

**TRENT RADIO BoD AGENDA 07 December 2016 - 7:15pm
at Trent Radio House, 715 George Street North**

- 01. Chair's Opening Remarks and Agenda Approval
- 02. Presentation of Previous Board Minutes - 20 Nov 2016 before AGM & 20 Nov 2016 after AGM
- 03. Availability
 - Directors' availability ... over the next months & the summer
 - Setting Meeting Times for the BoD and AGM

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

Board Meetings (proposed)		(actual)	
Wed 18 Jan 17	Wed 21 Jun 17		
Wed 15 Feb 17	Wed 30 Aug 17		
Wed 15 Mar 17	Wed 20 Sep 17		
Wed 19 Apr 17	Wed 18 Oct 17		
AGM Sun 19 Nov 17			

- Setting Dates for Board Development Sessions
suggest Wed, 11 Jan & 25 Jan 2017
- 04. Appointment of Officers & Committees
Report Proposals & Information for appointing Committees and Officers.
Duties of President & Chair; Vice-Chair & Secretary

Confirmation of Officers
 - GM & VP
 - Bookkeeper
- 05 Operations & Any Other Business:
 - a) Proposed TCSA Student Levy Fee restructuring.
 - b) Entre Season Plan
 - c) Deed of Gift to Media Commons UoT
- 06 Set date for next BoD meeting (see above)
- 07 Adjournment

Trent Radio BoD

20 November 2016

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 20 November 2016, just PRIOR to the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

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

R E G R E T S: Matthew Poppleton.

Also present: Jill Staveley, Deputy General Manager; and John Muir, General Manager.

01. Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at about 10:35am, with Shannon Culkeen acting as Chair, and John Muir recording the minutes. An agenda was agreed upon and discussion followed.

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

UPON A MOTION duly made, seconded and carried the Minutes of the Board Meeting held on 09 Nov 16 were approved as presented and amended.

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

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

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

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

06. This being the last meeting of the current Board, this is also the last Meeting for Board Members Alyssa Jeffrey and Josh White. Both were thanked for their service and farewells and adieus were exchanged. There being no further business the meeting was adjourned at about 10:50 am.

Shannon Culkeen, Board Member

J K Muir, GM & VP

Trent Radio BoD

20 November 2016

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 20 November 2016, just FOLLOWING the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

P R E S E N T: Geoff Barnes, Angelica Cooper, Shannon Culkeen, Steve McNabb, Matthew Poppleton, Scott Somerville and Zara Syed.

R E G R E T S: None

Also present: Jill Staveley, Deputy General Manager; and John Muir, General Manager.

Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at about 12:25pm, with Shannon Culkeen acting as Chair, and John Muir recording the minutes. An agenda was agreed and discussion followed.

UPON a MOTIONS duly made, seconded and carried unanimously, it was resolved that the appointment of officers and other matters will be decided at the next Board Meeting to be held at 7:15pm on Wednesday, 07 Dec 2016 at Trent Radio House, and that Matthew Poppleton shall remain Chair and President, and all signing officer arrangements will continue as they are at present, until that time.

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

There being no further business the meeting was adjourned at about 12:40pm.

Shannon Culkeen, Board Member

J K Muir, GM & VP

**Proposals & Information for appointing Committees and Officers
revised for the Board of Director's Meeting 07 December 2016**

Prepared by John K Muir with Jill Staveley

Trent Radio Officers for YE17 - see attached by-laws.

The Board needs to appoint;

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

The Chair presides at meetings of the Board.

The President presides at meetings of the Membership.

The President & Chair shall be an enrolled student of

Trent University at the time of their election or appointment

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

b) Secretary. _____

Trent Radio Committees for YE17

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

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

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

Social Convenor & Cmte Co-Chair
Other Appointees

+ PD as Co-Chair

Established Board and Other Committees:

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

Programme Cmte: PD Chair & volunteers + ANOther _____

Radio Free Peterborough: Steve McNabb + PM + ANOther _____

Board Development Cmte: Prez & GM

TU & TCSA Liaison Cmte: Prez & GM

Nominating Committee: President + One or Two Directors + PD

Note: Referendum Committee is not needed this year.

