

## TRENT RADIO BoD AGENDA

### 02 February 2016 at 7:00 pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 09 Dec 2015
03. Business Arising not covered in other reports (none)
04. Committee Reports
  - a) none
05. Operations Report - see attached where applicable.
  - a) Financial Statements to 31 Dec 15 - subject to Financial Review.
  - b) General Manager's Report
    - i) Report on TrentU Student Membership Fees for AY15-16. \*
    - ii) The completed YE16 Charity Return came back from CRA w/o changes
    - iii) CRFC "Youth on Air" & Canada Summer Job application, and Payroll T4s, filings proceeding. City of Peterborough Grant Application filed \*,
    - iv) Community Radio Fund of Canada "Radiometres", ""Trent Radio: Story Machine Project". In October 2015 an application was completed for the next round of Community Radio Fund of Canada "Radiometres" funding, and yesterday we received word that it has approved for the full allocation of \$50,000. \*
    - v) Over the Christmas Break, the Win2k logger started to fail. It is being replaced by an XP & Win7 machines running in tandem and to provide redundancy.

To that end a quad core cpu has been acquired to provide back-up and redundancy for the current stream machine, web server.

06. Any Other Business
  - a) Don't think we'll have a Frozen Water Main this year
07. Next
  - BoD Orientation following this Meeting
  - BoD meeting 7pm, Wednesday, 24 February 2016.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 09 December 2015 at 7:30 pm.

**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:** Wes Grist

**Also Present:** Also present: James Kerr, Programme Director; Jill Staveley, Assistant General Manager; & John 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 7:40 pm, with Matthew Poppleton acting as Chair, and John Muir recording the Minutes of the Meeting. An agenda was agreed upon and discussion followed.

02 Previous Minutes: The minutes of the previous board meeting were presented. **UPON A MOTION** duly made, seconded and carried unanimously, the minutes of the two previous Board Meetings, held on 22 November 2015 were approved as presented.

03 Appointment of Committees & Officers: The work and roles of various committees and officer duties were discussed. A staff report on committee composition was brought forward - see attached. The duties and roles of the Chair, Vice chair, and Secretary were discussed. It was noted that the President, Vice president and Secretary act as signing officers. Directors volunteered to take on various tasks.

UPON A MOTION duly made, seconded and carried unanimously; Scott Somerville and Shannon Culkeen were appointed to the Trent Radio Community Committee, with Josh White appointed co-chair of the committee (with the PD). Shannon Culkeen was appointed to and the PM (AGM) and GM were confirmed to the Sponsorship, Earned Revenue, and Grants Committee. Geoff Barnes and Scott Somerville were appointed to the RFP committee, along with the PM (AGM) and LCPM, and Steve McNabb being confirmed as chair. Josh White was appointed to the Programme Committee, Geoff Barnes was appointed to the Physical Plant Committee.

Alyssa Jeffrey was appointed Secretary, Scott Somerville was appointed Vice-Chair; and Matthew Poppleton was appointed President and Chair. It was noted that appointment of the Nominating Committee will be made at the 31 Aug 2016 Meeting.

Confirmation of Officers: UPON A MOTION duly made, seconded and carried unanimously, Susan Newman was confirmed Bookkeeper, and John Muir was confirmed as Vice-president, and General Manager.

04 Discussion followed about each Board Member’s availability over the next few months and the coming summer. **UPON A MOTION** duly made, seconded and carried unanimously, the following dates and times were set for Board Meetings and the AGM;

Board Meetings	
Wed 27 Jan 16 @ 7pm	Wed 22 Jun 16 @ 7pm
Wed 24 Feb 16 @ 7pm	Wed 31 Aug 16 @ 7pm
Wed 23 Mar 16 @ 7pm	Wed 21 Sep 16 @ 7pm
Wed 20 Apr 16 @ 7pm	Wed 19 Oct 16 @ 7pm
AGM Sun 20 Nov 2016 @ 11am with a BoD Meeting just prior @ 10:30 am	

Two Board Development sessions are set for Wednesday, 13 & 27 Jan 2015 at 7pm. The latter session will take place directly after the schedule Board Meeting.

