

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

P R E S E N T: Alex Karas, Steve McNabb (via VoIP), Caileigh Morrison, Matthew Poppleton,
and Augusta Venno.

R E G R E T S: Shannon Culkeen and 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 7:07 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 two previous Board Meetings, were presented. UPON A MOTION duly made, seconded and carried the Minutes of the Board Meetings held on 25 November 2014 and 25 February 2015 were approved as presented.
03. Committee Reports: see attached information on the Meeting Agenda.
04. 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.
05. It was noted that the Board meets again on 7pm on Wednesday, 15 April 2015 & Wednesday, 10 June 2015 There being no other business, the Meeting was adjourned at about 7:21pm.

Matthew Poppleton, Chair

John K Muir , VP & GM

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Programme Director's Report for the period Sep14 - Apr15 for BoD Meeting 15 Apr 2015 prepared by James Kerr

The Direction of Programming

Trent Radio depends on submissions of programme ideas from students and community members at large. As such, the nature of what is broadcast from season to season changes greatly, as it represents a diversity of interests throughout the Trent and Peterborough and area communities. This year saw continuing youth involvement and a rise in "personal reflection programming" as a theme; programmers enjoyed talking about themselves as self-identified geeks, men, women, international students and so on. The composite 2014-15 programmer explores what they consider 'forgotten media', finding musical genres and cultural artefacts (from not that long ago) they consider wonderful newly unearthed discoveries. What is just a little old is new again.

Programme Selection occurs prior to the Fall and Summer seasons. Drawing from the membership and potential-membership, the Programme Director seeks to construct a full and balanced schedule. With help from a collection of generous Operators to act as a Programme Proposal Review Committee, the proposals are reviewed and evaluated based on the following criteria:

- a) Is the Proposal complete? If not what's missing?
- b) Comment on the Programme Outline. Note strengths, weaknesses, high points, low points etc.
- c) What suggestions or feedback do you have?
- d) Do you have confidence that they can and will do it? Comment on what potential there is.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

Should the programmer fall short on one of these criteria, their proposal requires revision or redirection.

Characteristically, the potential programmer will meet with the Programme Director and together they'll review the programme ideas, and Trent Radio's approach and the nature of producer-oriented programming. The proposal is then redrafted with these ideas in mind, and generally the applicant is much happier with their second attempt.

Operators are volunteers who have chosen a particular time to come into Trent Radio and oversee day-to-day operations. An Operator's shift is generally five hours long and duties include: greeting and supporting programmers and other volunteers, producing promos and announcements, assisting in the use of the on-air-phone, providing technical support, acting as a tour guide, taking telephone messages, tidying up, making coffee, and representing Trent Radio to the general public. 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 he or she has a strong interest in Trent Radio but no desire to programme directly. This year a full half of our Operators were new to the position, attracted by an article published in the student newspaper "The Arthur", solicitation at "Clubs & Groups Day" on Symons Campus, or by the direct encouragement of the Programme Director.

Regular Programming The distribution of content categories between Spoken Word content, Popular Music and Special Interest Music each take up roughly a third of the programming schedule. From last year, Category 3 "Special Interest Music", has noticeably risen to 41% and Spoken Word is slightly down, at 28%. This shift is due to the rise in psychedelic, electronic, and other experimental music genres that fall under sub-category 36: Audio Art.

Perceived Sea Changes I have noticed over the past year an increasing dependency among young programmers for their personal technology, specifically cell-phones. For the first time this year during training, young programmers would take out their cell-phones to check messages without apologising, as though it's something they cannot reasonably expect to set aside. I haven't seen a single mp3 player in use this year. Most programmers are now playing the musical content for their shows directly from laptops or cell-phones. There have been fewer - rather than more, mistakes associated with receiving phone calls on the air, although the sound effect of increasing volume on one's laptop was a common sound on the air this year, heard at the beginning of many songs. Training in the next year will specially focus on this issue.

Trends 2014-15

- Co-hosts
- Talk
- Polarisation of Music Genres

Smooth Operator is a thrice-daily local events calendar broadcast, and a space for interviews with many touring bands, local visual artists, theatre performers and various community groups. Smooth Operator provides first-time and rusty programmers an opportunity to practice their on-air Studio A skills, with the former encouraged to sign up for this opportunity after their initial training. It also acts as a venue for short-length programming to be broadcast outside the regular schedule, such as airing the Trent Central Student Association election speeches, City Council meetings, and special interviews concerning the hot topics of the day - or whatever we can record that is going on in student life, like this year's Trent University Music Society "Battle of the Bands" and the very popular Trent Central Student Association "Election Debates".

For the past several years Smooth Operator has been made the focus of our high school co-op students' participation, whose tasks include updating and refreshing the announcement binder daily with incoming public service announcements received through psa@trentradio.ca, posters, and by mail.

