

## TRENT RADIO BoD AGENDA

### 25 March 2015 at 7:00 pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 25 November 2014 & 25 February 2015
03. Business Arising not covered in other reports (none)
04. Committee Reports
  - a) GM Personnel Committee: John Muir met with lawyer John Dunn 26 February 2014 to discuss terms of a final employment contract. Mr Dunn has had prepared some information as to the financial burden which is to be use to help the parties negotiate we're still waiting to receive it.
  - b) Trent Radio Community Committee: nada
05. Operations Report - see attached where applicable.
  - a) Financial Statements to 28 Feb 2015 - subject to Financial Review. \*
  - b) General Manager's Report
    - i) Please welcome Aiden Collett Co-op student (weekday afternoons)
    - ii) Report on TrentU Student Membership Fees for AY14-15. \*
    - iii) Trent Radio Summer Plan 2015 & Canada Summer Job Posting \*
    - iv) An Operator recruitment session is set for Thursday (26 Mar 2015)
    - v) Trout Rodeo is out.
    - vi) A three year contract has been agreed with Esther Vincent to carry on a Chief Learning Office for the Trent Annual – see attached. \*
    - vii) 2015 Summer Planning Meeting is set for Sunday, 12 April 2015. The CSJ15 Hiring committee will be the PM, PD, & GM
    - viii) An application to the Community Radio Fund of Canada is being made under a new funding stream called, "Youth on Air!" for \$10,000. Our application is to hire a "Summer Events Information Correspondent" who will be will be responsible for seeking out, researching, and producing regular programming that will promote and provide information on a wide range of local events, active community members/groups and organisations within Trent Radio's broadcast range. The SEIC will also produce a 5-part series featuring the local Food Not Bombs community initiative, its history, members and current successes. The deadline is 31 Mar 2015 and the project can start as soon as May 1st.  
Needed Motion: "BIRT an application to the Community Radio Fund of Canada, due by 31 Mar 2015, for support under their "Youth on Air!" 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 "Youth on Air!" Guidelines."
06. Any Other Business
07. Next BoD meeting 7pm, Wednesday, 15 April 2015 & 7pm, Wednesday, 24 June 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

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 25 February 2015 at 7 pm.

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

R E G R E T S: Wes Grist and Caileigh Morrison

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 7:11 pm, with Matthew Poppleton 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, held on 25 November 2014, were not available and shall be presented and the next Meeting.
03. The Operations Report was presented by the General Manager (see attached and meeting agenda). Discussion followed. UPON A MOTION duly made, seconded and carried unanimously, the Operations report was accepted as presented.
04. Frozen Water Main: The General Manager reported on the situation and the remedial actions undertaken and being contemplated. A new water service has been scheduled as soon as possible.
05. There being no other business, the Meeting was adjourned at about 7:27pm.

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Matthew Poppleton, Chair

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John K Muir , VP & GM

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Matthew Poppleton, Chair

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John K Muir , VP & GM

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

ASSETS	@ 28Feb15	@ 28Feb14	LIABILITIES	@ 28Feb15	@ 28Feb14
<b>CURRENT ASSETS</b>					
Raffle & Bingo Acct	0.00	0.00	<b>CURRENT LIABILITIES</b>		
Boost & Freq Acct	0.00	0.00	Accounts Payable	(6,565.88)	22,552.12
General Funds Montreal	59,566.78	31,633.81	Contract Obligation	0.00	0.00
ING Savings	52.12	51.65	Deferred Income	830.00	830.00
Cash In Bank	59,618.90	31,685.46	Accrued Liabilities	0.00	0.00
Petty Cash: Programming	0.00	0.00	Trillium StudioC	0.00	0.00
Petty Cash: Admin	(1,524.89)	(478.07)	CPP Payable	0.00	0.00
Petty Cash: Summer Admin.	0.00	0.00	UIC Payable	(0.00)	0.00
Term Deposits	0.00	0.00	Income Tax Withholdings	0.00	(0.00)
Accounts Receivable	0.00	0.00	Receiver General Net	0.00	0.00
Doubtful Accounts	0.00	0.00	Health Benefit Payable	0.00	0.00
Receivables Net	0.00	0.00	Other Withholdings Net	0.00	0.00
Student Levy Receivable	0.00	0.00	<b>TOTAL CURRENT LIABILITIES</b>	<u>(5,735.88)</u>	<u>23,382.12</u>
Prepaid Expenses	814.19	771.34	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>58,908.20</u>	<u>31,978.73</u>	CO Long Term Loan	47,336.71	50,044.14
<b>FIXED ASSETS</b>					
Land	10,000.00	10,000.00	Deferred Contribution	0.00	0.00
Buildings	126,736.77	126,736.77	<b>TOT. LONG TERM LIABILITY</b>	<u>47,336.71</u>	<u>50,044.14</u>
Office Equipment	20,758.37	20,758.37	<b>TOTAL LIABILITIES</b>	<u>41,600.83</u>	<u>73,426.26</u>
Technical Equipment	238,901.81	231,779.81	<b>NON-SHARE EQUITY</b>		
Technical Renovations	9,913.00	9,913.00	Retained Surplus/(Deficit)	(20,972.31)	(49,345.38)
Fixed Assets at Cost	406,309.95	399,187.95	Previous Year-end Adjustments	0.00	0.00
Accumulated Depreciation	(359,618.20)	(351,622.54)	Net Retained Surp/(Def)	(20,972.31)	(49,345.38)
<b>TOTAL FIXED ASSETS</b>	<u>46,691.75</u>	<u>47,565.41</u>	Current Surplus/(Deficit)	84,971.43	55,463.26
<b>TOTAL ASSETS</b>	<u><u>105,599.95</u></u>	<u><u>79,544.14</u></u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>63,999.12</u>	<u>6,117.88</u>
			<b>LIABILITIES AND EQUITY</b>	<u><u>105,599.95</u></u>	<u><u>79,544.14</u></u>