05 Any other business - none

06 - 07 The date of the next Meeting having been already decided and there being no other business, the Meeting was adjourned at about 7:40pm.

---

Matthew Poppleton, Chair

---

John K Muir , VP & GM

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

ASSETS		@ 31Dec15	@ 31Dec14	LIABILITIES	@ 31Dec15	@ 31Dec14
CURRENT ASSETS				CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00		0.00	Accounts Payable	(2,002.75)	5,182.11
Boost & Freq Acct	0.00		0.00	Contract Obligation	0.00	0.00
General Funds Montreal	11,141.07		46,466.94	Deferred Income	830.00	830.00
ING Savings	45,320.30		52.05	Accrued Liabilities	0.00	0.00
Cash In Bank		56,461.37		Trillium StudioC	0.00	0.00
Petty Cash: Programming		0.00		CPP Payable	0.00	0.00
Petty Cash: Admin		(0.00)		UIC Payable	0.00	0.00
Petty Cash: Summer Admin.		0.00		Income Tax Withholdings	0.00	0.00
Term Deposits		0.00		Receiver General Net		0.00
Accounts Receivable	1,914.26		0.00	WCB Payable	0.00	148.21
Doubtful Accounts	0.00		0.00	Health Benefit Payable	0.00	0.00
Receivables Net		1,914.26		Other Withholdings Net		0.00
Student Levy Receivable		37,251.91		TOTAL CURRENT LIABILITIES	<u>(1,172.75)</u>	<u>6,160.32</u>
Prepaid Expenses		<u>405.75</u>				
TOTAL CURRENT ASSETS		<u>96,033.29</u>		LONG TERM LIABILITY		
				CO Long Term Loan	44,903.58	47,803.75
FIXED ASSETS				Deferred Contribution	0.00	0.00
Land	10,000.00		10,000.00	TOT. LONG TERM LIABILITY	<u>44,903.58</u>	<u>47,803.75</u>
Buildings	137,008.36		126,736.77	TOTAL LIABILITIES	<u>43,730.83</u>	<u>53,964.07</u>
Office Equipment	20,774.21		20,758.37			
Technical Equipment	258,563.13		238,901.81	NON-SHARE EQUITY		
Technical Renovations	9,913.00		9,913.00	Retained Surplus/(Deficit)	(1,133.81)	(20,972.31)
Fixed Assets at Cost		436,258.70		Previous Year-end Adjustments	0.00	0.00
Accumulated Depreciation		<u>(394,044.24)</u>		Net Retained Surp/(Def)		(20,972.31)
TOTAL FIXED ASSETS		<u>42,214.46</u>		Current Surplus/(Deficit)		95,650.73
TOTAL ASSETS		<u><u>138,247.75</u></u>		TOTAL NON-SHARE EQUITY	<u>94,516.92</u>	<u>75,626.54</u>
				LIABILITIES AND EQUITY	<u>138,247.75</u>	<u>129,590.61</u>