Smooth Operator is an essential link between Trent Radio and the Peterborough and Trent University communities.

Student Co-op Placements High School students through the Co-op programme volunteer at Trent Radio for one of two shifts. The morning Co-op student is to open the door to Trent Radio House at 0845 in anticipation of the 0900 start of the live broadcast day. They make coffee, clean, and prepare the space for the arrival of programmers as they sort the Smooth Operator binder of community announcements, in anticipation of the 1100 Smooth Operator programme, which they host. The morning Co-op student leaves at 1130am after they have completed Smooth Operator. At noon, the afternoon Co-op student shift starts, and, like their morning counterpart, check the emails of psa@trentradio.ca for more community announcements and maintain the public service announcement binder before hosting Smooth Operator, this time at 1400, and they leave at 1500.

Opening up Trent Radio House is the key priority for morning Co-op students, whereas with the afternoon Coop maybe conducting interviews with touring bands and other interesting people coming through Peterborough.

In the first term of the 2014-15 season, Myles Lonergan from Thomas A Stewart assumed the duties of the afternoon Co-op student, but stayed only three weeks before abandoning the position. Myles had already graduated and was taking on an extra year in High School. His decision to quit the co-op position coincided with leaving High School.

During the second term Aiden Collette was our afternoon Co-op student from Thomas A Stewart Secondary School. As sometimes happens, no student in the Co-op programme applied for the morning position in either term.

Goals & Results 2014-15 with Plans for 2015-16

Goal #1: Radio Drama: Through the Community Radio Fund of Canada RadioMetres 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.

Result: The project was a great success, involving about 30 people, mostly community members and only about a 1/3rd of them previously involved at Trent Radio with radio drama. Though tiring, it was also very exciting. We broadcast a variety of scripts ranging from one-minute in length to one hour, from a variety of writers throughout the community, in a variety of formats: live, live to tape, and fully pre-recorded. Through this process we have created relationships with scriptwriters, actors, and directors, which we hope will maintain for many years to come.

Plan for 2015-16: Combining this year's and last year's initiatives, Jill Staveley and I plan to run Friday afternoon "kitchen session" broadcasts featuring both radio drama and live local music. This initiative is planned to capitalise on our recent contacts in the community.

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.

Result: This year's cadre of Operators was especially strong, but maintained their own schedules such that they were only half-aware of each other. The event day "Blind Date Radio" (where programmers had a random show with a random co-host) was scheduled in March to have our Operators mingle and meet each other, and for these purposes it worked well. I look forward to most of this group of Operators extending their responsibility into the Summer Season as Executive Producers.

Plan for 2015-16: A strong Operator base is one of the most important things of the year. It allowed this broadcast season to run smoothly, and should be of particular focus going forward.

Studio A 2014-15: New programmers must sign up at a scheduled time for orientation and training in the on-air studio, before their first show. Studio A Training sessions are held 3 times a week during the Fall Season until the end of October, then tapering off to once or twice a week thereafter. Each session is two hours in length, and divided roughly into two one-hour sections. For the first hour the General Manager, John Muir provides orientation as to the history and remit of the organisation and community radio in general, to better focus newcomers' self-directed exploration of creative opportunities and potential responsibilities.

For the second hour of training I lead the trainees through the technical aspects of the studio equipment (how each button and dial works), informing them of various legal concerns, operational procedures, and CRTC regulations. Trainees are then invited to read public service announcements on the air. By the end of the two-hour session the trainees are usually exhausted, excited, and eager to get started with their own programmes. Studio Trainings for the past 6 years
33 AY10 40 AY11 47 AY12 38 AY13 63 AY14 53 AY15

Studio B 2014-15: For the first part of the Fall Season the Studio B trainer provides production guidance and instruction for those wishing to use this off-air production studio. Training can be as simple as explaining how to use the logger system, or supporting much more complex multi-track projects. As the season progresses, the number of people needing training declines, so the Studio B trainer turns to producing station identification spots, promotions for programmers, pre-recorded public service announcements, and providing support for special programmes such as radio drama or event days. Management for the position is shared between the Production Director in the first half of the year when training is the focus, and the Programme Director in the second half when radio content is the focus.

Michael Lobovsky - also last year's Studio B trainer, did a great job this year and he is scheduled to return to the position this fall.

PD Assistant/Trout Rodeo editor 2014-15: This position helps the Programme Director with regular weekly clerical work such as maintaining programme logs, promoting event days by putting up posters and distributing other material, chasing down outstanding community membership dues, typing the text broadcast schedule as displayed on trentradio.ca, writing and editing the seasonal broadcast schedule accordion pamphlet version of "Trout Rodeo", and producing and distributing of the "Year in Review" version "Trout Rodeo", and generally doing whatever odd-jobs around Trent Radio the PD needs done.