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

	01Sep14-28Feb15	01Sep13-28Feb14		01Sep14-28Feb15	01Sep13-28Feb14
<b>REVENUE</b>			<b>EXPENSE</b>		
<b>GOVERNMENT GRANTS</b>			<b>PERSONNEL</b>		
Federal Grants	0.00	0.00	Programming Wage	31,979.74	25,007.61
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<u>0.00</u>	<u>0.00</u>	Administrative Wage	23,517.51	22,125.59
			TA Payroll	27764.26	0
<b>FUND RAISING</b>			Benefits	2,305.09	1,571.15
Corporations	0.00	0.00	CPP Expense	3,069.92	2,082.58
Foundations	25,500.00	17,000.00	EI Expense	2,186.46	1,244.27
Private	2,784.70	1,914.33	Total Wages & Benefits	90,822.98	52,031.20
Leadership	0.00	0.00	Programming Fees	0.00	7,479.16
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	200.00
Net Donations	28,284.70	18,914.33	Publicity Fees	7,500.00	0.00
Trent Student Memberships	114,915.19	111,997.42	Administrative Fees	1,082.50	890.00
Commercial & Non-profit	0.00	0.00	Total Fees	<u>8,582.50</u>	<u>8,569.16</u>
Individual Memberships	680.00	640.00	<b>TOTAL PERSONNEL</b>	<u>99,405.48</u>	<u>60,600.36</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	115,595.19	112,637.42	<b>SUPPLY &amp; EXPENSE</b>		
Special Events	390.75	956.50	Publicity & Promotions	185.00	648.41
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	390.75	956.50	Line Rental	1,926.90	2,070.64
Fundraising	20.00	105.00	Rental Other	23.00	20.00
Fundraising Expense	0.00	499.00	Net Rentals	1,949.90	2,090.64
Net Fundraising	<u>20.00</u>	<u>604.00</u>	Postage & Delivery	12.92	537.34
<b>TOTAL FUND RAISING</b>	<u>144,290.64</u>	<u>133,112.25</u>	Office Supplies	150.36	167.12
			Telephone	731.84	657.75
<b>EARNED REVENUE</b>			Utilities	2,282.99	2,159.72
ON AIR Sponsorship	1,000.00	1,250.00	Programming & Licence	2,072.57	2,579.29
ON AIR Sponsorship Expense	0.00	(499.00)	Building R & M	1,091.85	891.52
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	4,031.13	4,789.03
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	5,162.98	5,720.51
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	5,292.00	5,250.00	Volunteer Expense	655.09	484.76
Net Misc Sales & Services	<u>54,639.17</u>	<u>300.00</u>	Bank Charges	129.50	228.57
<b>TOTAL EARNED REVENUE</b>	<u>60,931.17</u>	<u>6,301.00</u>	Mbanx Loan Interest	2,010.95	2,566.28
			Net Interest	2,010.95	2,566.28
<b>MISCELLANEOUS REVENUE</b>			Depreciation	0.00	0.00
Interest Income	0.23	1.14	GST Paid	32.33	0.00
Micellaneous Revenue	0.00	254.92	HST Paid	1,908.69	2,178.44
Amortisatn Dfrd Contribtns	0.00	0.00	Bad Debts	0.00	0.00
<b>TOTAL MISC REVENUE</b>	<u>0.23</u>	<u>256.06</u>	Miscellaneous	(151.77)	(88.23)
<b>TOTAL REVENUE</b>	<u>205,222.04</u>	<u>139,669.31</u>	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<u>20,845.13</u>	<u>23,605.69</u>
			<b>TOTAL EXPENSE</b>	<u>120,250.61</u>	<u>84,206.05</u>
			<b>NET INCOME</b>	<u>84,971.43</u>	<u>55,463.26</u>

