

TRENT RADIO BoD AGENDA
02 September 2015 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 15 April 2015
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a) Financial Statements to 31 July 2015 (subject to adjustment and review) *
 - b) General Manager's Report
 - i) The Community Radio Fund of Canada (CRFC) has approved our application for the "Live & Local Echo" project - see attached funding agreement. *
 - ii) Summer Operation and Information Manager's Report 2015
- prepared by Mike Lobovsky 31 Aug 15 *
 - iii) Summer Events Intern Correspondent Report 2015
- prepared Pat Reddick 28 August 2015 *
 - iv) Proposed Interim Collections Policy for Trent Radio's Audio Archive
- prepared by Jill Staveley, Assistant General Manager, 31 Monday 2015 *
 - v) Donation of materials to the Media Commons at UoT Robarts Library. Over 15 years ago Trent Radio rescued audio artefacts abandoned by the new wave of administrators taking over TrentU, in the hope that there might be a chance that the archival items would be useful at some point in the future. This has not happened, The mandate of the Media Commons Media Archives is to support the curriculum and research in various disciplines, so Trent Radio is transferring title to them.
 - vi) Employee Health & Dental Insurance Premiums 2015-16 for five employees and their dependents; \$ 2,725.55
 - vii) A new round of Community Radio Fund of Canada grants has been announced.
 - viii) Needed Motion: "BIRT any application to the Community Radio Fund of Canada, for support under their any of their funding programmes to carry out various projects as articulated in various respective applications 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 any of the Community Radio Fund of Canada guidelines.
06. Any Other Business
07. Setting the dates for the next Board Meeting. 30 Sep 2015?
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 15 April 2015 at 7 pm.

P R E S E N T: Alex Karas, Shannon Culkeen, Steve McNabb (via VoIP), Caileigh Morrison, Matthew Poppleton, 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 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, were presented.
UPON A MOTION duly made, seconded and carried the Minutes of the Board Meetings held on 25 March 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 reports were accepted as presented.
05. It was noted that the Board meets again on 7pm on or about 10 June 2015. There being no other business, the Meeting was adjourned at about 7:30 pm.

Matthew Poppleton, Chair

John K Muir , VP & GM

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

ASSETS			LIABILITIES		
	@ 31Jul15	@ 31Jul14		@ 31Jul15	@ 31Jul14
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(6,565.88)	616.23
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	14,048.03	7,361.40	Deferred Income	1,220.00	53,610.00
ING Savings	52.27	51.85	Accrued Liabilities	0.00	0.00
Cash In Bank	14,100.30	7,413.25	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	3,071.95	(525.34)	UIC Payable	(9.94)	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	(9.94)	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>(5,355.82)</u>	<u>54,226.23</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	1,671.61	1,505.34	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>18,843.86</u>	<u>8,393.25</u>	CO Long Term Loan	46,863.15	48,943.37
			Deferred Contribution	0.00	0.00
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>46,863.15</u>	<u>48,943.37</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>41,507.33</u>	<u>103,169.60</u>
Buildings	126,736.77	126,736.77			
Office Equipment	20,758.37	20,758.37	NON-SHARE EQUITY		
Technical Equipment	242,935.85	238,901.81	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	410,343.99	406,309.95	Net Retained Surp/(Def)	(20,972.31)	(49,345.38)
Accumulated Depreciation	(359,618.20)	(351,622.54)	Current Surplus/(Deficit)	49,034.63	9,256.44
TOTAL FIXED ASSETS	<u>50,725.79</u>	<u>54,687.41</u>	TOTAL NON-SHARE EQUITY	<u>28,062.32</u>	<u>(40,088.94)</u>
TOTAL ASSETS	<u><u>69,569.65</u></u>	<u><u>63,080.66</u></u>	LIABILITIES AND EQUITY	<u><u>69,569.65</u></u>	<u><u>63,080.66</u></u>

