

**TRENT RADIO BoD AGENDA 09 December 2015 - 7:30pm  
at Trent Radio House, 715 George Street North**

- 01. Chair's Opening Remarks and Agenda Approval
- 02. Presentation of Previous Board Minutes - 22 Nov 2015 before AGM &  
22 Nov 2015 after AGM
- 03. Availability
  - Directors' availability ... over the next months & the summer
  - Setting Meeting Times for the BoD and AGM

Suggested Meeting Dates (trying for 3rd Wednesday of each month which aren't just before or during a reading break or Good Friday)

Board Meetings (proposed)		(actual)	
Wed 20 Jan 16	Wed 22 Jun 16		
Wed 24 Feb 16	Wed 31 Aug 16		
Wed 23 Mar 16	Wed 21 Sep 16		
Wed 20 Apr 16	Wed 19 Oct 16		
AGM Sun 20 Nov 16			

- Setting Dates for Board Development Sessions  
suggest Wed, 13 Jan & 27 Jan 2016
- 04. Appointment of Officers & Committees  
Report Proposals & Information for appointing Committees and Officers.  
Duties of President & Chair; Vice-Chair & Secretary  
  
Confirmation of Officers
  - GM & VP
  - Bookkeeper
- 05 Any Other Business
- 06 Set date for next BoD meeting (see above)
- 07 Adjournment

**Trent Radio BoD**

**22 November 2015**

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 22 November 2015, just PRIOR to the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

P R E S E N T: Shannon Culkeen, Wes Grist, Steve McNabb, & Matthew Poppleton.

R E G R E T S: Alex Karas, Caileigh Morrison, and Augusta Venno.

Also present: John Muir, General Manager.

01. Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at about 10:50am, with Matthew Poppleton acting as Chair, and John Muir recording the minutes. An agenda was agreed upon and discussion followed.

02. The minutes of the previous Board meeting were presented.

**UPON A MOTION** duly made, seconded and carried the Board Meeting held on 30 Sep 15 was duly regularised, and the Minutes of the Meeting were approved as presented.

03. The Annual Report, including the Financial Review prepared by McColl Turner Chartered Accountants, and the report of the Nominating Committee were presented.

**UPON A MOTION** duly made, seconded and carried the Annual Report was approved by the Board for presentation to the Membership at the AGM to follow.

04. Motion to approve all grant applications for the year coming up until the next AGM scheduled for 2017. UPON A MOTION duly made, seconded and carried, all grant & funding applications to our regular funding bodies (CRFC, Theatre Trent, RVF, City of Peterborough, Canada Summer Jobs, Artsweek) and to any other new opportunities, deemed relevant and beneficial to Trent Radio are hereby approved.

05. It was noted that the next BoD is scheduled directly following the AGM.

06. Although this was the last meeting of the current Board, all those present will be serving another term, so it was noted that no farewells and adieus be exchanged. There being no further business the meeting was adjourned at about 10:57 pm.

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Matthew Poppleton, President & Chair

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J K Muir, GM & VP

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**Trent Radio BoD**

**22 November 2015**

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 16 November 2014, just FOLLOWING the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

P R E S E N T: Geoff Barnes, Shannon Culkeen, Alyssa Jeffrey, Steve McNabb, Matthew Poppleton, Scott Somerville and Josh White.

R E G R E T S: None

Also present: John Muir, General Manager.

Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at about 12:45pm, with Matthew Poppleton acting as Chair, and John Muir recording the minutes. An agenda was agreed and discussion followed.

UPON a MOTIONS duly made, seconded and carried unanimously, it was resolved that the appointment of officers and other matters will be decided at the next Board Meeting to be held at 7:30pm on Tues, 09 Dec 2015 at Trent Radio House, and that Matthew Poppleton shall remain Chair and President, and all signing officer arrangements will continue as they are at present, until that time.

Information relevant to various corporate filings and returns was corrected or confirmed.

There being no further business the meeting was adjourned at about 12:50pm.

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Matthew Poppleton, President & Chair

\_\_\_\_\_  
J K Muir, GM & VP

**Proposals & Information for appointing Committees and Officers revised for the Board of Director's Meeting 09 December 2015**

Prepared by John K Muir with James Kerr & Jill Staveley

**Trent Radio Officers for YE16 - see attached by-laws.**

The Board needs to appoint;

a) A Chair & President see attached by-law description

The Chair presides at meetings of the Board.

The President presides at meetings of the Membership.

The President & Chair shall be an enrolled student of

Trent University at the time of their election or appointment

\_\_\_\_\_

b) Vice-chair - who acts when the Chair cannot.

\_\_\_\_\_

b) Secretary.