**AYE2014-15****TrentU Student Membership Revenue Reconciliation YE15****2014-15 1st Instalment Cheque Calculation**

		<b>TRadio</b>
	Referenda Rate for 2014-15	19.22
Number of FT Ptbo Students* (preliminary count)	5,086	97,752.92
Number of FT Nursing Students** (preliminary count)	413	3,968.93
Number of PT Education Students*** (preliminary count)	22	<u>422.84</u>
	Estimated 2014-15 Revenue	<u>102,144.69</u>
	Amount now payable (75% of 2014-15 Revenue Estimate)	76,608.52
	Reduced by owings to TU AR account Sep 14	<u>(616.23)</u>
	<b>TU 2014-15 1st Installment</b>	<b><u><u>75,992.29</u></u></b>

**2014-15 January 2015 Cheque Calculation**

		<b>TRadio</b>
	Referenda Rate for 2014-15	19.22
Number of FT Ptbo Students* (full fee) at 01 Nov	5,318	102,211.96
Number of FT Nursing Students** (50% of full fee )at 01 Nov	420	4,036.20
Number of PT Education Students (full fee) at 01 Nov	22	<u>422.84</u>
	2014-15 Revenue Reconcilled to student counts at 01 Nov	106,671.00
	Less: Amount applied to Trent U AR in Sep	(616.23)
	Less Installment Cheque Issued Sep	(75,992.29)
	Less: Amount applied to Trent U AR in Jan15	(5,182.11)
	Plus/(Minus) Registration adjustments from:	<u>8,860.42</u>
	<b>Value of Cheque Issued January 2015 - TU 2014-15 2nd Instalment</b>	<b><u><u>33,740.79</u></u></b>

**Total Trent Student Membership Revenue for AYE 2014-15 or YE15** **115,531.42**

\* excludes nursing & graduate students, and students abroad

\*\* Nursing Student Pay 50% of the referenda rate

\*\*\* Education Students pay the full rate

**COMPARE with previous year**

Total Trent Student Membership Revenue for the previous year	111,997.42
Gain/(Loss) on the previous year	3,534.00
As a percentage increase/(decrease) on the previous year	3.16%

**COMPARE TrentU Estimate vs Actual**

Actual minus Estimated 2014-15 Revenue	13,386.73
As a percentage	13.11%

**Projected Increase based on the previous year actual & previous year & current year estimate**

Previous year Estimate :A	98,985.07
Previous year Actual :B	111,997.41
Current Year Estimate :C	102,144.69
% difference Prev Year Actual to Prev Year Estimate (B-A)/A x 100 :D	13.15%
Projected Increase of Actual to Estimate for the Current Year C x D :E	13,427.70
Projected Current Year Actual C + E :F	115,572.39

prepared 140916 & 150202 / jkmuir@trentradio.ca  
 from documents received from TrentU Finance Office  
 dated & signed January 2015 / Donna Hoard

# Trent Radio Summer Plan 2015



Executive Producer's Hand Book





# 2015 Summer Season: WHAT YOU NEED TO KNOW!

- There are no full-time staff people for the summer.
- With volunteers fulfilling some programming and other tasks, we can continue for the Summer Season with limited hours and reduced operations.

## HERE'S THE PLAN:

- **SUMMER SEASON:** Trent Radio will be on the air from **Mon, 27 Apr to Fri, 14 Aug 2015** (sixteen weeks); **5pm to Midnight**, up to seven evenings per week.
- **SUMMER SCHEDULE:** The actual days will be determined at the **Summer Programming Planning Meeting** to be held on **Sunday, 12 April 2015 at Noon**, at the Trent Radio House kitchen.
- **CREATING, SUPPORTING AND MONITORING THE SUMMER SCHEDULE:** During the summer **Operators become Executive Producers**, and are given the enhanced responsibility of recruiting Programmers and determining the content of their evening. They are also expected to provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (i.e., 5pm-Midnight).

***\*\*If you would like to be an Executive Producer, you MUST attend the SPPM on Sunday, 12 April 2015 at Noon.***

- **WHO WILL OVERSEE OPERATIONS?:** A **Summer Operations & Information Manager** (SOIM) shall be responsible for organizing and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that **Office Hours shall be 1pm to 4pm**, with the SOIM in attendance from Noon to 7:30 when possible and this is subject to change. (NOTE: A grant application has been made to fund this position)
- **WORKING AS A TEAM:** As the **SUMMER PROGRAMME COMMITTEE**, the SOIM in concert with **\*all\*** the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 5pm - Midnight period.
- **PROGRAMMING OUTSIDE OF SUMMER SCHEDULE TIMES:** Programmers who want to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS) must see the General Manager - John Muir.
- **PRODUCTION FACILITIES:** Studio A will be a "daytime" production facility, while StudioB and StudioC will be closed. From 27 Apr to 29 May (5wks), the PD will work on preparing broadcasts from the two previous seasons for future transmission, exclusively using StudioB.

# PROGRAMMING/SCHEDULE TEMPLATE:

## FORMAT, CONTENT & SUPPORT

The format for each evening is suggested as follows to comply with Trent Radio's license.