Last Year

Board Development Committee - {Prez & GM}

Physical Plant & Technical Committee - [GM & PM] & Geoff Barnes

Programme Committee - [PD & PD Asst] & Josh White

Radio Free Peterborough Committee - SMcNabb (chair), Geoff Barnes, Scott Somerville, PM & LCPM

Sponsorship, EarnedRev & Grants Cmte - [GM & PM] & Shannon Culkeen

Social Convenor - Stephanie Cann

TU & TCSA Liason Committee - [Prez & GM]

Trent Radio Community Committee - [PD Co-Chr] Josh White (Co-Chr) & [PD Asst & StudioB Trainer],

Shannon Culkeen & Scott Somerville

Nominating Committee - [Prez & PD] + One or more Directors (appointed 31Aug15 BoD)

From TRadio By-law #1

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

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

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

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

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

From TRadio AGM Minutes

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

Subject: Proposed changes to levy fee structure
Date: Tue, 22 Nov 2016 15:32:44 -0500
From: Pippa O'Brien <vpexternal@trentcentral.ca>

Hello all,

First, I would like to briefly introduce myself for those of you who do not know me. My name is Pippa O'Brien, I am in my fifth year at Trent, and I am currently the Vice President Clubs & External Affairs at the TCSA. Under this portfolio I am also the main point person for liaising with the rest of the Trent University Levy Groups (many of which I have been involved with over the years outside of the TCSA as well).

As some of you may know, Trent has switched to a per-semester tuition/fee billing structure in response to this change being mandated by the province. As a result they can only really look at and guarantee that students are enrolled in courses each semester, not over the year as a whole. This essentially means that our old distinction of 'full-time' students being those who take 3.5 credits over the whole year is no longer useful. Students know that they only need to register in credits for one semester at a time, and a full semester of courses only adds up to 2.5 credits. All the levy fees currently are being charged to 'full-time' students who are taking 3.5 credits or more, however this group essentially doesn't exist anymore. For this year the finance office is putting in place a temporary solution to retroactively charge students who have reached this threshold in January so what we would have considered 'full-time' students in the past are still being charged the levies this year. So please do not worry about your levies for this academic year. However this is only a temporary solution, in particular it is unfair to students since they do not know that they will be having extra fees in the winter, and is difficult to track for Trent's Finance Office.

For some context, if you are looking at per-semester billing OSAP defines a full-time student to be someone who is taking 1.5 credits or more each semester (1.5 credits is 60% of a full course load of 2.5 credits each semester).

The TCSA has decided that we also need to switch our levy billing to a per-semester basis so as not to lose money from students who are 'full-time' (by OSAP's definition), but are falling short of the 3.5 credit cut off in November when the Trent Finance Office calculates how much income we are getting from each respective levy. My hope is that all of the levy groups can sign on to this change so no one is losing any money and so that the levy billing system is more clear for students to understand. In saying that, all of the non-TCSA levies are only applicable to students who were 'full-time' (using our old definitions), so therefore would only be charged to 'full-time' (OSAP definition) students under the new system.

We propose that every levy is split evenly in two and charged to students each semester they meet the 1.5 credit 'full-time' (OSAP definition) status cut off. So for example if your levy is currently \$4 a year, it would now be \$2 a semester (not including summer semesters

Pippa O'Brien
Vice President Clubs & External Affairs
Trent Central Student Association
Tel: 705-748-1011 ext. 6174
Fax: 705-748-1002

when levy fees have never been charged). If a student was taking 1.5 credits or more each semester for a total of 3 or more credits for the year, then they would be charged \$2 each semester for a total income to the levy group of \$4 for the year. If the student was taking only 1 credit in the fall semester and 2 credits in the winter semester, they would be charged \$0 for the fall when they were considered a 'part-time' student and \$2 for the winter when they were considered a 'full-time' student. The same thing would happen in reverse if a student was taking more than 1.5 credits in the fall and 1 or less credits in the winter. Students who drop out or graduate before the winter semester would also not have to pay any fees for the winter semester since obviously they would not be taking courses.