\_\_\_\_\_

**Trent Radio Committees for YE16**

Trent Radio committees have evolved over a number of years to deal with on-going and particular circumstances. In many cases, its been hard to tell if a set of issues is related to something specific (a transmission plant, StudioC, new roof) or a series of cyclical and recurring concerns (fundraising, special events, transmission plant, StudioC, new roof &c)

In and effort to help the Board structure Trent Radio's committees, Jill Staveley, James Kerr, and I prepared the following background and proposals for the Board's consideration.

Trent Radio Community Committee: is co-chaired by the PD, and a Board Member, the latter will also act as "Social Convenor", and will include the PD Assistant, the StudioB Trainer, (the Summer Operations Manager during the summer) and other volunteers. The committee's work is to provide new opportunities for participation in TRadio activities from current and past programmers, as well as members of the general public. Following this, the committee will take on responsibility for; publicity in general and on-air promos and Trout Rodeo in particular; planning and organising open houses, "radio days" and special events on the TrentU campus and around town; and managing and developing "facebook" type interactions. The PD will lead on publicity and planning "radio days" with support from the PD Assistant, and StudioB Trainer, while the Social Convenor will lead on open houses and social events with support from the committee as a whole. Both co-chairs will lead or liaise on planning special events.

_____
Social Convenor & Cmte Co-Chair
Other Appointees
_____
_____
_____
_____
+ PD as Co-Chair

Established Board and Other Committees:

Sponsorship, Earned Revenue, & Grants Committee: PM + GM + Prez + ANOther \_\_\_\_\_  
to research, review and support these activities.

Programme Cmte: PD Chair & volunteers + ANOther \_\_\_\_\_

Radio Free Peterborough: Steve McNabb + PM + ANOther \_\_\_\_\_

Board Development Cmte: Prez & GM

TU & TCSA Liaison Cmte: Prez & GM

Nominating Committee: President + One or Two Directors + PD

Note: Referendum Committee is not needed this year.

From TRadio By-law #1

ARTICLE IV 4. OFFICERS Election or Appointment 4.01. There shall be a President, and a Chair of the Board, and a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may determine by by-law from time to time, and as it may from time to time appoint. One person may hold more than one office except the offices of President and Vice-president. The President, and the Chair of the Board, and the Vice-chair of the Board shall each be elected by the Board at a meeting of the Board. In default of such election, the then incumbents shall hold office until his successor is elected or appointed. Officers of Trent Radio other than the President and the Chair of the Board, and the Vice-Chair may, but need not, be members of the Board, and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the Board.

Duties of Officers 4.02. CHAIR OF THE BOARD - The Chair of the Board of Directors shall, when present, preside at all meetings of the Board of Directors of Trent Radio. He shall ensure the preparation of a proper agenda, including follow-up of matters and responsibilities heretofore assigned, for all such meetings and due notification of the members of the Board of time and place of meetings and where appropriate of particularly significant or urgent matters to be introduced thereat.

4.03. VICE-CHAIR OF THE BOARD - The Vice-chair of the Board of Directors shall perform the duties of the Chair in the absence or inability to act of the Chair and shall, in addition render assistance to the Chair in the performance of such duties when called upon to do so.

4.04. PRESIDENT - The President shall, when present preside at all meetings of members of Trent Radio. The President shall also be charged with the general and overall management and supervision of the affairs and operations of Trent Radio. The President with the Secretary and other officer appointed by the Board for the purpose shall sign all by-laws. During the absence or inability of the President to act, his duties and powers may be exercised by the Vice-president or such other director as the board may from time to time appoint for the purpose, and where the Vice-president or such other director appointed exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

4.05. SECRETARY - The Secretary shall be ex officio clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose and, without limiting the generality of the foregoing, a register of directors and a register of members except in circumstances where the provisions of Section 2.05 (a) of Article II apply, in which case Trent University shall make and keep a register of members admitted as members under the provisions of Section 2.05 (a) of Article II, showing the date of their elections or approval and of their respective retirements or removal. He shall give all notices required to be given to members and directors. He shall be the custodian of the seal of Trent Radio and of all books, papers, records, correspondence, contracts and other documents belonging to Trent Radio which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such a person or person as may be named in the resolution, and he shall perform other such duties as may from time to time be determined by the Board of Directors.

From TRadio AGM Minutes

2000-11-19 UPON A MOTION duly made, seconded and carried unanimously, BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE CORPORATION THAT, the Membership reaffirms Trent Radio as a student organisation sponsored by the students of Trent University and controlled by the Membership, and that a majority of the Board shall be enrolled students of Trent University at the time of their election or appointment, and that the President and Chair shall be an enrolled student of Trent University at the time of their election or appointment.