1700 - 1800 music show (s)  
1800 - 1830 "smooth operator" announcements &c  
1830 - 1900 music show(s)  
1900 - 2100 music show(s)  
2100 - 2200 spoken word or foreground programming  
2200 - 0000 show(s)

- 35% of all music selections played must be Canadian Content
- It is suggested that at least one of the music programmes be FOREGROUND format (see attached for a description)
- CONTENT is to be varied and comprehensive.
- EXECUTIVE PRODUCERS shall provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (i.e., 5pm-Midnight).

## IMPORTANT DATES

- **12 APRIL 2015:** Summer Season PLANNING Meeting Sunday, and first deadline for SUMMER programme proposals
- **27 APRIL to 14 AUG 2015 @ noon:** Summer Season - sixteen weeks
- **27 APRIL 2015:** SOIM START
- **14 AUG 2015:** Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers
- **14 AUG until 04 SEP 2015:** SHUTDOWN (No Programming. No Studio Access. Clean! Clean! Clean!)
- **31 AUG 2015:** PD/PM returns (Monday)
- **08 SEP – 20 SEP 2015:** FALL PRE SEASON
- **18 SEP 2015 @ NOON:** Deadline for Fall 2015 Programme Proposals
- **21 SEP 2015:** REGULAR FALL SEASON START

# TRENT RADIO'S AIMS AS A BROADCASTER:

- To Maximise diversity of programming.
- To Inspire creative contributions to radio programming.
- To Increase awareness of the power and potential of radio.
- To Encourage and inspire a positive use of radio.
- To Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.
- To Formalise its operations so as to promote fairness, clarity and efficiency in its decisions.
- To Encourage access to the facilities by both the Peterborough area and Trent communities.
- To Encourage the production of programming which reflects both of these communities.
- To Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond.

## FOREGROUND FORMAT DEFINITION FOR MUSIC PROGRAMMES AT TRENT RADIO

*(as approved by the BoD April 98)*

- The matter broadcast is broadcast without interruption
- The intrinsic intellectual content of the matter broadcast is entirely related to one theme or subject
- The duration of the presentation is at least 15 minutes,

Generally, this is an opportunity to make an especial feature within your programme, and talk about the music you've been playing. This could include discussion and comparison of musical styles, biographical notes on musicians, info about a particular musical instrument, and anything else that either isn't printed on an album's sleeve (unless there's an essay there) or isn't common knowledge. Whatever you say is up to you - opinions, readings, discussion of philosophy, etc... Prohibited Interruptions; these would include sponsorship messages, time and temperature checks and other surveillance information.

Other material which would be considered Foreground music would include; A live (or live-recorded) Canadian concert (either the producer or artist must be Canadian) produced specifically for broadcast and at least 15 minutes in length. Radio Art produced specifically for broadcast.

# WHAT IS A SUMMER EXECUTIVE PRODUCER?

*(only part of what you were afraid to ask, and written by a veteran EP)*

As **EXECUTIVE PRODUCERS (EP)**, we are volunteers responsible for Trent Radio and its programming. We take on the role of Operator and select the programmes for their evening. EPs together with the Summer Operations & Information Manager (SOIM) form the Summer Programming Committee which is charged with the responsibility of fulfilling Trent Radio's obligations and commitments to Programmers, the CRTC, the community, sponsors, &c  
Please see SOIM job description to see how this fits together.

EPs are experienced Programmers who are chosen for their proven ability and trustworthiness and commitment to community radio. While "on duty" at TRadio House, we act as Programme Director and General Manager and are vested with that responsibility and authority. Even if the Programme Director or General Manager happen to be in the building during our shift, our position remains unchanged - we're still "in charge". As EPs, we must arbitrate in the best interests of, and according to the policies of Trent Radio.

Why do we want to do this?? It's an interesting way to widen our range of acquaintances as well as our experiences. It's a way of putting something back into the community from which we draw. It's a means of furthering, aiding and abetting creative and socially responsible actions. And it's a good way to become familiar with the workings of an organisation, specifically Trent Radio.

**And then there's this thing... this passion for radio ...**

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*This document was stolen from "What is an Operator" and massaged somewhat to include Executive Producer's programming role. Thanks to Barb Woolner, Kristina Rawlings, JK Muir and Lisa Howard. Produced 16Dec94 Amended 11Jul97, 18Apr98, 15Mar99, 12Feb00, 28Mar01, 15Mar02 02Mar03, 12Apr04, 22Mar05, 16Mar06, 29Mar07, 24Mar08, 08Mar09, 04Mar10, 23Feb12 Modifications: added: Potential Radio Camps amended: email addresses amended: StudioA as a production daytime facility amended: Logger Tape Section to become Computer Logger Section amended: suggested schedule to put "smooth operator" at 5pm amended: Summer Programme Coordinator becomes Summer Operations Manager amended: Summer Operations Manager becomes Summer Operations & Information Manager deleted: CKCU Logger Section amended: "Things to do when Finished" section in accord /w JStaveley's "Closing.doc" 110121 amended: made several minors repairs 120412 amended: reformatted w/minor changes*

# THE BASIC RESPONSIBILITIES OF THE EXECUTIVE PRODUCER INCLUDE:

## (1) PROGRAMME SELECTION

Pursuant to Trent Radio's licence granted by the CRTC, programming functions shall be rendered in accord with the Organisation's aims as a broadcaster (see attached), in support of, and in partnership with programmers, independent of external or commercial influence, and in consideration of Trent Radio's tradition of promoting varied and comprehensive programming and tolerance, permitting any lawful expression.

