

TRENT RADIO BoD AGENDA
19 October 2016 at 7:15pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 20 April 2016
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached
 - a Local Content Project Manager
 - b Community Outreach Development Manager & PD Assistant
 - c Production Manager, RRF, Deputy General Manager report
 - d Financial Statements to 31 August 2016
Additions to Assets to & post YE16; Major R&M Expense YE16
& Preliminary Student Membership estimates for YE17
 - e General Manager's Report includes 2015 SEIC & SOIM reports
06. Any Other Business
 - Setting the Nominating Committee and reviewing Nominating policy.
07. Setting the dates for the next Board Meeting 09 November 2016?
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 20 April 2016 at 7:00 pm.

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

R E G R E T S: Steve McNabb

Also Present: James Kerr, Programme Director;
Jill Staveley, Production Manager, 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 7:05 pm, with Alyssa Jeffrey 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 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 Programme Director, the Production Manager, and 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 22 Jun 16 @ 7pm and there being no other business, the Meeting was adjourned at about 7:30pm.

Alyssa Jeffrey, Secretary

John K Muir, VP & GM

For BoD 2016-10-19 LCPM Report prepared 2016-10-12 - Matt Jarvis

Accomplishments for summer season 2016

(Laid off during the summer months)

- Attended NCRC 2016. Gave a formal presentation on Trent Radio's LCMP and its theoretical relevance to the C/C radio community. Initiated contact with relevant parties across the country.

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

- The creation of "how to make a standardized local audio management system" documentation and to provide this documentation to other campus/community radio stations across Canada.
- Development of promotional content to describe Trent Radio's Local Content Management Project.
- Connecting with relevant individuals within the Canadian community/campus radio community to discuss the development of a common platform for local content management.
- Increase the recording of significant local events for subsequent broadcast (ephemeral or archival on a case by case basis)
- Continue and expand the collection of local audio recordings for inclusion in our archive.

Obstacles to overcome:

- ~~Hiring~~ and training support staff

**For BoD 2016-10-19 Community Outreach Development Manager
& PD Assistant Report: Fall 2016 – prepared by Mauricio Interiano & Hayley Raymond**

1. Outreach

Events attended and hosted for outreach:

Sadleir Open House - September 8th

Clubs and Groups Day Wednesday - September 14th

Trent International Program TIP CAMP Training August 31st

Disorientation Week Display - September 15th

Clubs and Groups Training - September 25th

Programme Proposal Workshop (4)

- Bata Library - Wednesday 14th September

- Trent Radio House - Thursday 15th September

- Sadleir House - Thursday 15th September

- DBIA - Tuesday 13th September

(instead of the Peterborough Library since it is under renovations)

Maybe adding the DBIA as another location can help

Facebook Event for Programme Proposals - Very important, it works as a reminder and another setting to share information and reminders to prospective programmers.

Call for Operators:

Facebook event and Posters were made to spread the word.

New Posters for recruiting operators were up downtown and on campus.

Operators Information Session: An information session for was hosted at Trent Radio to inform potential new operators.

With the incredible help of Matt Jarvis and Jill Staveley we were able to reach out to a variety of community members and students to bring together a fresh and strong group of Operators for this season.

2. Programming We received around forty (40) Programme Proposals by Thursday the 18th. The rest of the Programme Proposals arrived very close to the deadline on Friday the 19th at noon. This made it very difficult for me to have a general idea of the schedule, so I suggested making calls during the weekend, instead of that same Friday afternoon.

Fall Programming numbers:

92 Shows

3 (1) hour training sessions a day

3 Smooth Operators

2 Shows for co-op students

Air time: 168 Hours (91 hours of Programming) (77 hours of Radio Free Peterborough)

SU 6hrs MO 16hrs TU 13hrs

WE 15hrs TH 14hrs FR 13hrs SA 14hrs

31 Operators - We have 15 more operators than last year.

(12 new operators & 19 returning)

(22 Community Members & 9 Students)

111 Programmers

(55 students & 56 community members)

27 New trained programmers

3. Training

We tried to book programmers for training when making calls, instead of sign-up sheets on the board. (HAYLEY - I think this worked well! We reached lots of people and everyone signed up when we called.) Smooth Operator was booked for training during the first week to accommodate the large number of new programmers.

4. Trends

*Video Game themed music

* Podcasts (more programmers are also uploading their shows on other platforms)

* Guests (there is a small increase in having guests on shows)

PD Assist Reflection/Thoughts – Hayley Raymond: This year we could have figured out the Operators' Meeting a lot better. Jill, Mauricio, and I had trouble formulating a way to put together the schedule that would involve the Operators' help, but we called a meeting anyways and I think lots of people were confused about why they were there since it ended up that just Mauricio and I put the schedule together anyways. There were also too many people for the small space of the Trent Radio House kitchen, and we didn't have any snacks there. Even though Mauricio and I managed to piece the schedule together just fine on our own, it's my opinion that we should figure out how to actually get the Operators more involved in the process so that they feel (and are) more involved, empowered, and necessary.

