

TRENT RADIO BoD AGENDA

20 September 2017 at 7:15pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 19 April 2017
03. Business Arising not covered in other reports (none)
04. Committee Reports - none
05. Operations Report - see attached * where applicable.
 - a) Financial Statements to 31 August 2017 (subject to adjustment and review) *
deferred to next Meeting - 27 September 2017
 - b) NCRC'17 Report / Reflection prepared Mauricio Interiano 03 July 2017 *
 - c) 2017 Summer Operations & Information Manager's Report - Wes Grist *
 - d) Summer 2017 (July-August) Report Mauricio A. Interiano 14 Sep 2017 *
 - e) Summer Broadcast Season STATEMENT OF PERFORMANCE & EVENTS - Jill Staveley *
 - f) General Manager's Report
 - i) Audit: The Ontario Trillium Foundation requires a group like Trent Radio to submit audited financial statement rather than the cheaper, differently scrutinised statement prepared as a financial review. We are inquiring as to the extra cost involved.
 - ii) Transmitter Upgrading. Has been going well but not complete. We have run into problems with misbehaving parts. A full report will follow on completion.
 - iii) StoryTellers Conference set Peterborough July 2018. I spoke with David Merleau (SC-Radio-CC, Storytellers of Canada Radio) about the prospect of a partnership for the purpose of offering a large "radio presence" to the upcoming Storytellers of Canada conference to be held at Trent University July 4-8 2018. We surveyed various ways that we could share resources including access to remote broadcasting equipment for the event, possible airtime, and opportunities for Trent Radio members to attend the events and workshops at the conference. The conference will be based at TrentU, and has attracted 125 - 200 attendees when held in Edmonton, Vancouver and Levi Quebec.
 - iv) Employee Health & Dental Insurance Premiums 2017-18 for five employees and their dependents; \$ 2,615.85
06. Any Other Business
07. Setting the dates for the next Board Meeting. 27 Sep 2017?
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on Wednesday, April 19, 2017.

P R E S E N T: Shannon Culkeen, Zara Syed, Matthew Poppleton, Geoff Barnes, Steve McNabb
(via phone) and Angelica Cooper.

R E G R E T S: Scott Somerville

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 7:20 pm, with Shannon Culkeen acting as Chair, and Geoff Barnes recording the Minutes of the Meeting. The 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 previous Board Meeting, held on February 15 were approved as presented.
3. There was no business arising.
4. Operations Report
 - a. The General Manager and Deputy General Manager presented the Operations Report (including financial statements to March 2017) see attached. HST paid appears to be high based on the past, this will be looked into by the General Manager
 - b. Local Content Project Manager's (LCPM) Report - Matt Jarvis (see attached). It was noted that it was a very successful project and that Matt Jarvis is doing an excellent job
 - c. Community Outreach Development Manager's (CODM) Report - Mauricio Interiano (see attached). It was noted that Hayley Raymond and Mauricio are working on a manual/instruction document for future Programme Directors. In addition, opportunities to exploit technology to reduce the administrative grind relating to programming functions is being examined. (ie electronic programme logs, music sheets, programme proposals, volunteer sign-up sheets etc)
 - d. PM, DGM, RRFG Report - Jill Staveley (see attached) . It was noted that we are purposely not making any big decisions this year as the plan is "watch and learn" to see where and how we can improve and change processes. There has been an emphasis on delegating special projects to Trent programmers and volunteers to giving more opportunities to learn.
 - e. General Manager's Report - JK Muir (see attached) Relating to the "Make Trent Safe" campaign-letter endorsement request, a draft of a response from the Board was reviewed and considered. **UPON A MOTION** duly made, seconded and carried unanimously, the Board agreed to continue discussions regarding the Board's response to the letter by reconvening over email in a timely manner (over the next few days) with the aim of completing a draft of the response that may be voted on by the Board and sent to the Make Trent Safe campaign. **UPON A MOTION** duly made, seconded and carried unanimously, the Board confirms all other matters presented and discussed in the Operations report.
5. Under any other business, two reports (see attached) pertaining to levy groups and fee collection written by Alissa Paxton (PRCSA Steward & VP) were presented for information. In addition, the local Red Cross was thanked for their donation of office furniture and supplies as they are shutting down operations in Peterborough.
6. The date of the next Meeting having been decided as 21 June at 7:15pm and there being no further business. Meeting was adjourned at about 8:45pm.