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

	01Sep14-31Jul15	01Sep13-31Jul14		01Sep14-31Jul15	01Sep13-31Jul14
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	1,782.00	0.00	Programming Wage	58,327.02	43,040.57
Provincial Grants	0.00	4,168.50	Technical Wage	0.00	0.00
Municipal Grants	2,500.00	2,500.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>4,282.00</u>	<u>6,668.50</u>	Administrative Wage	43,967.28	39,176.29
			TA Payroll	36890.37	0
FUND RAISING			Benefits	2,586.66	1,747.73
Corporations	0.00	0.00	CPP Expense	5,318.04	3,600.13
Foundations	40,500.00	20,000.00	EI Expense	3,658.53	2,167.61
Private	3,539.76	5,081.53	Total Wages & Benefits	150,747.90	89,732.33
Leadership	0.00	0.00	Programming Fees	0.00	10,461.77
Donations "In Kind"	0.00	0.00	Technical Fees	50.00	200.00
Net Donations	44,039.76	25,081.53	Publicity Fees	9,500.00	0.00
Trent Student Memberships	114,915.19	111,997.42	Administrative Fees	1,677.50	1,351.00
Commercial & Non-profit	0.00	150.00	Total Fees	<u>11,227.50</u>	<u>12,012.77</u>
Individual Memberships	680.00	640.00	TOTAL PERSONNEL	<u>161,975.40</u>	<u>101,745.10</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	115,595.19	112,787.42	SUPPLY & EXPENSE		
Special Events	470.75	956.50	Publicity & Promotions	1,081.00	744.41
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	470.75	956.50	Line Rental	3,694.90	3,668.59
Fundraising	20.00	505.00	Rental Other	23.00	20.00
Fundraising Expense	0.00	499.00	Net Rentals	3,717.90	3,688.59
Net Fundraising	<u>20.00</u>	<u>1,004.00</u>	Postage & Delivery	25.82	741.02
TOTAL FUND RAISING	<u>160,125.70</u>	<u>139,829.45</u>	Office Supplies	150.36	455.77
			Telephone	1,340.59	1,237.19
EARNED REVENUE			Utilities	4,236.73	4,059.40
ON AIR Sponsorship	1,800.00	1,350.00	Programming & Licence	2,595.25	6,943.26
ON AIR Sponsorship Expense	0.00	(499.00)	Building R & M	4,947.46	3,384.98
Net ON AIR Sponsorship	1,800.00	851.00	Building R & M Upper Apt	40.00	48.95
Net "RADIO PAPER"	0.00	0.00	Technical R & M	4,385.45	6,594.29
Net Other Sponsorship	372.09	36.12	Net Repair & Maintenance	9,372.91	10,028.22
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	9,702.00	9,625.00	Volunteer Expense	671.59	583.29
Net Misc Sales & Services	66,689.95	(4,684.40)	Bank Charges	461.75	294.57
TOTAL EARNED REVENUE	<u>78,564.04</u>	<u>5,827.72</u>	Mbanx Loan Interest	2,668.33	4,700.41
TOTAL REVENUE	<u>242,972.12</u>	<u>152,582.41</u>	Net Interest	2,668.33	4,700.41
			Depreciation	0.00	0.00
			GST Paid	0.00	8.97
			HST Paid	2,079.85	4,508.91
			Bad Debts	0.00	0.00
			Miscellaneous	(151.77)	(88.23)
			TOTAL SUPPLY & EXPENSE	<u>31,962.09</u>	<u>41,580.87</u>
			TOTAL EXPENSE	<u>193,937.49</u>	<u>143,325.97</u>
			NET INCOME	<u>49,034.63</u>	<u>9,256.44</u>



CONTRIBUTION AGREEMENT: CFFF-RM-1516-01

This document is the Contribution Agreement ("Agreement") between the

COMMUNITY RADIO FUND OF CANADA ("CRFC")

and

TRENT RADIO ("Recipient")

WHEREAS the CRFC distributes funds geared toward the development and sustainability of local community radio broadcasting in Canada in order to provide the campus and community sector with the necessary resources to continue to offer local programming and community access, as well as to develop and enrich this vital component of the Canadian broadcasting system;

WHEREAS the CRFC is responsible for the program entitled "Radiometres: Measuring the development, participation and sustainability of campus and community radio stations" ("Program");

WHEREAS the objective of the Program is to assist campus and community radio stations in conducting activities aimed at supporting: a) high-quality, locally-reflective music and spoken word programming; b) skilled and sustainable volunteer participation in local content creation and operations; or c) diverse community participation in governance, programming, and content;

WHEREAS the Recipient has submitted to the CRFC an application for the funding of a project entitled **Live & Local Echo** ("Project");

And WHEREAS the CRFC wishes to make a contribution to the Recipient toward the implementation of the Project;

THEREFORE, in consideration of their respective obligations set out below, the parties agree as follows:

1. PURPOSE AND MAXIMUM AMOUNT OF CONTRIBUTION

The CRFC hereby makes a contribution to the Recipient solely for the implementation of **Live & Local Echo**, in accordance with the terms and conditions specified in this Agreement.

Subject to all conditions set out in this Agreement, the CRFC shall provide up to **\$50,000** ("Contribution") to the Recipient for the purpose of carrying out the Project. Amounts are subject to satisfactory proof that the expenditures have been incurred.

2. DURATION

Subject to termination, this Agreement covers the eligible activities described below for the period commencing on **August 24, 2015** and ending on **May 31, 2016**. Only goods and services rendered within the prescribed time period shall be considered as eligible expenditures.

3. PROJECT DESCRIPTION

The Live & Local Echo Project is an initiative that aims to reflect and echo the audible creations from Peterborough Community Members by creating new Performance Art broadcast opportunities, continue devoting the time and resources required to expand and upgrade the Local Content Audio Archive, and to create/initiate a cohesive integrated network for all of Trent Radio's audio archives that will promote access to, and broadcast of, Trent Radio's immense Local Content resources within a larger organisational system that includes our multiple audio archives.