It may also be worth noting that only 2 (?) people showed up for any of the 4 Programme Proposal Review Workshops, which in my experience is how many, if not more than, usually show up. Perhaps the purpose and/or effectiveness of these workshops should be reconsidered before next year.

It is October 11 as I write this, and the Trout Rodeo pamphlet is still not finished. According to the Diary, it should have been all printed out, folded, and made available in the kitchen and distributed downtown for everyone today. The text side is done, however I've had trouble getting through drawing the pictures by myself in the limited number of hours I work each week (and since I've been busy with school and other projects outside of those hours). However, as I write this my plan is to stay as long as I need to tomorrow to get them all done and the Trout Rodeos printed out and distributed.

October 13 - Trout Rodeo pamphlet is done.

Additional Programme Schedule Planning Notes from Jill Staveley:

***It should be noted that some programmers need additional training or assistance with the actual production of their programme. This information is not always evident on a paper version of a Programme Proposal. Meeting with, and talking to programmers directly by the PD has always been part of the process – and while Operators feel included and involved – Fall Season Planning is generally arranged by the PD, and then roles/responsibilities assigned and delegated to volunteers. A Membership Database of sorts (including special information about programmers that they would assume we know from year to year) may be a good resource if the staff member overseeing Programming is changing regularly.*

I also think that it would be valuable to reach out to previous Programme Directors with a list of questions regarding processes and ideas about how to facilitate the process, and why certain things should be done certain ways.

For BoD 2016-10-19 Report from Jill Staveley (PM, RRF, DGM) prepared 2016-10-18

RECAP: SUMMER 2016

The main focus of the summer was to encourage volunteers to take a more proactive role in organising, maintaining and producing the Summer Season. Our SOIM (Hayley Raymond) worked to ensure that EPs were supported, but that they took responsibility for initiating Project Days, and for arranging other approved volunteers to cover for absences etc.

With the successful experiences hiring Mauricio Interiano as SEIC, and Hayley Raymond as SOIM, I believe that Trent Radio should recognise a positive connection between the knowledge and skills developed by TIP & OWSP employees, and successful candidates for Summer Employment Opportunities: the opportunity for contract staff to gain a true experience of putting into action all the different skills they have learned through part-time and occasional support jobs during the school year.

Please see SEIC & SOIM reports for details.

NCRC'16: Both Matt Jarvis & James Kerr attended the NCRC in June 2016 with funding support from the NCRA. They each delivered workshops to enthusiastic audiences, their reports are insightful, and available upon request

FALL 2016

A time for reflection and growth. We have seen major changes recently, and Trent Radio is remaining calm and solid as we process our new situation, opportunities and re-evaluate who we are and how we do things. It is a wait and see process. We cannot fit Trent Radio into a mold – we need to wait and let it unfold in front of us.

Throughout this process, we are all taking great care to write down/record our experiences, and to ask questions of what we do, how and why we do it every day.

STAFF:

Local Content Production Assistant - Mike Lobovsky has taken on this role. His first assignments have included creating current back-up shows from the logger, cleaning up the Smooth Op folder, and training our new StudioB trainer. This position will include support for Trent Radio in general, but will focus on the Local Content Management Project and Local Content Projects in general.

Production Trainer/StudioB - Jillisa Joshua, a second year student with experience with music and video production, is filling this role. She is extremely capable and independent, and I look forward to working with her this year.

Physical Plant - Mercedes Mitchell is keeping things clean and in order once again. The system is working well (Sun/Wed), and it seems to be smooth sailing.

PD Assist- While we don't have a PD this year, Hayley Raymond is back to support all jobs associated with Programming. She has been a valuable resource, and I know that we could not have survived September with such grace and ease if she weren't around to help keep things in order.

TIP – We interviewed Daniela Leal, a first year student, and were very excited to welcome her on board to fill the TIP position of Local Content Production Assistant. When she went to apply for her SIN, she discovered that there was an administrative error with her documents – and that she was not yet eligible to work in Canada. With help from TIP staff, Daniela is in the process of changing her Study Permit, and will commence working at Trent Radio once she is legally eligible.

HIGHSCHOOL CO-OP –We accepted 3 Co-Op Students (1 morning key holder Darby White-York; 2 afternoon Lizeh Basciano & Andie Rodda), and are working with them to re-establish a set of responsibilities that will allow Operators to produce Smooth Operator, and keep our Co-op students busy and engaged.

