

**TRENT RADIO BoD AGENDA 16 January 2018 - 6:15pm
at Trent Radio House, 715 George Street North**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Board Minutes - 29 Nov 2017
03. Operations Report
 - Financial Statements to 31 Dec 2018 *
 - IT Report
 - PM/DGM Report
 - GM Report
 - 715U - Wilson & Dugan have been found and may be served
 - Current tenants are interested in renewing their lease
 - Two years PPE & Major R&M Jan 2016 - Dec 2017 * -
- 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, 29 November 2017.

P R E S E N T: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, Brazil Gaffney-Knox, Maya Gonzalez-Fuentes, Steve McNabb (via skype)

R E G R E T S: Zara Syed

Also present: Jill Staveley, Deputy General Manager; & John Muir, GM (via phone).

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 6pm, 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 19 November 2017 just following the 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 (6pm):

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

It was noted at this time that BoD orientation sessions will be held for new Board members 10 & 24 Jan 2018 at 640 Reid Street at 6pm. It was also noted that a special session will need to be arranged for one Member as they are not available on 10 Jan 2018.

4. 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

UPON A MOTION duly made, seconded and carried unanimously the following committees were arranged as follows, subject to confirmation at the next Meeting.;

Board Development Committee - {Prez & GM]

PPE Committee - Prez & GM & DGM & BTA & Zara Syed?

Programme Committee - ODM Chair & volunteers + ANOther

RFP Committee - Steve McNabb (chair) & D/GM & Brazil Gaffney-Knox & Alex Campanolo
Sponsorship, EarnedRev & Grants Cmte - [GM & DGM] & Prez

Social Convenor - DGM /w Volunteer Coordinator

TU & TCSA Liason Committee - [Prez & GM]

Trent Radio Community Committee - [CODM Co-Chr](?Co-Chr)& CODM Asst &
Volunteer Coordinator, Maya Gonzalez-Fuentes & Zara Syed & Prez

5. **UPON A MOTION** duly made, seconded and carried unanimously the Board received the Entre Season Plan as presented by the DGM.
6. It was noted that the next meeting is set for Wed, 18 Jan 2017 at 6pm at Trent Radio House
7. There being no further business the Meeting was adjourned at about 6:30pm

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

ASSETS	@ 31Dec17	@ 31Dec16	LIABILITIES	@ 31Dec17	@ 31Dec16
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	50,059.18	2,561.40
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	6,809.77	3,696.29	Deferred Income	22,837.00	915.00
ING Savings	15,605.83	5,435.10	Accrued Liabilities	0.00	0.00
Cash In Bank	22,415.60	9,131.39	Trillium StudioC	0.00	0.00
Petty Cash: Programming	100.00	(0.00)	CPP Payable	0.00	(0.00)
Petty Cash: Admin	0.00	(11.99)	UIC Payable	(0.00)	(0.00)
Petty Cash: Summer Admin.	192.00	(79.10)	Income Tax Withholdings	(0.00)	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	(0.00)
Accounts Receivable	2,295.00	20,915.00	WCB Payable	0.00	(190.39)
Doubtful Accounts	(2,295.00)	0.00	Health Benefit Payable	0.00	0.00
Receivables Net	0.00	20,915.00	Other Withholdings Net	0.00	(190.39)
Student Levy Receivable	28,367.13	28,367.13	TOTAL CURRENT LIABILITIES	72,896.18	3,286.01
Prepaid Expenses	1,622.12	386.60			
TOTAL CURRENT ASSETS	52,696.85	58,709.03	LONG TERM LIABILITY		
			CO Long Term Loan	38,320.51	41,748.07
FIXED ASSETS			Deferred Contribution	0.00	0.00
Land	10,000.00	10,000.00	TOT. LONG TERM LIABILITY	38,320.51	41,748.07
Buildings	213,566.01	211,992.23	TOTAL LIABILITIES	111,216.69	45,034.08
Office Equipment	20,774.21	20,774.21			
Technical Equipment	332,073.63	258,563.13	NON-SHARE EQUITY		
Technical Renovations	9,913.00	9,913.00	Retained Surplus/(Deficit)	31,979.54	10,611.65
Fixed Assets at Cost	586,326.85	511,242.57	Net Retained Surp/(Def)	31,979.54	10,611.65
Accumulated Depreciation	(420,877.45)	(403,926.81)	Current Surplus/(Deficit)	74,950.02	110,379.06
TOTAL FIXED ASSETS	165,449.40	107,315.76	TOTAL NON-SHARE EQUITY	106,929.56	120,990.71
TOTAL ASSETS	218,146.25	166,024.79	LIABILITIES AND EQUITY	218,146.25	166,024.79