The Live & Local Echo Project will:

(1) support and foster the practice of Live Performance Arts (music/theatre/spoken word/audio art) in Peterborough by creating high-quality locally reflective music and spoken-word live-broadcast opportunities that feature and promote members of the Local Arts Community to their listenership, to be preserved in Trent Radio's Local Content Audio Archive;

(2) continue to facilitate the accessioning, preservation and presentation of the immense amount of historically-significant local analogue audio artefacts that have been collected, and are waiting to be processed and included in Trent Radio's Local Content Audio Archives - a public on-line resource featuring Peterborough artists and;

(3) initiate and create a cohesive timeline, methodology and system-framework for organising all of Trent Radio's audio archives, including Spoken Word, World Music, Classical Music, Jazz Music, Audio Art, Local Content, Broadcast Content, Radio Drama, Music, Sound Effects and On-Air Production Resources, into a combined system that will increase accessibility by programmers, and promote use of locally produced and sourced audio content.

Project Outputs

The main objectives of the Live & Local Echo Project are to utilise the skills and resources that the station has been building over the past 3 years through CRFC *Radiometres* funding to:

- create locally-reflective creative broadcast content that celebrates live performance arts and echos the community's active arts scene to a broader audience;
- support community music and expression by continuing the preservation efforts required to keep up with the immense amount of Local-to-Peterborough audio artefacts gathered and donated to Trent Radio for inclusion in the Local Content Management Project and to reflect an inclusive and accurate account of Peterborough's recorded audio history that is available to our programmers and the world at large; and
- do a complete inventory of our audio archives to create and instigate an action plan that will compliment and connect the Local Content Management Project to the station's larger audio archive resources and allow them to update and organise this vast resource so that it can become an accessible source of information and creative content for the programmers, in a sustainable and maintainable cohesive network.

In short, Trent Radio endeavours to continue building the resources and providing performance opportunities that will serve to echo Peterborough to a broader audience, and to gain the opportunity to restructure all of our audio archive resources into a cohesive, easily accessible framework that will enhance radio programming efforts, and specifically highlight and promote the local content that is stored within the larger network.

Performance Indicators

- Curate, produce, broadcast and archive 6 live Performance Art broadcasts featuring a total of (at least) 14 local performance artists;
- Curate, produce, broadcast and archive 6 live Radio Drama broadcasts featuring locally sourced scripts and performed by local theatre craft artists;
- Curate, produce, broadcast and archive 8 interviews with Local Arts Community Members to promote their creative contribution to regional culture and community;

- Curate produce, broadcast and archive 4 round table discussions featuring Local Arts Community Members to discuss current activity and the history of Performance Arts in the Peterborough Region;
- Continue work processing audio artefacts donated for inclusion in the Local Content Management Project, including 100+ cassette tapes and 27 1/2" reel-to-reel tapes. As these must be processed in real time, and the deterioration levels of the artefacts will affect the processing time as well, the station anticipates that they will be able to process 30 tapes and will prioritise all 27 of the reel-to-reel tapes;
- Scan, process and input graphic art and liner support documents for: 549 CDs already preserved in the Local Content Management Project and for the 100+ cassette tapes to be added to the Local Content Management Project;
- Complete an explorative inventory of the multiple audio archive resources, including resources in both physical and digital forms, that includes: Spoken Word, World Music, Classical Music, Jazz Music, Audio Art, Local Content, Broadcast Content, Radio Drama, Music, Sound Effects and On-Air Production Resources;
- Create a detailed report for Trent Radio's Board of Directors and Management Staff outlining the audio collections currently at Trent Radio House, and a proposed timeline and action plan for organising, repairing, updating and integrating the combined collection into a functional and easily maintained system;
- Implement the Archival Restoration plan as approved by Trent Radio's General Manager and Board of Directors.

4. APPROVED EXPENSES

The following constitutes the approved eligible expenses for the Project:

Expenses	Amount
Live Performance Broadcast Management	\$14,440
Archive Restoration Project Management	\$25,560
Local Content Archivist	\$10,000
Total	\$50,000

Any part of these funds that have not been used or accounted for by the Recipient by the end of the funding period of the Agreement shall belong to the CRFC. The Recipient shall use the funds only for the purposes agreed upon by the CRFC or shall return them to the CRFC immediately unless the CRFC directs otherwise.

5. PAYMENT

1. 60%, or **\$30,000**, shall be distributed at the beginning of the Project when the CRFC receives two originally-signed copies of this Agreement.
2. 25%, or **\$12,500**, shall be issued upon receipt and approval of the Progress Report.
3. The remaining 15%, or **\$7,500**, shall be issued upon receipt and approval of the Final Report.

Payment of the Contribution is limited to this amount for the above period and does not imply any commitment or agreement to any further funding. Should the Contribution generate any other revenue for the Recipient, such as bank interest, or new advertising and/or sponsorship revenue, the Recipient has no obligation to report on or remit any portion of said revenue to the CRFC. This Agreement pertains solely to the funding specified herein.