16-17 PROJECTS:

CUST2035 – A project we usually undertake in the Fall through Liam Mitchell's Media Studies course at Trent University. Students are responsible for attending a training session, developing a programme proposal, communicating with TR staff for guidance, and producing a 1-hour broadcast. We will continue to offer this opportunity, but will facilitate the sessions in January/February – a less busy time for us.

CRFC RADIOMETRES '1617: Story Machine is a 3 part project under the direction of 3 staff positions. The goals of the grant will directly affect the direction and priorities for the upcoming year. All staff members will contribute to these goals in some capacity.

(i) Story Machine Project Manager (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;- Jill Staveley);

(ii) Community Outreach Development Manager (developing and implementing effective outreach procedures to include a broader range of community members in the production of exceptional quality Producer Oriented Broadcast Content ; 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; - Mauricio Interiano):

(iii) Local Content Project Manager (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.- Matt Jarvis).

Measurable Goals Include:

CODM: Conduct 10 regional surveys to gain statistics regarding who is participating with, listening to and aware of Trent Radio. / Deliver 5 Informational sessions in communities where there is little to no engagement with Trent Radio (as determined by the regional surveys) / Redevelop, publish (both online & In print) and distribute new Support Documents (at least 4 distinct documents) covering topics relevant to: Programmers, Operators, Board Members, Trent Radio History, Technical Skill Support for Live Broadcast and Studio Based Production Projects.

SMPM: Hire three (3) locally based Craft Mentors for the delivery of the Story Machine Project / Facilitate and record five (5) Craft Mentor workshops, open to Trent Radio Membership, on themes relevant to producing locally reflective historical broadcast content (research and story development, presentation, audio production skills, interview skills) / Select five (5) Story Machine Participants through a public application process, to work directly with our Craft Mentors and produce locally reflective history based broadcast content. / Produce, broadcast and archive (at least) five (5) documentary style, locally reflective segments, each focusing on a specific theme, event or era associated with the history of our geographical region - our analogue broadcast range.

LCPM: Develop initial promotional content to describe Trent Radio's Local Content Management Project, and initiate contact with (at least) 30 C/C Radio Facilities across Canada./ Develop and make available to the public one (1) document that outlines the steps and technology required to build and maintain a Local Content archive.

** Engage with 10 new Trent Radio Programmers through Outreach efforts

PETERBOROUGH PODCASTING NETWORK: A great addition to our community. This is a service/resource that Trent Radio believes is valuable and worthwhile – but has never truly been in our realm of priorities. We will work towards a mutually beneficial partnership/relationship with the PPN this year.

Trent Radio Comparative Balance @ YE16 & YE15 subject to Financial Review // prepared 16 Oct 2016 jkmuir@trentradio.ca

ASSETS	Balance @ 2016-08-31	Balance @ 2015-08-31	Change	LIABILITIES	Balance @ 2016-08-31	Balance @ 2015-08-31	
CURRENT ASSETS				CURRENT LIABILITIES			
Raffle & Bingo Acct	-	-	-	Accounts Payable	(1,919.01)	(2,002.75)	83.74
Boost & Freq Acct	-	-	-	Contract Obligation	-	-	-
General Funds Montreal	9,639.32	29,096.30	(19,456.98)	Deferred Income	80.00	31,300.00	(31,220.00)
ING Savings	376.61	52.29	324.32	Accrued Liabilities	3,000.00	2,900.00	100.00
Cash In Bank	10,015.93	29,148.59	(19,132.66)	Trillium StudioC	-	-	-
Petty Cash: Programming	-	-	-	CPP Payable	-	(0.00)	0.00
Petty Cash: Admin	(40,000.00)	135.91	(40,135.91)	UIC Payable	-	(0.00)	0.00
Petty Cash: Summer Admin.	93.50	-	93.50	Income Tax Withholdings	-	0.00	(0.00)
Term Deposits	-	-	-	Receiver General Net	-	(0.00)	0.00
Accounts Receivable	17,852.00	3,772.26	14,079.74	Health Benefit Payable	-	-	-
Doubtful Accounts	-	-	-	Other Withholdings Net	-	-	-
Receivables Net	17,852.00	3,772.26	14,079.74	TOTAL CURRENT LIABILITIES	1,160.99	32,197.25	(31,036.26)
Student Levy Receivable	-	-	-	LONG TERM LIABILITY			
Prepaid Expenses	1,596.04	1,691.61	(95.57)	CO Long Term Loan	42,828.63	45,899.39	(3,070.76)
TOTAL CURRENT ASSETS	(10,442.53)	34,748.37	(45,190.90)	Deferred Contribution	-	-	-
				TOT. LONG TERM LIABILITY	42,828.63	45,899.39	(3,070.76)
FIXED ASSETS				TOTAL LIABILITIES	43,989.62	78,096.64	(34,107.02)
Land	10,000.00	10,000.00	-	NON-SHARE EQUITY			
Buildings	168,848.10	137,008.36	31,839.74	Retained Surplus/(Deficit)	(1,133.81)	(20,972.31)	19,838.50
Office Equipment	20,774.21	20,774.21	-	Previous Year-end Adjustments	-	-	-
Technical Equipment	258,563.13	258,563.13	-	Net Retained Surp/(Def)	(1,133.81)	(20,972.31)	19,838.50
Technical Renovations	9,913.00	9,913.00	-	Current Surplus/(Deficit)	20,755.86	19,838.50	917.36
Fixed Assets at Cost	468,098.44	436,258.70	31,839.74	TOTAL NON-SHARE EQUITY	19,622.05	(1,133.81)	20,755.86
Accumulated Depreciation	(394,044.24)	(394,044.24)	0.00	LIABILITIES AND EQUITY	63,611.67	76,962.83	(13,351.16)
TOTAL FIXED ASSETS	74,054.20	42,214.46	31,839.74				
TOTAL ASSETS	63,611.67	76,962.83	(13,351.16)				

