |
| Fundraising Expense            | 499.00            | 0.00              | Postage & Delivery                | 741.02            | 1,318.06          |
| Net Fundraising                | <u>1,074.25</u>   | <u>210.00</u>     | Office Supplies                   | 455.77            | 153.25            |
| <b>TOTAL FUND RAISING</b>      | <u>140,522.52</u> | <u>142,995.28</u> | Telephone                         | 1,352.30          | 1,328.54          |
|                                |                   |                   | Utilities                         | 4,451.60          | 4,111.53          |
| <b>EARNED REVENUE</b>          |                   |                   | Programming & Licence             | 6,943.26          | 4,183.54          |
| ON AIR Sponsorship             | 1,600.00          | 0.00              | Building R & M                    | 3,904.86          | 11,280.53         |
| ON AIR Sponsorship Expense     | (499.00)          | 0.00              | Building R & M Upper Apt          | 48.95             | 3,050.66          |
| Net ON AIR Sponsorship         | 1,101.00          | 0.00              | Technical R & M                   | 6,869.17          | 14,265.80         |
| Net "RADIO PAPER"              | 0.00              | 0.00              | Net Repair & Maintenance          | 10,822.98         | 28,596.99         |
| Net Other Sponsorship          | 216.74            | 855.31            | Professional Fees                 | 50.00             | 2,350.00          |
| Tape Sales                     | 0.00              | 0.00              | Insurance                         | 3,625.09          | 3,591.44          |
| Tape Sales Expense             | 0.00              | 0.00              | Travel                            | 0.00              | 810.00            |
| Net Tape Sales                 | 0.00              | 0.00              | Volunteer Expense                 | 671.79            | 909.09            |
| Rental Income                  | 10,500.00         | 10,260.00         | Bank Charges                      | 301.57            | 117.00            |
| Net Misc Sales & Services      | <u>29,835.60</u>  | <u>991.83</u>     | Mbanx Loan Interest               | 5,041.11          | 5,142.98          |
| <b>TOTAL EARNED REVENUE</b>    | <u>41,653.34</u>  | <u>12,107.14</u>  | Net Interest                      | 5,041.11          | 5,142.98          |
|                                |                   |                   | Depreciation                      | 7.99              | 8,694.20          |
| <b>MISCELLANEOUS REVENUE</b>   |                   |                   | GST Paid                          | 0.00              | 5.14              |
| Interest Income                | 1.85              | 2.06              | HST Paid                          | 1,440.73          | 1,332.03          |
| Micellaneous Revenue           | 254.93            | 367.96            | Bad Debts                         | 0.00              | 0.00              |
| Amortisatn Dfrd Contribtns     | <u>0.00</u>       | <u>0.00</u>       | Miscellaneous                     | <u>(88.23)</u>    | <u>1.91</u>       |
| <b>TOTAL MISC REVENUE</b>      | <u>256.78</u>     | <u>370.02</u>     | <b>TOTAL SUPPLY &amp; EXPENSE</b> | <u>40,838.53</u>  | <u>67,865.65</u>  |
| <b>TOTAL REVENUE</b>           | <u>185,652.64</u> | <u>168,551.92</u> | <b>TOTAL EXPENSE</b>              | <u>143,390.64</u> | <u>172,697.11</u> |
|                                |                   |                   | <b>NET INCOME</b>                 | <u>42,262.00</u>  | <u>(4,145.19)</u> |

**Local Content Project Manager's Report Notes for BoD 140923  
prepared by Matt Jarvis 140919**

**Digital Archive comprises**

987 records or track collections.

9,913 individual tracks representing 630h33m36s, and "mirrored" in both mp3 & .ogg formats.

**this can be further broken down as;**

234 tracks - 49h43m50s - Category 12 (Spoken Word)

9,007 tracks - 545h27m08s Category 2 (Popular Music)

672 tracks - 35h:22m:38s - Category 3 (Special Interest or Traditional Interest)

3,817 tracks captured from source and encoded in .flac format for archival purposes.

686 scanned/collected record covers – 480x480px 72ppi jpg

**Physical Archive contains;**

537 CDs

77 Cassettes (+more to be ingested)

**Public Exhibition (kudos Steve)**

All records available at [lcmp.trentradio.ca:17080](http://lcmp.trentradio.ca:17080)

Browse function for: artists, tracks, records, genre

Search function for all tags including year.

Uploads to CMS now handled in house.

**The Future**

Browse by year

Refine through browsing (Synthpop in 1980, etc)

Create (track down) artist biographies and add to CMS.

Theme CMS to be more intuitive and pretty.

Increase local artist interviews; delegate the task to interested volunteers.

Increase frequency of local event recording.

Digitize/formally archive reels, vinyl

Work towards currency, works archived within two weeks of release.