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

	01Sep17-31Dec17	01Sep16-31Aug17		01Sep17-31Dec17	01Sep16-31Aug17
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	27,356.40	27,454.95
Provincial Grants	0.00	0.00	Technical Wage	1,022.76	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>0.00</u>	Administrative Wage	17,653.86	17,298.00
			TA Payroll	16,191.94	17,422.84
FUND RAISING			Benefits	2,909.97	2,294.70
Corporations	0.00	0.00	CPP Expense	2,390.46	2,404.77
Foundations	600.00	50,500.00	EI Expense	1,419.96	1,636.31
Private	4,279.84	487.33	Total Wages & Benefits	<u>68,945.35</u>	<u>68,511.57</u>
Leadership	0.00	0.00	Programming Fees	0.00	5,980.41
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	<u>4,879.84</u>	<u>50,987.33</u>	Publicity Fees	465.00	470.00
Trent Student Memberships	112,000.00	112,000.00	Administrative Fees	211.88	438.59
Commercial & Non-profit	100.00	0.00	Total Fees	<u>676.88</u>	<u>6,889.00</u>
Individual Memberships	575.00	740.00	TOTAL PERSONNEL	<u>69,622.23</u>	<u>75,400.57</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	<u>112,675.00</u>	<u>112,740.00</u>	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	1,149.51	1,414.40
Fundraising	500.00	80.00	Rental Other	0.00	0.00
Fundraising Expense	(647.95)	0.00	Net Rentals	<u>1,149.51</u>	<u>1,414.40</u>
Net Fundraising	<u>(147.95)</u>	<u>80.00</u>	Postage & Delivery	77.47	13.20
TOTAL FUND RAISING	<u>117,406.89</u>	<u>163,807.33</u>	Office Supplies	117.42	345.97
			Telephone	226.28	300.90
EARNED REVENUE			Utilities	1,001.92	1,818.55
ON AIR Sponsorship	1,100.00	1,250.00	Programming & Licence	120.00	1,190.29
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	821.30	610.91
Net ON AIR Sponsorship	<u>1,100.00</u>	<u>1,250.00</u>	Building R & M Upper Apt	5.95	1,410.92
Net "RADIO PAPER"	0.00	0.00	Technical R & M	3,001.48	1,344.56
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	<u>3,828.73</u>	<u>3,366.39</u>
Tape Sales	0.00	0.00	Professional Fees	0.00	0.00
Tape Sales Expense	0.00	0.00	Insurance	3,641.75	3,226.15
Net Tape Sales	<u>0.00</u>	<u>0.00</u>	Travel	0.00	0.00
Rental Income	3,640.00	3,660.00	Volunteer Expense	633.59	445.09
Mgmt Services Gross	41,973.14	37,290.18	Bank Charges	40.75	113.35
Mgmt Services Nonpersonnel Expense	208.28	0.00	Mbanx Loan Interest	2,419.14	1,442.85
Net Misc Sales & Services	<u>106.43</u>	<u>58.46</u>	Net Interest	<u>2,419.14</u>	<u>1,442.85</u>
TOTAL EARNED REVENUE	<u>47,027.85</u>	<u>42,258.64</u>	Depreciation	0.00	0.00
			GST Paid	69.03	(0.01)
MISCELLANEOUS REVENUE			HST Paid	6,279.43	6,707.70
Interest Income	169.28	58.49	Bad Debts	0.00	0.00
Micellaneous Revenue	(55.00)	40.00	Miscellaneous	35.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	<u>19,640.02</u>	<u>20,384.83</u>
TOTAL MISC REVENUE	<u>114.28</u>	<u>98.49</u>	TOTAL EXPENSE	<u>89,262.25</u>	<u>95,785.40</u>
TOTAL REVENUE	<u>164,549.02</u>	<u>206,164.46</u>	NET INCOME	<u>75,286.77</u>	<u>110,379.06</u>

IT Report for Trent Radio BoD 20180116
prepared by R Hailman <rhailman@trentradio.ca>

IT upgrades continued through the winter shutdown with the purchase of two new admin PCs purchased from Benchmark, similar to the studio PCs purchased in the summer. We approached this upgrade with some trepidation, as there was a risk that older software that's key to Trent Radio's operations wouldn't function properly under Windows 10.