Trent Radio Comparative Income Statements @ YE16 & YE15 subject to Financial Review // prepared 16 Oct 2016 jkmuir@trentradio.ca

REVENUE	One Year to 2016-08-31	One Year to 2015-08-31	Change	EXPENSE	One Year to 2016-08-31	One Year to 2015-08-31	Change
GOVERNMENT GRANTS				PERSONNEL			
Federal Grants	7,052.00	2,640.00	4,412.00	Programming Wage	86,643.07	63,916.91	22,726.16
Provincial Grants	7,213.78	4,544.00	2,669.78	Technical Wage	-	-	-
Municipal Grants	750.00	2,500.00	(1,750.00)	Publicity Wage	-	-	-
TOTAL GOVERNMENT GRANTS	15,015.78	9,684.00	5,331.78	Administrative Wage	48,778.33	47,685.42	1,092.91
FUND RAISING				TA Payroll	38,367.37	37,727.28	640.09
Corporations	5,314.29	-	5,314.29	Benefits	3,611.84	2,586.66	1,025.18
Foundations	62,000.00	41,500.00	20,500.00	CPP Expense	7,577.41	5,754.76	1,822.65
Private	3,077.63	5,758.55	(2,680.92)	EI Expense	5,089.57	3,938.82	1,150.75
Leadership	-	-	-	Total Wages & Benefits	190,067.59	161,609.85	28,457.74
Donations "In Kind"	-	-	-	Programming Fees	11,647.29	9,723.36	1,923.93
Net Donations	70,391.92	47,258.55	23,133.37	Technical Fees	-	50.00	(50.00)
Trent Student Memberships	112,505.37	115,531.42	(3,026.05)	Publicity Fees	500.00	9,500.00	(9,000.00)
Commercial & Non-profit	-	-	-	Administrative Fees	2,158.75	1,760.00	398.75
Individual Memberships	720.00	680.00	40.00	Total Fees	14,306.04	21,033.36	(6,727.32)
Discretionary M'ship Exp	-	-	-	TOTAL PERSONNEL	204,373.63	182,643.21	21,730.42
Net Memberships	113,225.37	116,211.42	(2,986.05)	SUPPLY & EXPENSE			
Special Events	518.60	566.66	(48.06)	Publicity & Promotions	284.00	1,112.49	(828.49)
Special Events Expense	-	-	-	Equipment Rental	-	-	-
Net Special Events	518.60	566.66	(48.06)	Line Rental	4,243.20	4,222.20	21.00
Fundraising	604.00	60.00	544.00	Rental Other	17.25	23.00	(5.75)
Fundraising Expense	(966.60)	-	(966.60)	Net Rentals	4,260.45	4,245.20	15.25
Net Fundraising	(362.60)	60.00	(422.60)	Postage & Delivery	67.80	134.61	(66.81)
TOTAL FUND RAISING	183,773.29	164,096.63	19,676.66	Office Supplies	56.83	228.46	(171.63)
EARNED REVENUE				Telephone	839.06	1,395.43	(556.37)
ON AIR Sponsorship	1,000.00	1,800.00	(800.00)	Utilities	4,643.47	4,600.68	42.79
ON AIR Sponsorship Expns	-	-	-	Programming & Licence	3,337.53	2,595.25	742.28
Net ON AIR Sponsorship	1,000.00	1,800.00	(800.00)	Building R & M	8,752.06	7,466.91	1,285.15
Net "RADIO PAPER"	-	-	-	Building R & M Upper Apt	287.95	714.00	(426.05)
Net Other Sponsorship	148.84	372.09	(223.25)	Technical R & M	15,247.73	6,838.19	8,409.54
Tape Sales	-	-	-	Net Repair & Maintenance	24,287.74	15,019.10	9,268.64
Tape Sales Expense	-	-	-	Professional Fees	3,500.00	2,900.00	600.00
Net Tape Sales	-	-	-	Insurance	3,468.26	3,562.74	(94.48)
Rental Income	10,365.00	10,584.00	(219.00)	Travel	197.70	279.94	(82.24)
Mgmt Services Gross	67,034.52	65,577.36	1,457.16	Volunteer Expense	645.78	825.25	(179.47)
Mgmt Services Nonpersonnel Expense	(244.24)	(256.17)	11.93	Bank Charges	523.55	484.00	39.55
Net Misc Sales & Services	-	1,753.31	(1,753.31)	Mbanx Loan Interest	3,965.49	3,966.46	(0.97)
TOTAL EARNED REVENUE	78,304.12	79,830.59	(1,526.47)	Net Interest	3,965.49	3,966.46	(0.97)
MISCELLANEOUS REVENUE				Depreciation	-	8,511.33	(8,511.33)
Interest Income	324.32	0.40	323.92	GST Paid	-	-	-
Miscellaneous Revenue	748.76	-	748.76	HST Paid	2,587.87	1,420.74	1,167.13
Amortisatn Dfrd Contribtns	-	-	-	Bad Debts	-	-	-
TOTAL MISC REVENUE	1,073.08	0.40	1,072.68	Miscellaneous	371.25	(151.77)	523.02
TOTAL REVENUE	278,166.27	253,611.62	24,554.65	TOTAL SUPPLY & EXPENSE	53,036.78	51,129.91	1,906.87
				TOTAL EXPENSE	257,410.41	233,773.12	23,637.29
				NET INCOME	20,755.86	19,838.50	917.36