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

REVENUE	01Sep-31Dec15	01Sep-31Dec14	EXPENSE	01Sep-31Dec15	01Sep-31Dec14
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	29,566.98	19,679.84
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<b>0.00</b>	<b>0.00</b>	Administrative Wage	16,731.63	14,222.16
FUND RAISING			TA Payroll	14,766.87	18,010.48
Corporations	0.00	0.00	Benefits	2,775.89	2,305.09
Foundations	30,500.00	25,500.00	CPP Expense	2,817.21	1,911.28
Private	2,097.63	2,680.91	EI Expense	1,845.15	1,361.24
Leadership	0.00	0.00	Total Wages & Benefits	68,503.73	57,490.09
Donations "In Kind"	0.00	0.00	Programming Fees	750.00	5,182.11
Net Donations	32,597.63	28,180.91	Technical Fees	0.00	0.00
Trent Student Memberships	112,000.00	110,616.23	Publicity Fees	0.00	7,500.00
Commercial & Non-profit	0.00	0.00	Administrative Fees	770.00	695.00
Individual Memberships	720.00	680.00	Total Fees	1,520.00	13,377.11
Discretionary M'ship Exp	0.00	0.00	<b>TOTAL PERSONNEL</b>	<b>70,023.73</b>	<b>70,867.20</b>
Net Memberships	112,720.00	111,296.23	SUPPLY & EXPENSE		
Special Events	0.00	486.66	Publicity & Promotions	0.00	185.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	0.00	486.66	Line Rental	1,240.70	1,393.40
Fundraising	528.00	60.00	Rental Other	17.25	23.00
Fundraising Expense	(966.60)	0.00	Net Rentals	1,257.95	1,416.40
Net Fundraising	(438.60)	60.00	Postage & Delivery	8.50	0.00
<b>TOTAL FUND RAISING</b>	<b>144,879.03</b>	<b>140,023.80</b>	Office Supplies	32.85	113.39
EARNED REVENUE			Telephone	234.32	485.20
ON AIR Sponsorship	1,000.00	1,000.00	Utilities	1,440.56	1,463.29
ON AIR Sponsorship Expense	0.00	0.00	Programming & Licence	1,435.51	1,266.29
Net ON AIR Sponsorship	1,000.00	1,000.00	Building R & M	1,870.08	331.97
Net "RADIO PAPER"	0.00	0.00	Building R & M Upper Apt	197.35	40.00
Net Other Sponsorship	37.22	0.00	Technical R & M	4,034.84	2,873.18
Tape Sales	0.00	0.00	Net Repair & Maintenance	6,102.27	3,245.15
Tape Sales Expense	0.00	0.00	Professional Fees	500.00	0.00
Net Tape Sales	0.00	0.00	Insurance	3,468.26	3,562.74
Rental Income	3,584.00	3,528.00	Travel	0.00	149.04
Misc Sales & Service Gross	39,212.19	0.00	Volunteer Expense	443.36	655.09
Misc Sales & Service Expense	(4,773.63)	0.00	Bank Charges	348.07	98.50
Net Misc Sales & Services	(39.81)	38,227.26	Mbanx Loan Interest	1,266.07	1,347.03
Net Misc Sales & Service	34,398.75	38,227.26	Net Interest	1,266.07	1,347.03
<b>TOTAL EARNED REVENUE</b>	<b>39,019.97</b>	<b>42,755.26</b>	Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	523.15	9.10
Interest Income	268.01	0.16	HST Paid	1,060.43	1,316.95
Micellaneous Revenue	0.00	0.00	Bad Debts	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	Miscellaneous	371.25	0.00
<b>TOTAL MISC REVENUE</b>	<b>268.01</b>	<b>0.16</b>	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<b>18,492.55</b>	<b>15,313.17</b>
<b>TOTAL REVENUE</b>	<b>184,167.01</b>	<b>182,779.22</b>	<b>TOTAL EXPENSE</b>	<b>88,516.28</b>	<b>86,180.37</b>
			<b>NET INCOME</b>	<b>138,247.75</b>	<b>129,590.61</b>



---

## 2016 COMMUNITY INVESTMENT GRANT (\$1,000-\$15,000) APPLICATION FORM

---

Organization: TRENT RADIO

---

Contact Person: John Muir

---

Phone: 705 930-4000 Fax: no fax

email: jkmuir@trentradio.ca

---

Amount Requested for 2016: \$5000

Amount Received in 2015: \$2500

---

The information provided in this application will be reviewed by a restricted number of City of Peterborough personnel. All information will remain confidential.

### CONDITIONS OF GRANT

The applicant agrees to allow the City Treasurer, or his delegate, to examine any records of the applicant to ascertain the funds granted by the City to the applicant have been properly expended for the purposes herein described.

No grant will be made retroactively to fund deficits or shortfalls. Commitments made by an applicant prior to, or in anticipation of official written notification that a grant has been approved are done at the applicant's risk. In the event that an application is rejected, the City will not be responsible for expenditures already incurred.

I/WE certify that the information in the application is true and correct, INCLUDING FIGURES SUBMITTED ON THE FINANCIAL INFORMATION FORM.

