

TRENT RADIO BoD AGENDA
04 March 2018 – 3:00pm
at Trent Radio House, 715 George Street North

01. Chair's Opening Remarks and Agenda Approval

02. Presentation of Previous Board Minutes – 23 January 2018

03. TCSA "Special Committee on Levy Groups"

04. Operations Report

- Financial Statements not available
- PM/DGM Report (see attached)

05. Suggested time for next Board Meetings

Goal to have 2 more meetings before April 20th, 2018.

06. Any Other Business:

07. Set date for next BoD meeting (see above)

08. Adjournment

Trent Radio BoD 23 January 2018

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,
715 George St. N., Peterborough, Ontario on Tuesday, 23 January 2018.

P R E S E N T: Alex Campagnolo, Angelica Cooper, Shannon Culkeen,
Brazil Gaffney-Knox, Zara Syed (via phone)

R E G R E T S: Maya Gonzalez-Fuentes, Steve McNabb (technical difficulties)

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 6:17pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting. The agenda was agreed upon and discussion followed.
2. 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 29 November 2017 were approved as presented and discussed.
3. The Operations Report (Financial Statements to 31 December 2017, IT Report, PM/DGM Report, and GM Report) were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Report was approved. Note on the Financial Statement's Trent Radio Comparative Income Statement, the "Trent Student Memberships" value was an estimation provided by Trent University, to be updated in February with a predictably higher value than stated. Potential ideas for future PPE investments included rooftop solar panels and a porch extension. Wilson and Dungan have been found and may be served as per the Landlord and Tennant Act of Ontario. The current tenants wish to renew their lease, and rent will increase slightly.
4. Future Board Meeting dates were suggested, and discussed. It was determined that a rework of the Board Meeting dates was needed. A poll for potential availabilities is to be made available 26 January 2018.
5. Other Business: Rob Hailman and Rhys Climenhage will be making a RPM Challenge radio show. There is a meeting 26 January 2018 pertaining to the RPM Challenge at the Trent Radio House. On 15 February 2018 at 7pm, there will be a workshop and concert for the RPM challenge held at Sadleir House.
6. The next meeting time is to be determined.
7. There being no other business, the meeting was adjourned at 7:00pm.

Shannon Culkeen, President & Chair Alexander Campanolo, Secretary

TCSA Special Committee on Levy Groups.

The TCSA decision to create a Special Committee on Levy Groups to develop policy that will be voted on by Trent U students in the Spring 2019 Elections.

Trent Levy Groups have been meeting informally since last Spring when the TCSA could not present a question to its membership regarding the way that student fees are collected. They only had the authority to present this question on their own behalf. Trent Levy Groups began to work together to build a stronger and more connected community, and have, in the Fall of 2017, successfully petitioned and presented the referenda question required to change our fee collection process – without support from the TCSA. The group has also done other great work in a collective, informal, consensus based organisation of people.

In February, Levy Groups were delivered a letter from the TCSA indicating that the TCSA wanted to create a TCSA Levy Policy Special Committee – to which Levy Groups generally responded in opposition. A lot of work has been done to communicate and learn, and while it is still our belief that the TCSA does not have the power and authority to present such a question, their motion to include it on the Spring 2018 ballot was approved by their board (without consent from levy groups), and the Terms of Reference defining the mandate, composition and goals of the committee are currently in the process of being defined. As of my last correspondence, it is my understanding that Brandon Remmelgas, TCSA President, will be presenting fixed terms for the Composition of the Special Committee for approval at their board meeting today, and that the remaining Terms of Reference will be developed by the Committee in September.

It is my opinion that a formal collection of levy groups is a positive move, however it should be firmly based on the ideas of mutual support, resource and knowledge sharing, and assisting lower capacity groups to meet their goals. This is a positive experience overall, and is a conversation that has been going on for many years.

DGM Operations Report – Jill Staveley 20180304_tradiobod

February has been busy as always. Some notable activities and instances include:

GM – John Muir:

John Muir has been primarily working from home these past few months due to illness. He has been effectively overseeing all matters financial, broadcast technology upgrades and repairs, general responsibilities as landlord of 715 Upper, Trent Annual Admin, CRA & CRTC regulatory requirements on an annual basis.

John underwent emergency surgery on Wednesday February 28th, and will remain in hospital for recovery for a yet undetermined time.

As Deputy General Manager, it is my role to step up and fill in when and where John is unable. I will do my best to keep on top of responsibilities with the supports I have in place until such time that John is able to fulfill his responsibilities.

CRFC Grant Application

We have an application due on Friday March 8th for a project grant through the Community Radio Fund of Canada's Radiometres program. The competition is fierce, and we have been successful every year we have applied so far. With John in hospital, I would appreciate having someone who I could bounce ideas off, and send rough drafts for grammar/clarity feedback.