Additions to assets YE16 & post YE16 to 15Oct2016; Major R&M Expenses YE16
 prepared 161014 / jkmuir@trentradio.ca

Additions to assets	YE16	post YE16	
Electric Service Upgrade	9,003.62	-	
Standby Generator Installed	5,843.62	-	
Accessible Bathroom	1,202.08	36,446.51	
Accessible Entrance	2,740.42	6,357.33	
Driveway Improvement	13,050.00	-	
Totals >	31,839.74	42,803.84	74,643.58

Major R&M Expenses	YE16		
Decluttering	2,083.88		
Masonry	5,120.00		
Audio Maintenance & EAS Install	2,947.50		
Audio Eq & Supply	3,827.31		
Computer Servers & Peripherals	7,680.35		
Total >	21,659.04	-	21,659.04

Total YE16 Expenditures >	53,498.78		
Total YE16 & post YE16 Expenditures >			96,302.62

AYE2016-17

TrentU Student Membership Revenue Reconciliation YE17

2016-17 1st Instalment Cheque Calculation

		TRadio
	Referenda Rate for 2016-17	19.81
	Number of FT Ptbo Students* (preliminary count) 5,389	106,756.09
	Number of FT Nursing Students** (preliminary count) 480	4,754.40
	Number of PT Education Students*** (preliminary count) -	-
	Estimated 2016-17 Revenue	<u>111,510.49</u>
	Amount now payable (??% of 2016-17 Revenue Estimate)	83,632.87
	Reduced by owings to TU AR account Sep 14	-
	TU 2016-17 1st Installment	<u>83,632.87</u>

2016-17 January 2017 Cheque Calculation

		TRadio
	Referenda Rate for 2016-17	19.81
	Number of FT Ptbo Students* (full fee) at 01 Nov 5,233	103,665.73
	Number of FT Nursing Students** (50% of full fee) at 01 Nov 450	4,457.25
	Number of GSA Students (full fee) at 01 Nov 484	-
	2016-17 Revenue Reconcilled to student counts at 01 Nov	<u>108,122.98</u>
	Less: Amount applied to Trent U AR in Sep	-
	Less Installment Cheque Issued Sep	(83,632.87)
	Less: Amount applied to Trent U AR in Jan17	(3,658.95)
	Plus/(Minus) Registration adjustments from:	5,583.15
	Value of Cheque Issued January 2017 - TU 2016-17 2nd Instalment	<u>26,414.31</u>

Total Trent Student Membership Revenue for AYE 2016-17 or YE17 113,706.13

* excludes nursing & graduate students, and students abroad

** Nursing Student Pay 50% of the referenda rate

*** Education Students pay the full rate

COMPARE with previous year

Total Trent Student Membership Revenue for the previous year	115,531.42
Gain/(Loss) on the previous year	(1,825.29)
As a percentage increase/(decrease) on the previous year	-1.58%

COMPARE TrentU Estimate vs Actual

Actual minus Estimated 2016-17 Revenue	2,195.64
As a percentage	1.97%

Projected Increase based on the previous year actual & previous year & current year estimate