6. REPORTING AND EVALUATION

Progress Report: In order to assess the progress and proper use of funding, the CRFC requires all funded organizations to file at least one Progress Report, as well as a cash flow statement, regarding the funded Project. The CRFC Progress Report Form contains all necessary questions to be answered to make the report complete. **This report is due on January 11, 2015.**

Final Report: In order to assess the impact of its funding, as well as to effectively report to all of its stakeholders, the CRFC requires all funded organizations to file a Final Report regarding the Funded Project no later than 30 days after the funded Project is completed. The CRFC Final Report Form contains all necessary questions to be answered and lists supporting documents required to make the final report complete. **This report is due on June 30, 2016.**

Before the final payment of the Contribution is made, the Recipient must provide one original copy of the following documents to the CRFC, properly completed, retaining a copy for its own records:

- a) The signed final report form
- b) Additional documents and deliverables outlined in the final report form

As well, the CRFC requires a digital copy of the final report form as well as digital copies of as much of the supporting documentation as possible.

Evaluation and Audit: The CRFC or its auditor may conduct or commission an evaluation or audit of the Contribution. The Recipient agrees to participate in any such evaluation or audits, and make its records, books, supporting documentation, and reports available.

7. EXPECTATIONS AND REQUIREMENTS

The Recipient shall fulfill and complete the outputs and activities indicated in the Project application.

The CRFC acknowledges that actual delivery may vary from the outputs described in the application. The CRFC also acknowledges that there will be an element of risk in the delivery of the Project (for example, unexpected needs, changes in personnel, or unexpected costs), all of which may impact the results of the Project. Where this is the case, the Recipient will obtain approval from the CRFC for any changes. However, the CRFC reserves the right to deny any requests for changes, as it must ensure that expenses are spent and deliverables are met according to the Canadian Radio-television and Telecommunications Commission ("CRTC")'s policy regarding Canadian Content Development (CCD) Contributions.

8. NOTICE

Either party may change the contact information shown in this Agreement by informing the other party in writing.

All notices must be sent to the following addresses:

To the CRFC:

Community Radio Fund of Canada
130 Albert Street – Suite 606
Ottawa, Ontario K1P 5G4
Email: prog@crfc-frc.ca
Tel.: 613-321-3513 / 1-888-583-1163

To the Recipient:

John K Muir
General Manager
715 George St. North
Peterborough, Ontario K9H 3T2
Email: jkmuir@trentradio.ca
Tel.: 705-930-4000

9. AUTHORIZATION

This Agreement, including the following "CRFC's Standard Expectations and Requirements" and subsequent amendments, constitute the entire agreement between the parties with respect to the Project.

The Recipient shall not make any changes to the Project, Budget, or Agreement without prior consent of the CRFC.

All amendments require the signatures of both parties and will be appended to this Agreement.

By signing this Agreement, the parties acknowledge that they have read, understood and agree to the terms and conditions.

IN WITNESS WHEREOF the parties have executed the Agreement, in duplicate, through duly authorized representatives.

The CRFC:

Jean Malavoy

Name

Executive Director

Title

Signature

Date

Name

Title

Signature

Date

The Recipient:

John K Muir

Name (Print)

General Manager

Title (Authorized Signatory for the Recipient)

Signature

Date

Name (Print)

Title (Board Representative for the Recipient)

Signature

Date

CRFC'S STANDARD EXPECTATIONS AND REQUIREMENTS

1. CRFC's Expectations of the Funded Organization: To receive the first advance payment of the Contribution, the Recipient must provide two originally-signed copies of this Agreement. One originally-signed copy will be returned to the Recipient along with the first payment.

2. Standard Conditions: The CRFC attaches the following Standard Conditions to its funding, which are designed to reflect the CRFC's own responsibilities, the responsibilities of any funded organization, and good practices in the grants and contributions sector.

- 1) Use the funds only for the purpose of carrying out the Project and expend those funds only in accordance with the approved budget of the Project.
- 2) Keep proper and up-to-date records showing how the Contribution has been used. For the purposes of this subsection, "proper" is defined as keeping and maintaining all records, invoices and other documents relating to the funding and expenses in a manner consistent with generally accepted Canadian accounting principles.
- 3) Immediately notify the CRFC in writing of any material change affecting finances or Project activities throughout the Contribution duration.
- 4) Provide the CRFC with such periodic progress reports and other information that may be required from time to time.
- 5) Provide a Mid-term progress Report on the Project and budget, if applicable.
- 6) Provide a Final Report on how the Contribution was used and the impact it had.
- 7) Apply such concepts as equal opportunity and non-discrimination, both as an employer and in the provision and availability of services.
- 8) With regard to any job posting which is funded by a Contribution, ensure that it is openly advertised and filled following competitive open interview and hiring procedures and with due regard to all relevant legislation and regulations.
- 9) Strive to achieve best practice in the voluntary and community organization sectors, particularly with respect to equality and anti-discriminatory policies.
- 10) Acknowledge the support of the CRFC in relevant printed materials by using the CRFC's approved logo or incorporated name and acronym.
- 11) Repay to the CRFC forthwith on demand, all or part of the Contribution (as may be specified by the CRFC Program Committee and/or Board of Directors) if the Recipient:
 - a) is dissolved, wound-up, disbanded, declared insolvent or bankrupt or otherwise ceases to operate (whether the subject of formal proceedings or not).
 - b) ceases to be a Canadian not-for-profit station who holds a community or campus radio broadcasting licence (as set out in Public Notices CRTC 2000-12, 2000-13, or 2010-499) or a Canadian not-for-profit association that represents campus and/or community radio broadcasters.
 - c) has failed to comply with any Contribution Conditions or any other obligations under this Agreement.
- 12) Acknowledge that the Recipient is responsible to be cognisant of and comply with all relevant federal, provincial, and/or municipal legislation, regulations, by-laws, and/or policies.
- 13) Ensure that the Project is carried out in all its aspects without a conflict of interest by any person associated with the Project or the Recipient in whatever capacity.
- 14) Ensure the existence of, purchase, and/or maintain adequate insurance, which could include property insurance, casualty insurance, and/or general liability insurance. Adequate insurance coverage must be maintained for the duration of the Contribution. This insurance will not be paid for by the CRFC or this Contribution.

