

**TRENT RADIO BoD AGENDA**  
**20 April 2016 at 7:00 pm**

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 03 February 2016
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 Mar 16 - subject to Financial Review. \*
  - b) Programme Director's Report - James Kerr. \*
  - c) Production Manager's Report - J Staveley. \*
  - d) General Manager's Report \*
06. Any Other Business
  - a) ??
07. Next  
BoD meeting 7pm, Wednesday, 22 June 2016.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 24 February 2016 at 7:00 pm.

P R E S E N T: Geoff Barnes, Shannon Culkeen, Alyssa Jeffrey, Steve McNabb (via Skype), Scott Somerville and Josh White.

R E G R E T S: Matthew Poppleton

Also Present: Jill Staveley, Assistant General Manager; and 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 7:18 pm, with Scott Somerville acting as Chair, and Alyssa Jeffrey & 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 03 February 2016 were approved as presented.
- 03 There was no business arising not covered in the Operation Report.
- 04 There were no committee reports.
- 05 The Operations Report was presented by the General Manager (see attached and meeting agenda). Discussion followed. **UPON A MOTION** duly made, seconded and carried unanimously, the Operations report was accepted as presented.
- 06 Any other business – none
- 07 - 08 The date of the next Meeting having been already decided as Wed 23 Mar 16 @ 7pm and there being no other business, the Meeting was adjourned at about 7:50pm.

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Scott Somerville, Chair

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Alyssa Jeffrey, Secretary

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

ASSETS	@ 31Mar16	@ 31Mar15	LIABILITIES	@ 31Mar16	@ 31Mar15
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(5,661.70)	3,526.21
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	35,382.49	46,404.29	Deferred Income	830.00	830.00
ING Savings	30,360.88	52.15	Accrued Liabilities	0.00	0.00
Cash In Bank	65,743.37	46,456.44	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	2,285.91	(0.17)	UIC Payable	0.00	0.00
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	0.00
Accounts Receivable	1,914.26	1,724.83	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	1,914.26	1,724.83	<b>TOTAL CURRENT LIABILITIES</b>	<u>(4,831.70)</u>	<u>4,356.21</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	827.21	814.19	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>70,770.75</u>	<u>48,995.29</u>	CO Long Term Loan	44,648.96	47,100.75
			Deferred Contribution	0.00	0.00
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>44,648.96</u>	<u>47,100.75</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<u>39,817.26</u>	<u>51,456.96</u>
Buildings	137,008.36	126,736.77			
Office Equipment	20,774.21	20,758.37	<b>NON-SHARE EQUITY</b>		
Technical Equipment	258,563.13	238,901.81	Retained Surplus/(Deficit)	(1,133.81)	(20,972.31)
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	436,258.70	406,309.95	Net Retained Surp/(Def)	(1,133.81)	(20,972.31)
Accumulated Depreciation	(394,044.24)	(359,618.20)	Current Surplus/(Deficit)	74,301.76	65,202.39
<b>TOTAL FIXED ASSETS</b>	<u>42,214.46</u>	<u>46,691.75</u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>73,167.95</u>	<u>44,230.08</u>
<b>TOTAL ASSETS</b>	<u>112,985.21</u>	<u>95,687.04</u>	<b>LIABILITIES AND EQUITY</b>	<u>112,985.21</u>	<u>95,687.04</u>

