

**TRENT RADIO BoD AGENDA 18 January 2017 - 7:15pm
at Trent Radio House, 715 George Street North**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Board Minutes - 07 Dec 2016
03. Appointment of Committees
04. Operations Report
 - Financial Statements to 31 Dec 2016
 - 715U
- 05 Any Other Business:
- 06 Set date for next BoD meeting (see above)
- 07 Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on Wednesday, December 11th, 2016,

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

R E G R E T S: na.

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

1. 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 7:15 pm, with Matthew Poppleton acting as Chair, and Geoff Barnes recording the Minutes of the Meeting. An agenda was agreed upon and discussion followed.
2. 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, both held on 20 November 2016 (both pre and post AGM) were approved as presented.
3. Board Meeting dates were suggested, discussed and **UPON A MOTION** duly made, seconded and carried unanimously, the following dates were set for future Board Meetings (7:15pm):

Wed 18 Jan 2017	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, time TBD	

4. Board Development Session dates were suggested, discussed as follows: Wed, 11 Jan & 25 Jan 2017. The applicable Board Members and staff will coordinate final dates and times.
5. Appointment of Officers: **UPON A MOTION** duly made, seconded and carried unanimously, the following Officers were appointed and confirmed:
 - a. President & Chair: Shannon Culkeen
 - b. Vice-Chair: Scott Somerville
 - c. Secretary: Geoff Barnes
 - d. GM & Vice President : John Muir
 - e. Bookkeeper : Susan Newman
6. Appointment of Committees: the committees were discussed in general and **UPON A MOTION** duly made, seconded and carried unanimously, it was agreed that we all as Board Members consider what skills we have to offer and interests we would like to pursue, between the end of this meeting and the next scheduled Board Meeting. At the next meeting Board Members will discuss these skills and interests and the Committees will be

formed based on the intersection of these skills and interests and the current (changing) needs of Trent Radio.

7. The proposed TCSA Student Levy Fee restructuring was noted and the issue will be revisited after Jill Staveley and Mauricio Interiano discuss the current proposed funding structure with the TCSA in hopes of “getting a better deal.”
8. Jill Staveley related the transportation issues that long-time Trent Radio community-member and broadcaster Jeffrey Stewart was having with the Peterborough Handi-van. The timing of the Handi-van arrival, pickup and dropoff has continually caused Jeffrey to endure a stressful experience and that taking a cab would eliminate these problems. **UPON A MOTION** duly made, seconded and carried unanimously, it was agreed that Trent Radio cover the taxi costs for Jeffery to get to and from the station for his radio show for the foreseeable future.
9. The date of the next Meeting having been decided and there being no other business, the Meeting was adjourned at about 8:00 pm

Subject: TRadio Board Committees – reminder

Date: Tue, 10 Jan 2017 12:07:33 -0500

From: Jill Staveley <jstaveley@trentradio.ca>

Hi Folks, Happy New Year!

I just wanted to follow up with the Board regarding Trent Radio Committees for YE17.

Our next board meeting is scheduled for a week from Wednesday, and I would like everyone to take the time to consider how they want to contribute to Trent Radio.

Take a look at the following information, and send me an email to explain where you feel you would best be able to contribute to our goals. Please respond to the email by the end of the weekend (Sun night).

Trent Radio Community Committee role includes:

- provide new opportunities for participation in TRadio activities from current and past programmers - as well as members of the general public. (Radio Days, Special events downtown & on campus, Open Houses)
- publicity in general, on-air promos and Trout Rodeo in Particular.
- *previously co-chaired by Programme Director & Board Member. Currently will be Community Outreach Development Manager (Mauricio Interiano), PD Assist (Hayley Raymond) - + 1 Board Rep (other appointees welcome)

Sponsorship, Earned Revenue & Grants Committee role includes:

- under the guidance and direction of GM & PM, discover and develop new sources of income. This is a research, review and support position - not a sales pitch per se.
- GM, PM, President + one more

Programme Committee

A board member to co-chair with CODM to oversee a group of experienced volunteers (likely Operators / EPs) to assist with building the Programming Schedule at the beginning of each season and contacting volunteers directly to confirm times and availability. Board member should be knowledgeable about Trent Radio's History, Rules, Regulations, Compliance Requirements (CRTC etc) and have a good sense of current and past programmers and programmes.