This year the PD Assistant position was held by Hayley Raymond, a second year History Major. She did a wonderful job with both the 'leg-work' of our distribution and the day-to-day of correcting programme logs. She is expected to return to the position in the fall.

Fundraising 2014-15

This year's fundraising was focused on a series of Thursday night pub nights held at Sadleir House as part of the "Jolly Hangman Pub Series", and a series of shows thrown by our Local Content Project Manager Matt Jarvis at the Spill, a downtown bar at 414 George Street North, both coinciding with on-air event days throughout the Spring Season. The Good n' Country 24 Hour Radio Marathon, however, remains our most popular fundraising event.

Thu 25 Sep 2014 "Welcome Back Trent Radio" Pub Night held at Sadleir House

Fri 05 Dec 2014 at noon Good n' Country Marathon

Wed 25 Feb 2015 "Geek Day" Music Event at the Spill

Wed 25 Mar 2015 "Blind Date Radio" Music Event at the Spill

Programming & Events Highlights in Review

August 2014

Wed 04 Arthur Article for 50th Reunion of Peter Robinson College

September 2014

Mon 01 Arthur article to recruit new students.
 Wed 03 Pre-Season began & TIP & OSWP positions began
 Fri 05 New Operators Introduction meeting held
 Mon 08 Arthur article to recruit returning students to programming
 Mon 08 Presentation to CUST 2025 class on Trent Radio
 Tue 09 HS Co-op Interviews began
 Tue 09 Clubs & Groups Day on campus
 Tue 09 Programme Proposal Workshop at Peterborough Public Library
 Wed 10 Programme Proposal Workshop at Sadleir House
 Wed 10 Programme Proposal Workshop held at Trent Radio House
 Thu 11 Programme Proposal Workshop held at Trent Radio House
 Fri 12 Programme Proposal Deadline & Committee Meeting
 Mon 16 Fall 2014 broadcast season & Co-op placement began
 Thu 25 "Welcome Back Trent Radio Pub Night" at Sadler House

October 2014

Fri 10 Trout Rodeo schedule accordion pamphlets made available
 Fri 24 Annual Radio Drama auditions held
 Mon 27 Programmer Review meetings began

November 2014

Sun 16 Trent Radio Annual General Meeting
 Thu 20 Trent Radio Revue fundraiser held at Sadleir House

December 2014

Thu 04 Trent Radio & Sadleir House "Brew-Ha-Ha"
 Fri 05 Fall 2014 broadcast season ended at noon
 Fri 05 "Good 'n Country 24 Hour Radio Marathon" held
 Mon08-Fri19 EntreSeason /w Jess Grover directing

January 2015

Mon 05 Spring 2015 Season began
 Fri 16 Spring Edition "Trout Rodeo" fold-out pamphlet made available
 Mon 26 Radio Reads event day held on-air

February 2015

Wed 25 Geek Day event day held on-air
 Wed 25 NCRA Homelessness Radio Marathon broadcast
 Wed 25 Geek Day Fundraiser held at the Spill
 Thu 26 Post-Geek Day Pub Night held at Sadleir House

March 2015

Mon 16 Trout Rodeo Year In Review distributed
 Wed 25 Blind Date Radio Fundraiser held at the Spill
 Thu 26 Operator's Social & Recruitment at Trent Radio House
 Fri 27 Blind Date Radio event day held on-air

April 2015

Sun 12 Summer Programme Proposals due at 12:00 noon
 Sun 12 Summer Season Planning Session noon Trent Radio House
 Sun 12 End of Spring Season Open House
 Mon 12 Deadline for Application for the Summer Operations and Information Manager position
 Fri 17 End of Spring 2015 broadcast season at noon & Shutdown begins

TIP & TWSP Staff 2014-15

TWSP PD Assist. & Trout Rodeo Editor - Hayley Raymond
 TIP PM Assistant - Mauricio Interiano
 TWSP Physical Plant – Mercedes Mitchell
 TWSP StudioB and Digital Editing Trainer - Mike Lobofsky
 TWSP Music Archivist - Callista Durose-Moya

High School Co-op Students:

Fall14 Myles Lonergan - Thomas A Stewart Secondary School
 Spr15 Aiden Collette - Thomas A Stewart Secondary School

Regular Staff

Programme Director: James Kerr
 Production Manager/R&RFGM/AGM : Jill Staveley
 Local Content Project Manager: Matt Jarvis
 GM & VP: John K Muir (also Studio A Training)

Operators (ss = self-support)

Sun am: ss / aft: ss / eve: Geoff Barnes & Atticus Bakowsky
 Mon am: Ken Mills / aft: Alex Karas / eve: Jack Smye
 Tue am: ss / aft: Pat Reddick / eve: Rob Hailman
 Wed am: ss / aft: Sunny Webster / eve: Jess Grover & Kai Hawkins
 Thu am: Theresa Chomko / aft: Jeffrey Moore / eve: Augusta Veno
 Fri am: Hayley Raymond / aft: Matthew Poppleton / eve: Keigan Lasch & Josh O'Brien
 Sat am: ss / aft: ss / eve: Pat Reddick & Ayesha Barmania

STATEMENT OF PERFORMANCE

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one year.

Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is now kept for at least one year. Programmers are reminded to account for all music played noting Canadian content and other information.

Average weekly broadcast hours (excluding "Radio Free Peterborough")

Description	Fall10	Spr11	Fall11	Spr12	Fall12	Spr13	Fall13	Spr14	Fall14	Spr15
Total live b.casting hours / week	83	83	84	84	87	87	80	80	83	83
Number of Producers	97	101	106	110	110	111	101	102	106	123
Number of Programmes	91	89	96	98	86	92	84	85	88	97

Content Category Stats prepared for BoD 15 April 2015 / James Kerr, PD

Content Category	CRTC Required	TRadio Required	Fall/Spr AY11-12	Fall/Spr AY12-13	Fall/Spr AY13-14	Fall/Spr AY14-15
Category 1 - Spoken Word	Min 15% of all programming*	Min 25% of all programming	30%	30%	32%	28%
SubCat 11- News			-	-	-	-
SubCat 12 - S/W Other			50.32hrs	50.40hrs	54.04hrs	46.58hrs
Category 2 - Popular Music		max 60% of all music	58.61hrs	53.61hrs	54.00hrs	52.30hrs
			50%	47%	47%	43%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		22.19hrs	19.53hrs	19.00hrs	17.83hrs
			37.9%	36.5%	32.1%	34.0%
SubCat 22 - Country & C'try Oriented			12.23hrs	12.15hrs	12.03hrs	11.21hrs
SubCat 23 - Acoustic			21.97hrs	19.89hrs	20.24hrs	20.28hrs
SubCat 24 - Easy Listening			2.16hrs	1.98hrs	2.30hrs	2.40hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	59.00hrs	59.90hrs	59.90hrs	68.35hrs
			35%	36%	36%	41%
SubCat 31 - Concert			4.48hrs	2.66hrs	4.35hrs	3.41hrs
SubCat 32 - Folk & Folk Oriented			15.37hrs	12.37hrs	13.14hrs	13.51hrs
SubCat 33 - World Beat & International			13.48hrs	11.86hrs	11.34hrs	11.27hrs
SubCat 34 - Jazz and Blues			8.11hrs	6.68hrs	7.29hrs	10.13hrs
SubCat 35 - Religious			3.50hrs	7.84hrs	6.05hrs	8.27hrs
SubCat 36 - Audio Art			14.05hrs	18.49hrs	14.52hrs	20.54hrs
Total Category 1			1561hrs	1563hrs	1676hrs	1444hrs
Total Category 2			1817hrs	1662hrs	1674hrs	1623hrs
Total Category 3			1830hrs	1858hrs	1656hrs	2125hrs
Total Category 1, 2, and 3			5208hrs	5083hrs	5006hrs	5192hrs
Broadcast Weeks this Season			31	31	31	31
Regular Programming (avg hrs / week)	Min 42 hours	Min 42 hours	84.2hrs	86.52hrs	80.4hrs	83.43hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

Production Manager's Report for BoD 15 April 2015
prepared by Jill Staveley

INTRO: What a LONG winter we've had. It seems that the Radio gods were out to test us this year, and well – I think we passed with flying colours. Despite the constant stream of obstacles and challenges, the Trent Radio community pulled together, stayed strong, and managed to keep our heads above the water to meet deadlines, special project goals, needs of regular programmers, and deal with emergency physical plant issues beyond our control. I would like to extend sincere thanks to all of our volunteers and staff for working together to deal with each situation that came along with speed and efficiency, and a very special thanks to James, John and Matt Jarvis for going over and above to support my family through a very difficult winter. Trent Radio continues to prove itself as an amazing community of people who care for and about each other - and we are all very lucky to be a part of something bigger and stronger than any of us individually.

PROJECTS:

(i) Radio Free Peterborough/Local Content Project (Ongoing): Through the CRFC Radiometres 2014 "Local Content Development" grant, I have been able to focus time and energy on gathering/creating/sourcing biographical & support data for the Local Content Archives collection. Quite a few people have engaged in conversations about different Local Bands/Musicians on our "Trent Radio Local Music Archive – Bio Search (Peterborough Artists)" Facebook Group; Donald Fraser has taken an interest in promoting the LCPM website through a weekly Trent Alumni Music Series featuring a musician/band in our collection who has a Trent connection. This has been my first step into the actual upkeep/maintenance/development of the LCMP, through a hands-on activity. I look forward to becoming more involved and working directly with Matt Jarvis to buff up the LCMP for public and programmer usage, and to review and revamp our archiving priorities and access methods next year.