Also, at least 35 % of all music played must be Canadian, (all music programmers should include Canadian Content ... it's out there) At least twenty-five percent of programming before 10pm must be Spoken Word or Foreground.

Does all this seem a bit legalistic ... this ROUGH PLAN should help guide decisions as to balance and timing.

Some questions to ask during programme selection:

*Is this interesting? And can they pull it off? Is the programme direction clear, or does it look like they just want to play hits or requests? What will I need to ask them to find out? What will I need to do to help them?*

After the process of calling, negotiating and confirming the programmers for your evening, prepare a listing of programme titles with a brief description along with the name, phone number, address and membership status for each programmer.

## (2) PROGRAMMER SUPPORT: CONTENT and TECHNICAL

This would involve establishing a working relationship with our programmers, and helping them to develop their programme ideas. A programmer will also need some technical training.

We also need to ensure that we have their name, address, phone number, membership status etc. We should keep one ear cocked towards the radio during our shift (which should be playing at all times) to monitor what is being broadcast. Are levels too low/high?

Did you know . . . that it is an Industry Canada regulation that the person responsible for operating the transmitter must be aurally monitoring the transmission AT ALL TIMES - this means using headphones in the studio? Have you told all of your programmers this information?

Do Programmers sound like they're having problems? Do you hear anything at all? Listen to their programmes for the non-tech stuff. Feedback (of the non-technical kind) makes a huge difference for Programmers. Knowing one is not operating in a vacuum is comforting and builds a sense of community. Constructive criticism, when done with respect, can be valuable. Most Programmers want comments on how they're doing and need someone to bounce ideas off. We provide moral, critical, and technical support. This is what Trent Radio is all about - this is the partnership between the Programmer and us.

### **(3) OPERATING – Monitor Programming, & Logger**

There are two vital aspects tied for first place in importance; one is monitoring what goes on air, the other is ensuring something is there to be monitored (content).

Monitoring: The first is accomplished through the use of a Computer Logger. This must be working properly and recording all aired programming. Its importance cannot be stressed enough. Without it, the CRTC (Canadian Radio and Telecommunications Commission) may revoke or refuse to renew our broadcasting license. This would be a very bad and awkward thing. Best case scenario means a trip to the CRTC for apologies. The Computer Logger is set to record an audio file every hour on the hour, and store these files for 30 days.

Executive Producers must "monitor" the logger audio and web page periodically, and ensure that it is working. Should the logger fail, all programming must stop and the Programmer should sign-off, unless recording can be done by alternate means. Logger audio can be monitored from the back rack in StudioA, and the web page is at:

**<http://www.trentu.ca/trentradio/logger/lgrrep/rep.txt>**

#### ***HOW TO CHECK THE LOGGER SYSTEM***

I. Monitor the logger on the rack in StudioA. Ensure that the correct button is selected (Yellow?), and that you can hear a delayed version of the current broadcast. If you do not hear anything, assume there is a problem, and use the Emergency Logger Kit until you have finished investigating the situation.

II. Visit <http://www.trentu.ca/trentradio/logger/lgrrep/rep.txt> (or click on the 'L' in Welcome on our webpage). Every hour, a new file is created. If you do not see a new file set up for the current date and time, the logger may be experiencing technical difficulties, and you should contact the SOIM immediately, and use the Emergency Logger kit in case it is required.

**Content:** We must ensure continuity in programming (to get to the second aspect), which means we make sure something is on-air during scheduled programming time. The first rule of radio is "Show Up". Programmers have been known to neglect showing up for their time. We must be prepared to perform impromptu shows (if we desire) or plop a pre-recorded tape or audio file in to play. Try and determine why there was a "no-show" and make a note in the OPERATORS BOOK. We should discuss the best way to resolve a continuing problem with our evening's partner and the Summer Operations Manager. Some Programmes are customarily pre-recorded, so make sure you know where the show is so you can air them when they are scheduled.

#### **(4) AUTHORITY:**

Programmers and other occupants of the house are obliged to take direction from the Executive Producer. Drug or alcohol use (except for coffee or cigarettes) is not allowed on the premises, and Executive Producers are obliged to enforce this rule. (I.h.'s note: broadcasting while intoxicated usually makes for boring programming.)