- CODM + 1 + selected volunteers

Radio Free Peterborough

The Board Rep should be active in the Local Music Scene (as listener or performer), and be capable of delivering some live music events to highlight and promote our local music scene - and to act as community connection opportunities for RFP & the LCMP.

- Stevel McNabb + Matt Jarvis + 1

Nominating Committee - Sept/Oct/Nov annually - Pres + 1 or 2 Directors + DGM

- a group of people, under the direction of Pres & DGM, to advertise/reach out to eligible Trent Radio members regarding Board of Directors openings. Accept applications, make nominations for AGM.

Give me a call or send me an email if you want to talk about where you fit in this list.

Talk soon, Jill

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Production Manager & Deputy General Manager

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

ASSETS	@ 31Dec16	@ 31Dec15	LIABILITIES	@ 31Dec16	@ 31Dec15
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,978.19)	3,658.95
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	3,696.29	11,141.07	Deferred Income	0.00	830.00
ING Savings	5,435.10	45,320.30	Accrued Liabilities	40.00	0.00
Cash In Bank	9,131.39	56,461.37	Trillium StudioC	0.00	0.00
Petty Cash: Programming	180.01	0.00	CPP Payable	(0.00)	(0.00)
Petty Cash: Admin	1,792.23	(0.00)	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	20,000.00	1,914.26	WCB Payable	(190.39)	0.00
Doubtful Accounts	0.00	0.00	Health Benefit Payable	0.00	0.00
Receivables Net	20,000.00	1,914.26	Other Withholdings Net	(190.39)	0.00
Student Levy Receivable	28,367.13	37,251.91	TOTAL CURRENT LIABILITIES	<u>(2,128.58)</u>	<u>4,488.95</u>
Prepaid Expenses	386.60	405.75			
TOTAL CURRENT ASSETS	<u>59,857.36</u>	<u>96,033.29</u>	LONG TERM LIABILITY		
			CO Long Term Loan	42,292.10	44,903.58
FIXED ASSETS			Deferred Contribution	0.00	0.00
Land	10,000.00	10,000.00	TOT. LONG TERM LIABILITY	<u>42,292.10</u>	<u>44,903.58</u>
Buildings	211,992.23	138,450.86	TOTAL LIABILITIES	<u>40,163.52</u>	<u>49,392.53</u>
Office Equipment	20,774.21	20,774.21			
Technical Equipment	258,563.13	258,563.13	NON-SHARE EQUITY		
Technical Renovations	9,913.00	9,913.00	Retained Surplus/(Deficit)	10,611.65	(1,133.81)
Fixed Assets at Cost	511,242.57	437,701.20	Previous Year-end Adjustments	0.00	0.00
Accumulated Depreciation	(403,926.81)	(394,044.24)	Net Retained Surp/(Def)	10,611.65	(1,133.81)
TOTAL FIXED ASSETS	<u>107,315.76</u>	<u>43,656.96</u>	Current Surplus/(Deficit)	116,397.95	91,431.53
TOTAL ASSETS	<u><u>167,173.12</u></u>	<u><u>139,690.25</u></u>	TOTAL NON-SHARE EQUITY	<u>127,009.60</u>	<u>90,297.72</u>
			LIABILITIES AND EQUITY	<u>167,173.12</u>	<u>139,690.25</u>

