

**TRENT RADIO BoD AGENDA ~~16~~ 23 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 \*
04. Suggested time for next Board Meetings

Tue 23 Jan 2018	Tue 28 Aug 2018
Tue 27 Feb 2018	Tue 18 Sep 2018
Tue 27 Mar 2018	Tue 16 Oct 2018
Tue 17 Apr 2018	Sun 18 Nov 2018
Tue 19 Jun 2018	Sun 18 Nov 2018 AGM
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: Angelica Cooper
  - c. Secretary: Alex Campanolo
  - 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
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
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	<b>TOTAL CURRENT LIABILITIES</b>	<b>72,896.18</b>	<b>3,286.01</b>
Prepaid Expenses	1,622.12	386.60			
<b>TOTAL CURRENT ASSETS</b>	<b>52,696.85</b>	<b>58,709.03</b>	<b>LONG TERM LIABILITY</b>		
			CO Long Term Loan	38,320.51	41,748.07
<b>FIXED ASSETS</b>			Deferred Contribution	0.00	0.00
Land	10,000.00	10,000.00	<b>TOT. LONG TERM LIABILITY</b>	<b>38,320.51</b>	<b>41,748.07</b>
Buildings	213,566.01	211,992.23	<b>TOTAL LIABILITIES</b>	<b>111,216.69</b>	<b>45,034.08</b>
Office Equipment	20,774.21	20,774.21			
Technical Equipment	332,073.63	258,563.13	<b>NON-SHARE EQUITY</b>		
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
<b>TOTAL FIXED ASSETS</b>	<b>165,449.40</b>	<b>107,315.76</b>	<b>TOTAL NON-SHARE EQUITY</b>	<b>106,929.56</b>	<b>120,990.71</b>
<b>TOTAL ASSETS</b>	<b>218,146.25</b>	<b>166,024.79</b>	<b>LIABILITIES AND EQUITY</b>	<b>218,146.25</b>	<b>166,024.79</b>

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

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

**IT Report for Trent Radio BoD 20180123**  
**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 20180123**  
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 for TRadio BoD Meeting 180123**

**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**





RPM

PT BO/INO GOJI WANONG  
FEBRUARY 2018  
RECORD PRODUCTION MONTH