Previous year Estimate :A	99,664.13
Previous year Actual :B	112,505.37
Current Year Estimate :C	111,510.49
% difference Prev Year Actual to Prev Year Estimate (B-A)/A x 100 :D	12.88%
Projected Increase of Actual to Estimate for the Current Year C x D :E	14,367.59
Projected Current Year Actual C + E :F	125,878.08

prepared 160912 & 17???? / jkmuir@trentradio.ca

from documents received from TrentU Finance Office dated & signed September 2016 / Donna Hoard

Journal Entries for Trent Radio

D0002YE17, TrentU; 1st Draw MshpFees AYE17; 16-09-12 J002

1100 Bank	83,632.87	
1260 Student Levy Receivable	28,367.13	
4310 Trent Student Memberships		<u>112,000.00</u>
	<u>112,000.00</u>	<u>112,000.00</u>

for BoD 161019 Operations Reports - prepared 161016 John K Muir et al.

a Local Content Project Manager - see attached.

b Community Outreach Development Manager - see attached.

c Production Manager, RRF, Deputy General Manager report - see attached.

d Financial Statements to 31 August 2016 + Additions to Assets to & post YE16; Major R&M Expense YE16 - attached

e General Manager's Report

i) Summer Staff:

SEIC: As reported at the 20 Apr 2016 BoD Meeting, we received a Youth On Air grant of \$10,000 from Community Radio Fund of Canada to hire a Summer Events Intern Correspondent (SEIC) position. Subsequently, Mauricio Interiano was hired; 02 May - 26 Aug 2016.

SOIM: We applied for two sixteen week positions at 35 hours per week under the Canada Summer Jobs Programme, and were award two eight week positions. Ultimately, we were able to convince the grantor to combine the two eight positions into one sixteen week contract: 09 May - 26 Aug 2016 Hayley Raymond was hired Summer Operations and Information Manager.

Please see their respective reports – attached.

ii) Our TWSP & TIP applications have been approved.

iii) Regular Staff: Over the summer, offers of employment relating regular staff were negotiated and agreed. Just before the start date, the PD announced his departure with immediate effect. We all wish James the best, and look forward to his continued future involvement in radio drama. A modified position was quickly developed and agreed, such that Mauricio Interiano will serve as Community & Outreach Development Manager until next June.

iv) The 2016 de-Clutterisation, Cleanup & General Improvement of Trent Radio infrastructure:

Driveway & Parking area upgrading. The project is complete and looks good. The City of Peterborough did its job in fixing the street cut crown. During the job it was decided to extend the scope of the work, which raised the cost by \$2,000 from \$11,808.50 for a total of \$13,808.50. The contractor, Bell Paving, has agreed to take a charitable tax receipt in lieu of the extra cost. Three 4' x 6" bollards were installed to protect the new generator at a cost of \$678. The owner of the townhouses to the north of our property made a generous contribution of \$3,239.29 - calculated a 50% of the area that may have been affected by his usage.

Basement cleanout and cleanup. Significant efforts were effectively brought to bear on this. More than 74 lineal feet of the remaining audio collections and other artefacts were picked up by the UoT Media Commons, and junk and antiquated gear were sorted or removed. It is anticipated that we'll need several go through sessions to decide what to keep, shred, dump, donate or sell. Meanwhile, the whole basement area is to be cleaned up. This includes vacuuming the floor, walls & ceiling, painting the floor and setting up a dehumidifier & air filter to reduce moisture and mold.

Electrical Service Upgrade & Installation of a Standby Generator: This work has been completed, and is working well. The generator system tests itself every week, and the status of the generator and the electric feed to Trent Radio is monitored and available via a web browser or as a smartphone "app".

Server problems: During the upgrade, when the main power had to be shutoff, the portable generator being used to keep our computers running overloaded and failed, bringing down (face planting) all the computers, servers, and the telephone system.

While the computers booted up properly, both network attached servers came up with all data intact but in a "degraded" state complaining of failed or failing hard drives. For one of the servers (NS1) the problem was resolved by installing replacement drives. The main and oldest server (NS0) rejected the replacement drives and is still in a degraded state. Given the imminent risk of losing data, a backup of NS0 to NS1 was made immediately (it took four days), and a new Synology DiskStation DS1515+ server and six 4TB HGST Deskstar NAS drives (H31KNAS40003272SN (0S03664) was purchased. It is setup as five disk 10.5TB RAID6 array with a cold spare, with more than twice the capacity of NS0 & NS1 combined, and is intended to replace NS0. We have engaged local computer and IT technician, Al Palmer, to help us through this transition

Accessible bathroom and entrance way: Taking up an opportunity to move ahead on these projects, work was started and mostly completed during the August shutdown

v) Workplace injury: One of our staff lost their balance and fell down several steps on the stairway leading from the office floor when the nosing on a tread split off. A WSIB report was made, the staff member was variously assessed, and received medical and chiropractic attention. The following day the stairs were repaired and painted.