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

	01Sep-31Mar16	01Sep-31Mar15	EXPENSE	01Sep-31Mar16	01Sep-31Mar15
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	49,278.30	36,899.70
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>0.00</u>	Administrative Wage	28,042.23	27,235.65
			TA Payroll	29,533.74	32,641.15
FUND RAISING			Benefits	3,252.80	2,471.09
Corporations	75.00	0.00	CPP Expense	4,736.52	3,555.67
Foundations	43,000.00	25,500.00	EI Expense	3,208.92	2,542.23
Private	2,297.63	2,688.60	Total Wages & Benefits	118,052.51	105,345.49
Leadership	0.00	0.00	Programming Fees	750.00	8,708.32
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	50.00
Net Donations	45,372.63	28,188.60	Publicity Fees	500.00	9,000.00
Trent Student Memberships	112,000.00	110,616.23	Administrative Fees	1,437.50	1,272.50
Commercial & Non-profit	0.00	0.00	Total Fees	<u>2,687.50</u>	<u>19,030.82</u>
Individual Memberships	720.00	680.00	TOTAL PERSONNEL	120,740.01	124,376.31
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	112,720.00	111,296.23	SUPPLY & EXPENSE		
Special Events	0.00	486.66	Publicity & Promotions	136.00	781.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	0.00	486.66	Line Rental	2,301.50	2,454.20
Fundraising	528.00	60.00	Rental Other	17.25	23.00
Fundraising Expense	(966.60)	0.00	Net Rentals	2,318.75	2,477.20
Net Fundraising	<u>(438.60)</u>	<u>60.00</u>	Postage & Delivery	8.50	25.82
TOTAL FUND RAISING	<u>157,654.03</u>	<u>140,031.49</u>	Office Supplies	32.85	150.36
			Telephone	460.39	853.41
EARNED REVENUE			Utilities	2,699.76	2,698.68
ON AIR Sponsorship	1,000.00	1,000.00	Programming & Licence	2,583.45	2,072.57
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	2,324.08	1,178.80
Net ON AIR Sponsorship	1,000.00	1,000.00	Building R & M Upper Apt	387.05	40.00
Net "RADIO PAPER"	0.00	0.00	Technical R & M	9,051.70	4,385.45
Net Other Sponsorship	37.22	93.02	Net Repair & Maintenance	11,762.83	5,604.25
Tape Sales	0.00	0.00	Professional Fees	500.00	0.00
Tape Sales Expense	0.00	0.00	Insurance	3,468.26	3,562.74
Net Tape Sales	0.00	0.00	Travel	0.00	149.04
Rental Income	4,480.00	4,410.00	Volunteer Expense	494.86	663.34
Misc Sales & Service Gross	39,212.19	0.00	Bank Charges	423.37	160.50
Misc Sales & Service Expense	(4,773.63)	0.00	Mbanx Loan Interest	1,576.92	2,340.46
Net Misc Sales & Services	(53.08)	43,293.97	Net Interest	1,576.92	2,340.46
Net Misc Sales & Service	<u>34,385.48</u>	<u>43,293.97</u>	Depreciation	0.00	0.00
TOTAL EARNED REVENUE	<u>39,902.70</u>	<u>48,796.99</u>	GST Paid	0.00	0.00
			HST Paid	2,682.95	839.85
MISCELLANEOUS REVENUE			Bad Debts	0.00	0.00
Interest Income	268.01	0.20	Miscellaneous	371.25	(151.77)
Micellaneous Revenue	75.00	0.00	TOTAL SUPPLY & EXPENSE	<u>29,520.14</u>	<u>22,227.45</u>
TOTAL MISC REVENUE	<u>343.01</u>	<u>0.20</u>	TOTAL EXPENSE	<u>150,260.15</u>	<u>146,603.76</u>
TOTAL REVENUE	<u>197,899.74</u>	<u>188,828.68</u>	NET INCOME	<u>74,301.76</u>	<u>65,202.39</u>

## **Programme Director's Report for the period Sep15 - Apr16 for BoD Meeting 20 Apr 2016 prepared by James Kerr**

### **The Direction of Programming**

Trent Radio depends on submissions of programme ideas from students and community members at large. As such, the nature of what is broadcast from season to season changes greatly, as it represents a diversity of interests throughout the Trent and Peterborough and area communities.

There seems to be a shift among young programmers as to what constitutes radio. In the past, young programmers have confused community with commercial radio, coming to us imagining doing something like what they hear on a commercial station. Now, however, young people seem to come to us expecting that Trent Radio will be something more like the "podcasting" they know from the Internet. Training new programmers has had to focus on "radio as ephemeral" to explain the difference between what happens here, and what happens on the Internet. Because programmers this year have been emulating the qualities of their favourite podcasts, the shows this year have been unpolished but earnest, with an emphasis on a "live" feeling.

The composite 2015-16 programmer is highly community oriented, but also very connected to the Internet, seems merged with their cell-phone, but believes strongly (and seemingly innately) in the power and presence of radio.

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

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

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

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

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

This year highlighted the importance of consistent Operators. In January, three of our dozen operators left their positions for various reasons, mostly because of an increase of class responsibilities and a change in their schedule during the second term. It can be difficult to recruit Operators part way through the season, so emphasis in the future should be on Operators who are aware of their schedule year-long.

**Regular Programming** The distribution of content categories between Spoken Word content, Popular Music and Special Interest Music each take up roughly a third of the programming schedule. There were only minimal changes in the content distribution from last year. Category 1 (Spoken Word) was up 1%, Category 2 (Popular Music) was up 2%, and Category 3 (Special Interest Music) was down 3%.

**Perceived Sea Changes** Given the direction of programming this year I see our programmers moving even further towards content that is like a podcast: live, candid, and sincere, as opposed to a more polished or commercial-like approach.

Also, the transition between the Fall and Spring sections of the season is becoming more pronounced as Trent University shifts even farther towards a schedule where classes are separated by terms. The average student's class schedule is completely different in the Fall than it is from the Spring.

As much as it would greatly complicate Trent Radio's structure, if this situation becomes more pronounced, we may have to someday look at adding a third season of programming - destroying the schedule before Christmas and accepting new submissions for a new January start.

### **Trends 2015-16**

- Vinyl
- Podcasting
- Programmers Having Non-local Telephone Numbers

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

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

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

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

Opening up Trent Radio House is the key priority for morning Co-op students, whereas with the afternoon Coop maybe conducting interviews with touring bands and other interesting people coming through Peterborough. There were no morning Co-op students this year, however; in both terms our Co-op placements were for the afternoon.