What this means for levy group income is that now you are catching more students under your levy since formerly students who were taking 1.5 credits each semester who would not have been considered 'full-time' (using the old 3.5 cut off), are now considered 'full-time' (using our and OSAP's new definitions). This means that you will now get their levy, thereby increasing your levy. However this will be slightly off-set by the reduction in levy collection from people who are not paying in the winter since they have graduated or dropped out. We expect that these two effects will balance each other, so that levy incomes will not decrease and potentially slightly increase. This is a huge benefit compared to staying with the old system when finance will not be able to charge all 'full-time' (OSAP definition) students your levy since they will fall below the 3.5 threshold (what will happen if you do not agree to this change). Please see the chart attached for the per semester breakdown of levy fees suggested for the new system.

Obviously these changes will need to go to referendum in the spring. What I am proposing is that we all put forward only one question to the students on behalf of the TCSA and levy groups so that we can collectively make the necessary billing changes. It should not increase the amount that most students have to pay and is very much in the spirit of maintaining the levies that students voted on (maintaining them for 'full-time' students, and not charging 'part-time' students).

The TCSA board of directors will be putting forward this question on behalf of the TCSA and all the levy groups. However if you do not want to be included in this change please let us know and we will not include you (though you might begin to lose money unless you propose and put to referendum your own solution). Finally myself and Tracy Milne (TCSA Operations and Services Manager) would be very happy to explain this proposal to anyone in person if you reach out to us.

Please contact myself or Tracy (operations@trentcentral.ca) if you have any questions or concerns.

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1770 West Bank Drive, Suite S110
Champlain College, Trent University
Peterborough, ON K9L 1Z7
trentcentral.ca

2017-2018 ANNUAL FEES		FALL TERM		WINTER TERM		SUMMER TERM
		REGISTERED IN 1.0 CREDIT OR LESS	REGISTERED IN 1.5 CREDITS OR MORE	REGISTERED IN 1.0 CREDIT OR LESS	REGISTERED IN 1.5 CREDITS OR MORE	
		<u>BILLED PER CREDIT</u>	<u>BILLED FLAT RATES</u>	<u>BILLED PER CREDIT</u>	<u>BILLED FLAT RATES</u>	
TCSA FEES						
MEMBERSHIP	\$32.70	\$10.90	\$16.35	\$10.90	16.35	- no charge -
BENEFITS	\$272.89	- option to opt in -	\$272.89	- option to opt in -	272.89*	- option to opt in -
TRANSIT	\$277.59	- option to opt in -	\$277.59	- option to opt in -	185.06*	- option to opt in -
CLUBS	\$7.74	\$2.58	\$3.87	\$2.58	3.87	- no charge -
FOOD BANK	\$1.57	\$0.52	\$0.79	\$0.52	0.79	- no charge -
STUDENT CENTRE	\$96.07	- no charge -	48.04 ***	- no charge -	48.04 ***	- no charge -
UNASSOCIATED FEES ****						- no charge -
CFS ONTARIO	\$7.38	\$2.46	\$3.69	\$2.46	3.69	- no charge -
CFS NATIONAL	\$8.85	\$2.95	\$4.43	\$2.95	4.43	- no charge -