Shannon Culkeen, President & Chair

Geoff Barnes, Secretary

**For Trent Radio BoD 20 September 2017 - NCRC'17 Report/ Reflection
prepared Mauricio Interiano 03 July 2017**

This year I had the opportunity present and attend the 36th National Campus & Community Radio Conference from June 7th to 11th in Abbotsford, BC. Together with Ayesha Barmania and Jeffrey Moore, from Peterborough Independent Podcasters (PIP), we represented Trent Radio at the annual event.

Presentation:

My presentation's title was: "Trent Radio: Volunteer Recruitment and Retention". More than 50 people attended the presentation and we had great discussions about how to think outside the box and engage with new volunteers so they stay beyond orientation, as well as nurturing the existing volunteers.

We also talked about new and creative strategies and ideas to improve volunteer recruitment and retention. I spoke about how volunteer recruitment can be a challenging task and gave a detailed explanation of the current model and structure that we have in place. Everyone seemed very interested in our "Operator" model and how we delegate and share different tasks.

I also explained how we don't actually use the term "volunteer". Instead, we provide our volunteers with working titles like: Executive Producers, Operators, Programmers, Archivist etc. and how by doing this we help them in their professional development and resume building.

Overall, it was a productive and learning experience that allowed me to share and learn from other staff members. I am already thinking about other topics I could present next year.

Annual General Meeting:

The AGM of the NCRA membership took place on Friday 9th. It was the shortest AGM in the history of the NCRA. Thanks to technology, John K. Muir, was able to virtually attend and participate on the meeting.

NCRA Awards Gala:

It was a good year for Trent Radio. Larry's Sandman show "Discovering Jazz" won the "Best in Music" annual award. I was given the award and brought it back to Peterborough.

I also attended a session to discuss and provide feedback for the NCRA Awards nomination. Currently, there is a very low number of nominations and the majority of them come from the same big radio stations. We suggested a shorter/ easier nomination process to increase the number of nominations, as well as, extending nomination time and promotion.

Sessions:

I attended different sessions that were very helpful and informative. It was very nice to share a room with people that have the same questions, ideas and that speak the same community radio language. Some of my favourite sessions were:

Interculturality: we shared our experiences about making radio with the explicit intention of cultivating interculturality. I shared my experience with TISA's (Trent International Student Association) Show, and other shows at Trent Radio that try to do the same. It was a good session but we spent a lot of time defining interculturality.

Radio as a Medium: Right now, we consider radio in much the same as we did for the last century: a linearly schedule presentation of audio matter. During this session we tried to reconsider this in a bit contemporary context and what we can learn from the explosion of new possibilities provided today. It was a very productive group discussion. We talked a lot about social media and other ways to expand radio shows and their content. I spoke a bit about Arthur newspaper and how print, and other "traditional" means of communicating, can also be platforms one can use to expand and grow their radio shows.

Conflict management: We talked about how, in community radio, with a wide range of passionate people working closely together, we are not strangers to conflict. We should be able to engage with conflict in constructive ways so we could use these experiences for growth and community-building. We went through some concrete ideas and ways to address conflict. We used hand-on exercises and engage in discussion to explore ways for increasing "conflict literacy".

Podcasting: This was a trending topic this year. Ayesha and Jeffrey talked about the Peterborough Independent Podcasters (PIP) and how they help our programmers turn their radio show to podcast. Throughout the conference there was an ongoing conversation about copyrights for podcasts. This issue was talked and explain in this session as well.