Authorized

Matthew Poppleton

---

President/Chair

John Muir

Date 03 February 2016

---

Vice-president & General Manager

Date 03 February 2016

---

In accordance with the Municipal Freedom and Protection of Privacy Act, all information gathered will be used for the purpose of selection of applicants for community grants. The applicant hereby consents to disclosure to information contained in this submission, pursuant to The Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990 C.M 56. If an applicant proponent believes that all or part of the submission should be protected from release, the relevant sections should be clearly marked as confidential. This shall not automatically protect a submission from release, but shall assist the City in making a determination on release if a Freedom of Information request is made. The identity of successful applicants as well as the community grant level of funding awarded may be available to the public on the City website.

## 1. Organization Information

Name of Group/Organization: TRENT RADIO

Address of Organization: 715 George Street North Peterborough K9H 3T2

Website of Organization: www.trentradio.ca

Number of Years Organization has been in Operation: 48

Charitable Status Number: 11926 8910 RR 0001

Not-for-Profit Incorporation Number: ON # 373275

Number of Full Time Staff: 3

Number of Part-Time Staff: 6

Contact Person: John Muir

Contact Person's Telephone #: 705 930-4000

Contact Person's Fax: no fax

Contact Person's email: jkmuir@trentradio.ca

2. Funding Years Requested: 3-year funding

## 3. City Funding Priorities

- Enhance and protect human health and well-being
- Preserve and protect the City's built and cultural heritage and the natural environment
- Enhance the City as a creative community by developing, promoting and providing access to arts, culture and heritage
- Enhance the City as a sports and recreational leader by promoting and providing access to physical, recreational and leisure activities
- Contribute to a sustainable local economy by forming creative partnerships within sectors, across sectors, and with the local business community

4. Funding Streams: Culture

## 5. Participant Priorities

- People with low incomes, at risk, isolated or marginalized
- Youth
- Seniors
- Persons with Disabilities
- Families with Children
- Neighbourhood Associations

6. Funding to Operating (City contribution to annual operating budget)  
be Used

## 7. Organization Mandate

Please state your organization's mandate (purpose)

In answer this question and to City of Peterborough Report CSD15-007 Community Investment Grants 2015 concerning eligibility of Trent student organizations receiving significant revenues from 'Trent's Student Levy' (page 4), TRENT RADIO IS ENTIRELY INDEPENDENT FROM TRENT UNIVERSITY, receiving money from Trent students, not from Trent University.

Despite the perceptions the Grant Committee, Trent Radio's mandate is not primarily of benefit to Trent students. Please let's get this sorted out.

While Trent Radio (an independent charitable corporation) is sponsored by full-time university students, it is shared and organised with and for the benefit of the community as a whole as a non-profit cultural and educational production centre, providing a broadcast service to Peterborough and the Kawarthas as CFFF-FM.

Its aims and objectives include broad community participation for the production of creative local radio that reflects and animates the community of people who live, work and play in the Peterborough region. Trent Radio provides a service that promotes Peterborough as a vibrant and active city to itself and to the world beyond.

Trent Radio also provides creative, administrative, educational, and community minded support and resources to wide range of community groups and community members.

## 8. Annual Program

Please describe your annual program of activities or services in the current fiscal year.

Trent Radio's Annual Programme includes

The provision of radio production equipment and facilities, along with associated training, direction and support required for radio programming activities and programmer development, (including artistic, research and administrative activities) for approximately 150 volunteers involved in original and independent production and broadcast endeavours annually;

The operation, maintenance and development of 715 George Street which houses an archive, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment;

The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of an internet accessible stream sources.

The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers and encourage community contribution both within our annual operating budget and through special projects funded by the Community Radio Fund of Canada.

The contribution to our community as a promotional, educational and creative resource and outlet for events, activities and services, as well as for audio, media and broadcast related artistic and academic activities and initiatives.

Emergency Alerts. Trent Radio installed an Emergency Alert System in compliance with the CRTC's National Public Alerting System regulations. Emergency alert messages are issued by public officials (such as emergency management officials, or EMOs) for immediate distribution

to the public to warn of dangers to life and property. These messages contain information relating to the nature of a threat, the area affected and actions that the public should take.

## 9. Use of Previous Grant Money

If approved last year, how was the 2015 Community Grant funding used?

