TRENT RADIO BoD AGENDA
27 September 2017 at 7:15pm

01. Chair's Opening Remarks and Agenda Approval.

02. Presentation of Previous Minutes - 20 September 2017

03. Business Arising not covered in other reports (none)

04. Committee Reports - none

05. Operations Report - see attached * where applicable.
   a)
     i) Community Outreach Development Report
          - prepared by Mauricio Interiano w/ Jill Staveley *
     ii) Staffing, Projects and Grants Report
          - prepared Jill Staveley *
     iii) Uns[t]ung stories
          Bees, previous tenants, xmitr upgrade, year-end & HST

06. Any Other Business
      Nominating Committee and reviewing Nominating policy.

07. Setting the dates for the next Board Meeting 18 Oct 2017?

08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on Wednesday, September 20, 2017.

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

R E G R E T S: Shannon Culkeen and 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 7:15pm, with Angelica Cooper 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 April 19 2017 were approved as presented.

3. No new business arising

4. No Committee Reports

5. The General Manager and Deputy General Manager presented the Operations Report see attached.
    a. Financial statements for YE17 will be presented at next Meeting as there are a few items to wrap up since the bookkeeper *just* provided the statements and John Muir is still updating
    b. NCRC'17 was successful and Trent Radio was well represented
    c. Summer operations report presented. Hunter St Canada 150 live broadcast was successful.
    d. Summer 2017 Operations report: Mauricio engaged in a lot of outreach, Foundations project. Levy groups printout went out to students to further promote Trent Radio
    e. Summer Broadcast Season: Statement of Performance & Events presented. Trent Radio programming is balanced and in compliance with the aims of Trent Radio as a broadcaster. Also, extra time taken for training and that has worked out well. New windows installed upstairs (via donation!)
    f. General Manager's Report
        i.   Ontario Trillium fund application will allow Trent Radio to apply for accessibility upgrade funding. Currently exploring costs of submitting to a full financial audit so that Trent Radio is more likely to get this funding
        ii. Transmitter upgrading: this is almost complete but still ongoing due to misbehaving parts. Updates to follow
        iii. Storytellers Conference coming to Peterborough July 2018 – this is an excellent opportunity for Trent Radio and this opportunity will be explored further in the coming reports

6. Other business: nominating committee
    a. Shannon will be chair of this committee
    b. Policy manual to be provided by John
    c. Before thanksgiving meet to discuss nominations

7. **UPON A MOTION** duly made, seconded and carried unanimously, the Operations Report was approved as presented and updated Balance Sheet and Income Statement be sent to Board Members.

8. The date of the next Meeting having been decided as 27 September 2017 at 7:15pm and there being no further business. Meeting was adjourned at about 8:00 pm.

_____   _____
  Shannon Culkeen, President & Chair   Geoff Barnes, Secretary

Community Outreach Development report for BoD Meeting 27th September 2017 prepared by Mauricio Interiano (CODM) w/ Jill StavelEy (PM RRFGM DGM)

September 2017 - Activities:
- Fri 01 Sep Arthur Newspaper begins publishing Trent Radio content on a fortnightly basis.
- Mon 04 Sep Facebook events are up and Social Media promotion began.
- Tue 05 Sep Hiring TWSP Staff.
- Thu 07 Sep Training Sessions began.
- Sun 10 Sep Radio on the Lawn and Open House and Programme Proposal Workshop.
- Wed 13 Sep Clubs & Groups Day on campus Trent University.
- Thu 14 Sep Clubs Craze on campus Fleming College.
- Mon 25 Sep Fall 2017-18 Broadcast Season Began
- Fri 15 Sep Programme Proposal Deadline & Programming Committee Meeting
- Mon 18 Sep Web schedule & sending out confirmation e-mail to programmers.
- Wed 20 Trent Radio presented at the first Cultural Studies 2035 class to attract students to participate briefly in Trent Radio in lieu of an assignment.
- Fri 22 Sep Pride Day at Trent Radio
- Sun 24 Sep Operators meeting and training session.