In the first term of the 2015-16 season, our Co-op student was Josh Sebek from Adam Scott C.V.I. Josh took an active role in radio production, helping with the Live & Local Echo productions, running the Entre Season, and eagerly participating in regular and special event programming even after his Co-op term ended.

During the second of the 2015-16 season, Alex Klatt from Thomas A. Stewart Secondary School was a more passive Co-op placement, but enjoyed (in his relax manner) reading community announcements and participated as a voice actor in the last Live & Local Echo radio drama.

## **Goals & Results 2015-16 with Plans for 2016-17**

**Goal #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.

**Result:** This year Trent Radio hosted tremendous live performances. We seemed to cover every aspect of performing in Peterborough, featuring interviews and roundtables with such organisations as the Peterborough Improv Guild, the Electric City Magazine (only a few days after their first issue was released), the Peterborough Poetry Slam, many tremendous musical acts such as Doug Kennedy, The Griddle Pickers, and a noise-experiment with Bennett Bedoukian, as well as several live radio dramas. This project was a great success for networking with Peterborough arts communities, and for emphasising the power and appeal of live radio.

**Plan for 2016-17:** To use the contacts gained through this experience to channel those individuals into continuing amazing live radio under their own initiative.

**Goal #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.

**Result:** The operating schedule was full this year except for one weekday afternoon, which allowed the Programme Director much grace to focus on the Live & Local Echo Project. Production Manager Jill Staveley developed and printed an Operator Training Manual that assisted in educating operators on their duties, a fourth of whom were new to the position this season. However, three operators were lost to people's changing January schedules, and it was difficult to find new Operators to fill those spots.

**Plan for 2016-17:** Operator recruitment is perhaps the most important job of the Programme Director. With capable and well-trained volunteer Operators the broadcast hours can expand, because there are always many people wanting to programme, but only a few people willing to take responsibility for programming. Next year should focus on the recruitment and retention of capable, reliable operators who can continue through the whole of the broadcast season.

**Studio A 2015-16:** New programmers must sign up at a scheduled time for orientation and training in the on-air studio, before their first show. Studio A Training sessions are held 3 times a week during the Fall Season until the end of October, then tapering off to once or twice a week thereafter. Each session is two hours in length, and divided roughly into two one-hour sections. For the first hour the General Manager, John Muir provides orientation as to the history and remit of the organisation and community radio in general, to better focus newcomers' self-directed exploration of creative opportunities and potential responsibilities.

For the second hour of training I lead the trainees through the technical aspects of the studio equipment (how each button and dial works), informing them of various legal concerns, operational procedures, and CRTC regulations. Trainees are then invited to read public service announcements on the air. By the end of the two-hour session the trainees are usually exhausted, excited, and eager to get started with their own programmes.

**Studio B 2015-16:** For the first part of the Fall Season the Studio B trainer provides production guidance and instruction for those wishing to use this off-air production studio. Training can be as simple as explaining how to use the logger system, or supporting much more complex multi-track projects. As the season progresses, the number of people needing training declines, so the Studio B trainer turns to producing station identification spots, promotions for programmers, pre-recorded public service announcements, and providing support for special programmes such as radio drama or event days. Management for the position is shared between the Production Director in the first half of the year when training is the focus, and the Programme Director in the second half when radio content is the focus.

This year Josh Skinner was the Studio B trainer. Josh frequently took recording equipment to the Symons Campus or downtown Peterborough to record student events such as the TCSA Election Speeches and the TUMS Battle of the Bands, bringing back the recordings for rebroadcast.

**PD Assistant/Trout Rodeo editor 2015-16:** This position helps the Programme Director with regular weekly clerical work such as maintaining programme logs, promoting event days by putting up posters and distributing other material, chasing down outstanding community membership dues, typing the text broadcast schedule as displayed on trentradio.ca, writing and editing the seasonal broadcast schedule accordion pamphlet version of "Trout Rodeo", and producing and distributing of the "Year in Review" version "Trout Rodeo", and generally doing whatever odd-jobs around Trent Radio the PD needs done.

This year the PD Assistant position was again held by Hayley Raymond, a third year History Major. She did a wonderful job with both the 'leg-work' of our distribution and the day-to-day of correcting programme logs, helped with the Live & Local Echo broadcasts, and drew this year's picture schedule. She is expected to return to the position in the fall for her last year.

### **Fundraising 2015-16**

This year continued our tradition of Thursday night pub nights held at Sadleir House as part of the "Jolly Hangman Pub Series". The Good n' Country 24 Hour Radio Marathon, however, remains our most popular fundraising event.