Contribution to the wages required for our Local Content Project Manager to effectively complete the digitisation of analogue audio and support materials by using state of the art technology and industry standard methodologies, publish these artifacts on-line in the Local Content (music and spoken word) Management Project, and continue to source Local Music Artifacts from the Peterborough region.

10. Previous Year Funding Amount: \$2500

11. Number of Clients Previous Year Project Served: 200000

## 12. Purpose of Funding

Describe how the requested funds will be used in 2016 (your fiscal year).

To help Trent Radio deliver its organisational mission and annual programme for the benefit of the community as a whole.

## 13. Need

Explain how your organization's proposed activity or service will fill an identified need in this Community.

We provide an outlet and hub for community expression. A measure of a healthy community is the degree to which its members are able to inform, reach out to, collaborate with and be of service to each other.

Providing training, tools and space, Trent Radio animates Peterborough to identify, define and articulate our area's commonalities and diversity, enriching the lives and experiences of our community interest.

Through our help, our Programmers develop and offer ongoing and special programming dealing with health, heritage, culture and matters of social significance. In addition, we offer regular radio introductory training sessions to the general public

## 14. Support

What other Community support (funding, partnerships, in-kind) do you have for this activity/service?

Members of the Peterborough community and TrentU students contribute about \$115,000 annually in the form of memberships. Aside from active participation or volunteering, the community as a whole continues to generously support Trent Radio through donations of cash and gifts in kind. Locally owned and operated businesses express their support through paid sponsorships. Past and present sponsors include:

Renegade Apparel, The Pig's Ear Tavern, Sam's Place, New Canadians Centre, Sadleir House, Black Honey, St. Veronus, The Wine Shoppe, Stickling's Caf\_\_, Subway, Bryston Ltd, The Venue, and more.

## 15. Participants



How many people do you expect to serve through this project or service this year (audience/clients)?

AUDIENCE: Based on CBC research, it is estimated that Trent Radio will reach about 24,000 listeners per week. Our Radio Free Peterborough webcasting reaches about 20,000 listeners annually.

PARTICIPANTS: Programming is produced by about 300 regular and occasional volunteers from our Community annually.

More than 30 city-based community & cultural groups make regular contributions; and have included ArtsWeek Peterborough, Artspace, Food Not Bombs, New Canadians Centre, Peterborough New Dance/Public Energy, Youth Emergency Shelter, Trent Centre for Social Justice, Ontario Public Interest Research Group, Rock Camp 4 Girls Peterborough, The Dark Room Project/The Gallery In The Attic, Peterborough Museum & Archives, Trent Alumni Association, Crestwood Secondary School, Adam Scott, TASS, Trent Queer Collective, Seasoned Spoon, Sadleir House, B!KE, Community Living Peterborough, Fleming College, Market Hall, Kawartha Jazz Society, Peterborough Theatre Guild, Media Arts Peterborough and Peterborough GreenUp.

We help city non-profits recruit and achieve their fundraising goals. We regularly broadcast Public Service Announcements on behalf of hundreds of community groups, which cannot be listed here due to document size limit. Trent Radio welcomes and provides coverage of local community events including fundraisers, art shows, gallery opening, touring and local musicians, public elections, ArtsWeek Peterborough, weather updates and storm warnings.

Each semester Trent Radio provides training for high school co-op students, and offers opportunities for students to fulfill their mandatory community service hours.

16. Number of Clients Project Serves: 200000

17. Fees/Prices

Is there a charge for your proposed project or services? Please indicate price range and/or structure.

Clients (listeners) can hear our FM broadcasts and Internet streams for free.

Annual Membership Fees: \$20 Regular, \$15 Student, \$75 Organisation

Twice Weekly Sponsorship Message: \$250 for 16wks, \$550 for 52wks

Recording & Production for CBC & Business: First Hour \$100, \$60/hour thereafter

Recording & Production for Non-Profits: Negotiable

Live Sound Production: Market Rate \$400 - \$600 / day

Public Service Announcements: Free

18. Evaluation

How will you measure the success of your proposed project or service?