If Programmers are acting irresponsibly in the studio, or anywhere else in the building, they should be warned, and if necessary, asked to leave. Remember, we must make decisions in the best interests of Trent Radio. Violence and/or assholes shall not be tolerated.

Most conflicts or concerns should be resolved after a Programmer is finished their programme. Most, that is. If a Programmer is spewing out nasty, hateful words they should be stopped. Go in and talk with them as soon as the microphones are off. Try calm, collected conversation. Disagreement or opinion-voicing is one thing, propagating intolerance and hate is quite another. Remember basic Trent Radio tenets.

And THINK before you intervene. This will have to be reported; what was your rationale, how best to act, etc.? Also, NEVER give out Programmers' phone numbers to strangers. If the caller is insistent, ask for their number and call the Programmer yourself to give them the caller's number.

Remember that you're not alone. Talk with your fellow Producers and do not hesitate to call the Summer Operations & Information Manager or General Manager.

(john muir's note: with these responsibilities and the authority to carry them out, Executive Producers should remember that making radio is a creative act and Programmers may exhibit a florid artistic temperament - or even temper.)

(kristina's note: nobody is allowed to jump on your head without good reason.)



## **(5) SECURITY:**

Non-members are not allowed in the house after office hours. However, tours can be given, at your discretion. Use your head. Any guests the Programmer brings in are, of course, welcome, \*IF\* they are part of the programme. We should dissuade Programmers from entertaining an in-studio fan club.

Trent Radio has an alarm system. Learn how to set and disarm it. If for any reason you are in a situation where someone is threatening you while in the building, you may set the alarm and activate it by moving across the beam in the hall way. If the alarm doesn't scare the person, the General Manager showing up might.

Trent Radio's alarm system is only good for a few things. This is one of them. Also, do not hesitate to call 9-1-1 from anywhere in the building if you need help, and use the spy hole in the kitchen door to check out who you might be letting in before opening the door. Once during the evening do a quick walkaround of the building. Are both flood lights working in the back area parking lot, are both porch lights on, is the exterior front door light working? Please note problems in the Operator's book.

As the building, equipment, security and such is the General Manager's bailiwick, please report any damage, theft and security concerns to him. Try as best you can to fix things, write it up in the log and email John – [jkmuir@trentradio.ca](mailto:jkmuir@trentradio.ca)

## **(6) HARDWARE**

Make a note of what is needed, what is missing, what has finally decided to give up the ghost. Ensure that this information is written in the Operators Book, and passed on to the SOIM so they can stock up. There should be some spare light bulbs in the kitchen cupboards, toilet paper under the bathroom sink - part of the tech end of the job.

## **(7) TELEPHONE –**

**LINE 1: office (705)741.4011. This is for talking to someone at the house for any reason at all - You CANNOT put someone on-air from LINE 1!!!**

**LINE 2: on-air (705)748.4761. This is the line to call for on-air/broadcasting.**

Get to know your Programmers and judge as to whether intercepting phone calls during their show would help keep things on a more even keel. It can be very disruptive for the Programmer if all their friends try calling while they are on-air. Refer all phone calls regarding music tracking to Jean Reno's email ([jreno@trentradio.ca](mailto:jreno@trentradio.ca)), and take THOROUGH MESSAGES in the messages book. Callers' feedback should be passed on to the Programmer, and may warrant a discussion. Was the caller "out of their mind"? Was there something in it at all? In taking a complaint, listen to determine precisely what the complaint is about and how to contact the complainant later. Make a note of all this in the Operator's Book.

## **(8) UPSTAIRS APARTMENT**

Many people don't realise that we have someone living above the studio and archive area. Keep the monitor levels down, especially after 9pm ... drums and bass go right through the floor as though there wasn't one.

### **PHONE MESSAGES & IMPORTANT PHONE NUMBERS**

**\*\*During the Summer Season, regular staff and volunteers do not make it in to check the message book on a regular basis.  
Please take the time to send messages along to appropriate email addresses.**

**MOST IMPORTANTLY – ALL MESSAGES FOR John K Muir should be transcribed and sent by email to [jkmuir@trentradio.ca](mailto:jkmuir@trentradio.ca) in a timely manner!**

**NEVER GIVE OUT ANOTHER PERSON'S PERSONAL PHONE NUMBER !!!  
TAKE A MESSAGE AND PASS IT ALONG YOURSELF.**

**YOU CAN FIND ALL IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION IN THE FRONT OF THE OPERATOR'S BOOK.**

**Trent Radio House,  
715 George St. N,  
Peterborough, ON.  
K9H 3T2**

[www.trentradio.ca](http://www.trentradio.ca)

office: 705.741.4011  
studio:705.748.4761

**event promotion:** [psa@trentradio.ca](mailto:psa@trentradio.ca)  
**music director\*\*:** [jreno@trentradio.ca](mailto:jreno@trentradio.ca)  
**general inquiries:** [info@trentradio.ca](mailto:info@trentradio.ca)

***\*\*music tracking inquiries should be directed to the  
“A Musicians Guide To Trent Radio” link on our website.  
You should read it to understand what we do, and  
what we don't do (eg/ we don't chart!).***

# OPERATING CHECK LIST

## Things to do when beginning: 5pm

- Clean up BEFORE starting.
- Check the OPERATOR'S BOOK - has the transmitter blown up?
- Check on the logger audio and webpage.
- Is the Transmitter button pushed in and showing the green eye?
- Is the red "Off Air" monitor button pushed down? Are we, in fact, on air?