(ii) Production Projects: The success of special production projects at Trent Radio relies heavily on being able to achieve a delicate balance between engaging in new and exciting projects, without taking on really big wild and exciting projects that cannot be completed well. We have chosen to focus on one main project or theme per year recently, supported by CRFC funding through their Radiometres grant opportunity. This past year we focussed on developing our Radio Drama skill-set and increasing our community participation, as well as increase our Radio Drama production and broadcast frequency. The project involved both paid and volunteer participants to write, perform, record, produce and broadcast a collection of locally sourced and produced Radio Dramas. It has been an absolute success, and we have learned a lot about the different ways that we can make Radio Drama happen in Trent Radio's future. A full report on the project will be available 31 May 2015.

(iii) Community Radio Workshop Sessions: We did not host a CRWS this past year. All of the planning/management resources are available for delivery of a CRWS easily in the future.

TWSP/TIP: We were fortunate to have returning TWSP/TIP employees this past year. On the whole, our team worked exceptionally well together to meet the needs of Trent Radio and its programmers. I have attached individual reports from our TWSP/TIP staff at the end of this report. Here is a brief synopsis from my perspective.

(i) Production Training /STUDIOB (TWSP): Mike Lobovsky returned to us this year, and got the StudioB ball rolling smoothly in September. His skills have improved and expanded a great deal over the past few months, and we have been able to use his talents to help with the Radio Drama project when I haven't been available to oversee the recordings. Mike's initiative to learn new things independently, and to take new risks has been very valuable. He has easily maintained a good work flow for

accommodating Production Training requests, producing promos for special programming events, and assisting with other production projects in StudioC. 25 Programmers/Volunteers Trained. 4 “NO-SHOW”s – who did NOT reschedule. 19 Programme Promos Produced. Assisted production of 3 Back-Up Shows, and transferred 56 Back-Up shows from Logger Files. 18 production projects assigned and completed. (see report for more detail)

(ii) INCOMING MUSIC ARCHIVIST & INCOMING MUSIC ARCHIVIST ASSISTANT (TWSP): We were lucky to have Calla return to the Incoming Music Archivist helm this past year. It was a very smooth operation, keeping all the new music in order, and taking the initiative to contact independent music labels and encourage them to send their releases/catalogue to Trent Radio. Calla will not be returning as IMA in September, as we are looking to revise the TWSP staff role in relation the archive. As we take on an inventory and planning project next year, I will oversee incoming music, and hope to create an easily maintained digitisation method that includes volunteer hours. As we move forward with new ideas for the archives, we will be revamping our TWSP job description. We did not hire an IMA Assistant this year. Initially, the ability to hire a part time person in January of each year, who would then move up to being the IMA in the Fall, was an effective idea. Now, however, the hours required to make this system work are just not available. I do not recommend it for next year. I would, however, recommend keeping a bank of hours to be distributed in January based upon staff success and project needs.

(iii) SPOKEN WORD ARCHIVIST (TIP): N/A This project is at a standstill. All of the Spoken Word Tapes have been digitised and saved as mp3 files (named the archive #). A complete database has been re-entered (after the original database crash a few years ago). A MYSQL database and search engine were initiated, but never completed. The Spoken Word Archives will be reassessed for use and structure during next year’s Archive Inventory process.

(iv) PM ASSISTANT (TIP): Mauricio Interiano filled the role of PM Assistant again this year. Mauricio worked independently to find projects and opportunities that would increase Trent Radio’s presence within the student community on campus, as well as increase student group participation on Trent Radio. He produced Smooth Operator on Tuesday mornings to include interviews with representatives from different Trent U student clubs & groups. Mauricio edited the interviews down to short profiles that are available on the PSRV in the Smooth Op folder.

Mauricio was also able to help with tech/production set up, assist with live broadcasts, help with administrative duties such as opening the house twice a week, and helping with our psa@trentradio.ca email account when we did not have a coop student in the Fall on an as needed basis. I’m very happy to have Mauricio returning as PM Assistant next year (pending funding) to keep up with projects he initiated this past year, and to help us move forward with new ideas and projects in the future.

GRANT APPLICATIONS:

(i) Community Radio Fund of Canada – radiometers (\$50,000): We submitted an application for \$50,000 to cover 3 main goals under a collective project title of “Live & Local Echo”. We plan to (i) continue working on our Archive Upgrades (including a full inventory of ALL audio artefacts at Trent Radio House, create a plan of action to amalgamate all archives into one cohesive storage and access system, upgrade LCMP as well as implement a simple user interface for programming purposes that will work effectively for all audio archive resources and programmer tools); (ii) deliver 24 Radio Broadcasts featuring live performances and community member interviews; and (iii) scan and post graphics of all Local Audio Collection artefacts as well as digitise all remaining Local Audio Artefacts that have not yet been preserved.