The success of our mission can be measured by our ability to ensure that everyone who is capable of doing a radio show is given the time and support to do so. Annually we are required to report to regulatory bodies such as the CRTC and SOCAN to ensure that we are meeting all of our broadcasting, organisational and financial requirements. We regularly perform self-evaluations to ensure that we are in compliance, and that we are effectively serving our

community and meeting our mission and mandate goals.

## 19. Volunteers

Describe the role of volunteers involved in your organization.

Trent Radio \*is\* a volunteer organisation with only 3 regular staff and volunteers serving in management, programming, and all other operational aspects.

Trent Radio facilities broadcast more than 8,500 hours of on-air programming per year, of which 95% is entirely produced by about 300 regular and occasional volunteers. In addition to programming, many volunteer hours are donated for behind the scenes work, such as training and teaching, technical operations, administration, community out-reach, field recordings, and fundraising, with a total annual volunteer contribution of 32,000hrs (approx). Programmers contribute about 2-3 hours per show (usually broadcast on a weekly basis)

Operators work one or two 5-6 hour shifts per week. They provide an executive presence, assist new programmers, answer questions from the general public, and ensure the facilities are safe and secure.

Board Members dedicate about 6-10 hours per month to Board and committee work, in addition to working along with other volunteers on non-governance matters.

## 20. Number of Volunteers: 300

## 21. Summary or Your Request

Please describe how you would like your request worded in the public report requesting funding approval from Council (twenty five words or less).

operation and maintenance of a Community Broadcast Facility that serves as an educational, creative and production resource, and a vital component of Peterborough's cultural infrastructure.

## 22. Recognition

If successful, how will you formally recognize the City's contribution?

The City of Peterborough is recognised as a funder in our thrice yearly printed programme guide, with a link to 'www.peterborough.ca' on our internet homepage, and 'on-air' at the beginning or end of our thrice daily community announcements show.

**2016 Investment Grant Application - Financial Information Form**

**ORGANIZATION NAME: TRENT RADIO**

Previous Year(2015) Surplus or Deficit at beginning of the year -\$ 20,972.00	2015 BUDGET	2015 Actual	Projected for 2016
<b>22 Budget Summary</b>			
23 Surplus (or deficit) at the beginning of your fiscal year (if any)		-\$ 20,972.00	-\$ 1,133.00
24 Projected/actual surplus (or deficit) for your fiscal year		\$ 19,839.00	\$ 11,000.00
25 Projected accumulated surplus (or deficit) at the end of your fiscal year		-\$ 1,133.00	\$ 9,867.00

**Government Funding Percentage: 4.81%**

**Surplus/Deficit Explanation**

Please use the following space to explain any of the following that apply: Reason for surplus, plan for deficit reduction, in-kind donations.

The small deficit reduced by YE16, to be used replace aging (30 - 40 year old) equipment.

for Trent Radio BoD Meeting 03 February 2016

**Trent Radio: Story Machine Project.  
per The Community Radio Fund of Canada**

**Total Approved Budget: \$50,000**

Community Outreach Development Manager - 18 hrs/wk @ \$15.85 for 42 wks + statutory & health benefits	\$12,000
Story Machine Project Manager - 35 hrs/wk @ \$18.10/hr for 42 wks + statutory & health benefits	\$28,000
Local Content Project Manager - 15 hrs/wk @ \$14.65/hr + statutory & health benefits	\$2,500
Story Machine Craft Mentor Fees - 3 x \$1500	\$4,500
Story Machine Community Participant Honoraria - 5 x \$600	\$3,000
<b>Total of approved expenses</b>	<b>\$50,000</b>

**Timeline:** start on 30 May 2016 and end on 29 May 2017.

**Project description:**

*The main goal of this project is to improve local programming at Trent Radio by: developing and implementing effective outreach procedures to include a broader range of community members in the production of exceptional quality Producer Oriented Broadcast Content; devising and delivering a mentorship opportunity focused on enhancing the quality and quantity of locally reflective history based content that can be produced at Trent Radio; redeveloping and publishing our print based Programmer Resource Guides and support tools for the successful training and development of our Programmers, Operators, production staff and volunteers; and, finally, initiating a network of people and resources to help promote and prioritise local content as a valuable part of each community's identity, local history, broadcast priorities and quality of life.*