Programming

Air time: 80 hours of Programming (excluding RFP & Red Morning Radio)
 SU 2hrs   MO 13hrs TU 14.5hrs WE 13.0hrs TH 15hrs FR 14hrs SA 8.5hrs
Programming Stats Update:

Fall17	Fall16	Fall15	Fall14	Fall13	Description:
78	92	80	88	84	Regular scheduled programmes from
109	111	93	106	101	Programmers, comprised of
41	55	42	46	44	TrentU students
68	56	51	60	57	Community Members
6	7	5	4	4	TrentU & Community Groups

78 Shows
2 (1) hour training sessions per week
3 30min Smooth Operators/day
1 30min Show for co-op student

Trends so far:
- Podcasting: Again this season, an increasing number of programmers intend to put a recording of their radio programme on the Internet for re-distribution, or to "podcast". The Internet service 'Soundcloud' and 'Mixcloud 'seems to be the most commonly mentioned method of conveyance.
- Guests: Again this season, programmers seem more interested in bringing guests, call-in shows and asking for more phone training.
- 10am start time : There was a very low interest in early morning times slots.
- No Saturday Evening applications.

Operators Fall 2017   * new to the Operator position this season.

REGULAR OPERATORS		OPERATORS AT LARGE
Will Pearson *	Dave Hawkins	Rob Hailman
Bronwyn Huggins	Jess Grover	Geoff Barnes
Colin Wigle	Hannah Collins *	Rick Sloukji
Zara Syed	Angelica Cooper	Alissa Paxton
Chris Lawson	Paige Russell*	Melinda Richter
Emily Minthorn	Lyndsey Russell	Rhys Climenhage
Wesley Grist	Tree Chomko	Sarah Milner
Rachelle Sauve	Michael Gray *	Ayesha Barmania
Josh Skinner	Michaela Rickey *	
Alex Karas	Dylan Flippance	
Shannon Culkeen	Hayley Raymond	
Matt Douglas		

Operators are drawn from trusted Programmers from the past year and from Executive Producers of the previous summer season. Occasionally a volunteer will become an Operator when they have a strong interest in Trent Radio but no strong desire to programme directly.

Student Jobs 2017/18
PD Assist. – Hayley Raymond   LCPA (TIP) – Daniela Leal
LCPA1 (TWSP) - JIllisa Joshua   LCPA2 (TWSP - You Had To Be There) - TBA
Physical Plant – Eriq Anderson   Co-op Student - Rhys Climenhage

Goals for Fall 2017:
Goal No 1: PD Document / Chronological Guide: Last year I provided Trent Radio with a critical review and a step by step outline describing what the PD position entails. My main goal this year is to reference, edit and revise the document so that a new person fulfilling this role has a clear understanding and reference to complete the job effectively.

Goal No 2: Our goal this year was to offer and complete full StudioA training sessions for LL new programmers before they had their first show. In order to make this happen, we extended the time between the Programme Proposal Deadline /Programme Proposal Review Committee Meeting and the first day of the Fall Broadcast Season. This leeway allowed us to focus on administrative responsibilities (Webschedule/Programme Logs) for 2 full days, and then offer 8 StudioA Training Sessions over the course of 2 days. Allowing this amount of time for administrative, training and planning feels healthy and sustainable as a model to work with for the future. We will use a similar timeline for the Spring & Summer Season this year, and make recommendations for Fall 2018 based upon our findings.

Goal No 3: Working in cooperation with the DGM, we are delegating specific responsibilities related to Programmer in order to set up a sustainable model for the future of Trent Radio. We are working to define and delegate specific roles and responsibilities normally associated with the Programme Director, so that the staffing structure will be successful and solid with a new CODM after June 2018.

Goal No 4: Fulfilling the responsibilities outlined in the CRFC RM grant. Specifically the role of the CODM is to develop effective outreach practices, increase community awareness, work to focus on training and accommodating a new model for overseeing increased schedule changes with TrentU's new 0.5 credit system. We are also working to increase connection between Operators, and to offer more workshop and skill building opportunities for our Programmers. We will be holding monthly Operator's Meetings (last Sunday of the Month, 1-3pm...with donuts), as well as delivering monthly workshops to develop radio production skills.

Goal No. 5: - Trying not to set ourselves up for failure. Being realistic about volunteer commitment capabilities, and not scheduling programming during times when the PD (or other staff) generally is required to cover shifts on a last minute basis. The key word is Sustainable.