*It is heartbreaking to programme, only to find out you really were talking only to yourself (the usual paranoia of radio folks)*

- Are both turntable styli in good repair (write problems in the Operator's book)
- Find list of programmes for the night. Is the first Programmer here yet? Who won't be? Any pre-recorded shows to be set up? Any sponsorships to be run?
- Check the Programme Log for instructions from our Summer Operations & Information Manager or General Manager. \*\*This may show last minute changes or direct how we will spend our time tonight.
- Turn the kitchen radio on, if it isn't already. Start listening.
- At 10pm Check the Logger audio and webpage.

## Things to do when finished: Midnight

- Operator's Book (recording any events ~ or the lack thereof; names of no-shows; CDs/Albums not put away; equipment problems; general comments, etc ... even if 'nothing' happened, write it down)
- Transmitter dis-engaged from the StudioA console & RFP running smoothly from StudioV.
- StudioA cleaned up (CDs/Vinyl away, garbage/recycling taken to kitchen, volume turned down...don't forget we have neighbours upstairs!)
- StudioA, StudioB, StudioC Shut Down & Locked (radios off/volume turned down; doors shut and locked)
- Leave lights on in the Hall, Studio B, and the Kitchen (leave overhead lights on, turn off all other lights including the lamp by the phone in the kitchen, and the light over the window to the porch - so that it can be seen if the building is occupied if the alarm goes off.)
- Kitchen: wash dishes, deal with any food that has been left out (garbage/fridge); Make sure Toaster is UNPLUGGED, and that the Kettle & Coffee Maker are Turned Off (DO NOT UNPLUG THE COFFEE MAKER)
- Make sure the Front Door (George St.) is Shut and Locked (as it is prone to not being shut properly, slam it to be sure)
- Turn On The Alarm
- Make sure Kitchen/Porch Door is SHUT & LOCKED (it needs an extra slam in the winter)
- You don't have to go home...but you can't stay here!

# POTENTIAL EMPLOYMENT OPPORTUNITY at TRENT RADIO

**APPLICATION DEADLINE: MONDAY 13 APRIL 15 @ 5PM**

## **SUMMER OPERATIONS & INFORMATION MANAGER: Job Description 2015**

Reporting to the General Manager, the Summer Operations & Information Manager (SOIM) shall be charged with the gathering and dissemination of information a) regarding area summer festivals, community events and agricultural elements associated with the Peterborough Exhibition; and b) of particular interest to recent immigrants, children and seniors in Peterborough and the area, along with interviews and reportage. Also included will be a twice daily broadcast listing of events and attractions,

In addition s/he will be charged with the day-to-day operation of Trent Radio and in concert with the Summer Programming Committee, s/he shall be responsible for developing a balanced programming schedule in accordance with Trent Radio's license and mandate. The primary duties include management of Trent Radio's broadcast and studio facilities for the use of more than one hundred community volunteers.

They shall convene and chair regular meetings of, and shall analyse and report on the balance of programming to, the Summer Programming Committee (all the Producers). They shall provide individual support and advice to the Summer Executive Producers.

They shall have the responsibility and authority to initiate and implement special programming, to enforce CRTC and other programming regulations, and shall have a hand in making preparations for some activities to take place in the Fall of 2014.

The Summer Operations & Information Manager shall also be charged with the general upkeep of Trent Radio House and shall ensure that the facilities are kept in good working order and that it be an area conducive to the production of effective community radio. This would include coordinating security and technical arrangements.

### **Specific Administrative Duties:**

- Develop a working knowledge of the regulatory framework for broadcasting in Canada as it relates to Trent Radio.
- Prepare and Maintain Programme Logs & Music Sheets (Computer System)
- Ensure Logger is working and being used correctly
- Ensure sponsorships are logged and aired.
- Prepare and Maintain Programmer listing with contact data.
- Convene volunteer socials.
- Convene and chair regular meetings of the Summer Programming Committee, and prepare minutes of these meeting for distribution to the Committee and the General Manager. Note: The Summer Programming Committee is the Summer Operations & Information Manager and all the Summer Executive Producers)
- Attend planning meetings with the returning fall & winter Programme Director
- Respond to Summer and Fall season programme applicants.
- Act as Fill-in Operator as necessary.
- Render Community Liaison through information sessions and informal facility tours.
- Prepare and Distribute Summer Radio Guide.
- Produce Trent Radio fall pre-season and summer promos.
- Maintain community group announcements book.
- Pick-up and sort the post.
- Ensure trash & recycling is taken out & compost maintained
- Ensure that the facilities used by Programmers are clean and tidy.
- Respond to email queries for the Music Director.
- Prepare monthly reports on their activities for the General Manager.
- Ingest CDs and other material into the digital server.

