

**TRENT RADIO BoD AGENDA**  
**09 November 2016 at 7:15pm**

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 19 October 2016
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached
  - a Report on NCRC 35, 2016 - prepared James Kerr 2016-06-14
  - b Report on NCRC 35, 2016 - prepared Matt Jarvis 2016-06-14
06. Any Other Business
  - Report of the Nominating Committee and review of the AGM notice scheduled for 20 November 2016.
07. Setting the dates for the next Board Meeting 20 November 2016
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 19 October 2016 at 7:15 pm.

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

R E G R E T S: Alyssa Jeffrey and Scott Somerville.

Also Present: Jill Staveley, Production Manager, Deputy 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 7:25 pm, with Matthew Poppleton acting as Chair, and John Muir recording the Minutes of the Meeting. An agenda was agreed upon and discussion followed.
- 02 Previous Minutes: The minutes of the previous board meeting was presented.  
**UPON A MOTION** duly made, seconded and carried unanimously, the minutes of the previous Board Meeting, held on 20 April 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 Deputy General 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 and discussed. It was noted that the reports prepared by Matt Jarvis and James Kerr about their participation at the National Campus-community Radio Conference help in Ottawa this past summer.
- 06 Any other business: The up coming AGM (set for Sun, 20 Nov 2016) and the need for Board Nominees was discussed. It was decided that the Nominating Committee shall be Matt Poppleton, Geoffrey Barnes & Shannon Culkeen. It was also noted that a feast was planned to directly the follow the AGM.
- 07 - 08 The date of the next Meeting agreed as Wed 09 Nov 16 @ 7:15pm and there being no other business, the Meeting was adjourned at about 7:55pm.

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Matthew Poppleton, President

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John K Muir, VP & GM

## for BoD 2016-10-19 Report on NCRC 35, 2016 – prepared James Kerr 2016-06-14

After attending the National Campus Radio Conference hosted by CHUO 89.1 FM from June 6th 2016 until the afternoon of June 19th 2016 I have the following to report.

**General Impressions:** First, I attended several workshops on how other Campus & Community organisations structure their funding, volunteer and outreach models, and here present some notes of my key impressions.

- \* There were three different stations in attendance at the conference who have had a radio license for less than a year. It's very exciting (and encouraging) to see new stations cropping up.
- \* Most Campus & Community stations are struggling to find a sufficient number of volunteers to programme. (Please note, we are not having this problem.)
- \* The sentiment of many stations was that annual memberships are a key revenue stream. It was pointed out that people want the ability to support the things they love, and we should offer them the opportunity. It was also pointed out that a membership reminder serves also as a reminder for larger donations. Katie Jenson, Executive Producer of Canadaland, suggested stations should incentivise membership by working with local businesses (like record stores, specifically) to provide discounts. I believe we should learn from our peers and adopt this model, and should start a more aggressive initiative to request membership from programmers no longer programming.

**The Future of Radio:** I attended several workshops and seminars on the future of radio, and this is what I have to report. The Liberal government, and specifically the Minister of Culture and Heritage Melaine Joly intends to rewrite the Broadcast Act, Telecommunications Act, CRTC Act and reinvent the CRTC and the CBC. Some concern was expressed at the conference that in these rewrites Campus & Community Radio might be neglected, as it was in the original draught of the Broadcast Act in 1991. There was also some concern that the "funding ecology" of Campus & Community radio (the CRFC, for instance) would be dismantled in the wake of such changes. It was speculated by several speakers over the course of the week that the Liberal Government may want the CBC to be the sole representative of Canadian culture on the airwaves, that "national" culture is the priority, and "local" culture is not. The sentiment of the conference was that Cell Phone companies desire the FM band, and have the power to lobby effectively for it (as evinced by Norway) and that the future of radio rests in stations having a mutable identity not necessarily tied to a terrestrial broadcast facility, by adopting a heavy online presence.

**Podcasting:** Most Campus & Community stations are directing a lot of resources and energy towards focusing on their online presence, including making their broadcast content available afterwards as a podcast.

- \* Stations with more funding base and in large urban centres like CIUT (Toronto) CJSW (Calgary) CHUO (Ottawa) and CiTR (Vancouver), were adamant that the online presence of a station is just as important as its terrestrial broadcast signal.
- \* Most Campus & Community stations are terrified of podcasting music programming specifically, uncertain of the rights governing an online music broadcast. SOCAN owns the performance rights, but Resound owns the composer rights, and neither of them are moving on the issue. Some of the larger stations - most of them mentioned above - have taken the plunge anyway and are making available all programming. Most, however, are fearful of retroactive dues, and will only make available spoken word material.
- \* I talked at length with Victoria Fenner-Moll, Executive Producer of Rabble.ca. Rabble.ca is the largest podcast network in Canada. I believe they are a true and clear route for any of our programmers who want to podcast their programmes. Rabble.ca already accepts programming that was originally broadcast at a Campus & Community station, and Victoria works with the programmers directly to sharpen their content. There was an overwhelming sentiment at the conference that podcast is the future of radio, and especially with the changes being proposed to the Broadcast Act, we need to get on board, and I think this is the best way for us to do that.