3. Applicable Law: This Agreement will be interpreted in accordance with the laws of Canada or any court order.

4. Limitation of Liability: The CRFC, its officers, employees, and agents shall not be liable for any incidental, indirect, special or consequential damages, injury, or any loss or use of revenue of the Recipient arising out of or in any way related to the Project or this Agreement.

5. Indemnity: The Recipient agrees to indemnify and save the CRFC, its officers, directors, employees, and agents harmless from and against any and all costs, claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons (including death) howsoever caused, arising out of or in any way related to the Contribution or to the Recipient. The CRFC holds this indemnity in trust for parties who are not parties to this Agreement.

6. Reliance by the CRFC: The Recipient represents, warrants, agrees, and acknowledges that the CRFC has relied on the representations and warranties contained herein in providing the Contribution, and that the information contained in the application continues to be correct and contains no material misrepresentations.

7. Ownership and Use of Material: All material/content of any kind produced and/or submitted by the Recipient pursuant to this Agreement, including audio programming and all other information contained within and appended to the final report, and all copyright and other intellectual property rights in that material/content shall belong to the Recipient and/or creator(s). The CRFC does not accept any responsibility or liability for the use of copyright material without permission.

The Recipient represents and warrants that:

- a) all material/content submitted is its own original work and/or is covered under any relevant copyright tariffs;
- b) that the material does not and will not infringe on any third party's copyright, patent, trademark, trade secret, or other proprietary rights, rights of publicity or privacy, or moral rights;
- c) the material does not and will not violate any law, statute, ordinance or regulation;
- d) the material is not and will not be defamatory, trade libellous, pornographic or obscene; and
- e) all factual assertions which have been made, and will be made, to the CRFC are true and complete.

The Recipient agrees to indemnify and save the CRFC, its officers, directors, employees, and agents harmless from any and all damages and costs, including reasonable attorney's fees, arising out of or related to breach of the representations and warranties described in this section.

The Recipient grants the CRFC the non-exclusive license to make unlimited use of the submitted material for the purpose of, but not limited to, compiling summary reports, reporting results to various stakeholders, and creating impact stories/statements for distribution on the CRFC website in perpetuity. The Recipient hereby grants the CRFC the right to distribute and use, on a non-exclusive basis, any submitted programming content. The CRFC shall have the right to use, market, store, distribute, reproduce, display, perform, transmit, and promote any submitted content, in perpetuity, on a non-exclusive basis without payment to the Recipient. The Recipient agrees that making this content available to the public through the CRFC website, and any other distribution or any use for promotional or marketing activity is not a "sale or license." The CRFC shall also have the right to use the submitted material in order to promote the CRFC mandate and mission and, in doing so, to use the Recipient's name(s), biographical material, and any logos, marks or trade names without any payment to the Recipient or any other persons.

8. No Partnership or Joint Venture: It is expressly acknowledged and agreed that nothing in this Agreement, including any current or future amendments and/or reports, or the advance of any funds to the Recipient creates or causes to be created any form of partnership or joint venture between the CRFC and the Recipient.

9. Violation of Agreement, Withholding Payment, and/or and Termination: If the Recipient violates any of the provisions of this Agreement, including any current or future amendments and/or reports, the CRFC has the right to withhold any payment or to terminate this Agreement.

Failure to comply with the conditions laid out in this Agreement may result in payments of the Contribution being withheld until matters are resolved to the satisfaction of the CRFC. The CRFC may also withhold payment or terminate this Agreement, if, in the CRFC's opinion, the CRFC: (a) is not satisfied with the Recipient's progress (in accordance with the expectations listed herein and with CRFC CCD Contributions policies); (b) determines that the Recipient is unable to complete the Project in a satisfactory manner; or (c) determines that the Recipient is not complying with CRFC policy or the Conditions outlined above.

Any failure to resolve such matters or any breaches of the terms and conditions of this Agreement may, with reasonable notice, result in the Contribution being withdrawn. The Recipient will have fair opportunity to participate in such an assessment/decision process.

If this Agreement is terminated, the CRFC will withhold any further payments of the Contribution. The Recipient may be required to repay any unspent portion of the Contribution to the CRFC. The Recipient will repay the funds that have been spent if, in the CRFC's sole opinion, such funds have not been spent in accordance with Agreement.