**Terms:** Employment Period: Start: Monday, 27Apr14 Finish Friday, 21Aug15. (17 weeks)

Depending upon funding 20 hours/week for 5 weeks then 40 hours/week for up to 12 weeks.

Trent Radio's Minimum Commitment: 20 hours/week for 17 weeks

Pay Rate: \$12.25 hour, plus 4% vacation pay, plus statutory benefits.

Deadline for application: Monday, 13 April 2015 @ 5pm.

**Hard Copy Applications Only** - Resumes with a Cover Letter including references may be mailed to:

Trent Radio, 715 George Street, North, Peterborough, ON K9H 2T3

or brought to Trent Radio House, 715 George Street North, and dropped in the letterbox.

Applications should be marked "Attn: CSJ 2015 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Please read "Trent Radio Summer Plan 2015 " <http://www.trentradio.ca/15sumpln.pdf>

**Selected candidates will be contacted on Tuesday, 14 Apr 15 to arrange interviews for Wednesday during the day.**

Eligible Candidates for federally funded Canada Summer Job positions must be;

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Foreign students are not eligible) and;
- f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

On 2015-03-19 5:03 PM, John K Muir wrote:

Hi Esther, this is to confirm our conversation of this morning and to clarify your continuing roles. We decided that your various roles with the organisation could be brought the title of Chief Learning Officer, as discussed and some specifics described below. Most certainly, the yearbook is to be the work of the "staff" participants (editor, photographers and designers), but as CLO you are the person who will ensure that a high quality book is produced each year in time for convocation. As staff comes and goes, you will provide organisational continuity.

I'm very happy with how things have turned out so far this year, and by this email wish to make a three year commitment to you on behalf of "Trent Student Annual Publishing Corp" for your continued role for the 2015-16, 2016-17 & 2017-18 academic years.

For the upcoming year, you are to be hired at a cost to us of \$1,000 per month which includes gross and vacation pay, plus our CPP and EI expenses. In addition TSAPC undertakes to underwrite the cost of enrolling you in the Trent Central Student Association health & dental plan. For the 2014-15 academic year the cost was \$269.86. For up to date information on what's covered please go to; [https://www.studentvip.ca/tcsa//health\\_and\\_dental/](https://www.studentvip.ca/tcsa//health_and_dental/) Please let me know if I've made any errors and left anything out of this email in characterising our discussion and agreements.

Thanks and best // John Muir

For TSAPC, Trent Radio VP & GM

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The following is an expression of yearbook's functions and the role of the CLO.

The Book:

While its presentation and structure changes over the years, a yearbook's purpose remains the same. It is the job of each yearbook to cover historical moments on an annual basis and through copy, photographs and design make the book unique to the year. Since each year is different, the CLO will stimulate yearbook staff create a storybook unique to their year, and to strive to be imaginative and creative while maintaining the basics of sound journalistic principles.

The function of the yearbook is to be a

- a) Reference Book
- b) Memory Book
- c) History Book and to be an outlet for student points of view (Student Spin)

Honest, Relevant, Thorough, Accurate, of the Highest Quality.

The Participants: Educate, Encourage, Inspire

Increase professional value of the participants

There are four types of learning techniques that may be employed by chief learning officer (CLOs)

Coaching: refers to the training and development process wherein the CLO will support and train an individual or team in achieving a specific skill, competence, or goal.

Engagement: refers to the process of being psychologically invested in the learning process. It is often seen as an indicator of success in learning and the CLO will often attempt to maximize engagement of the participants and measure engagement during a variety of different learning tasks in order to rate their effectiveness.

Mentoring: refers to a personal development relationship in which one more experienced individual will assist a less experienced learning in acquiring a new skill, ability, or competency. This process involves communication and is relationship based. It may be said to include formal transfers of knowledge, social capital, and psychological support.

Management training: training activities are those activities which specifically relate to improving the management of people. CLOs may also be responsible for providing training and measuring success of skills and competencies related to management functions. [ends]

----- Forwarded Message -----

Subject: Re: Trent Annual (TSAPC) - position review and beyond

Date: Fri, 20 Mar 2015 12:54:07 -0400

From: Contact at Mustang contact@evmustang.ca

Hi John, Thanks for this email and for the meeting yesterday. I'm happy to commit to three years at the terms stated below. Also, thanks for including me in the Health and Dental plan.

Next week I am caught up in my contract with Emergency, but after that I will set up reviews with each of this year's staff members, as recommended, to determine their satisfaction with their positions, their intentions for next year and to ask if there is anything else that I can help them with.

I will also be meeting with Josh to discuss plans for next year and how to create a "mentor to mentor" plan with him such that he is able to fully train a new editor for the 2016-17 year.

Cheers - Esther