Overall, It was a very refreshing and helpful experience. I highly recommend other Staff, volunteers and board members to attend this conference next year.

[ends]

For Trent Radio BoD 20 September 2017 - Summer Operations & Information Manager's Report prepared by Wes Grist Summer SOIM '17

It is my opinion that my time as Summer Operations and Information Manager (or SOIM) at Trent Radio has been a success. The aim of this position was to facilitate a series of special events with Trent Radio and its volunteers, while remaining on site from roughly 1-7pm on weekdays and acting as the primary point-person for programming related correspondence during the seven week contract. The special events included an on-location broadcast of New Visions/ Old Land, a mixed-media art exhibition in cooperation with Artspace and EC3 that took place on Hunter Street as a part of Canada 150, as well as a series of “workshops” with the New Canadians Centre with family-focused community outreach in mind.

In addition to the predefined responsibilities of the SOIM, I also helped facilitate two other remote broadcasts from The Spill, namely a live broadcast of Fuzz Fest, as well as Trent Radio-Active. Fuzz Fest is an annual, one day music festival hosted at The Spill which strongly features local musicians. Trent Radio-Active, largely put into motion by Sarah Milner, was a live, on stage showcase of Trent Radios programmers, similar in spirit to past Radio on the Lawn events.

One of the most exiting aspects of this contract was the opportunity to use the Comrex. Thanks to the extraordinary support of Rob Hailman, whom I had the pleasure of working with this summer. Hopefully this opens the door to future remote broadcasts, and I look forward to being an ongoing part of that endeavour.

As far as being the “point person” at Trent Radio goes, it was made very easy due to the capable nature of this summers Executive Producer team. There was only one instance where I had to come in to unlock studio A, which seems noteworthy. We had some new EP's this summer, several of whom notably were volunteering despite not having a program themselves. With two or three EPs on each night, plus our operators at large, shift coverage was rarely a problem, and, when it was, we were able to find new Executive Producers in time. I had the pleasure of giving studio A training to two of our programmers, and we're glad to have them aboard.

New Visions/ Old Land was a successful experiment for Trent Radio. With much support from Jill StavelEy, Rob Hailman, Aiden Clarke, Hannah Collins, Alex KAras, John Muir, Artspace, EC3, PIP, the staff of Sam's Place, and many others, we were able to make it happen.

Unfortunately, there were so many events this summer coinciding with Canada 150 that we had to modify the workshops with the New Canadian Centre. In the last week of the contract, NCC summer student Sai Antabi was able to find a number of volunteers to be interviewed at Trent Radio house, given a tour, and provided with program proposals and information pamphlets about Trent Radio. A radio documentary about their experiences regarding coming to Canada will be the result, and hopefully some new programmers as well.

[end]

**For Trent Radio BoD 20 Sep 2017 - Summer 2017 (July-August) Report
submitted by Mauricio A. Interiano 14 Sep 2017**

It has been busy summer at Trent Radio. I have been able to do more planning for the Fall/Spring season and outreach activities. Some of these tasks include Printing programme proposals, Brochures, Online content and posters, Arthur articles, booking events and places for future outreach sessions, contacting and preparing for our programming selection committee meeting, recruiting Operators and trying to create sustainable structures and systems to implement this fall.

These are other highlights of the summer:

Physical Plant:

This summer we had more time to clean and rearrange Trent Radio house. We dealt with Pigeons, Bird termites and Bees. We have also be cleaning and organizing our office space on the second floor. Trent Radio house feels cleaner and safer.

Levy Booklet:

This Summer I Joined the Levy Booklet committee. Together with Molly Hu and Victoria Balding we were in charge of putting together profiles of the levy groups and create a Booklet to include in the Welcome Bags for new students. It was a challenging and learning experience. It was the first time this was done. It involved a lot of communication with the print shop and other clubs and groups. There had a very short time line. It was a success and I recommended doing this again next year. With a longer time line and with more people involved in the process it should be an ongoing project for future years.

