

TRENT RADIO BoD AGENDA
30 September 2015 at 7pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 02 September 2015
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a)
 - i) Programme Director's Report
- prepared by James Kerr 30 Sep 15 *
 - ii) Production Manager's Report
- prepared Jill Staveley 29 Sep 2015 *
06. Any Other Business
Setting the Nominating Committee and reviewing Nominating policy.
07. Setting the dates for the next Board Meeting 21 Oct 2015?
08. Adjournment

**Programme Director's Fall 2015 Report for BoD Meeting 30 Sept 2015
prepared by James Kerr 30 Sept 2015**

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

September 2015 - Activities

- Mon 01 Sep Arthur Newspaper begins publishing Trent Radio articles on a weekly basis
- Tue 08 Sep Pre-Season began & TIP & OSWP positions began
- Tue 08 Sep Special week-long Pre-Season TCSA coverage began
- Mon 14 Sep Co-op Interviews began
- Tue 15 Sep Programme Proposal Workshop held at the Peterborough Public Library
- Wed 16 Sep Clubs & Groups Day on campus
- Wed 16 Sep Programme Proposal Workshop held at Bata Library at Trent University
- Thu 17 Sep Programme Proposal Workshop held at Sadleir House
- Thu 17 Sep Programme Proposal Workshop held at Trent Radio House.
- Fri 18 Sep Programme Proposal Deadline & Programming Committee Meeting
- Fri 18 Sep Artsweek special programming event day held
- Mon 21 Sep Fall 2015-16 Broadcast Season began and Co-op placements began
- Mon 21 Trent Radio presented at the first Cultural Studies 2035 class to attract students to participate briefly in Trent Radio in lieu of an assignment
- Thu 24 Sep "Welcome Back Trent Radio" Pub Night held at Sadleir House as part of the 'Jolly Hangman Pub Night' series.

Fall 2015 so far (compared with Fall 2014 this time last year and previous):

Fall15	Fall14	Fall13	Fall12	Fall11	Fall10	Fall09	Description
80	88	84	80	96	83	69	Regular scheduled programmes from
93	106	101	102	106	86	89	Programmers, comprised of
42	46	44	56	48	36	50	TrentU students
51	60	57	46	58	50	39	Community Members
12	8	7	-	-	-	-	Part-Time Trent U
6	6	10	-	-	-	-	High School Students
5	4	4	0	7	5	6	TrentU & Community Groups

There are currently two unscheduled programmers in the broadcast schedule. Both were delivered well after the deadline passed, and I am in communication with both to work them into available times.

Trends so far:

- **Vinyl:** Many young and new programmers are eager to explore the turn-tables. Some of them approach the activity as vinyl enthusiasts with a pre-existing interest and others are excited to use the turn tables for the first time. Programmers are bringing in their own records from home, as well as making frequent use of Trent Radio's record archives.
- **Podcasting:** An increasing number of programmers intend to put a recording of their radio programme on the Internet for re-distribution, or to "podcast". The Internet service 'Soundcloud' seems to be the most commonly mentioned method of conveyance.
- **Telephones:** Of 93 programmers this year, only 30 of them have a local telephone number, and all but two of those are long-time community members. The sentiment seems to be that students spending four or more years at university now feel no compulsion to change their cellular telephone's number to be a local number. For students with cell phone plans, all calling is free and they - in many cases - have not even heard of a telephone service where this is not the case. (*pls note that with our move to Nexicom, our long rate is now 3.3¢ per minute*).

Worse still - insofar as getting in touch with programmers on a timely basis is concerned - the culture of telephone use seems to have changed. Throughout the process of calling new programmers to schedule their programme time, I was repeatedly called back immediately after leaving a message, and came to understand that my call was being 'screened' because Trent Radio's number was unfamiliar on their call display service. The programmers I called are young, between 16 and 22 years old, and when questioned explained that they felt no obligation to answer their ringing phone, even when free and capable, explained that a cold call makes them uncomfortable and is putting them 'on the spot', and felt no obligation to answer the phone. My understanding now is that people in this age group want the ability to respond to messages at their leisure, which is precisely the opposite of what Trent Radio wants from a method of communication - we must be able to reach programmers immediately to relay relevant information pertinent to the broadcast and time-sensitive. Telephone calls may no longer be the way for us to communicate to achieve this, but I see no viable replacement.

My only solution is that it should be made part of Studio A Training to have new programmers add Trent Radio as a contact to their cell phones, and instil in them that in order to have a programme on Trent Radio they must be able to reasonably respond to telephone calls from us.