Increase collection of Category 12 and Category 3

[end]

**Programme Director's Fall 2014 Report to the Board for BoD Meeting 23 Sept 2014  
prepared by James Kerr 19 Sept 2014**

The Programme Director is charged with all matters programming. In addition, the Programme Director leads and supports fundraising and takes opportunities to work with students from the main campus of Trent University.

**September 2014 - Activities**

- Wed 04 Aug Trent Radio published an article in a special issue of the Arthur Newspaper for the 50th Reunion of Peter Robinson College, aimed at attracting alumni to visit Trent Radio.
- Mon 01 Sep Trent Radio published an article in the Arthur Newspaper aimed at attracting first year students to programming, and introduced the Programme Proposal Workshops
- Wed 03 Sep Pre-Season began & TIP & OSWP positions began
- Mon 08 Sep Trent Radio published an article in the Arthur Newspaper to attract returning students
- Mon 08 Trent Radio presented at the first Cultural Studies 2035 class to attract students to participate briefly in Trent Radio in lieu of an assignment
- Tue 09 Sep Co-op Interviews began
- Tue 09 Sep Programme Proposal Workshop held at the Peterborough Public Library
- Wed 10 Sep Clubs & Groups Day on campus
- Wed 10 Sep Programme Proposal Workshop held at Sadleir House
- Wed 10 Sep Programme Proposal Workshop held at Bata Library at Trent University
- Thu 10 Sep Programme Proposal Workshop held at Sadleir House
- Thu 10 Sep Programme Proposal Workshop held at Trent Radio House.
- Thu 12 Sep Programme Proposal Workshop held at Trent Radio House
- Fri 12 Sep Programme Proposal Deadline & Programming Committee Meeting
- Mon 15 Sep Fall 2014-15 Broadcast Season began and Co-op placements began
- Mon 16 Sep Trent Radio continues publishing articles in the Arthur Newspaper
- Thu 25 Sep "Welcome Back Trent Radio" fundraising event scheduled to be held at Sadleir House as part of the 'Jolly Hangman Pub Night' series.

**Fall 2014 so far (compared with Fall 2013 this time last year and previous):**

| Fall14 | Fall13 | Fall12 | Fall11 | Fall10 | Fall09 | Description                       |
|--------|--------|--------|--------|--------|--------|-----------------------------------|
| 88     | 84     | 80     | 96     | 83     | 69     | Regular scheduled programmes from |
| 106    | 101    | 102    | 106    | 86     | 89     | Programmers, comprised of         |
| 46     | 44     | 56     | 48     | 36     | 50     | TrentU students                   |
| 60     | 57     | 46     | 58     | 50     | 39     | Community Members                 |
| 8      | 7      | -      | -      | -      | -      | Part-Time Trent U                 |
| 6      | 10     | -      | -      | -      | -      | High School Students              |
| 4      | 4      | 0      | 7      | 5      | 6      | TrentU & Community Groups         |

There are currently two unscheduled programmers in the broadcast schedule. Both listed narrow availability during high-competition times - weeknight evenings after 1900h, and were unwilling to take offered programme times outside this narrow window.

**Trends so far:**

- **Co-hosts:** Programmers this year are less likely to "go it alone" and more likely to have a co-host to help them. As a result many programmes in the schedule are more conversational in tone than individually introspective.
- **Talk:** Spoken word programmes are popular this year; usually taking on lighter topics of interest such as food, popular culture or technology.

• **Polarisation of Musical Genres:** Music programmes this season have divided themselves into two extreme categories - the pop, rock, dance of sub-category 21, and on the opposite end of both the spectrum of CRTC content and musical sensibility, the turntablism, electronica, experimental psychedelia and audio art of sub-category 36. There is very little in-between - Concert, Folk, World-beat, or Jazz & Blues, in this year's schedule.

### **Operators Fall 2014**

Geoff Barnes  
Jack Smye  
Jess Grover  
Matthew Poppleton  
Keigan Lasch \*

Ken Mills \*  
Patrick Reddick  
Kai Hawkins  
Augusta Veno \*  
Josh O'Brien \*

Alex Karas  
Rob Hailman \*  
Theresa Chomko \*  
Tristan Moher \*

\* New to the Operator position this season.

Operators are drawn from trusted Programmers from the past year and from Executive Producers of the previous summer season. Occasionally a volunteer will become an Operator when they have a strong interest in Trent Radio but no desire to programme directly. This year a full half of our Operators are new to the position, attracted by an article published in the student newspaper "Arthur", solicitation at "Clubs & Groups Day" on Symons Campus, or by the encouragement of the Programme Director.

