

**TRENT RADIO BoD AGENDA**  
**10:30am 19 November 2017**  
**just prior to the Trent Radio AGM**

1. Approve of Previous Minutes from 27 Sep 2017 Meeting
2. Presentation & Review of the Annual Report, including
  - a) Presentation of Financial Review prepared by McColl Turner Chartered Accountants.
  - b) Report of the Nominating Committee
3. Motion to approve all grant applications for the year coming up until the next AGM scheduled for 2018.

“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.”

4. Any Other Business  
Summer Technical Maintenance & Upgrades report.  
Report from Scott Donovan - Architect
5. Set date for next BoD meeting (see AGM Agenda)
6. Farewells and Adjournment

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**TRENT RADIO BoD AGENDA**  
**about 12:30 pm**  
**(just after the Trent Radio AGM)**  
**19 November 2017**

1. Informal introductions
2. Appointment of President & Chair  
(if only to the next BoD meeting)
3. Interim Signing Officer Arrangements
4. Board Particulars for Charity Return
5. Set date for next BoD meeting
6. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on Wednesday, September 27, 2017.

P R E S E N T: Angelica Cooper, Shannon Culkeen, Matthew Poppleton (via Skype), and  
Zara Syed.

R E G R E T S: Geoff Barnes , Steve McNabb 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 7:10pm, with Shannon Culkeen acting as Chair, and John Muir 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 20 Sep 2017 were approved as presented.
3. No new business arising
4. No Committee Reports
5. The Deputy General Manager and General Manager presented the Operations Report  
- see attached \* where applicable.
  - a. Community Outreach Development Report - prepared by Mauricio Interiano w/ Jill Staveley \*
  - b. Staffing, Projects and Grants Report - prepared Jill Staveley \*
  - c. Uns[t]ung stories Bees, previous tenants, xmitr upgrade, year-end & HSTUPON A MOTION duly made, seconded and carried unanimously, the Operations Report was approved as presented and discussed.
6. Other business: nominating committee. Committee members were reminded that slate of nominees names were needed on or before 26 October 2017
7. The date of the next Meeting having been tentatively decided as 18 October 2017 at 7:15pm and there being no further business. Meeting was adjourned at about 8:00 pm.

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Shannon Culkeen, President & Chair

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John K Muir, GM & VP

## **Summer Technical Maintenance & Upgrades for Trent Radio BoD 19 Nov 2017 prepared by Rob Hailman**

This summer, I was engaged by Trent Radio on a freelance basis to perform some documentation, maintenance, and upgrades on our technical infrastructure. For the most part, this work focused on replacing aging technology with more up-to-date alternatives. Much of the previous tech had served Trent Radio well for 10 years or more; these upgrades ensure reliability into the next decade. The major tasks I performed are as follows:

### **Network documentation**

Prior to making any changes to the technical infrastructure at Trent Radio, I documented the equipment and network configuration currently in use. This documentation includes an updated list of all of the PCs and servers at Trent Radio, schematic diagrams of the network infrastructure, and diagrams of the layout of the basement server rack.

### **NAS migration**

The two aging rackmount NAS servers (NS0 and NS1) were replaced with more modern Synology DiskStations. Each of these servers has five hard drives in RAID 6 configuration, allowing each server to withstand two drive failures without any data loss.

These servers are approximately 30% faster than the ones they replaced, and run much quieter with reduced energy consumption.

### **File server backups**

I configured automated backups from NS0 to NS1. Data such as the logger files and other administrative & organizational files are backed up nightly, while the PSrv and digital audio archives are backed up weekly. This protects Trent Radio from data loss in the event of a complete partial failure of NS0, as well as maintaining a file history in case of accidental modification or deletion.

### **Remote broadcasts**

Working with John Muir, we were able to configure the Comrex Access in Studio A, and successfully link it with the handheld unit. This allows Trent Radio to conduct remote broadcasts from anywhere with reasonable internet connectivity. This was first used for New Visions/Old Land on June 30th, where Trent Radio was able to broadcast live from Hunter Street.

### **Radio Free Peterborough playback**

In consultation with Steve McNabb, I was able to identify why some tracks on the Radio Free Peterborough stream were playing at incorrect speeds. The MP3s used for the stream are not all encoded at the same bitrate, and the stream software (Ices) was having issues when the bit rate changed from one song to the next. Ices has support for re-encoding files; enabling this option has resolved the playback speed issue.

### **Studio PC upgrades**

The PCs in Studio A and B have been replaced with new PCs purchased from Benchmark Computers. These new computers run Windows 10, and generally speaking have better support for modern applications. Most significantly, all major web browser vendors have either dropped support for Windows XP; this upgrade ensures that web access in studio will remain reliable.

Not all applications installed on the previous studio PCs are compatible with Windows 10, although for the most part the "core" applications remain usable or have readily available alternatives.

----- Forwarded Message -----

**Subject:**Re: architectural site visit

**Date:**Mon, 6 Nov 2017 21:08:36 -0500

**From:**Scott Donovan Architect <scott@sdonovanarchitect.com>

**To:**John K Muir <jkmuir@trentradio.ca>

**CC:**Jill Staveley <jstaveley@trentradio.ca>

Hi Jill & John, I visited City Planner Christie (can't recall her last name) on Oct 25th to review your file. A number of things came up for discussion;

1. Parkhill has a 16 m set back from the centre line that just grazes the proposed addition, but wipes out a large piece of the entry porch and virtually all of the proposed ramp. Christie needed to check with the Building Dept to determine whether the porch landing and ramp would be affected by a set back as it may not be considered a building.
2. The above point is premised by the fact that your building is not a house and is not within a residential district.
3. Your property is zoned University which allows for a variety of uses and this was confirmed most recently by the building permit you pulled last year with the washroom project. That is considered significant by Christie. Its an affirmation of the zoning classification.
4. There are height restrictions in place which would most likely hinder the proposed addition, but the Committee of Adjustment is in place for owners to seek relaxation of zoning restrictions on a case by case basis. The Committee is there to provide flexibility for constrained sites and historic buildings.
5. There is a general setback from Parkhill of 3 meters as a landscape buffer.
6. There is a 3 meter setback on the side yard line - that's the line between yourself and your neighbour on Parkhill. If you measure from the property line it looks clear.... however....
7. ...There is an easement between you and your Parkhill neighbour. The details or legal description of this easement needs to be investigated to determine whether there are any restrictions. Christie felt that easements typically only stipulate open and clear access. The building addition doesn't appear to encroach the easement. Christie said a search at the Registry office will determine if the easement is still active (you may already know the status of this).
8. All of these observations were drawn from a survey plan dated 1985 by Pierce and Lyons Inc. Surveyors. (drawing # P-23-H). Christie determined that the file is now owned by Beninger Surveys of Peterborough. She was not able to provide me with a copy (due to legal reasons). We could only view the plan in her office.

Next step, if you chose to pursue this, and there is no reason not to as your proposal seemed entirely reasonable to Christie and worth pursuing with an application to the Committee of Adjustment, is to obtain a copy of the survey through Beninger. I don't know the cost but it may be minimal since all you are buying is permission to use an existing survey plan.

You may pursue this or have me do it on your behalf.

The survey is necessary as it would allow me to locate the existing building on the site and establish with accuracy the applicable set backs. Christie said she would be happy to do further research once we had better documentation (she would contact the Works department about the 16 meter set back encroachment on the deck, for example).

You can let me know how you would like to proceed.

Scott

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