

TRENT RADIO BoD AGENDA 29 November 2017 - 6pm at Trent Radio House, 715 George Street North

- 01. Chair's Opening Remarks and Agenda Approval
- 02. Presentation of Previous Board Minutes - ~~19 Nov 2017 before AGM~~ &
19 Nov 2017 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) *Could we have 6pm starts?*

Board Meetings (proposed)		(actual)	
Wed 17 Jan 18	Wed 20 Jun 18		
Wed 14/28 Feb 18	Wed 28 Aug 18		
Wed 21 Mar 18	Wed 19 Sep 18		
Wed 18 Apr 18	Wed 17 Oct 18		
AGM Sun 18 Nov 18			

- Setting Dates for Board Development Sessions - could they be at Reid Street suggest Wed, 10 Jan & 24 Jan 2018
- 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) Entre Season Plan - coming
- 06 Set date for next BoD meeting (see above)
- 07 Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 19 November 2017, just PRIOR to the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

P R E S E N T: Angelica Cooper, Shannon Culkeen, and Matthew Poppleton

R E G R E T S: Geoff Barnes, Steve McNabb, Scott Somerville, and Zara Syed.

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

Notice of this meeting having been made to all the Directors, and a quorum not being present, the meeting was called to order at about 10:35am, with Shannon Culkeen acting as Chair, and John Muir recording the minutes, on the understanding that any business would brought forward to be regularised at the next duly constituted Meeting, The agenda was agreed, and discussion followed.

01. 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 27 Sep 2017 were approved as presented.

02. 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.

03. 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.

04. Any other business. **UPON A MOTION** duly made, seconded and carried, the Summer Technical Maintenance & Upgrades report and the Report from Scott Donovan - Architect, were received (see attached).

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 Matthew Poppleton, Geoff Barnes, and Scott Somerville. All were thanked for their service and farewells and adieu were exchanged. There being no further business the meeting was adjourned at about 10:50 am.

Shannon Culkeen, Chair

J K Muir, GM & VP

Trent Radio BoD

19 November 2017

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Sunday, 19 November 2017, just FOLLOWING the AGM, in the Dining Hall, Sadleir House, 751 George Street North, Peterborough, Ontario.

P R E S E N T: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, Brazil Gaffney-Knox, Lucia (Maya) Gonzalez-Fuente (s), & Zara Syed (c)..

R E G R E T S: Steve McNabb

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 12:45pm, 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 business of the Meeting help just prior to the AGM be regularised - see attached above.

the appointment of officers and other matters will be decided at the next Board Meeting to be held at 6pm on Wednesday, 29 Nov 2017 at Trent Radio House, and that Shannon Culkeen 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 12:50pm.

Shannon Culkeen, Board Member

J K Muir, GM & VP

Proposals & Information for appointing Committees and Officers revised for the Board of Director's Meeting 29 November 2017

Prepared by John K Muir with Jill Staveley

Trent Radio Officers for YE18 - 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 YE18

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, staff have prepared the following background and proposals for the Board's consideration.

Trent Radio Community Committee: is co-chaired by the CODM, and a Board Member, the latter will also act as "Social Convenor", and will include the CODM Assistant, (the Summer Operations Manager during the summer) the Volunteer Coordinator 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 CODM will lead on publicity and planning "radio days" with support from the CODM Assistant, and Volunteer Coordinator, 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

+ CODM as Co-Chair

Established Board and Other Committees:

Sponsorship, Earned Revenue, & Grants Cmte: CODM + GM + Prez + ANOther _____

to research, review and support these activities.

Programme Cmmtte: CODM Chair & volunteers + ANOther _____

Radio Free Peterborough: Steve McNabb + D/GM + 2 Others _____

Board Development Cmte: Prez & GM

TU & TCSA Liaison Cmte: Prez & DGM

Nominating Comm.: Prez + DGM/CODM + 2 or 3 Othrs _____

PPE (Property Plant & Equipment) Prez + GM + DGM + BTA + ANOther _____

Referendum Committee + _____

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.

Entre Season Plan for Trent Radio BoD 29 November 2017 prepared by Jill Staveley 171127.

Trent Radio will be moving into our Entre Season starting on Monday 11 December 2017.

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 Friday, 08 Dec 2017 and the Spring season starts on Monday, 08 January 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 Co-op participant is Rhys Climenhage.

He will be responsible for opening/closing, hosting Smooth Operator 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: Mon 11 - Thu 13 December 2017 then Mon 18 - Thu 20 December 2017.

Each broadcast day will be overseen by Rhys from 16:00 – 20:00, with the opportunity for regular Operators & SS Programmers to sign up for broadcast timeslots outside of these hours. Rhys will be responsible for opening Trent Radio House at 15:30 and locking up at the end of each shift. Rhys needs a TRadio #2 Key, and training on opening/closing the space and studios.

Pending required insurance extension forms, and parental approval, this is the plan for a jolly and bright Entre Season at Trent Radio in 2017.

Other Special Broadcast Dates in December:

On Thursday December 21st, (Vigil: Longest Night) there will be an overnight broadcast taking place under the direction of David Grenon, with the support of Rob Hailman & Rhys Climenhage.

On Saturday December 23rd, Barbara Holtmann & Stephanie Bolendar of The Good N Country Show will be hosting a Christmas Special from 08:00 – 12:00.

On Monday December 24th, there will be Christmas related pre-recorded programming broadcast from StudioV, coordinated by John Muir including Specials from the 2017 Fall Broadcast Season and the 2017 In From The Cold.