Tracks Camp Session: In collaboration with the Tracks Youth Programme, I Hosted an information session and a live broadcast session. We recorded some drums songs, that were edited for future use. 12 campers (+staff) met at Sadleir House for a general information session about Trent Radio. After that, we head over to Trent Radio House for a tour and a live broadcast.

Outreach sessions:

As part the RM1718/CRFC Trent Radio Foundations grant I will deliver 5 - Community Outreach Information & Training Sessions for Operational Volunteer Positions (Operators & Executive Producers)

Between July - September 2017. I hosted the following in August.

1. Peterborough Folk Festival:

This was a great outreach opportunity. There was a significant amount of foot traffic, where a lot of people asked about our location, shows information and opportunities at Trent Radio. This session in particular was pivotal to reconnecting with the Peterborough community and music scene.

2. Peterborough Square:

At the Peterborough square session our main target was Peterborough community members. A good amount of past programmers swung by to collect programme proposals to continue with their show. During this session we got a good amount of new people that have never heard about Trent Radio. Again, this location seems to be a good one to reconnect with the Peterborough community and remind them that we are still alive.

[ends]

For Trent Radio BoD 20 September 2017
Summer Broadcast Season STATEMENT OF PERFORMANCE:
 prepared by Jill Staveley, 11 September 2017

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
 - 2) Trent Radio's programming is in compliance with its broadcast license.
- Hard copy programme logs for each broadcast day are to be completed and kept for one year.
 Programmers are reminded to initial the programme log and to check for sponsorships.
 All sponsorship sheets are completed and kept for one year.
 All music sheet data is now kept for at least one year.
 Programmers are reminded to account for all music played noting Canadian content and other information.

Average Weekly Stats (excluding RFP)

Content Category	CRTC Required	TRadio Required	SMR2017/weekly stats	SMR2017 total stats (15weeks)
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming	MIN 25% of all programming	44.18%	
11 – NEWS			-	
12 – S/W Other			18.775hrs	281.63hrs
CATEGORY 2 – POPULAR MUSIC		MAX 60% of all music	59.11%	
21-pop rock & dance	At least 20% of CAT2 must be other than 21		13.025hrs	195.38hrs
22 - country & country oriented				
23 – acoustic			1hr	15hrs
24 – easy listening				
CATEGORY 3 – TRAD & SPECIAL INTEREST	MIN 5% of all selections	MIN 5% of all selections	40.89%	
31 – concert				
32 – Folk & Folk Oriented			0.1hrs	1.5hrs
33 – World Beat & Internationa			0.1hrs	1.5hrs
34 – Jazz & Blues			0.75hrs	11.25hrs
35 – Religious			5.75hrs	86.25hrs
36 – Audio Art			3hrs	45hrs
HITS PLAYED	No specification	MAX 5%	Below TR MAX	Below TR MAX
Station Produced	Minimum 42hrs	Minimum 42hrs	42.5hrs	42.5hrs
Advertising & Sponsorship		MAX 252 minutes	Below TR MAX	Below TR MAX
CAT1 total hrs			- 18.775hrs or 44.18% of programming	
CAT 2 total hrs			= 14.025hrs or 59.11% of all musical selections	
CAT 3 total hrs			= 9.7hrs or 40.89% of all musical selections	

Average weekly broadcast hours (6:00 – midnight daily)

Description	SUMMER17
Total live b.casting hours / week (average)	42.5
Number of Producers	63
Number of Programmes	44
*RFP b.casting hours/week (average)	85.5

RECORD OF SIGNIFICANT EVENTS – SUMMER BROADCAST SEASON 2017: A Programming, Daily Operations & Special Projects Perspective Report Prepared by: Jill Staveley

PROGRAMME PROPOSAL DEADLINE: SUNDAY APRIL 9

*We held an open house for prospective EPs & other interested volunteers simultaneously with Programme Proposal Deadline & Story Machine Radio Project Day.