[end]

**For BoD 2016-10-19 Summer Events Intern Correspondent (Youth On Air/CRFC) Report
prepared Mauricio Interiano**

Start Date: Monday May 6th, 2015

End Date: Friday August 26th, 2015

35 hours/week, including evenings and weekends as required.

As the SEIC I hosted a 30-minute show called The Town Crier, Monday through Friday, where I presented features, live and pre-recorded interview material, event promotion and community profiles. Each show featured new content, and highlighted people and organisations who make Peterborough a vibrant place. Some of my content was also preserved and produced for inclusion in Trent Radio's Local Content Management Project.

My Specific Production Assignments were:

- Multicultural Canada Day, hosted by the New Canadians Centre Peterborough (July 1), a celebration of cultural diversity in Canada and Peterborough;
- Community Profile Series highlighting the history and work of New Canadians Centre;

I also assisted with administrative duties throughout the summer, to ensure smooth operation and volunteer oversight throughout the Summer Season.

As I already had experience with production support for special events and live performance broadcasts, it was a new experience for me to also gain the chance to focus on creating the content and developing my interview skills both in the studio and off site.

The mentorship that I received at trent radio will keep helping me throughout my career. Both the technical and the social aspect of it contributes to my personal and professional development. The training and support was delivered in a weekly meeting session where I was able to gain feedback on production skills, ideas, content and community outreach methods.

The opportunity to be the SEIC this year provided me with a lot of networking opportunities and it helped me view the community that I live in a very different ways. I got the opportunity to work and meet talented musicians and artists; learn about the services available to our region; and meet the people who make things happen in Peterborough.

The 8 part series featuring the New Canadians Center's work in our community was another highlight. I did not only get to meet and interact with people doing a great job in Peterborough, but I also got to meet a lot of newcomers and see Peterborough through their eyes.

I would do it again and I wish other people had this same opportunity. Honduras, the country I come from, is one of the most dangerous places for a journalist. Working at Trent Radio this summer was a privilege it really gave me the space, tools and opportunity to create and disseminate information in an important and relevant way.

**Summer Operations & Information Manager's Report for Trent Radio BoD Meeting Sept. 2016
prepared by Hayley Raymond 22Aug16**

Summer Operations 2016

Overview:

The summer season commenced on Monday, 09 May 16 and ended on Friday, 19 Aug 16. Generally, broadcast hours were 1630-2300 on weekdays and 0800-1200 on Saturdays, for a total of about 50 hours per week. There was no regular programming on Sunday. Office hours were 1400-1800 on weekdays. There were 42 programmers (including 9 new to Trent Radio)

Key Events of the Summer 2010

May 2010

09 May - Beginning of the summer season.

16 May - Bandcamp stopped working on the Studio A computer. We found a workaround: manually typing the 's' in 'https' in the url.

16 May - Generator was installed.

18 May - New hard drive installed, NSO was rebuilt.

20 May - Promo Party. People came in to record their voice and request a song to be used for their show promos. I edited the files together later.

20 May - Received a complaint about a show. I had a meeting with the programmer of the show to talk about why they got a complaint and what they could work on for the future.

24 May - Protective posts were installed in front of the generator.

28 May - National Drone Day was broadcast remotely through our facilities from 14:00-00:00 from The Spill. Bryan Hughes organized the event and was in charge of the broadcast from The Spill.

James Kerr monitored the broadcast from Studio A for the day.

June 2010

07 Jun - Annual backflow preventer test took place. (It was supposed to happen June 6, but I had an unplanned lesson in bicycle maintenance while half-way to work; I missed the appointment and had to reschedule.)

07-09 Jun - Convocation ceremonies aired via a trentu.ca stream.

10 Jun - The new dehumidifier was set up in basement.

13 Jun - The programme Rudy's Rhythms was added.

28 Jun – Event Day: Radio At The Spill. Featured performances and interviews from 5 local artists. Took place at The Spill and was broadcast remotely thru our facilities. Bryan Hughes took charge of the technical parts of the broadcast. I organized the event, including getting people/bands to perform, and booking the space. Mauricio Interiano wrote the interview questions and conducted the interviews. James Kerr monitored the broadcast in Studio A and wrote a report about how the event went from his end. You can listen to the performances on my Mixcloud though at mixcloud.com/hayleyr, or on the PSrv.

17 Jun - Asphalt was laid on the driveway.

July 2010

01 Jul - Event Day: Canada Day.

05 Jul - Scott Donovan, architect, came to measure the basement.

07 Jul - A Thursday programmer locked everyone out of Studio A around 19:30 resulting in about 20 mins of dead air before I got there with the keys.