Operators Fall 2015

Geoff Barnes	Michael Barrett*	Shannon Culkeen
Sarah Milner*	Emily Minthorn*	Christopher Lawson*
Matthew Poppleton	Rob Hailman	Theresa Chomko
Dylan Flippance*	Pat Reddick	Alex Karas
Hayley Raymond	Jack Smye	Jeffrey Moore
Ayesha Barmania		

* New to the Operator position this season.

Operators are drawn from trusted Programmers from the past year and from Executive Producers of the previous summer season. Occasionally a volunteer will become an Operator when they have a strong interest in Trent Radio but no strong desire to programme directly.

Ontario Work Study Jobs 2015/16

PD Assist. & Trout Rodeo Editor – Hayley Raymond
TIP PM Assistant Position – Mauricio Interiano
Orientation & StudioA Training - John K. Muir
StudioB and Digital Editing Trainer - Michael Lobovsky
Local Content Production Assistant - tba
Physical Plant – Sarah Richardson

Co-op Student: Josh Sebek (12-15h) from Adam Scott C.V.I. is the afternoon Co-op student this season. Josh makes coffee, cleans, and makes the space welcoming for programmers as he sorts the Smooth Operator binder of community announcements, in anticipation of the 1400h Smooth Operator programme that he hosts. The 14h Smooth Operator is a likely time for interviews to be booked with touring bands and other interesting people coming through Peterborough, and Josh looks forward to interviewing regularly.

Goals for Fall 2015:

Goal No 1: Live & Local Echo: Beyond Smooth Operator and irregular radio drama, Trent Radio does not do any programming of our own. The Live & Local Echo broadcasts present a rare opportunity to interact with the Peterborough community on a different level, presenting the best calibre of local interviews, musical performances, radio drama, and round-table discussions about the arts in our community. My principal goal this year is to make these community-interactive broadcasts the greatest success they can be.

Goal No 2: Seamless Broadcast: Of the 93 programmers this season 38 of them were entirely new to Trent Radio. Usually new programmers comprise only a third of the schedule, so this year has involved more studio training to get our programmers started. Several of our Operators in key positions on the schedule are either new to the position, or new to taking on one of the important evening or weekend spots. As a result, more attention needs to be taken towards Operator orientation and training, to make sure that we're moving forward in the broadcast season with open communication and a shared awareness of responsibilities. It's a busy year already, and my goal is to make the broadcast season happen as seamlessly as possible.

Studio A Fall 2015: Training for the on-air broadcast studio is two hours in length, and divided roughly into two one-hour sections. For the first hour John Muir provides orientation to the trainees as to the history of the organisation, provides context, and inspires them with the philosophy of community radio. For the second hour of training I – the Programme Director – lead the trainees through the studio itself, informing them of various operational procedures, CRTC regulations, and how each button and dial works. I then get the trainees to read public service announcements on the air to relieve their nervousness at a first time broadcast experience. By the end of these two hours the trainee is exhausted, excited, and eager to get started with their own programme.

Studio B Fall 2015: Returning for a third year, Michael Lobovsky will assume the duties of Studio B Trainer. Mike will instruct programmers in the use of the sound editing software in Studio B to help them create back up shows, short audio promotions, intros, and more. As Studio B training sessions becomes less frequent Mike will be helping with the post-production of radio dramas.

PD Assistant Fall 2015: Hayley Raymond, a 3rd year History major at Trent University is once again assuming the duties of the Programme Director's Assistant. Her roll has been instrumental in the busy September time. She has been aiding in compiling data, assisting me in workshops and at Clubs & Groups day on campus. She has typed the text broadcast schedule for display on the Internet from programmer's proposals and is re-compiling that schedule for use on the fall Trout Rodeo accordion pamphlet. Hayley will distribute the Trout Rodeo around Trent University and Peterborough, letting everyone know Trent Radio's broadcast schedule. She is also drawing a pictorial representation of the schedule, and will be helping with the Live & Local Echo broadcasts.

[end]

**Production & Assistant General Manager's Fall 2015 Report for BoD Meeting 30 Sept 2015
prepared by Jill Staveley 29 Sept 2015**

This report is a brief summary of recent activity, current plans, and projects:

Artsweek Peterborough; TIP & TWSP Staff (under PM supervision); Live & Local Echo, CRFC Radiometres Project 2015 summary; and statistical report from Local Content Project Manager, Matt Jarvis.

ARTSWEEK – 15 SEP 18: We applied for \$1000 from Artsweek Peterborough to produce a Radio Project Day that would Kick-Off Artsweek on the radio, promote Artsweek events, and feature local performance artists live on-air throughout the day. We were awarded \$500 in funding, which exclusively went to pay Artist Fees. Trent Radio contributed \$250 to the project as well. The day was a success with help from Patrick Reddick and Mauricio Interiano, and was a perfect lead-up for our CRFC Radiometres 15-16 project.