(ii) Theatre Trent \$900: We submitted an application for funds to purchase a digital sampler. We have been successful in the past with funding from Theatre Trent for “non-production” based activity. We were not successful with our application.

(iii) Community Radio Fund of Canada – Youth On Air \$10,000: This is a new grant opportunity offered by the CRFC. It is basically a revitalisation of Local Content Development/Youth Internship programmes. We have applied for a Summer Events Intern Correspondent position. If awarded funding, the position would work with Summer Management to produce Smooth Operator daily, and to assist with general operational duties over the Summer '15 Season.

(iv) NCRA/La Fondation canadienne pour le dialogue des cultures – Rendez-vous de la Francophonie \$1500: This opportunity popped up on a Friday afternoon in February, via the NCRA members listserv email threads. The project was to create daily “capsules” highlighting the French language, and promoting Francophonie culture for 17 days straight. We hired Phil Abbott and his daughter Cassia Abbott-LeDuke and Cassia has since been interviewed for a piece in the NCRA publication Ground Wire. (\$500 for Producers, \$1000 for Trent Radio)

(v) Canada Summer Jobs: As we usually do, we submitted an application for [2] full-time positions who would work together to manage Trent Radio House, our Summer Executive Producers and Programmers as Summer Operations & Information Manager. We took time to re-vamp our application based upon last year’s unsuccessful application, and input from other NCRA members through the NCRA members listserv email threads.

(vi) City of Peterborough Community Grant (\$15,000/year for 3 years): We applied to the City for a 3-year project Grant (\$15,000/year) to devote time and resources to the preservation and presentation of our growing Local Audio Archives collection. These funds would allow us to increase the Local Content Project Manager’s regular work hours at Trent Radio for the next 3 years, and allow us to expand our goals and achievements for the LCMP in general.

SPONSORSHIPS: This is always a work in progress, as John, James and I aren’t really the best sales-people in the world, We keep waiting for the perfect volunteer to come and save this sinking ship of sponsorship.

Production Manager’s Report for BoD 15 April 2015 - TWSP/TIP Reports

Production Training Report – Mike Lobovsky: Working at Trent Radio has been a great opportunity. I have pushed passed old barriers and developed a sense of creative direction. The role of Studio Production Support / Trainer truly has been the most pleasurable position I have held so far. In upcoming seasons, my goal at Trent Radio is to connect Trent Radio with the clubs and groups of Trent University to build up the community on campus and downtown. I intend to do this by networking with various clubs/groups and creating event promotions to support their efforts. A second goal I have is to learn more about the art of live mixing. Trent Radio is full of opportunity, and I am excited for the future.

In the last eight months, I have connected with many community members for training and production. A total of 25 programmers have been trained this academic year. In relation to training, a mere four programmers did not show up or reschedule. Also, a total of 19 show promotions were produced in Studio B, many of which were produced in relation to the fall season programme schedule. With notice given, approximately three of the show promotions were not updated as the winter season began. Next year, I plan to connect with more programmers to produce more show promotions and ensure the outdated show promotions are modified accordingly.

The role of Studio Production Support has given me the opportunity to assist with the production of radio dramas, five-minute radio projects, and backup. I have assisted in the production of 3 radio dramas this year, one of which was a live broadcast. I have also assisted five programmers to produce 3 backup shows. Furthermore, I have transferred a total of 56 backup shows from the logger to the backup shows folder. Additionally, I have been assigned a total of 18 projects to produce. The projects that were assigned to me consist of the production of Trent University Music Society's Battle of the Bands, Public Service Announcements & radio event day promotions, "radio days" and intro/xtros.

A few of technical problems occurred this year in Studio B. Occasionally, the left side of any headphones connected through the headphone box received a distorted signal or no signal at all. Secondly, audio is directed to the computer monitor speakers rather than the main speakers when Adobe Audition 3.0 is in session mode. Thirdly, the main fader on the mix board had become unresponsive in November. This problem was fixed after wiggling and sliding it vigorously.

I hope that this report has provided you with useful information on productivity, future goals and studio technical problems. If you have any questions, feel free to call or email me. Sincerely, Michael Lobovsky

IMA - Calla Durose-Moya: It's been a lovely year of archiving at Trent Radio. Some new things I did at Trent Radio were doing an Archivist's News half hour radio show (Thursday evenings of the fall season, Friday mornings of the winter season) where I played either an album or compilation of older or recent additions to the archive and spoke briefly about them, and also had time to announce something short about how to access the archive, or reminders such as to put CDs away.

