

TRENT RADIO BoD AGENDA

25 February 2015 at 7:00 pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 25 Nov 2014
03. Business Arising not covered in other reports (none)
04. Committee Reports
 - a) none
05. Operations Report - see attached where applicable.
 - a) Financial Statements to 31 Jan 15 - subject to Financial Review.
 - b) General Manager's Report
 - i) Canada Summer Job application filed, City of Peterborough Grant Application filed, Payroll T4s filed.

We were also successful in securing a "Rendezvous Francophonie" grant through the National Campus/community Radio Association. See details attached.

- ii) An application is being prepared for the next round of Community Radio Fund of Canada "Radiometres" funding. This time the maximum allocation is \$50,000. The application will revisit previous activities, such as the production of drama, monologue, other spoken word projects, and help us plan succession issues. Working title is "Live and Local Echo". The deadline is 27 Feb 2015.

Needed Motion: "BIRT an application to the Community Radio Fund of Canada, due by 27 Feb 2015, for support under their "Radiometres" programme to carry out the projects as articulated in the application is duly authorised, and that John Muir, as General Manager & Vice-president, is duly designated as the "official signer" who will be responsible for the project as provided for in the Community Radio Fund of Canada 2015 Radiometres Guidelines."

06. Any Other Business
 - a) Frozen Water Main – verbal report
07. Next
 - BoD Orientation following this Meeting
 - BoD meeting 7pm, Wednesday, 25 February 2015.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House, 715 George St. N., Peterborough, Ontario on 25 November 2014 at 7 pm.

P R E S E N T: Shannon Culkeen (via cell phone), Alex Karas, Steve McNabb (via VoIP), Caileigh Morrison, Matthew Poppleton (via telephone), and Augusta Veno.

R E G R E T S: Wes Grist

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 7:20 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 16 November 2014 were approved as presented.
- 03. Discussion followed about each Board Member’s availability over the next few months and the coming summer. **UPON A MOTION** duly made, seconded and carried unanimously, the following dates and times were set for Board Meetings and the AGM;

Board Meetings	
Wed 21 Jan 2015 @ 7pm	Wed 24 Jun 2015 @ 7pm
Wed 25 Feb 2015 @ 7pm	Wed 26 Aug 2015 @ 7pm
Wed 25 Mar 2015 @ 7pm	Wed 23 Sep 2015 @ 7pm
Wed 15 Apr 2015 @ 7pm	Wed 21 Oct 2015 @ 7pm
AGM Sun 15 Nov 2015 @ 11am with a BoD Meeting just prior @ 10:30 am	

Two Board Development sessions are set for Wednesday, 14 & 21 Jan 2015 at 7pm.

- 04. Appointment of Committees & Officers: The work and roles of various committees and officer duties were discussed. A staff report on committee composition was brought forward – see attached. The duties and roles of the Chair, Vice chair, and Secretary were discussed. It was noted that the President, Vice president and Secretary act as signing officers. Directors volunteered to take on various tasks.; **UPON A MOTION** duly made, seconded and carried unanimously; Wes Grist, Alex Karas, Caileigh Morrison, Matt Poppleton, and Augusta Veno. were appointed to the Trent Radio Community Committee, with Caileigh Morrison appointed co-chair of the committee (with the PD); Stephanie Cann was appointed Social Convenor; No Board Member was appointed to and the PM (AGM) and GM were confirmed to the Sponsorship, Earned Revenue, and Grants Committee; Wes Grist is appointed to the RFP committee, and along with the PM (AGM) and GM, and Steve McNabb is confirmed as chair; Alex Karas was appointed Secretary, Augusta Veno was appointed Vice-Chair; and Matthew Poppleton was appointed President and Chair. It was noted that appointment of the Nominating Committee will be made at the 26 Aug 2015 Meeting.
Confirmation of Officers: **UPON A MOTION** duly made, seconded and carried unanimously, Susan Newman was confirmed Bookkeeper, and John Muir was confirmed as Vice-president, and General Manager.
- 05. Any other business
 - a) **UPON A MOTION** duly made, seconded and carried unanimously; Caileigh Morrison will continue to as a bank signing officer until 31 Jan 2015
 - b) **UPON A MOTION** duly made, seconded and carried unanimously; The General Manager’s Contract Committee shall be Caileigh Morrison.
- 06. - 07 The date of the next Meeting having been already decided and there being no other business, the Meeting was adjourned at about 7:40pm.