Any decision by the CRFC to terminate this Agreement will be final and legally binding.

Summer Operation and Information Manager's Report for Trent Radio AGM prepared by Mike Lobovsky 31 Aug 15 for BoD Meeting

Summer Operations 2015

Overview:

The summer season commenced on Monday, 31 April 2015. The summer season came to an end on Friday, 14 August 2015. Generally, broadcast hours were 1700-2200 on weekdays and 0800-2100 on Saturdays, for a total of about 42 hours per week. Office hours were 1300-1700 on weekdays. Studio A was open for production 1300-1630 by appointment. There were 54 programmers over the summer months.

Key Events of the Summer 2015

April 2015

27 - Start of Trent Radio's Summer Season programming.

May 2015

04 - Summer Events Intern Correspondent (SEIC) Pat Reddick starts work

05 - SEIC and Aiden Collect (co-op student) co-host a weekly Smooth Op featuring high school aged musicians in Peterborough.

09 - Dave Grennon organised a special radio event day called Drone Day spotlighting the genre of drone music.

27 - Online music sheet submission is unavailable for the next two weeks. Programmers are instructed to keep a record of music on paper sheets.

June 2015

01 - SEIC goes into the field to cover the New Canadian Centre's Multicultural Canada Day celebrations.

08-12 - Trent Radio broadcasts the Trent University Convocation.

12 - Programme Director and Production Manager go on temporary leave.

29 - Summer Operations and Information Manager (SOIM) position begins

July 2015

08 - Miller Pest Control came to eliminate the pests nesting outside the upstairs apartment door. They decided not to kill the endangered honeybees.

09 - Andrew Friesen from the CBC used our facilities to conduct a telephone interview with Jade Willoughby.

15 - The City of Peterborough replaced pipes from under our front lawn. The lawn was thereby destroyed. The summer management team ordered sod and repaired the lawn.

18 - Our on-air telephone line stopped working. Bell was unable to restore the line for the rest of the season. The issue was flagged a total of 5 times by various technicians.

- 22 - The Wi-Fi system at Trent Radio was restored to factory settings by an unknown cause. John reprogrammed the system.
- 29 - Radio on the Lawn was a great success. This event was curated to be geared towards all forms of radio art. Some highlight acts included Mellissa Payne, Lindsay Barr, and spoken word from the Peterborough Poetry Slam. Technical operations were done by Dave Grennon, Pat Reddick and myself.

August 2015

- 05 - Off-Air. Trent Radio was taken off-air by The Drain Brothers. The construction team working next door dug into the earth and severed over 40 individual telephone wires. Programming was cancelled August 5th and 6th.
- 06 - Off-Air. Trent Radio was taken off-air by The Drain Brothers.
- 10 - Food Not Bombs Peterborough 5-Part Documentary Series airs every night of this week. SEIC and SOIM attend Food Not Bombs meals and cooking sessions throughout July and August to produce a 5-part series on the group, featuring conversations with administrators, volunteers, and community members who drop in for the weekly feast. Often, and intentionally, the lines between these groups are heavily blurred.
- 12 - Despite communication with many local community groups, the Youth Radio Project was unsuccessful as I was unable to gather participants.
- 14 - The final day of the 2015 summer radio season.

General Comments

The summer team at Trent Radio has been wonderful and reliable this season. The executive producers, programmers, and volunteers worked together to make this season run as smoothly as possible despite the many unanticipated problems that arose. The major highlights of the summer season included Trent Radio's intensive coverage of Canada Day, Radio on the Lawn, Drone Day, and the 5-part documentary series on Food Not Bombs Peterborough. Regular programming this season reflected the richness of culture that embodies our community. This season was used to gain relationships with various community groups like Food Not Bombs Peterborough. Overall, I am thrilled to be able to comment that exceptional radio was produced throughout the season.

It is my opinion that Trent Radio's 2015 Summer programming a) was balanced, b) of high quality, c) and met or exceeded all undertakings set out in applications to the CRTC (see CRTC Decision 2007-381 Ottawa 17Oct08), and d) in compliance with all relevant particulars of the "Broadcasting Act, 1991".

Mike Lobovsky, Summer Operations & Information Manager 2015

Content Category Stats Summer 2015
prepared Mike Lobovsky, SOIM, 21 August 2015

Content Category	CRTC Required	TRadio Required	Summer 2015
Category 1 - Spoken Word	Min 15% of all programming*	Min 25% of all programming	25%
SubCat 11- News			-
SubCat 12 - S/W Other			27.49hrs
Category 2 - Popular Music		max 60% of all music	44.48hrs
			40%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		14.26hrs
			32.1%
SubCat 22 - Country & C'try Oriented			9.40hrs
SubCat 23 - Acoustic			18.17hrs
SubCat 24 - Easy Listening			2.65hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	40.03hrs
			36%
SubCat 31 - Concert			2.16hrs
SubCat 32 - Folk & Folk Oriented			10.38hrs
SubCat 33 - World Beat & International			9.56hrs
SubCat 34 - Jazz and Blues			6.21hrs
SubCat 35 - Religious			2.34hrs
SubCat 36 - Audio Art			9.38hrs
Total Category 1			660hrs
Total Category 2			1068hrs
Total Category 3			960hrs
Total Category 1, 2, and 3			2688hrs
Broadcast Weeks this Season			16
Regular Programming (avg hrs / week)	Min 42 hours	Min 42 hours	24:26 *
"Hits" Played	no spec	Max 5%	< (TR)Max
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max