Thu 24 Sep 2015 "Welcome Back Trent Radio" Pub Night held at Sadleir House

Thu 11 Feb 2016 Geek Day Pub Night held at Sadleir House

Fri 22 Apr 2016 at noon Good n' Country Marathon



## Programming & Events Highlights in Review

### September 2015

Mon 01 Arthur Newspaper begins publishing Trent Radio articles on a weekly basis  
 Tue 08 Pre-Season began & TIP & OSWP positions began  
 Tue 08 Special week-long Pre-Season TCSA coverage began  
 Mon 14 Co-op Interviews began  
 Tue 15 Programme Proposal Workshop at the Peterborough Public Library  
 Wed 16 Clubs & Groups Day on campus  
 Wed 16 Programme Proposal Workshop held at Bata Library at Trent University  
 Thu 17 Programme Proposal Workshop held at Sadleir House  
 Thu 17 Programme Proposal Workshop held at Trent Radio House.  
 Fri 18 Programme Proposal Deadline & Programming Committee Meeting  
 Fri 18 Artsweek special programming event day held  
 Mon 21 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 "Welcome Back Trent Radio" Pub Night held at Sadleir House as part of the 'Jolly Hangman Pub Night' series.

### October 2015

Tue 13 Trout Rodeo schedule accordion pamphlets made available

### November 2015

Mon 02 Programmer Review meetings began  
 Sun 22 Trent Radio Annual General Meeting

### December 2015

Thu 10 Trent Radio & Sadleir House "Brew-Ha-Ha" Holiday Party  
 Fri 11 Fall 2015 broadcast season ended at noon  
 Fri 11 Trent Radio End of Season Open House held  
 Mon14-Fri18 EntreSeason /w Co-op Student Josh Sebek directing

### January 2016

Mon 04 Spring 2016 Season began  
 Tue 19 Radio Reads event day held on-air  
 Fri 22 Spring Edition "Trout Rodeo" fold-out pamphlet made available

### February 2016

Thu 11 Geek Day event day held on-air  
 Thu 11 Geek Day Pub Night held at Sadleir House

### March 2016

Tue 15 Trout Rodeo Year In Review distributed

### April 2016

Sun 17 Summer Programme Proposals due at 12:00 noon  
 Sun 17 Summer Season Planning Session noon Trent Radio House  
 Sun 17 End of Spring Season Open House  
 Mon 18 Deadline for Application for the Summer Operations and Information Manager position  
 Fri 22 End of Spring 2015 broadcast season at noon  
 & Good & Country 24 Radio Marathon begins

### TIP & TWSP Staff 2015-16

TWSP PD Assist. & Trout Rodeo Editor - Hayley Raymond  
 TIP PM Assistant - Mauricio Interiano  
 TWSP Physical Plant – Mercedes Mitchell  
 TWSP StudioB and Digital Editing Trainer - Josh Skinner  
 TWSP LCPA (IMA) - Liam Kennedy-Slaney

### High School Co-op Students:

Fall15 Josh Sebek - Adam Scott C.V.I.  
 Spr16 Alex Klatt - Thomas A Stewart Secondary School

### Regular Staff

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

### Operators (ss = self-support)

Sun am: ss / aft: ss / eve: Geoff Barnes & Mike Barrett  
 Mon am: Shannon Culkeen / aft: Sarah Milner / eve: Emily Minthorn & Christopher Lawson  
 Tue am: Matthew Poppleton / aft: Rob Hailman / eve: Theresa Chomko  
 Wed am: Marty Cleary / aft: Dylan Flippance / eve: Pat Reddick  
 Thu am: Alex Karas / aft: ss / eve: Sarah Milner  
 Fri am: Hayley Raymond / aft: Jack Smye / eve: Jeffrey Moore & Cameron Schettler  
 Sat am: ss / aft: ss / eve: Jeffrey Moore & Ayesha Barmania

## STATEMENT OF PERFORMANCE

Overall, it is my opinion that:

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

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

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

All sponsorship sheets are completed and kept for one year.

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

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

Description	Spr11	Fall11	Spr12	Fall12	Spr13	Fall13	Spr14	Fall14	Spr15	Spr16
Total live b.casting hours / week	83	84	84	87	87	80	80	83	83	80
Number of Producers	101	106	110	110	111	101	102	106	123	94
Number of Programmes	89	96	98	86	92	84	85	88	97	81