SUMMER PLANNING SESSION: SUNDAY APRIL 23

*Mauricio & I had a chance to go through all the Summer Programme Proposals, train new programmers. All the EPs were prepared in advance for their duty on Sunday April 23rd, and they came together confidently already committed to a set EP shift, and ready to make a schedule.

SHUTDOWN, ADMIN & TRAINING: APRIL 22 to MAY 7

*Any new programmers requiring additional training were scheduled. Emails prepared and sent to each Programmer confirming scheduled time, contact information, show description – and connecting them with their EP. We created an excel spreadsheet for the season, and checked off people as they confirmed email addresses, attended training, paid their membership fees, recorded a programme promo, etc.

SUMMER SEASON START: MONDAY MAY 8

SUMMER SOCIAL @ REID ST: SATURDAY MAY 13

*JKM delivered an orientation to Trent Radio & Community Radio, recorded for broadcast at a later date.

PROGRAMME PROMOS & BACKUP SHOWS DUE IN: FRIDAY MAY 19

*completed nightly by EPs in StudioB, recording promos & downloading logger files for back-up shows. In reality backup shows & promos were completed with the help of SOIM by Friday June 2nd.

LCPM END: FRIDAY MAY 26

SOIM START: MONDAY MAY 29

TIP Funding APPLICATION: MAY 31, 2017

Local Content & Production Assistant (TIP):

DUTIES: Assist with accessioning and digitising incoming music artefacts and support material into Trent Radio's Archives.

Assist with production of special programming Initiatives including hosting and technical production tasks associated with live music broadcasts, live radio dramas and interviews.

Assist with all aspects of developing, promoting and delivering educational and creative workshop sessions..

May involve early morning, evening or weekend work.

QUALIFICATIONS: Interest in and knowledge of local music scene. Experience public speaking and/or as a radio host.

Attention to detail, leadership, organising others, office skills and a strong knowledge of general database operations and scanning/editing/saving digital graphic files.

Digital Audio Production skills are an asset, the ability to learn both digital and analogue audio production skills a must.

You must be eligible to work in Canada to secure this position.

LOCATION: Trent Radio House, 715 George St. N (corner of Parkhill Road).

TO APPLY: Cover Letter/Resume to Trent Radio House, or by email to jstaveley@trentradio.ca

SUPERVISOR: Production Manager & Local Content Project Manager

CODM END: FRIDAY JUNE 2

NCRA CONFERENCE: JUNE 7 – 11

*Mauricio Interiano, Jeffrey Moore & Ayesha Barmania attended the conference in Abbotsford BC. Mauricio provided a written report for us.

CONVOCATION: JUNE 6 – 9

*Some issues with stream, as our web browser seemed to be outdated. We used my laptop & Wes's phone for 2 of the broadcasts. Others were okay from StudioA.

TWSP FUNDING APPLICATIONS JUNE 16 (New Job Descriptions/Roles for TWSP)

(1) As the Physical Plant Support person at Trent Radio, the successful candidate will gain experience working independently, developing effective communication skills with a wide range of community members and staff, increase general knowledge of household repair and maintenance of a high-traffic student and community space and understand the basic workings of a community radio broadcast facility.

The job experience includes: successfully managing and completing a self-directed weekly task-schedule based upon needs of the space; excellent scheduling and effective communication with other staff and volunteers to accommodate programming, production and physical plant needs; key holder responsibilities (opening and closing Trent Radio House); and working independently to complete all tasks required.

(2) The Administrative Assistant will gain experience in both the on-air production and the administrative sides of Community & Campus Radio.

They will: become familiar with CRTC regulations for the production and delivery of radio in Canada; gain experience monitoring and providing feedback to volunteer programmers for the production of exceptional producer oriented radio programming; gain experience maintaining clear and concise spreadsheet records through completion of weekly Programme Logs (creation and reconciliation); develop graphic design skills in preparing event posters and picture programming schedule; gain experience volunteer management through the delivery of Special Radio Production and community outreach activities.