* Excludes 101:34 RFP / week

Trent Radio CFFF

SUMMER EVENTS

July 29th **Radio On The Lawn**

Live radio performances by Peterborough talent
broadcasting from the lawn of Trent Radio at the
corner of Parkhill St. and George St.
12 pm - 6 pm

August 5th and 12th **Youth Radio Project**

Aiming to get local youth excited about radio!
Try it out and broadcast your own radio programme.
Currently looking for youth ages 12-17 to participate.

For more information or to sign up for the Youth Radio Project,
email us at mike.lob@gmail.com

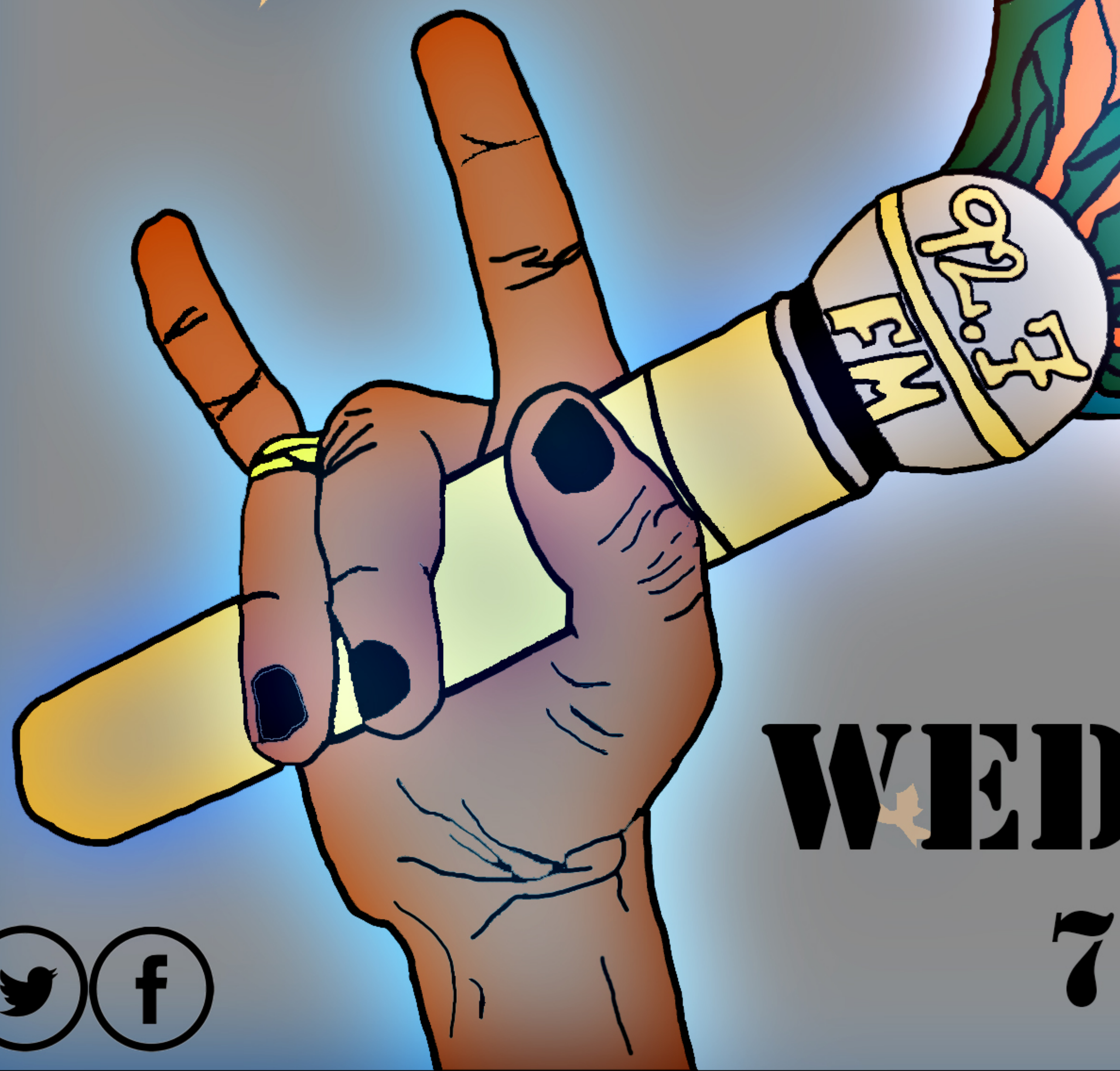


TRENT **92.7** RADIO

Trent Radio CFFF

presents

Radio on the Crown



12PM - 6PM

WEDNESDAY, JULY 29TH

715 GEORGE STREET NORTH



Summer Events Intern Correspondent Report 2015
- prepared Pat Reddick 28 August 2015

Dates worked and role at Trent Radio: From 04May15 – 28June15 I performed the duties of both the SOIM and SEIC. From 29June15 – 28Aug15, I worked exclusively as SEIC. This transition was smooth because John, Jill, and James were still around during the first two months and took a lot of responsibility off my shoulders. Once Mike Lobovsky took over as SOIM, I was able to focus on producing more pre-recorded and more polished shows, rather than strictly live interviews.