Content Category Stats prepared for BoD 20 April 2016 / James Kerr, PD

Content Category	CRTC Required	TRadio Required	Fall/Spr AY12-13	Fall/Spr AY13-14	Fall/Spr AY14-15	Fall/Spr AY15-16
<b>Category 1 - Spoken Word</b>	Min 15% of all programming*	Min 25% of all programming	30%	32%	28%	29%
SubCat 11- News			-	-	-	-
SubCat 12 - S/W Other			50.40hrs	54.04hrs	46.58hrs	49.38hrs
<b>Category 2 - Popular Music</b>		max 60% of all music	53.61hrs	54.00hrs	52.30hrs	53.53hrs
			47%	47%	43%	46%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		19.53hrs	19.00hrs	17.83hrs	17.91hrs
			36.5%	32.1%	34.0%	33.5%
SubCat 22 - Country & C'try Oriented			12.15hrs	12.03hrs	11.21hrs	12.44hrs
SubCat 23 - Acoustic			19.89hrs	20.24hrs	20.28hrs	20.47hrs
SubCat 24 - Easy Listening			1.98hrs	2.30hrs	2.40hrs	2.72hrs
<b>Category 3 - Traditional &amp; Special Interest</b>	min 5% of all selections	min 5% of all selections	59.90hrs	59.90hrs	68.35hrs	63.81hrs
			36%	36%	41%	39%
SubCat 31 - Concert			2.66hrs	4.35hrs	3.41hrs	3.47hrs
SubCat 32 - Folk & Folk Oriented			12.37hrs	13.14hrs	13.51hrs	15.09hrs
SubCat 33 - World Beat & International			11.86hrs	11.34hrs	11.27hrs	11.81hrs
SubCat 34 - Jazz and Blues			6.68hrs	7.29hrs	10.13hrs	8.25hrs
SubCat 35 - Religious			7.84hrs	6.05hrs	8.27hrs	7.56hrs
SubCat 36 - Audio Art			18.49hrs	14.52hrs	20.54hrs	17.63hrs
<b>Total Category 1</b>			1563hrs	1676hrs	1444hrs	1580hrs
<b>Total Category 2</b>			1662hrs	1674hrs	1623hrs	1713hrs
<b>Total Category 3</b>			1858hrs	1656hrs	2125hrs	2042hrs
<b>Total Category 1, 2, and 3</b>			5083hrs	5006hrs	5192hrs	5335hrs
<b>Broadcast Weeks this Season</b>			31	31	31	32
<b>Regular Programming (avg hrs / week)</b>	Min 42 hours	Min 42 hours	86.52hrs	80.4hrs	83.43hrs	80.24hrs
<b>"Hits" Played</b>	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
<b>Advertising &amp; Sponsorship</b>	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

## Production Manager's Report - April 2016

Prepared by Jill Staveley

**INTRO:** Another year, another success. We are growing and evolving quite steadily these days, and it is an honour to be part of this transformation. Much gratitude to all my co-workers, and the dedicated volunteers and participants in our incredible community project we know as Trent Radio.

### PROJECTS:

**(i) Radio Free Peterborough/Local Content Project (Ongoing):** Through the CRFC Radiometres 2015 "Live & Local Echo" grant, we have continued to bring community members to Trent Radio House for interviews, radio dramas and live music/spoken word performances in the Kitchen and StudioC. These opportunities have provided us with new contacts and sources for local content acquisition, as well as the opportunity to create biographical and support content for the project in general (in audio form). The L&LE also devoted hours for the Local Content Project Manager (see report attached) to process analogue audio artefacts, scan and input supporting graphics and liner notes for collection items, and assist with our collections policy revisions.

**(ii) Production Projects:** Through the L&LE grant we devoted time and energy to the production of regular live music and radio drama broadcasts. Our goal has been to include more community members in the direction and planning of the broadcasts, and allow Trent Radio to act as technical support and advisors. With a mixed team of staff and volunteers, we are now able to produce a range of creative content without relying entirely on Trent Radio staff for creative, organisational and production energy. I'm sure this will ebb and flow over the years, but we have amassed the gear and skills to quickly set up for a wide range of production styles within and around Trent Radio House. Now we just need adequate storage and some fancy ways to effectively make StudioC a functioning multi-purpose space able to facilitate board meetings, archiving, production, workshops and programmer break-out space with ease.

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

### TWSP/TIP:

We had a good blend of new and returning TWSP/TIP employees this year. In my opinion, we are using our TWSP hours effectively with the current distribution of hours.

**(i) ProdT/STUDIOB (TWSP):** Mike Lobovsky returned in the Fall, and then decided he wanted to participate in the year abroad program through Trent. Joshua Skinner was hired on as StudioB Trainer in November to complete the remaining hours for the position. It was a relatively smooth year for production, creating and maintaining a current roster of back-up shows (downloading logger files), and supporting student groups with special recording projects and event promotion. M.Lobovsky (Fall): 8 programme promos, 4 new back-up shows, 83 logger back-up shows, 11 training sessions (17 programmers), 4 special production projects. J.Skinner (Spring): 10 PSAs, 16 programmers trained, 3 off-site project, 5+ special production projects.

**(ii) LOCAL CONTENT MANAGER ASSISTANT:** This is a new position to Trent Radio. When we began our Archive Restoration Project, the position was no longer needed. We felt that our staff resources could be used most effectively by offering Matt Jarvis support completing archiving processes. Liam Kennedy-Slaney took the position in the Fall, and was an exceptionally quick learner, and tremendous asset to all of us this year. The new LCM Assistant position is designed to not only support Matt, but also to provide support for Local Content projects at Trent Radio in general. We will continue to develop this position in the future with other staff members.