FALL 17/18 OPERATOR Survival Guide – WEEK ONE (phn numbers redacted)

Thank you – from the bottom of our fishy hearts! We sincerely appreciate your commitment and value your contribution to Trent Radio's Broadcasting Community. Your job is really important – you fill an important connection between volunteer Programmers and our administrative staff – specifically Mauricio Interiano, our Community Outreach Development Manager – and ultimately, to our Board of Directors.

 Please keep the following phone numbers/contacts in a safe place – and reach out when you need support, extra training, guidance and/or more coffee.

Mauricio Interiano – xxx-xxx-xxxx, minteriano@trentradio.ca
Mauricio is our Community Outreach Development Manager. Responsible for ALL THINGS PROGRAMMING, Mauricio is your point person for just about everything involving Programmers and Programming. He will be onsite Monday – Friday, and will reach out to your with important information regarding schedules, contact information for Programmers, specific responsibilities for CRTC (etc) compliance requirements, and special events.

Matt Jarvis – xxx-xxx-xxxx, mjarvis@trentradio.ca
Matt is our Local Content Manager and our volunteer coordinator. Matt will essentially act as a social convenor and help facilitate Operator's monthly meetings (and make sure we have donuts!). He will also help coordinator and deliver advanced training sessions, and be a general resource for the group of Operators as a whole.

John Muir – xxx-xxx-xxxx, jkmuir@trentradio.ca
John is our General Manager. He is the point-person for all gear and technical problems, and for physical maintenance of the building. This includes computers, servers, production & broadcasting gear, physical damage to the space – etc. Don't hesitate to call him in case of an emergency when relevant – otherwise, keep him apprised of all technical issues via email.

Jill Staveley – xxx-xxx-xxxx (cel – text is best), xxx-xxx-xxxx (home phone), jstaveley@trentradio.ca
I'm your consistent point-person for bigger projects, overall day-to-day operations of the facility, and always for moral support. I have kids, and like to eat dinner with my family, so won't be on-site during evening shift svery often – but I will often be listening to Smooth Operator while I eat dinner with my family. If anything goes wrong, or you need any extra training – please don't hesitate to get in touch with me, or at least keep me in the loop.

SAVE THE DATE *AND* TELL YOUR PROGRAMMERS: Programmer Orientation takes place on THURSDAY OCTOBER 4TH @ SADLEIR HOUSE from 7-9pm. John Muir will deliver a talk about Community Radio in Canada, and Trent Radio specifically – and we will have coffee and donuts and a chance to get to know the larger community of Programmers. Please remind new Programmers that this is (practically) Mandatory.

WEEK One – Jobs/Responsibilities
1. **Meet with each of your Programmers**. With their Programme Proposal in your hand – confirm that they have signed the back page (contract) with us. Collect membership fees when relevant. Get to know them – and exchange phone numbers. They are expected to communicate with you directly regarding planned & emergency absences, and you are responsible for communicating relevant notices and information regarding Trent Radio and their Programme.

- do they have headphones?

- do they know how to fill out music sheets? Did they fill them out?

- do they know how to modify and sign the Programme Logs? Did they fill them out?

- do they know how to check the logger? Did they check it before their show?

- did they play Station ID on the hour?

2. Programme Promos: each Programme is required to create a promo spot for their show. Something between 30-90seconds long – telling listeners the name of the show, who the hosts are, what it is about – and when they can hear it on Trent Radio. It can be as simple or as creative as you/they want . If you have StudioB training and are able to help out your Programmers, please book StudioB for your shift, and make it happen. If you require assistance in StudioB, talk to Matt/Mauricio/Rob/Me to figure out a plan that will work for everyone.

2. Back Up Shows: Each Programme is required to provide Trent Radio with a Back Up show. For lots of reasons – this is always a difficult task. We have made the process easier by getting Trent Radio staff/volunteers to download logger files from the first week of Programming to be saved as an emergency back up. Please notify your Programmers that the back-up show will be their first or second broadcast – and if they wish to prepare a different backup, they will need to schedule StudioB training and/or book time in StudioB.