The program time slot was also helpful in that I had time to do a CD switchover in Studio A. I created a document that is a comprehensive and simple guide of steps of how to do the switch over. I would recommend that, if the program was to be carried on, it should be extended to make it an hour instead of a half hour, as I found it was not enough time to get the CDs taken out and put back in the shelves in Studio A.

Another thing I did differently this year than last year was I counted the total amount of CDs by Canadian, Ontario, and local. It was requested by Jill that I did this. This spreadsheet can be found in Google Drive on the jreno gmail account. I also shared it with Jill's gmail.

On top of this, I also began correspondence with Canadian record labels that already send us submissions, as well as began relationships with labels who did not already submit music to Trent Radio. I spoke to about 50 different labels across Canada, of all different genres and sizes (of rosters). About 10 of the new ones are consistently sending their releases to Trent Radio now.

Additionally, I got a notebook for the purpose of Matt Jarvis (LMCP) to record the archive numbers he uses for the project so that there is more of an awareness/consistency of what numbers are being taken so that the IMA will know which CDs are missing, and which CDs are with LMCP. I have left a notepad document regarding the notebook on the Studio C computer.

I found myself wondering what my duties were regarding local music, aside from leaving it to Matt. I think that it would be important for the IMA to have some sort of working correspondence with the LMCP, as I did not feel confident in any local music capacity at the same time as feeling like I should know what's going on or have a clear idea of what I am doing with regards to local music.

Aside from the new things I did, I carried on with the general duties of IMA, which was data entry-ripping CDs, labelling them, putting old ones in the basement, keeping CDs and archive materials organized.

I am also disappointed that I did not have enough time to write articles for Arthur and review CDs and local shows, so hopefully, I will be able to do that next year outside of the position. This leads me to conclude that I will not be returning to the position for next year.

I am grateful for the experience this position has given me for the past two years, the first two years of my undergrad at Trent and in Peterborough. It shaped the way I have come to know music, both locally and in general, as well as the way I see the Peterborough community. I am confident that I will continue to be at Trent Radio in a different capacity, whether it be as a programmer or an operator.

I also would like to state that I will be available for any support or accountability for what I did as IMA, and would be happy to offer myself to be a volunteer to help with any IMA related duties, if it would be any help.

Sincerely, Calla

PM Assistant - Mauricio Interiano: It has been a good year. Once again Trent Radio has provided me the space and atmosphere to learn, grow and develop new ideas. This year I have been given more responsibilities in terms of opening Trent Radio house in the mornings, which I do twice a week. I have also been taking some operator's responsibilities when I am in the house.

Some others thing that I did this year:

- Representing Trent Radio in Club&Groups Day.
- Communicating between the TCSA Club&Groups coordinator to promote Trent Radio's services.
- Checking the PSA e-mail and updating the PSA binder on regular basis.
- Promoting Trent Radio on Symons Campus in general.
- Smooth Operator
- Help out in some Radio Dramas broadcasting.
- Help out with gear setting and removal.
- Trent Radio House duties, making coffee, answering calls, writing messages, and some cleaning.
- I conducted more than 15 interviews, from which I created 9 Organization Profiles Ads.
- I recorded part of the Trent Community Movements Conference workshops and key notes.

Local Content Project Update 20150409 – Matt Jarvis

Digital Archive

	As at	09Apr2015	16Nov2014
Total Archive	hh:mm:ss:	737:00:59*	636:33:42
Records or Collection of Tracks		1151	1011
	Category 21	596:57:11	551:10:02
	Category 12	97:05:04	50:01:02
	Category 36	42:58:44	35:22:38
Scanned/Collected Record Cvr's		768	707
Physical Archive	CDs	555	541
	Cassettes	47	77