Breakdown of content produced and broadcast: I produced 74 episodes of Smooth Operator, of which 65 were new productions, and 9 were repeat broadcasts. Not all shows were interview-based, but I interviewed 67 people in the shows that were.

Programming Highlight: The show on the Black Lives Matter rally in July. This show featured many different elements. There was music, poetry, speeches, and I got to talk a little bit more than usual to set up the context for the show. This show sounds different than almost everything else I produced this summer, and I mean that in the best possible way.

Personal Highlight: The Sadleir House tour show. This show involved a lot of editing, but I took it on before I had many skills in that area. The only reason I successfully completed it was because Jill showed me about seven techniques at once for how to edit audio. I had Jill explain the theory behind everything she had just shown me, and once I understood that I was able to experiment with it myself.

Favourite aspect of Trent Radio's Summer Season: Radio on the Lawn. In particular, I liked how busy it was that day, and how many different people came through the station. I really wish we had done more event days this summer, particularly event days like this one that specifically reach outside of the Trent Radio bubble to get new folks into the house.

SMOOTH OPERATOR GUESTS – SEIC 2015

Aiden Collett (local musician)
Kaz Cousins (Hollaback Ptbo)
Matt Davidson (OPIRG)
Courage Peterborough Press Conference
Dave Grenon (experimental music)
Trent Film Society (Amy Jane Vosper, Alex Karas, Tumelo Drametu)
Jagged (band)
Notta Comet (band)
Reily Young (a.k.a. Rest Now)
Sally Goodwin (Bike Art Show)
Jess Grover (on volunteerism)
Dick Bourgeois-Doyle (author)
Lizzy Bastiano (musician)
2 Dandelion Day organizers
Elizabeth Fennel (Gallery in the Attic)
Elizabeth Fennel (Darkroom Project)
Su Ditta (Electric City Culture Council)
Jill Staveley (RC4G)
Meghan Johnny (Guerilla Gardening)
Rebecca and Tamara (musicians)
Sadleir House Tour with Cait Jones
Liana Honsinger (NCC Canada Day)
Tiffany Nicholson-Smith (Peterborough Yoga Festival)
GM Craig Stephens (Circle Kung Fu and Tai Chi)
NCC Canada Day Media Launch
Jon Lockyer (Artspace)
Ode'min Giizis retrospective
Kelsey Powell (4th Line Theatre)
Jayme Coughlin (Sugar Daddy Sodas)
I, the Mountain (band)
Matt Davey (dotBunny Studios)
Mike Lobovsky (SOIM)
Canada Day recap mini shows
Rock Camp for Girls junior rock squad
Andy Pryde (pre-production)
Melinda Richter (Curated)
Katie Adamson (local performance artist)
Peer Christensen (Christensen Fine Art)
Black Lives Matter Rally
Evan Gentle (Queer Cafe)
Lindsay Stroud and Sue Sauve (Peterborough Pulse)
Bill Kimball (Dusk Dances)
Marion Burton (Peterborough and District Labour Council)
Rob Hailman (musician)
Stephen Horner (CUPE 3908)
Juila Smith and Sean Carelton (Graphic History Collective)
Caileigh McKnight and Rachelle Sauve (End Immigration Detention)
August MacDonald and Mack Pearce (Peterborough Improv Guild)
Fynn Leitch (Art Gallery of Ptbo)
Marcy Adzich (Ecology Park)
Elizabeth Thippawong (Ptbo Housing Co-op)
Pippa O'Brien (Debate analysis)
Gwyneth Fischer (GitA Artist in Residence)
Food Not Bombs x 5

**Proposed Interim Collections Policy for Trent Radio's Audio Archive
- prepared by Jill Staveley, Assistant General Manager, 27 August 2015**

Trent Radio is about to begin an Archive Inventory, Proposal and Restoration Plan with funding from the Community Radio Fund of Canada. We find ourselves in a new era of audio production, delivery and storage. At present volunteer & staff hours, physical space and tools used for accession and media preservation, is not balanced with the value and benefit of our archive. The archiving policy set out in 2002 still stands as absolutely inclusively.

Over the next 4 months we will be completing an intensive inventory and documentation of the archive materials housed at Trent Radio (both physical and virtual), as well communicate with our Programmers to determine their relationship with our archives as they currently stand. We will be making some changes to our collections policy, and in the mean time I would like to propose the following.

Beginning 01 September 2015, Trent Radio will prioritise, access, preserve and make available to our programmers and the public, all audio artefacts classified as Local to Peterborough, Ontario.

Sincerely,

Jill Staveley

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Production Manager
& Assistant General Manager