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

Mauricio assisted with tech/production set up, operation and tear down for the Live & Local Echo broadcasts, and has assisted with numerous tasks associated with the Archive Restoration Project. Basically, he has been an extremely valuable assistant for me throughout the past few years, and I am simultaneously proud and devastated to see him graduate and move on to new and exciting learning and living opportunities outside of Peterborough. I wish him much joy and success in all future endeavours.

**(iv) PHYSICAL PLANT (TWSP):** Mercedes Mitchell returned for her second year with Trent Radio, and will be back again in the Fall 2016. Her ability to communicate and work independently is excellent, appreciated and duly recognised. It is often difficult to find a suitable fit for this position, and I feel very lucky to have her here.

**(v) PD ASSISTANT:** Hayley Raymond, under the primary direction of James, successfully participated in some production and broadcast projects outside of the usual PD Assist job description. Hayley will be returning in the Fall.

#### **GRANT APPLICATIONS and PROJECTS:**

**(i) Community Radio Fund of Canada – radiometers 2015/16 (\$50,000):** We submitted an application for \$50,000 to cover 3 main goals under a collective project title of “Live & Local Echo”. We were able to successfully (i) prioritise Archive Upgrades (including a full inventory of ALL audio artefacts at Trent Radio House, create a plan of action to amalgamate all archives into one cohesive storage and access system, upgrade LCMP as well as implement a simple user interface for programming purposes that will work effectively for all audio archive resources and programmer tools); (ii) deliver 24 Radio Broadcasts featuring live performances and community member interviews; (iii) scan and post graphics of all Local Audio Collection artefacts as well as digitise all relevant analogue Audio Artefacts, and (iv) most importantly, revise Trent Radio’s Audio Archive Collections Policy to prioritise the collection, preservation and promotion of Local Content. (August 2015 – May 31 2016). For full details on the success of this project, please reference the final report for CRFC that will be available June 2016.

**(ii) Community Radio Fund of Canada – radiometers 2016/17 (\$50,000):** The deadlines and project timelines have consistently been moving around within the CRFC. This year, they moved the application deadline from February 2016 up to October 2015, and the project time line with a start date NO LATER than May 31, 2016. This was a challenge, and is basically backwards from how we had been running the grant projects up until this point. We were able to prepare and submit a successful application for “The Story Machine Project”. It is still in formation, but will include 4 distinct goals: (1) LCMP will create a ‘how to’ book on the LCMP, and will initiate contact and communication within the national c/c radio community, (2) Trent Radio will survey and perform outreach activities to a wider geographical region for new participants and community contributors, (3) Trent Radio will edit and publish updated and relevant user manuals and support documents for volunteers, staff and community participants, and (4) Trent Radio will work with Community Craft Mentors and the Museum Management & Curatorship Program at Sir Sanford Fleming College to deliver a two-tiered workshop based production opportunity (distinct and different expectations for SSFC students and Trent Radio Community Participants) to learn about, produce and broadcast audio projects featuring specific or distinct aspects of Peterborough’s History. (May 31, 2016 – May 31, 2017)

**(iii) Community Radio Fund of Canada – Youth On Air \$10,000:** Year two of this funding stream. We applied for a Summer Events Intern Correspondent position, and have been awarded funding. The SEIC will primarily focus on producing Smooth Operator daily, and, depending on funding we receive from Canada Summer Jobs, will assist with general operational duties over the Summer ’16 Season as needed to meet compliance, safety and organisational requirements. (May 02 – Aug 26)

**(iv) NCRA/La Fondation canadienne pour le dialogue des cultures – Rendez-vous de la Francophonie \$1500:** This opportunity came up in the fall with a VERY short turnaround time. After we were awarded funding, the production deadline was extended by 2 weeks, and we began working with Mounira Benallou to create French language content for the project. With extensive support from Trent Radio Staff, Mounira produced a 30 minute broadcast telling of her experiences as a Francophone and New Canadian in Peterborough, and featured a clip of her weekly French Language Conversation class held at the NCC. Though we experienced some communication issues with the coordinator of the project, ultimately, we were proud to be part of such a great initiative, and delighted to broadcast RVF content produced from across Canada on Trent Radio weekly between January and March 2016. I hope to produce a French Language Programme in the Fall with Mounira.

**(v) Canada Summer Jobs:** We submitted an application for [2] full-time positions who would work together to manage Trent Radio House, our Summer Executive Producers and Programmers as Summer Operations & Information Manager. We have heard that the funding pool has increased this year, and that some other organisations have already been granted funding. I’m not holding my breath, but am hopeful for a small increase from last year’s funding.