If you are able to help with this task – here's the info you will need for naming/saving.

Back Up shows are saved with the following naming system:

01_Mon_1700_NameofTheShow_ProgrammersFirstInitialLastName_28min15sec_ [and then]

Either

lgYYYYMMDD – indicating that it was pulled from the logger (lg) and the date of the original broadcast (so we can reference the original music sheet)

OR

tbbYYYYMMDD – indicating that it is a pre-recorded show, intended for airplay on a certain date tbb – to be broadcast. Make sure that the Programmer includes the playlist information in the meta data of the mp3 file.

3. Exemplar Programme: Each programme is expected to provide Trent Radio with an exemplar Programme – a typical example of their show – for inclusion in our LCMP archive. Explain this to your programmers, so that they can provide us with one by the end of the season. If they don't choose a specific broadcast, we will use their backup show.

[ends]

**Staffing, Projects and Grants Report for Trent Radio BoD Meeting 27 September 2017
prepared by Jill Staveley (PM, RRFG, DGM)**

<u>FALL 2017</u>

We have had the benefit of working through the summer to make plans and prepare for a busy Pre-Season and Fall 2017 startup. It has been All GO! – but we are moving forward with a good spirit and successful approach so far.

We are managing another staffing change with a positive attitude, and the collective goal to create a network of staff members who work together to support a crew of Operators and Programmers who feel accountable for and involved with Trent Radio is positive and enthusiastic ways.

PRIMARY GOALS: We are working to improve our training model and timeline for Programmers and Operators within a Seasonal Broadcast Schedule approach; increase and enhance our Community outreach efforts to all of the Trent and Peterborough Communities; improve our training resources and opportunities for Trent Radio and Community Members; increase our Community Production efforts for special broadcasts and outreach project; and re-shape our staff structure to create a model that is sustainable and that can move forward with the future of Trent Radio as an evolving Community resource.

CORE STAFF:

Community Outreach Development Manager (35hrs/wk): Mauricio Interiano agreed to stay on for 1 more year. We are lucky to have him return, as we are afforded the opportunity to really assess and try out the Chronological PD Document that was prepared last year. We are moving forward this year with the idea that the CODM is responsible for front-line Programming responsibilities, general Community Outreach, and day-to-day operations of making sure everyone shows up for their shifts. The CODM fulfils all Programme Director responsibilities by working in tandem with the DGM to delegate administrative & compliance requirements (namely Programme Logs and beginning of season admin), and the LCPM to oversee Operators (namely organising monthly meetings, and providing additional and enhanced training as required).

Local Content Project Manager (10hrs/wk): Matt Jarvis has reduced his hours onsite at Trent Radio, and will be working with an assistant (Rob Hailman) to oversee LCMP duties, and taking a lead on rallying and encouraging Operators. The primary goal for the LCMP this year is to process all back-logged archives (waiting to be processed), and to design and implement an effective and permanent storage solution for the LCMP physical artefacts.

LCPM Assist & IT Support (7hs & 2+hrs): Rob Hailman has proven to be an incredible asset for Trent Radio over the past summer, fulfilling the support role for the GM with a focus on IT – as we move into the digital future. With a reduction in availability, Rob was the obvious choice to support the LCMP project to complement a small number of allotted IT hours per month (through the current RM grant).

STUDENT STAFF:

In general, we have moved away from using TWSP & TIP staff as studio trainers. The number of hours involved in training a trainer didn't always seem to make sense…and left us with obvious holes in the transfer of knowledge at points. We have also seen a visible decrease in StudioB/Production training requests. With these trends in mind, we have moved to a structure where we have 3 positions focused on supporting the LCMP and off-site production projects. We hope that this will not only create unique and dynamic programming segments, but that it will simultaneously offer our student staff members the chance to gain valuable hands-on audio production experience, and increase our visible presence with students at Trent.

Local Content Production Assistant (TIP): Daniela Leal. Returning staff member. Will be working as a student outreach production technician, under the direction of the DGM.

Local Content Production Assistant #1 (TWSP): Jillisa Joshua. Returning staff member. Will be working as student outreach production technician, with a focus on post-production and in studio editing, under the direction of the DGM.