10h00 – Laurel Paluck (Artsweek Rep) – Kick Off Artsweek On Air

10h30 – Esther Vincent - Artsweek Artist, Jackson Creek Project

11h00 – Matt Jarvis – Local Content Project Manager, Trent Radio

11h30 – Kate Story – Local Artist

12h00 – Kitchen Sessions: John Ellis, Kelly McMichael, Ben Rough (\$150)

13h00 – Poetry Slam Segment: Peterborough Poetry Collective (\$150)

14h00 – Sarah McNeilly – Artsweek Artist, Alley Waltz

14h20 – John Climenhage – Artsweek Artist, Blink Installation

14h40 – Hilary Wear Artsweek Artist, Alley Waltz

15h00 – Audio Art Performance & Jam: Trent Radio's Artist In Residence – David Grenon, with local musicians Shan Culkeen & Alex Unger. Open to public participation from 15h00 – 16h00, followed by a performance by David, Shan & Alex. The performance took place in Trent Radio's Kitchen, and featured a collection of sounds and audio experiences distinct to Peterborough's audible environment. (\$450)

TWSP/TIP: Mauricio Interiano (TIP, PM Assist); Mike Lobovsky (TWSP, StudioB); Open/Hiring (TWSP, Local Content Archivist Assistant). There are 2 other positions: Physical Plant – arranged by JKM, and PD Assist - arranged by JKerr.

LIVE & LOCAL ECHO: A 3 part project funded through the Radiometres programme from the Community Radio Fund of Canada. Live Broadcast Series featuring music, radio drama and interviews (James Kerr). Increased hours and focus on Local Content Management Project (Matt Jarvis). Complete Inventory and recommendation for overhaul of archiving mandate and practical processes (Jill Staveley). Aug'15 – May'16.

LOCAL CONTENT PROJECT MANAGER: The Local Content Archives currently house a variety of audio recordings produced in or connected to our region. They include music, spoken word, interviews, live performances, radio drama and anything else audible. As of 20150930, we have (hhh:mm:ss):

Category 21(Pop, Rock, Dance) – 615:04:52

Category 12 (Spoken Word, Other) – 52:01:40

Category 36 (Audio Art) – 35:42:41

This year's tasks (in order of priority) include:

- Rendering digital copies of the dozen or so 1/4 IN reels and the several hundred newly unearthed cassette tapes,
- Scanning supporting artwork for all records with art (back cover, liner noters)
- Aggressively soliciting donations of local analog audio, especially reels, to be processed before their expiration.
- Continuing to integrate into local music circles and stay current with new releases.
- Front end design on the LCMP project page.

[end]

TRENT RADIO Nominating Committee Policy passed by the Membership at the AGM November 2000:

Individual Eligibility:

Each Nominee MUST be;

1. Eighteen years of age or older, [CorpAct 286(4)]
2. And EITHER,
 - a) a student who shall be enrolled at Trent University at the time of the AGM, OR,
 - b) someone otherwise from the community at large. note that (a) and (b) are not mutually exclusive
3. And a Member of Trent Radio
 - a) at the time of their election, OR,
 - b) within ten (10) days thereafter and throughout their term of office. [CorpAct 286(1 & 2)]
4. And capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage
5. And not normally employed by Trent Radio.

Group Eligibility:

1. Members of the Board SHALL be drawn from among
 - a) the student body of Trent University,
 - b) Trent Radio volunteers,
 - c) members of the community at large.

and MAY include members drawn from Trent University [CRTC]

2. Members of the Board shall be at all times Canadian citizens

[TRB normally resident in Canada, except when non-Canadian

participation is seen to be of exceptional benefit to Trent

Radio and in which case;

the President and not less than 80% of the members of the

Board shall be Canadian citizens, and all members of the

Board shall be normally resident in Canada.

[Requirements of

the Direction to the CRTC (Ineligibility of Non-Canadians)

P.C. 997-486] & [TRB]

3. A majority of the Board shall be enrolled students of Trent

University.[TRB]

4. Taken together the Board shall be balanced at all times

[CRTC] [TRB]

The Nominating Committee is charged with recruiting nominees who taken together reflect a balance of skills and aptitude, of experience and passion, of those who are instrumental and those who are thoughtful, without regard to sex, occupation, or any other characteristic prohibited by the Human Right Code of Canada.

Note:

TRB refers to Trent Radio By-law #1

CorpAct refers to Corporations Act Revised Statutes of Ontario, 1990, Chapter C.38

CRTC refers to Public Notices, Decisions and other Policy as

promulgated by the Canadian Radio-television and Telecommunications Commission or the Privy Council of Canada

[end]