**(vi) City of Peterborough Community Grant (\$3,000/year for 3 years):** Last year we applied for \$15,000 for project funding to support the priorities of the LCMP. We were not successful, but were granted \$2,500 for the year (similar to previous funding allotments). This year we applied to the City for a 3-year Operating Grant (\$3,000/year). It is our inference that the city won’t increase our funding because it sees us as being part of Trent University. We will continue to explore opportunities to clarify that we are, in fact, not associated with Trent University, and that we are a Community Broadcast Facility with a not for profit Charitable status, who happens to be funded by Trent University Students through an annual levy.

**SPONSORSHIPS:** This is always a work in progress, as John, James and I aren’t really the best sales-people in the world, We keep waiting for the perfect volunteer to come and save this sinking ship of sponsorship. We have Sadleir House (in-kind), Sam’s Place (\$500), and Renegade (\$500). We should consider a new model for this venture if we want to increase sponsorship revenues.

## LCPM Report 20160411 – Matt Jarvis

As of the writing of this report the Trent Radio Local Content Project contains

*(hh:mm:ss)*

Category 21 – 713:44:52

Category 12 – 54:06:08

Category 36 – 46:35:34

*(Count by medium - #s indicate albums/collection of recordings)*

Cassette – 213

CD – 577

Digital Collection – 740

Reels – 7

LPs – 13

7IN - 5

*(Artwork - #s indicate albums/collection of recordings)*

Cover art – 1066

Supporting art – 682

### Notes:

- As per current Radiometres grant, 7 ¼ inch reels were sent to be processed out of house. More reels were initially discovered but were found to be in unusable condition after thorough inspection.
- As per current Radiometres grant, +100 cassettes have been digitized and metatagged, including the entire contents of the ARTSPACE audio archive. +500 pieces of supporting album art (all art included in a physical album excluding the cover image) and +1000 pieces of cover art have been scanned and edited to archive specs (72ppi 480x480 jpg)
- a particular focus was put on researching Peterborough hip hop this year. This push came from the discovery that Trent Radio's archives contained no local hip hop records at all (travesty). Since October 2015, 67 locally produced hip hop records have been added to the archive and 6 broadcast ready interviews have been produced featuring foundational members of Peterborough's hip hop scene and hosted by local hip hop artist Karol Orzechowski AKA Garbageface.
- Engagement with local artists has risen substantially this year, We premiered 3 local records of note, interviewed a diverse selection of musicians on the local archive program, and hosted a successful performance by Saskia Crescentia and Golden Records at The Spill. The concert was recorded for broadcast, and we hope to hold similar events semi regularly.
- A symbiotic relationship was formed with Gabe Pollock of Electric City Magazine, who has been publishing reviews of local records that we are sending to him. Trent Radio is in a unique position to collect music and audio art from off the beaten Hunter St Path and the partnership with ECM fills a gap in promotion that we are not really equipped to fill, nor should we be.

## Operations Report for the Board of Director's Meeting 20 April 2016 v2

Prepared by John K Muir

a Programme Director

b Production Manager

c Financial Statements to 31 Mar 2016 - please see attached

d General Manager's Report

i. The 2016 de-Clutterisation, Cleanup & General Improvement of Trent Radio infrastructure.

1) Driveway & Parking area upgrade recommendation: We have owned the property for 32 years, but have never made any repairs. This Spring it became obvious that it was worn out. So, with that and knowing that better accessibility is being expected of organisations like us, and in consideration of the City's new bike lane bylaws (see below), Jill Staveley pulled together quotes and, with Geoff Barnes, have come up with a good design.

The plan comprises a complete regrading of the whole area, a newly laid asphalt laneway leading in from Parkhill Road and resurfacing the lower parking area with limestone screenings or recycled asphalt. **\$ 11,808.50 + 5% contingency.**

While we are negotiating financial participation from our two neighbours, [the owner to the west (who shares the laneway), and the owner of the former PR townhouses, whose contractor's trucks were up and down delivering to the townhouse renovation site over the 2015 summer], we'll get what we can, but their participation is not contingent - we have to get this done for our own benefit.

It should also be noted that the City has agreed to do some remedial work so vehicles won't scrape on the curb cut. We should also be prepared to install signage, downpipe fixes, and other minor related improvements.

2) Electrical Service Upgrade & Installation of a Standby Generator recommendation:

a) In this case the "service" is the overhead wires running from a telephone pole point of connection to our building's electric meters. There are two "services". One for the upper apartment and another for our own operations. The current hardware is exhausted & rusting with a limited 125 amp capacity. Improving to a 200 amp capacity will give us the opportunity to populate the building with more circuits (plugs) making much more convenient operations. \$ 5,039.80

b) Back in the 1980s all our equipment was more straightforward (not digital, not computers &c). Flicking a switch turned a device on or off, it didn't "launch" anything, a power outage didn't "break" anything, and the radio broadcast industry, as a whole, was much more relaxed about power failures. In order to keep the ads going some licensees used gasoline generators to power lower wattage standby transmitters for a few hours. High cost and lack of big power technology made difficult to do more.