12 Jul - Cameron Schettler ceased to be an EP mid-July due to a scheduling conflict with his work. His programme (House of Locusts) was also removed.

24 Jul - Gabe Pollock asked for a list of programmers who podcast for an Electric City Magazine. I forwarded his contact info to everyone so interested people could respond to him. He got lots of responses, and you can read the article he put together in the July edition of the magazine.

25 Jul - Tom from Orkin came to remove the bee nest from outside upper apartment entrance but needed to get a permit because they were honeybees, so he left.

August 2010

01 Aug - Established with John that the Summer Season would end Friday night rather than Friday afternoon

02 Aug - Cassettes got thrown out into Sadleir House's rented dumpster and other electronic waste went to the dump.

09 Aug - Electricians installed kitchen outlets.

10 Aug - Electricians installed outdoor outlets.

15 Aug - Masons began work on house exterior.

19 Aug - Social for EPs from 12:00-16:00.

22 Aug - Accessibility construction on washroom began.

General Comments

The summer went smoothly with a great crew of Executive Producers and programmers who showed up regularly and made radio happen. "Radio at the Spill" was a highlight, as it was lots of fun and also served to further community connections and our knowledge of how to wirelessly execute remote broadcasts. Overall it was a lovely (albeit scorching) summer, filled with lots of talk radio and good people.

Statement of Performance

It is my opinion that Trent Radio's 2016 Summer programming was a) balanced, b) of high quality, c) met or exceeded all undertakings set out in applications to the CRTC (see CRTC Decision 2007-381 Ottawa 17 Oct 08), and, d) was in compliance with all relevant particulars of the "Broadcasting Act, 1991".

Hayley Raymond, Summer Operations & Information Manager

Content Category Stats prepared for BoD Sep 2016 / Hayley Raymond SOIM 2016

Content Category	CRTC Required	TRadio Required					Smr YE16
			Fall/Spr AY12-13	Fall/Spr AY13-14	Fall/Spr AY14-15	Fall/Spr AY15-16	
Category 1 - Spoken Word	Min 15% of all programming*	Min 25% of all programming	30%	32%	28%	29%	52%
SubCat 11- News			-	-	-	-	-
SubCat 12 - S/W Other			50.40hrs	54.04hrs	46.58hrs	49.38hrs	21.79hrs
Category 2 - Popular Music		max 60% of all music	53.61hrs	54.00hrs	52.30hrs	53.53hrs	9.39hrs
			47%	47%	43%	46%	47%
SubCat 21 - Pop Rock Dance	at least 20% Cat2 other than SubCat21		19.53hrs	19.00hrs	17.83hrs	17.91hrs	4.53hrs
			36.5%	32.1%	34.0%	33.5%	48.3%
SubCat 22 - Country & C'try Oriented			12.15hrs	12.03hrs	11.21hrs	12.44hrs	4.02hrs
SubCat 23 - Acoustic			19.89hrs	20.24hrs	20.28hrs	20.47hrs	0.51hrs
SubCat 24 - Easy Listening			1.98hrs	2.30hrs	2.40hrs	2.72hrs	0.00hrs
Category 3 - Traditional & Special Interest	min 5% of all selections	min 5% of all selections	59.90hrs	59.90hrs	68.35hrs	63.81hrs	10.52hrs
			36%	36%	41%	39%	53%
SubCat 31 - Concert			2.66hrs	4.35hrs	3.41hrs	3.47hrs	1.59hrs
SubCat 32 - Folk & Folk Oriented			12.37hrs	13.14hrs	13.51hrs	15.09hrs	0.52hrs
SubCat 33 - World Beat & International			11.86hrs	11.34hrs	11.27hrs	11.81hrs	4.31hrs
SubCat 34 - Jazz and Blues			6.68hrs	7.29hrs	10.13hrs	8.25hrs	0.20hrs
SubCat 35 - Religious			7.84hrs	6.05hrs	8.27hrs	7.56hrs	0.63hrs
SubCat 36 - Audio Art			18.49hrs	14.52hrs	20.54hrs	17.63hrs	3.27hrs
Total Category 1			1563hrs	1676hrs	1444hrs	1580hrs	305hrs
Total Category 2			1662hrs	1674hrs	1623hrs	1713hrs	134hrs
Total Category 3			1858hrs	1656hrs	2125hrs	2042hrs	147hrs
Total Category 1, 2, and 3			5083hrs	5006hrs	5192hrs	5335hrs	586hrs
Broadcast Weeks this Season			31	31	31	32	14
Regular Programming (avg hrs / week)	Min 42 hours	Min 42 hours	86.52hrs	80.4hrs	83.43hrs	80.24hrs	41.5hrs
"Hits" Played	no spec	Max 5%	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max
Advertising & Sponsorship	Max 504 mins	Max 252 mins	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max	< (TR)Max

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]