Thankfully, that doesn't appear to be the case. All software validated so far works well on Windows 10, in some cases better than it did under Windows XP.

As part of this upgrade process, we're working to better leverage our central file servers, by moving data from individual admin computers to the servers. This will give Trent Radio the benefit of regular backups, and the possibility to securely access data remotely if needed.

There are still a few tasks outstanding with the transmitter upgrade project, largely centred around documentation. The most pressing of these is documentation around dealing with outages, such as a troubleshooting guide for when we are off-air, outlining how to determine where the outage has occurred and the steps to take to resolve it.

[ends]

PM/DGM Report for Trent Radio BoD 20180116
prepared by J Staveley <jstaveley@trentradio.ca>

2018 Spring Season: This is the first year we have intentionally sought out new Programmes and officially set a re-schedule/withdrawal deadline.

- Mauricio & I are working closely together to complete all tasks associated with the role of the PD, and this was a perfect example of this delegation.
- Mauricio dealt with all scheduled changes, programme proposals including coming up with the schedule, and communicating with everyone affected by these changes.
- Mauricio created a new Web Schedule for reference before taking his 3 week holidays in December.
- During the Entre Season I was able to facilitate training sessions with new programmers, update Programme Logs, and text schedule.

While there were/are still some training sessions to complete in January, and some more rearranging – we have been able to welcome 10 new programmes featuring both returning and new programmers(10), facilitate numerous schedule changes for both Programmers and Operators, all with relative ease.

I would like to acknowledge Mauricio for his hard work and willingness to try out new systems that will be of benefit to Trent Radio in the future. He has played a vital role in finding out new systems that allow Trent Radio to meet our Aims & Objectives while preventing staff burn-out.

RM1718 Mid Term Report: Our mid-term report for CRFC Radiometres “Foundations” grant/project was due on January 3, 2018. This allowed us to take stock of our progress and ensure we are meeting our goals and measurable outputs. The report was submitted and processed, and our second instalment of funding for the grant has been approved.

Here is a summary of our mid-term report:

- During the first 6 months of the Foundations Project we have been able to re-evaluate current training methods, schedules and timelines, and implement revised action plans. We have initiated and completed expanded outreach and community building efforts to our Operational Volunteers (Operators), delivered workshops and information sessions open to our membership and the community at large, and have connected with founding members of Trent Radio to learn more about the ideas and goals that the organisation was built upon.
- in general we are meeting timeline and project goals on schedule.
- One unexpected challenge was how much time and effort the restructuring of training and Broadcast Season start-up would require from the Project Manager - and in order to ensure success, we have allowed the interview portion of the project to lapse into the new year (with 2 interviews completed, and 3 more scheduled for January).
- We have already experienced positive and visible outcomes from enhanced outreach, community building and extra workshops for our volunteers and membership. The project has been very successful, beneficial and smooth so far, and we anticipate this trend to continue on through the second half of the timeline.
- We are finding the structure of the project very helpful to determining and trying out new methods, and evaluating our success.

[end]

**Additions to PPE & Major R&M Expenses over two years Jan 2016 - Dec 2017
prepared 180016 / jkmuir@trentradio.ca**

Additions to PPE

Electric Service Upgrade	9,004	
Standby Generator Installed	5,844	
Accessible Bathroom	37,649	
Accessible Entrance	9,098	
Driveway Improvement	13,050	
CHEX TX upgrade to date	61,011	
715 TX upgrade to date (approx)	12,500	
	<hr/>	148,154

Major R&M Expenses

Decluttering	2,889	
Masonry	5,120	
Door Locks	1,278	
Bar Fridge/Desk/Lighting	761	
	<hr/>	10,048
715U Rescue & Repair	5,796	5,796
Emergency Radio EAS Install	3,015	
RF & AF Repair & Supply	6,667	
Computer Servers & Peripherals	19,379	
	<hr/>	29,062

Total over two years Jan 2016 - Dec 2017> \$193,060