Now, unscheduled power outages seem to have become more frequent, of longer duration, and almost all operations at Trent Radio require our network of stitched together digital devices. A set of four UPS units (uninterruptible power supplies) provide about 30 minutes of protection and power to crucial equipment before their batteries deplete. Beyond that, there is a portable generator available, which, obviously, has to be in place and running within thirty minutes. Setting up the servers, computers, telephone equipment \*after\* power failure is not trivial. With help, it would take most of a day to bring the system backup and ensure that everything is working properly.

There is also the question of whether we should be expected to be on air 24/7 - a term that didn't even exist in 1980.

In 2004, CHEX built a new transmitter hut with a generator to supply all of its tenants.

In 2014, the CRTC mandated that community licensees participate in the new Emergency Alert System (EAS) by 31 March 2016. A full implementation cost us about \$5,300. Some community broadcasters were asking for an exemption because of the very high cost. The CRTC was absolutely clear; we had to do it and we had to pay for it ourselves.

The matter was brought up informally again during an inspiring visit with CRTC commissioner Raj Shoan last month. We indicated that while we didn't want to have had the expense for the EAS, we considered it "the price of admission" to be a broadcast licensee. The response from Mr. Shoan was vehemently in favour of this approach. When we mentioned that we were considering putting in a standby generator and that it could cost us a whopping \$15,000, the commissioner advised us that we needed to invest in equipment such that we could fully exploit our spot on the FM band, or WE MIGHT LOSE IT. Further it was said that if FM broadcasters did not fully exploit the FM band as a whole, we'd might lose that too. We need a standby generator. **\$ 15,760.38 + 5% contingency**

3) Mould Remediation & Basement Purge: A nest of basement mould has been cleaned up. During the upcoming shutdown, the contents of the basement which are to be sorted, with some items remaining, and others leaving to diverse destinations such as the Media Commons Library, at UofT, or the dump. We will be hiring a van and some extra muscle.

- ii. Special financing arrangements will be re-established this summer to provide for expenditures relating to paying for improvements & grant projects.
- iii. Good 'n Country Jamboree 22 Apr 2016 - Barb Holtmann and Stephanie Bolender organising and hosting!
- iv. National Campus/community Radio Conference (NCRC); We working on how to have James Kerr & Matt Jarvis participate, in this years conference which is being held in Ottawa this June.
- v. Offsite backup: We are exploring options for network attached offsite backup.
- vi. Parking at Trent Radio and on George Street. Currently there is no parking on either side of George Street leading down from Barnardo to Parkhill. This has caused problems when our parking lot is full and our out-of-town programmers want to get to Trent Radio House. In addition, some townhouse tenants have been parking on our area. It is recommended that starting this Fall, programmers identify their parking needs (for themselves and their guests) and be allocated permission, shown where and how to park, and participate in ensuring things run more smoothly. We are asking the City to reconsider, and to provide for some parking on the east side of George.
- vii. Is there such a thing as a IP change detector.

viii. As the Production Manager reported the Community Radio Fund of Canada has recently awarded Trent Radio two allocations;

1) a "Youth on Air" grant. **Budgetary:** The CRFC will provide \$10,000 funding for the following expenditures;

Expenditure	CRFC
Intern Salary – SEIC (including MERCs)	8,265
Supervision & Mentorship: 70 hours	1,380
Project coordination & technical expenses related to the project	355
<b>Totals &gt;</b>	<b>10,000</b>

**Trent Radio: Youth on Air 2016. Timeline:** The project is to run from 01 May to 26 August 2016.

The Summer Events Intern Correspondent will be responsible for both administrative and on-air duties. This will include seeking out, researching, and producing regular programming that will promote and provide information on a wide range of local events, active community members/groups and organisations within Trent Radio's broadcast range; assisting with the day-to-day operations of a Community Broadcast Facility; producing an 8-part series featuring the work of The New Canadians Centre as they support relocation, integration and well-being of refugee families in the Peterborough region.

2) a "Radiometres" grant. **Budgetary:** The CRFC will provide \$50,000 funding for the following expenditures;

Expenditure	CRFC
Community Outreach Development Manager	12,000
Story Machine Project Manager	28,000
Local Content Project Manager	2,500
Story Machine Craft Mentor Fees	4,500
Story Machine Community Participant Honoraria	3,000
<b>Totals &gt;</b>	<b>50,000</b>

**Trent Radio: Story Machine Project. Timeline:** The project is to run from 22 Aug 2016 - 30 Jun 2017

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.

### On Being Unwell

I am very grateful to everyone and observe their ongoing good nature and good humour. So much is getting done, and so well. The Board should recognise Jill Staveley's leadership, as she and I co-pilot Trent Radio into the summer.

[end]