(3) & (4) The Local Content & Production Assistant will gain experience in all aspects of audio production - from live broadcasts and recordings to digital audio preservation in compressed and non-compressed formats. They will be responsible for learning and knowing about the active audible performers and performance scene in Peterborough to increase collection materials and to promote current artists to Trent Radio volunteers and programmers.

The LC&P Assistant will also work with both Trent Radio's Local Content Project Manager and Trent Radio's Production Manager to create and deliver workshops on topics such as podcasting/digital story telling, music promotion, audio editing, and live performance broadcasts. They will learn how to operate both live and recording audio production gear for the delivery and creation of new local content for broadcast and archival purposes.

This opportunity would be of interest to any students interested in live music, media studies, cultural promotion, audio production, presentation of multi-media projects on-line, music, theatre and performance based art, music charting and reviews, and community story telling.

FCI WINDOW INSTALLATION: FRIDAY JUNE 23

*Installation of 2 donated windows to replace office windows. \$1900 value (product and labour). In exchange for a combo of a 1 year Sponsorship & Charitable Tax Receipt. Contact: Jamie Stringer, through Dave Hawkins.

FUZZ FEST: SATURDAY JUNE 24

*This event was broadcast live on Trent Radio using the Comrex. Intended as an opportunity for our co-op student and another young volunteer to get active in the community, as well as a test run for the remote technology to make sure we understood how it would work for the EC3 live broadcast on June 30th. As a side note: Hurricane Charlie (Jill Staveley & Patrick Walsh) have taken the live recording of their set, and will be releasing it as an album through Mirkwood Records – a Philadelphia based music label who releases albums for free on the internet.

NEW HORIZONS OLD LAND: FRIDAY JUNE 30

*Hired by EC3 Peterborough, Trent Radio delivered a full day of remote broadcast programming live from Hunter Street. Organised and delivered by SOIM/Wes Grist, first use of the Comrex, coverage of media art installations, interactive broadcasting with community members / public.

CODM RETURN: MONDAY JULY 3

RM1718 – Trent Radio Foundations Officially Starts: MONDAY JULY 3

STRAWBERRY SOCIAL @ SADLEIR HOUSE: SUNDAY JULY 9

SOIM END: FRIDAY JULY 14

RADIO ACTIVE LIVE @ THE SPILL: SATURDAY JULY 15

*Afternoon of live performances from the Spill, organised and hosted by Sarah Milner. Featuring Rick Sloukji, Jeff Moore, Scott Somerville, The Rock & Roll Princesses, Rob Hailman – tech by Wes Grist & Alex Karas

DOG DAY RADIO PROJECT DAY: MONDAY JULY 24

*Organised by Em Minthorn on Chris Lawson's Birthday. There was cake, new and old programmers – and a tonne of excellent dog themed programming.

LAST DAY OF SUMMER SEASON: FRIDAY AUGUST 18

*Programming continued til the end of the broadcast day, rather than ending at noon. We felt that with such a short season (15 weeks) – we didn't want to take a broadcast day away from our Friday programmers.

SHUTDOWN: SAT AUGUST 19TH – MON SEPTEMBER 4

*End of Season Clean Up, tore down wobbly PD desk, hired Millar's pest control to spray for mites (from dead pigeon in nest on roof), general cleaning – plus extra sanitization of space. Was a fairly easy task, with regular cleaning happening all summer. NO carpet cleaner – the carpets are too thin to make it worth it. Need to re-floor within next 12 months.

EARLY BIRD DEADLINE: FRIDAY AUGUST 25 @ HIGH NOON

*This was a confusing endeavour. Many people didn't know about this – especially long time programmers – so, I feel that it hasn't been promoted/understood in a valuable way. When I was promoting it – I was under the impression that returning programmers could apply for their show, and start the first week of September – AND maintain that timeslot throughout the season. I was also under the impression that any programming for the pre-season was to be scheduled based upon submissions received at the Early Bird Deadline. It is obviously a confusing notion – one that we need to clarify or get rid of.

[ends]