During the first meeting of the new board in November, you passed a resolution to approve all grant applications deemed valuable by the GM & DGM until the next AGM.

Trent Radio Parking

The residents from the townhouses have been regularly using the Trent Radio parking lot for drop offs, deliveries, parking, etc. I have sent an email to Derek Green, who is a fantastic neighbor, requesting that he remind the tenants not to use our driveway and parking area as a throughway. Since that communication, the issues seem to be resolved, and I have not seen any unknown cars and/or drop offs during my working hours.

We will be putting up our No Parking sign again – and hopefully this will help remedy the situation in general.

TEACH OUTSIDE THE BOX – Alternative Placement Student

TEACH Outside the Box is a recognised "Alternative Placement" option for Education Students at Trent. I have been participating in this program as a volunteer through my work with RC4G* Peterborough. A part of the curriculum involves a placement opportunity. There were more participants than placements, so we have taken 1 student (Simon Banderob) on at Trent Radio to spend 35 hours learning about Trent Radio, completing studio training, and producing a series of programmes to be broadcast during the month of March (either as a radio project day, or during StudioA training timeslots). Mauricio and I are working together to oversee this project.

PIP

I believe it is in Trent Radio's best interest to support and work closely with PIP. As such, we have agreed to allow PIP (under the supervision of Ayesha Barmania) to use Trent Radio's Studios for production work and workshop opportunities on Sundays. This arrangement is currently informal, and we will reflect on the arrangement in April to determine how best to move forward.

715 Upper

On 26 Feb 2018 6:47 pm, "MGPC PARALEGAL" <mgpclegal@gmail.com> wrote:

Greetings John and great news:

RE: Small Claims Court. Trent Radio v Crystal Dugan and Richard Wilson.

The debtors did attend court today. They were compliant in every way. They are now bound to a very rapid repayment schedule that will see a first payment arrive in by March 30, 2018. If all goes to plan, their debt will be completely paid off by the end of August 2018.

It could not have gone better.

I will advise once we have money in.

Cheers, Mark

City of Peterborough Funding: Approved \$1000/year for 3 years

Trent Radio was awarded a City of Peterborough grant, recommended \$1000/year for 3 years. In the past we have been granted \$2,500/year – so this was a significant reduction. However, it means we won't have to apply again for another 2 years.

PHYSICAL PLANT

We will soon be in the Spring thaw, and that means 2 things: water & bees.

We have already experienced one pooling of water in the basement, and will need to keep an eye on the area in the Spring. No damage was done – but the potential for more water next time exists.

GOOD N COUNTRY MARATHON

Set to run from 12:00 noon on Friday April 20th through til 12:00 noon on Saturday April 21st. The Good N Country Marathon is a Trent Radio fundraiser organised by Barbara Holtmann & Stephanie Bolender. Other programmers are welcome to participate, with the expectation that all programming will follow a "country music theme". If you would like to help out, or know of a local business who might be interested in becoming a marathon sponsor (\$25) – contact Jill for more information.

SUMMER SEASON DATES & STAFF

Mauricio Interiano & I worked together to create the following calendar for the 2018 Summer Broadcast Season. We chose to limit the time off in the spring to 1 week to increase the season to 16 weeks, and allow for 2 weeks shutdown at the end of August to prepare for the Fall 2018 Season.

We have applied for 2 Canada Summer Jobs. Best case scenario we would have a Local Music Archivist and a production focused Summer Operations Manager full-time for 16 weeks. We have not yet been so lucky with our applications, and anticipate that we will be awarded at least 1 job at approximately 7 weeks.

The DGM position is due to continue on throughout the summer, with 2 weeks vacation to be scheduled.

Mauricio has agreed to stay on as CODM until the Spring of 2019 (YAY!) – and we are currently negotiating the exact nature of that contract, but assume & hope that it will also continue on through the summer, pending financial resources.

IMPORTANT DATES (proposed)

- **13 APRIL 2018:** deadline for SUMMER programme proposals
- **20 April 2018 @ noon:** Spring Season Ends, GNC 24hr Marathon
- **22 April 2018 @ 1pm:** Summer Season Planning Committee Meeting
- **23 April – 29 April:** Shut Down & Training for New Programmers
- **30 April:** Summer Season Starts, Final Week for Training (daytimes)
- **17 AUG:** Last Day of Summer Season (16 weeks)
- **18 AUG – 3 SEP:** SHUT DOWN (No studio or admin access)
- **04 - 16 SEP 2018:** FALL PRE SEASON
- **14 SEP 2018 @ NOON:** Deadline for Fall 2017 Programme Proposals
- **23 SEP 2018:** REGULAR FALL SEASON START