Caileigh Morrison, Chair

John K Muir , VP & GM

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

ASSETS	@ 31Jan15	@ 31Jan14	LIABILITIES	@ 31Jan15	@ 31Jan14
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,383.77)	25,152.19
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	32,378.03	7,849.59	Deferred Income	830.00	830.00
ING Savings	52.09	51.61	Accrued Liabilities	0.00	0.00
Cash In Bank	32,430.12	7,901.20	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	(1,265.94)	(360.02)	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	0.00	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	0.00	TOTAL CURRENT LIABILITIES	<u>(553.77)</u>	<u>25,982.19</u>
Student Levy Receivable	36,007.71	34,761.20			
Prepaid Expenses	429.89	771.34	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>67,601.78</u>	<u>43,073.72</u>	CO Long Term Loan	47,571.04	50,259.75
			Deferred Contribution	0.00	0.00
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>47,571.04</u>	<u>50,259.75</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>47,017.27</u>	<u>76,241.94</u>
Buildings	126,736.77	126,736.77			
Office Equipment	20,758.37	20,758.37	NON-SHARE EQUITY		
Technical Equipment	238,901.81	231,779.81	Retained Surplus/(Deficit)	(20,972.31)	(49,345.38)
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)	(20,972.31)	(49,345.38)
Accumulated Depreciation	(359,618.20)	(351,622.54)	Current Surplus/(Deficit)	88,248.57	63,742.57
TOTAL FIXED ASSETS	<u>46,691.75</u>	<u>47,565.41</u>	TOTAL NON-SHARE EQUITY	<u>67,276.26</u>	<u>14,397.19</u>
TOTAL ASSETS	<u><u>114,293.53</u></u>	<u><u>90,639.13</u></u>	LIABILITIES AND EQUITY	<u><u>114,293.53</u></u>	<u><u>90,639.13</u></u>