**Radio Drama:** My own workshop on Radio Drama went well. Of the 120 registered attendees to the conference (over the course of the week - it was a long conference and people come and go) my workshop, going on at the same time as 4 other workshops, had 30 attendees. People seemed excited about our accomplishments in Radio Drama and eager to apply our lessons learned towards their own drama initiatives. Throughout the week I met with people to further discuss Radio Drama. Having also attended Matt Jarvis Local Music workshop, I think Trent Radio made a very good impression at the NCRC.

I believe having a consistent presence at future NCRA conferences should be made a priority for Trent Radio. Many stations sent volunteers if no staff were available to come. There was a strong showing from British Columbia among small community stations much smaller than ours, and if they can make their presence known in the wider community of Campus & Community stations, I believe we should, too. I applied for and received \$400 funding from the NCRA to attend the conference, which - other than the enormous expense of dinner each evening - well covered the cost of getting there and staying there. If Trent Radio can supply at least some funding in the future, and some can come from the NCRA, I believe every dollar spent is worth it to keep us connected in our broader broadcast community.

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**for BoD 2016-11-09 Report on NCRC 35, 2016 – prepared Matt Jarvis 2016-06-14**

I was only able to attend one full day at the conference, but the time spent was fruitful. My local archives presentation was attended to room capacity and had the added bonus of being entirely on point with the more political presentations at the conference (entirely coincidental). Basically the mood is that community broadcasters need to move from pushing “cool” content to creating it locally and becoming a hub for communities to represent themselves. Which as far as I see it means everyone is dreaming of becoming Trent Radio but are unsure how to do that. I made connection with every music director/program director at the conference and the reception to next years push to implement some of our discovered strategies around local content management in other stations was unanimously well received. I expect especially fruitful partnerships with CITR Vancouver and CJSR Edmonton, who both have technical expertise that I am really looking forward to tapping into.

And on that note...

UBC has computer engineering students that are deeply invested in CITR’s success. They have been developing an open source backend for community radio that integrates music sheets, program logs, SOCAN/CRTC report generation, podcast generation and membership management. It is called DJLAND and it is beautiful

<https://github.com/citrtech/djland>

we should investigate this further.

Networking with other community radio staff was amazing, I made connections with two reservation based stations , CKWE and Nish Radio and have continued to talk with both managers about digitizing their tape collections of local music and language. They were huge advocates for indigenous language programming, and really motivated me on the selling points that this sort of programming has for potential producers in the communities we broadcast to. I know we are looking to find ways to increase our relevance to Curve Lake and Hiawatha and maybe soliciting language programming is a good first step? Plus it’s awesome.

And that brings me to my final point that the conference was awesome. NCRA funding is available every year and I will make it a priority to attend every year, Trent Radio subsidising the trip helped make it possible and It would be wonderful if that could continue as a priority.

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# TAKE NOTICE

there shall be an  
ANNUAL GENERAL MEETING of  
TRENT RADIO

- a corporation without share capital -

to be held, **SUNDAY, 20 NOVEMBER 2016, 11 A.M.**  
at the Dining Room, Sadleir House Facility\*,  
751 George St North, Peterborough, Ontario

=== AGENDA ===

- 1.) Call to Order, President's opening remarks and setting of the agenda.
- 2.) MOTION to approve minutes of last Annual General Meeting held on 22 November 2015.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.  
Namely: ~~Social Convener~~, Summer Events Intern Correspondent, Summer Operations Manager; Radio Free Peterborough; Local Content Project Manager, Donations, Sponsorship & Earned Revenue; Programme Director / Community Outreach and Development Manager; Production Manager; General Manager; Scapegoat, and President..  
MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.  
MOTION to confirm all resolutions of the Board.
- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2016 with an independent Financial Review. And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and an extraordinary MOTION, to appoint the accounting agents to prepare an independent Financial Review for the next fiscal year ending 31 August 2017.
- 5.) REPORT of the Nominating Committee and election of Directors

As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership. The Nominees in alphabetical order are (s = student & c = community member);

**Geoff Barnes (c), Angelica Cooper (s), Shannon Culkeen (s), Steve McNabb (c), Matthew Poppleton (s), Scott Somerville (s) and Zara Syed (c).**

Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting.

Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by 11 a.m., Saturday, 12 November 2016 at Trent Radio House, 715 George Street North, by a responsible Trent Radio representative.

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected or qualified. Members of the Board of Directors shall be, capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 6.) Any other business
- 7.) MOTION to adjourn

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish. All full time students of Trent University are members of Trent Radio.

\* please contact John Muir <jkmuir@trentradio.ca> if concerned about accessibility.

per Trent Radio Board of Directors: John K Muir, Vice-President & General Manager, 03 November 2016