* JANUARY START STUDENTS ONLY

** PER CREDIT CHARGES ARE CALCULATED DIVIDING THE FALL AND WINTER FLAT RATE FEE TOTALS BY 3

**** FULL LIST OF LEVY GROUPS AND THEIR SPECIFIC CHARGES LISTED BELOW

2017-2018 ANNUAL FEES		FALL TERM		WINTER TERM		SUMMER TERM
		REGISTERED IN 1.0 CREDIT OR LESS	REGISTERED IN 1.5 CREDITS OR MORE	REGISTERED IN 1.0 CREDIT OR LESS	REGISTERED IN 1.5 CREDITS OR MORE	
		<u>BILLED PER CREDIT</u>	<u>BILLED FLAT RATES</u>	<u>BILLED PER CREDIT</u>	<u>BILLED FLAT RATES</u>	
UNASSOCIATED FEES						
Absynthe Magazine	\$4.41	- no charge -	\$2.21	- no charge -	\$2.21	- no charge -
Active Minds	\$2.21	- no charge -	\$1.11	- no charge -	\$1.11	- no charge -
ASTC	\$2.86	- no charge -	\$1.43	- no charge -	\$1.43	- no charge -
Arthur Newspaper	\$10.50	- no charge -	\$5.25	- no charge -	\$5.25	- no charge -
BIKE	\$4.13	- no charge -	\$2.07	- no charge -	\$2.07	- no charge -
CGSJ	\$5.52	- no charge -	\$2.76	- no charge -	\$2.76	- no charge -
College Cabinet	\$14.09	- no charge -	\$7.05	- no charge -	\$7.05	- no charge -
Cmnty Movements	\$0.75	- no charge -	\$0.38	- no charge -	\$0.38	- no charge -
CRRC	\$2.11	- no charge -	\$1.06	- no charge -	\$1.06	- no charge -
Int'l Scholarship	\$5.53	- no charge -	\$2.77	- no charge -	\$2.77	- no charge -
JUST	\$2.32	- no charge -	\$1.16	- no charge -	\$1.16	- no charge -
KWIC	\$5.68	- no charge -	\$2.84	- no charge -	\$2.84	- no charge -
OPIRG	\$13.17	- no charge -	\$6.59	- no charge -	\$6.59	- no charge -
PRCSA	\$27.87	- no charge -	\$13.94	- no charge -	\$13.94	- no charge -
PCAP	\$1.11	- no charge -	\$0.56	- no charge -	\$0.56	- no charge -
Sexual Assault Centre	\$3.31	- no charge -	\$1.66	- no charge -	\$1.66	- no charge -
Student Co-op	\$3.31	- no charge -	\$1.66	- no charge -	\$1.66	- no charge -
SAFSS	\$2.02	- no charge -	\$1.01	- no charge -	\$1.01	- no charge -
Sustainable Trent	\$2.21	- no charge -	\$1.11	- no charge -	\$1.11	- no charge -
The Céilie Pub	\$5.53	- no charge -	\$2.77	- no charge -	\$2.77	- no charge -
The Seasoned Spoon	\$6.26	- no charge -	\$3.13	- no charge -	\$3.13	- no charge -
Theatre Trent	\$3.31	- no charge -	\$1.66	- no charge -	\$1.66	- no charge -
Trent Annual	\$19.89	- no charge -	\$9.95	- no charge -	\$9.95	- no charge -
Trent Child Care	\$2.21	- no charge -	\$1.11	- no charge -	\$1.11	- no charge -
Trent Film Society	\$3.31	- no charge -	\$1.66	- no charge -	\$1.66	- no charge -
TISA	\$2.21	- no charge -	\$1.11	- no charge -	\$1.11	- no charge -
Trent Nature Areas	\$2.21	- no charge -	\$1.11	- no charge -	\$1.11	- no charge -
TQC	\$1.65	- no charge -	\$0.83	- no charge -	\$0.83	- no charge -
Trent Radio	\$19.81	- no charge -	\$9.91	- no charge -	\$9.91	- no charge -
Trent Gives	\$0.54	- no charge -	\$0.27	- no charge -	\$0.27	- no charge -
Trent Stdt, Literacy	\$2.21	- no charge -	\$1.11	- no charge -	\$1.11	- no charge -
TUEFERT	\$6.34	- no charge -	\$3.17	- no charge -	\$3.17	- no charge -
TUMS	\$2.76	- no charge -	\$1.38	- no charge -	\$1.38	- no charge -
TUNA	\$2.06	- no charge -	\$1.03	- no charge -	\$1.03	- no charge -
Trent Valley Fencing	\$2.02	- no charge -	\$1.01	- no charge -	\$1.01	- no charge -
Trent Veg. Gardens	\$4.70	- no charge -	\$2.35	- no charge -	\$2.35	- no charge -
Trent-Oxfam	\$3.31	- no charge -	\$1.66	- no charge -	\$1.66	- no charge -
Walkhome	\$1.11	- no charge -	\$0.56	- no charge -	\$0.56	- no charge -
Warming Room	\$2.00	- no charge -	\$1.00	- no charge -	\$1.00	- no charge -
WUSC	\$6.53	- no charge -	\$3.27	- no charge -	\$3.27	- no charge -
[end]						

Entre Season Plan for BoD 07 Dec 2016 prepared by Jill Staveley 161130.