Local Content Production Assistant #2 (TWSP): TBA – to fulfill the role of "You Had To Be There" producer, under the direction of the LCPM.

Physical Plant (TWSP): Eriq Anderson – new to Trent Radio, is an independent Hip Hop artist, and enthusiastic community member. While his main priority will be keeping Trent Radio clean and clear each week – we have plans to train him in StudioB so that he can work on developing his production skills for audio production, and hopefully deliver some workshops around RPM in the Spring Season.

Administrative Assistant (TWSP): Hayley Raymond has returned to join us one more time! Without technically having a PD, we have changed the PD Assistant position to a more general Admin position. Working under the direction of the CODM, the Admin Assist is available to help with general outreach, promotion and community connection.

HIGHSCHOOL CO-OP – We have accepted Rhys Climenhage as our morning co-op student for this term. He is scheduled to work 9:30 – 12:30 Monday to Friday. He will work on production projects, assist with promoting touring bands through archiving responsibilities and production of a weekly radio show, and work toward developing his knowledge of Trent Radio for continued involvement as an Operator & a Programmer.

FLEMING CO-OP – We have agreed to host a CIC student from Fleming College for a co-op placement once per week. This is new to us, and we went into it with little information. Our student's first name is Luke, and he will be coming to Trent Radio every Friday from 11:30 – 13:30 to get to know us – and then hopefully will get the chance to develop programming skills or maybe work in the archives with Rob & Matt.

17-18 PROJECTS:

CUST2035 – A project we usually undertake each year through the Cultural Studies 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, and have not yet set our dates for the opportunity.

CRFC RADIOMETRES '1718: Foundations: Building a Sustainable Model for Succession & Growth.
Trent Radio Foundations project is designed to provide Trent Radio staff and volunteers with the opportunity to reflect and reference the skills, information and resources developed through Radiometres projects since 2013, and to develop and implement sustainable structures and resources to meet changing volunteer, staff and organisational needs, as well as reflect the organisation founders and the original Aims and Objectives set out by them.

Trent Radio will increase our capacity to train new volunteer Programmers; to increase our skill building workshop opportunities for returning Operational volunteers; and improve our ability to preserve and transfer organisational history within our broad, and regularly changing membership.

Intended Outcome: Better training, supervision and retention of volunteers.

General Goals:
1. Develop and implement effective and sustainable community engagement and outreach methods and realistic annual goals to attract new volunteers annually.
2. Increase the size of our team of both regular and fill-in Operational Volunteers (Ops & EPs)
3. Improve volunteer retention and continuity within our Operational Volunteers (Ops & EPs)
4. Improve our Seasonal Programmer and Volunteer training and support plan and model for both first time volunteer Programmers, and experienced Operational Volunteers.
5. Re-evaluate and restructure Trent Radio's Staffing Model to meet current organisational and programming support needs, and to maintain alignment with our Aims and Objectives.
6. Gain a better understanding of the ideas and goals Trent Radio was built upon.
7. Increase and improve staff and volunteer management and oversight.
8. Develop up-to-date documentation of Trent Radio's Broadcasting Technology, including recommendations for future maintenance, growth and relevance.
9. Gain an understanding of what broadcast technology is currently in place, where it stands in terms of remaining life-span and relevance to current broadcast and production technologies.

Measurable Goals:

Organise, Promote and Deliver 6 Advanced Skill-Development Workshops for Volunteers (October, November, January, February, March, April)

Organise, Promote and Deliver 5 Community Outreach Information & Training Sessions for Operational Volunteer positions (Operators & Executive Producers)

Organise and facilitate 6 Operational Volunteer Meetings to increase annual training and communication opportunities (October, November, January, February, March, April)

Interview (recorded) at least 4 Trent Radio members involved with building the organisation

Produce, broadcast and archive a series of at least 3 radio broadcasts that serve as both Historical Accounts of Trent Radio as a community organisation, and Training Resources for new volunteers.

Create a well-organised, easily maintained and accessible resource of training and volunteer support documents.

Increase Trent Radio's Operational Volunteer roster by 10 people.

Develop 1 report outlining Trent Radio's current broadcast technology, and provide recommendations for repair, maintenance and upgrade options.

[ends]

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 is direction 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]