* mirrored .mp3 & .ogg collections

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

ASSETS	@ 31Mar15		@ 31Mar14	LIABILITIES	@ 31Mar15		@ 31Mar14
CURRENT ASSETS				CURRENT LIABILITIES			
Raffle & Bingo Acct	0.00		0.00	Accounts Payable	(6,565.88)		22,552.12
Boost & Freq Acct	0.00		0.00	Contract Obligation	0.00		0.00
General Funds Montreal	46,404.29		21,934.43	Deferred Income	830.00		830.00
ING Savings	52.15		51.69	Accrued Liabilities	0.00		0.00
Cash In Bank		46,456.44	21,986.12	Trillium StudioC	0.00		0.00
Petty Cash: Programming		0.00	0.00	CPP Payable	0.00	0.00	0.00
Petty Cash: Admin		0.00	(1,321.97)	UIC Payable	(0.00)	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	1,352.74		0.00	Health Benefit Payable	0.00	0.00	0.00
Doubtful Accounts	0.00		0.00	Other Withholdings Net		0.00	0.00
Receivables Net		1,352.74	0.00	TOTAL CURRENT LIABILITIES	<u>(5,735.88)</u>		<u>23,382.12</u>
Student Levy Receivable		0.00	0.00				
Prepaid Expenses		814.19	771.34	LONG TERM LIABILITY			
TOTAL CURRENT ASSETS	<u>48,623.37</u>		<u>21,435.49</u>	CO Long Term Loan	47,336.71		50,044.14
				Deferred Contribution	0.00		0.00
FIXED ASSETS				TOT. LONG TERM LIABILITY	<u>47,336.71</u>		<u>50,044.14</u>
Land	10,000.00		10,000.00	TOTAL LIABILITIES	41,600.83		73,426.26
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)		84,971.43	55,463.26
TOTAL FIXED ASSETS	<u>46,691.75</u>		<u>47,565.41</u>	TOTAL NON-SHARE EQUITY	<u>63,999.12</u>		<u>6,117.88</u>
TOTAL ASSETS	<u><u>95,315.12</u></u>		<u><u>69,000.90</u></u>	LIABILITIES AND EQUITY	<u>105,599.95</u>		<u><u>79,544.14</u></u>

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

	01Sep14-31Mar15	01Sep13-31Mar14		01Sep14-31Mar15	01Sep13-31Mar14
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	36,899.70	28,856.55
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	27,235.65	25,535.73
			TA Payroll	32641.15	0
FUND RAISING			Benefits	2,471.09	1,571.15
Corporations	0.00	0.00	CPP Expense	3,555.67	2,401.86
Foundations	25,500.00	17,000.00	EI Expense	2,542.23	1,435.31
Private	3,384.70	1,914.33	Total Wages & Benefits	105,345.49	59,800.60
Leadership	0.00	0.00	Programming Fees	0.00	9,051.60
Donations "In Kind"	0.00	0.00	Technical Fees	50.00	200.00
Net Donations	28,884.70	18,914.33	Publicity Fees	9,000.00	0.00
Trent Student Memberships	114,915.19	111,997.42	Administrative Fees	1,272.50	1,042.00
Commercial & Non-profit	0.00	0.00	Total Fees	<u>10,322.50</u>	<u>10,293.60</u>
Individual Memberships	680.00	640.00	TOTAL PERSONNEL	<u>115,667.99</u>	<u>70,094.20</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	115,595.19	112,637.42	SUPPLY & EXPENSE		
Special Events	470.75	956.50	Publicity & Promotions	781.00	744.41
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	470.75	956.50	Line Rental	2,454.20	2,424.24
Fundraising	20.00	105.00	Rental Other	23.00	20.00
Fundraising Expense	0.00	499.00	Net Rentals	2,477.20	2,444.24
Net Fundraising	<u>20.00</u>	<u>604.00</u>	Postage & Delivery	12.92	577.16
TOTAL FUND RAISING	<u>144,970.64</u>	<u>133,112.25</u>	Office Supplies	150.36	177.30
			Telephone	853.41	767.80
EARNED REVENUE			Utilities	2,698.68	2,551.35
ON AIR Sponsorship	1,800.00	1,250.00	Programming & Licence	2,072.57	2,704.29
ON AIR Sponsorship Expense	0.00	(499.00)	Building R & M	1,091.85	1,144.36
Net ON AIR Sponsorship	1,800.00	751.00	Building R & M Upper Apt	40.00	39.96
Net "RADIO PAPER"	0.00	0.00	Technical R & M	4,385.45	5,734.99
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	5,517.30	6,919.31
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	6,174.00	6,125.00	Volunteer Expense	655.09	501.99
Net Misc Sales & Services	<u>59,750.29</u>	<u>300.00</u>	Bank Charges	160.50	240.57
TOTAL EARNED REVENUE	<u>67,724.29</u>	<u>7,176.00</u>	Mbanx Loan Interest	2,340.46	3,028.75
			Net Interest	2,340.46	3,028.75
MISCELLANEOUS REVENUE			Depreciation	0.00	0.00
Interest Income	0.26	1.46	GST Paid	0.00	0.00
Micellaneous Revenue	0.00	254.92	HST Paid	825.14	2,461.71
Amortisatn Dfrd Contribtns	0.00	0.00	Bad Debts	0.00	0.00
TOTAL MISC REVENUE	<u>0.26</u>	<u>256.38</u>	Miscellaneous	(151.77)	(88.23)
TOTAL REVENUE	<u>212,695.19</u>	<u>140,544.63</u>	TOTAL SUPPLY & EXPENSE	<u>22,104.64</u>	<u>26,705.74</u>
			TOTAL EXPENSE	<u>137,772.63</u>	<u>96,799.94</u>
			NET INCOME	<u>74,922.56</u>	<u>43,744.69</u>