Trent Radio will be moving into our Entre Season starting on Monday December 12th.

Our regular Fall and Spring broadcast seasons are adjusted to work with the university's "Winter Vacation" period to better accommodate TrentU students' programming obligations. Thus the Fall season ends on December 9th 2016 and the Spring season starts on January 9th 2017.

During this interim, "between-time", we pick a selection of dates and ask our Co-op students to take on the responsibility of an "Entre" season, and run Trent Radio House with support from staff as required. This year's Coop students are Darby White-York, Andie Rodda & Lizeh Basciano

They will be responsible for opening/closing, being on the radio every day, monitoring the broadcasts of others, making sure Trent Radio is in compliance with the CRTC / Industry Canada etc, answering the phone, making coffee - and having all the knowledge about what is supposed to be on the air.

The "Entre Season dates are:

Monday December 12th - Friday December 16th, &
Monday December 19th - Wednesday December 21st

Each broadcast day runs from 0900 to 1600, requiring that the facility be opened at 0835 and locked up around 1615.

Morning Shift: 0835 - 1135 (required Darby to secure alternative transportation to make it to 3rd period in time)

Afternoon Shift: 1215 - 1615 (requires both Lizeh & Andie to be available later each day, and be comfortable locking up the building)

One of the Trent Radio's management staff members will be onsite from 0930 - 1530 each day, and available by phone at all times during their shifts.

It is an amazing opportunity for everyone involved, and at writing, I still need to ensure that everyone has permission / support from their parent/guardian, and that each student is 100% committed to the responsibilities (read: time commitment) associated with the season.

Jill Staveley

DEED OF GIFT

Media Commons, University of Toronto
130 St. George Street, Toronto, Ontario, Canada M5S 1A5

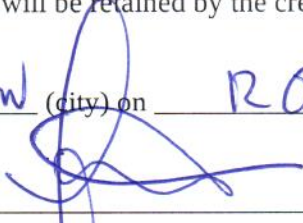
Be it known that we, Trent Radio, of Peterborough, ON do hereby give and deliver to the Media Commons at the University of Toronto absolutely and unconditionally the following property:

Gift Description:

ca. 7,000 radio transcription discs, LPs and 45 rpms, and assorted textual materials relating to the Canadian radio industry and SOCAN.

To be the sole and exclusive property of the Media Commons, University of Toronto. We are the sole owner of the property to be gifted and it is free from debt or lien, and we formally request the University of Toronto to accept the gift. Copyright to the donation will be retained by the creators/donors.

Signed at Peterborough, ON (city) on 12 Oct 2016 (date)

Donor's Signature _____


Please print donor's name and title: John K Lucia VPE GM Trent Radio

Acceptance

The Media Commons at the University of Toronto hereby accepts the above property and agrees to preserve the donated property, to make it available to scholars and to abide by any special conditions agreed to by both parties.

Dated at Toronto, this 1 day of November, 2016,
at the Media Commons, University of Toronto

By Sgt Marshall
Position: Admin Director Files

Donor: Please sign both copies and return to the Media Commons, University of Toronto; Toronto, Ont., M5S 1A5. You will then receive a formal acknowledgement and your copy of the Deed of Gift signed by a representative of the institution.

DEED OF GIFT

Media Commons, University of Toronto
130 St. George Street, Toronto, Ontario, Canada M5S 1A5

Be it known that we, Trent Radio, of Peterborough, ON do hereby give and deliver to the Media Commons at the University of Toronto absolutely and unconditionally the following property:

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Signed at Peterborough, ON (city) on 12 October 2016 (date)

Donor's Signature <original signed>

Please print donor's name and title: John K Muir VP & GM Trent Radio

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Dated at Toronto, this 1st day of November, 2016,
at the Media Commons, University of Toronto

By <original signed>

Position: _____

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