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

	01Sep-31Dec16	01Sep-31Dec15	EXPENSE	01Sep-31Dec16	01Sep-31Dec15
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	27,454.95	29,566.98
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	0.00	0.00	Administrative Wage	17,298.00	16,731.63
			TA Payroll	17,422.84	19,311.44
FUND RAISING			Benefits	2,235.52	2,885.36
Corporations	0.00	0.00	CPP Expense	2,404.77	2,817.21
Foundations	50,500.00	30,500.00	EI Expense	1,636.31	1,964.74
Private	487.33	2,097.63	Total Wages & Benefits	68,452.39	73,277.36
Leadership	0.00	0.00	Programming Fees	0.00	6,411.70
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	50,987.33	32,597.63	Publicity Fees	1,970.00	0.00
Trent Student Memberships	112,000.00	112,000.00	Administrative Fees	438.59	770.00
Commercial & Non-profit	0.00	0.00	Total Fees	2,408.59	7,181.70
Individual Memberships	740.00	720.00	TOTAL PERSONNEL	70,860.98	80,459.06
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	112,740.00	112,720.00	SUPPLY & EXPENSE		
Special Events	0.00	0.00	Publicity & Promotions	0.00	0.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	0.00	0.00	Line Rental	1,414.40	1,240.70
Fundraising	80.00	528.00	Rental Other	0.00	17.25
Fundraising Expense	0.00	(966.60)	Net Rentals	1,414.40	1,257.95
Net Fundraising	80.00	(438.60)	Postage & Delivery	13.20	8.50
TOTAL FUND RAISING	163,807.33	144,879.03	Office Supplies	162.50	32.85
			Telephone	300.90	234.32
EARNED REVENUE			Utilities	1,818.55	1,440.56
ON AIR Sponsorship	1,250.00	1,000.00	Programming & Licence	1,190.29	1,435.51
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	571.76	427.58
Net ON AIR Sponsorship	1,250.00	1,000.00	Building R & M Upper Apt	1,340.92	197.35
Net "RADIO PAPER"	0.00	0.00	Technical R & M	1,126.16	4,034.84
Net Other Sponsorship	0.00	37.22	Net Repair & Maintenance	3,038.84	4,659.77
Tape Sales	0.00	0.00	Professional Fees	0.00	500.00
Tape Sales Expense	0.00	0.00	Insurance	3,226.15	3,468.26
Net Tape Sales	0.00	0.00	Travel	0.00	0.00
Rental Income	3,660.00	3,584.00	Volunteer Expense	134.70	443.36
Mgmt Services Gross	37,290.18	39,212.19	Bank Charges	113.35	348.07
Net Misc Sales & Services	85.00	(39.81)	Mbanx Loan Interest	855.94	1,266.07
TOTAL EARNED REVENUE	42,285.18	43,793.60	Net Interest	855.94	1,266.07
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	6.89	523.15
Interest Income	58.49	268.01	HST Paid	6,616.36	1,060.43
Micellaneous Revenue	0.00	0.00	Bad Debts	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	Miscellaneous	0.00	371.25
TOTAL MISC REVENUE	58.49	268.01	TOTAL SUPPLY & EXPENSE	18,892.07	17,050.05
TOTAL REVENUE	206,151.00	188,940.64	TOTAL EXPENSE	89,753.05	97,509.11
			NET INCOME	116,397.95	91,431.53

Subject: Trent Radio Security per 715U

Date: Wed, 18 Jan 2017 15:30:30 -0500

From: Jill Staveley <jstaveley@trentradio.ca>

Hi Folks,

I have sent this message to all staff members, Operators and Self Support Programmers scheduled for the next few days.

As you know, we have an apartment above the front portion of 715 George Street North. Currently we are experiencing a negative situation with the tenants, and they are quite upset.

They have been down to Trent Radio to express their frustration - and, after being directed to contact the property managers, they have continued to stomp around to make sure they are heard from their apartment.

The apartment is managed by Babcock & Robinson, and thus ALL communication should be directed to them. DO NOT give out any phone numbers, and if at any point you feel unsafe, please don't hesitate to call 911.

Your safety is our first priority. We will back you up for the choices you make to protect your safety and the safety of others.

For the time being, I feel that it would be in our best interest to operate with the kitchen door locked and secured until the situation feels more clear and resolved, so we can avoid any surprise and/or unwanted visitors.

If you have any questions, please let us know.

If you experience a situation where you need backup or advice, please contact John (xxx xxx xxxx), or me (text xxx xxx xxxx, voice xxx xxx xxxx) at any time.

And please make sure you inform us of any situation, interaction or disturbance you experience with the tenants.

Sincerely,

Jill Staveley & John Muir