### **Trent Work Study Position (TWSP) Jobs 2014/15**

PD Assist. & Trout Rodeo Editor – Hayley Raymond  
Music Archivist – Callista Durose-Moya  
TIP PM Assistant Position – Mauricio Interiano  
Orientation & StudioA Training - John K. Muir  
StudioB and Digital Editing Trainer - Michael Lobovsky  
Physical Plant – Sarah Richardson

**Co-op Student:** Myles Lonergan from Thomas A Stewart is the afternoon Co-op student this season, here between 1230h and 1445h. Myles makes coffee, cleans, and makes the space welcoming for programmers as he sorts the Smooth Operator binder of community announcements, in anticipation of the 1400h Smooth Operator programme that he hosts. The 1400h Smooth Operator is a likely time for interviews to be booked with touring bands and other interesting people coming through Peterborough, and Myles looks forward to interviewing regularly.

### **Goals for Fall 2014:**

**Goal #1: Radio Drama:** Through the Community Radio Fund of Canada RadioMeters programme we have received a grant this year for a "Local Content Development Project", where Production Manager Jill Staveley and I will undertake a massive radio drama production schedule in conjunction with several key theatre people from around Peterborough, including Mysterious Entity's Em Glasspool. Much of my time this year will be devoted to the production of exceptional local radio drama. The principal goal of this year is to draw from as many volunteers from around Peterborough as possible and make the most and the best radio drama we can.

**Goal #2 Volunteer Development:** The key to Trent Radio running smoothly is having a strong volunteer base. A stable Operator schedule will allow the Local Content Development Project and it's radio drama to run successfully. The goal for this year is to maintain the regular schedule as both consistent and vibrant.

**Studio A Fall 2014:** Training for the on-air broadcast studio is two hours in length, and divided roughly into two one-hour sections. For the first hour John Muir provides orientation to the trainees as to the history of the organisation, provides context, and inspires them with the philosophy of community radio. For the second hour of training I – the Programme Director – lead the trainees through the studio itself, informing them of various operational procedures, CRTC regulations, and how each button and dial works. I then get the trainees to read public service announcements on the air to relieve their nervousness at a first time broadcast experience. By the end of these two hours the trainee is exhausted, excited, and eager to get started with their own programme.

**Studio B Fall 2014:** Returning this year, Michael Lobovsky will assume the duties of Studio B Trainer. Mike will instruct programmers in the use of the sound editing software in Studio B to help them create back up shows, short audio promotions, intros, and more. As Studio B training sessions becomes less frequent Mike will be helping with the post-production of radio dramas.

**PD Assistant Fall 2014:** Hayley Raymond, a 2nd year History major at Trent University is assuming the duties of the Programme Director's Assistant this year. Her roll has been instrumental in the busy September time. She has been aiding in compiling data, assisting me in workshops and at Clubs & Groups day on campus. She has typed the text broadcast schedule for display on the Internet from programmer's proposals and is re-compiling that schedule for use on the fall Trout Rodeo accordion pamphlet. Hayley will distribute the Trout Rodeo around Trent University and Peterborough, letting everyone know Trent Radio's broadcast schedule.

[end]





# CRTC requires broadcasting industry to relay emergency alert messages to Canadians

August 29, 2014 – Ottawa-Gatineau – Canadian Radio-television and Telecommunications Commission (CRTC)

The Canadian Radio-television and Telecommunications Commission (CRTC) today acted to ensure that, in the event of an emergency situation, Canadians receive timely warnings over the radio and through their televisions. The CRTC is requiring the broadcasting industry to participate and relay emergency alert messages to Canadians.

Cable and satellite companies, radio stations, over-the-air television stations and video-on-demand services must begin issuing such messages by March 31, 2015. Campus, community-based and Native broadcasters have until March 31, 2016 to comply with this new requirement.

Emergency alert messages are issued by emergency management officials such as fire marshals, police officers and public health personnel to warn the public of dangers to life and property. For example, alerts could be issued to warn Canadians of Amber Alerts, tornadoes, forest fires, floods, meteors, water contamination and industrial disasters.

Currently, participation in the National Public Alerting System is voluntary.

## Quick Facts

- The CRTC is requiring the broadcasting industry to participate in the National Public Alerting System to enhance the safety and security of Canadians.
- Starting in 2015, Canadians will receive timely warnings over the radio and through their televisions in the event of an emergency situation.
- Emergency alert messages are issued by public officials to warn of dangers to the public and could include notifications about severe weather, wildfires, hazardous chemical spills, train derailments or water contamination.
- Messages issued under the system must follow specific guidelines to ensure they are easily recognized by members of the public.

## Quote“

During an emergency situation, important information can be relayed quickly to Canadians over the radio and through their televisions. We are making sure that broadcasters and television service providers play their part in improving the security and safety of Canadians. Today’s decision ensures that Canadians will have access to important local safety messages when these notifications are issued by authorities.”

Jean-Pierre Blais, CRTC Chairman