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

	01Sep14-31Jan15	01Sep13-31Jan14	EXPENSE	01Sep14-31Jan15	01Sep13-31Jan14
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Personnel		
Federal Grants	0.00	0.00	Programming Wage	27,059.78	21,158.67
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>0.00</u>	Administrative Wage	19,799.37	18,715.45
			TA Payroll	22887.37	0
FUND RAISING			Benefits	2,305.09	1,571.15
Corporations	0.00	0.00	CPP Expense	2,584.17	1,763.30
Foundations	25,500.00	17,000.00	EI Expense	1,830.69	1,053.23
Private	2,688.60	1,885.50	Total Wages & Benefits	76,466.47	44,261.80
Leadership	0.00	0.00	Programming Fees	0.00	5,626.66
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	200.00
Net Donations	28,188.60	18,885.50	Publicity Fees	7,500.00	0.00
Trent Student Memberships	112,000.00	109,000.00	Administrative Fees	870.00	725.00
Commercial & Non-profit	0.00	0.00	Total Fees	8,370.00	6,551.66
Individual Memberships	680.00	640.00	TOTAL PERSONNEL	<u>84,836.47</u>	<u>50,813.46</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	112,680.00	109,640.00	SUPPLY & EXPENSE		
Special Events	390.75	716.50	Publicity & Promotions	185.00	644.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	390.75	716.50	Line Rental	1,573.30	1,678.05
Fundraising	20.00	105.00	Rental Other	23.00	20.00
Fundraising Expense	0.00	499.00	Net Rentals	1,596.30	1,698.05
Net Fundraising	20.00	604.00	Postage & Delivery	0.00	472.92
TOTAL FUND RAISING	<u>141,279.35</u>	<u>129,846.00</u>	Office Supplies	113.39	130.22
			Telephone	600.19	540.84
EARNED REVENUE			Utilities	1,898.21	1,793.41
ON AIR Sponsorship	1,000.00	1,250.00	Programming & Licence	1,266.29	2,143.21
ON AIR Sponsorship Expense	0.00	(499.00)	Building R & M	430.97	626.52
Net ON AIR Sponsorship	1,000.00	751.00	Building R & M Upper Apt	40.00	39.96
Net "RADIO PAPER"	0.00	0.00	Technical R & M	3,135.42	4,261.84
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	3,606.39	4,928.32
Tape Sales	0.00	0.00	Professional Fees	0.00	50.00
Tape Sales Expense	0.00	0.00	Insurance	3,562.74	3,625.09
Net Tape Sales	0.00	0.00	Travel	149.04	0.00
Rental Income	4,410.00	4,375.00	Volunteer Expense	655.09	406.87
Net Misc Sales & Services	43,293.97	180.00	Bank Charges	109.50	215.57
TOTAL EARNED REVENUE	<u>48,703.97</u>	<u>5,306.00</u>	Mbanx Loan Interest	1,679.80	2,116.58
			Net Interest	1,679.80	2,116.58
MISCELLANEOUS REVENUE			Depreciation	0.00	0.00
Interest Income	0.20	0.89	GST Paid	9.75	0.00
Micellaneous Revenue	0.00	0.00	HST Paid	1,466.79	1,920.01
Amortisatn Dfrd Contribtns	0.00	0.00	Bad Debts	0.00	0.00
TOTAL MISC REVENUE	<u>0.20</u>	<u>0.89</u>	Miscellaneous	0.00	(88.23)
TOTAL REVENUE	<u>189,983.52</u>	<u>135,152.89</u>	TOTAL SUPPLY & EXPENSE	<u>16,898.48</u>	<u>20,596.86</u>
			TOTAL EXPENSE	<u>101,734.95</u>	<u>71,410.32</u>
			NET INCOME	<u>88,248.57</u>	<u>63,742.57</u>

Contract for work produced for the Rendez-vous de la Francophonie project
-between-

TRENT RADIO - CFFF 92.7FM Peterborough, Ontario
(herein referred to as "the station")

-and-

National Campus and Community Radio Association/l'association nationale des radios
étudiantes et
communautaires
(herein referred to as "NCRA/ANREC")

For the period February 19, 2015 to March 22, 2015.

1) All materials or projects developed in the name of the Rendez-vous de la Francophonie project become the property of the producer(s), the station and the NCRA/ANREC and can be freely disseminated to other c/c radio stations and the public.

The station will report on their work to NCRA/ANREC staff.

2) Remuneration and service expectations

i) The station is expected to recruit and train at least one producer to research and produce 17 original two-minute audio capsules on the theme of Canada's place in the Francophonie, the importance of French language and culture in Canada, local Francophone culture and special events during the Rendez-vous de la Francophone celebrations, as previously pitched and approved.

ii) The station will play an original audio capsule each day from March 6-March 22, five times per day.

iii) The station will be paid \$1000 for the recruitment and training of the producer(s), including any travel, studio, or equipment expenses and any related promotional expenses. The producer(s) will be paid at least \$500 for their work.

iv) The station will send mp3s of the audio capsules as produced to be featured on the NCRA/ANREC website.

v) The NCRA/ANREC will pay the station \$1500 upon submission of all 17 original audio capsules and either proof of play or signed confirmation from an authorized station representative that the station broadcast the 17 audio capsules five times a day for 17 days. The station is responsible to pay the producer(s). All work must be completed by agreed-upon deadlines.

[ends]