

TRENT RADIO BoD AGENDA
13 June 2018 – 8:30pm
at Trent Radio House, 715 George Street North

01. Chair's Opening Remarks and Agenda Approval

02. Presentation of Previous Board Minutes – 04 March 2018

03. Presentation of End of Year Reports:

- CODM: Mauricio Interiano
- BTA/LCPM: Rob Hailman
- LCPM: Matt Jarvis
- PM/DGM: Jill Staveley (including reports from TWSP, TIP, Community Partners)

04. Operations Report

- Financial Statements not available
- DGM 20180418 report & 20180613 Addendum (see attached)

05. Succession Planning – Initial Stages

06. Suggested time for next Board Meetings

Undecided

07. Any Other Business:

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

09. Adjournment

Trent Radio BoD 4 March 2018

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,
715 George St. N., Peterborough, Ontario on Sunday, 4 March 2018.

PRESENT: Alex Campagnolo, Angelica Cooper, Brazil Gaffney-Knox, Maya Gonzalez-Fuentes, & Zara Syed

Regrets: Steve McNabb (technical difficulties); Shannon Culkeen; & John K Muir, GM

Also present: Jill Staveley, DGM

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 3:07pm, with Angelica Cooper acting as Chair, and Alex Campagnolo recording the minutes of the meeting. The agenda was agreed upon following the approval to edit the improperly labelled meeting date, 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 23 January 2018 were approved following an amendment for edits made to correct the spelling of Alex Campagnolo's last name at the bottom of the page.
3. The TCSA "Special Committee on Levy Groups" report was presented and discussed. Note that there is also a request to increase their quorum from 15 to 20.
4. The Operations Report (PM/DGM Report) was presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Report was approved. UPON A MOTION duly made, seconded and carried out unanimously, the Proposed Important Dates were also approved.

Note the following supplementary information: the current Financial Statements were unavailable at the time, but Jill is meeting Sue Newman March 5th, 2018 to address them. Alex and Angelica offered to edit the CRFC's Radiometres application prior to submission. The "No Parking" sign will be fixed for the parking lot. Via the collaboration of PIP and Trent Radio, Ayesha Barmania was given a key to the Trent Radio House so to use the Studios for production and workshop opportunities on Sundays, given her proper notice. The current tenants of the upper apartment will be renewing their lease. An exterminator will be hired for the removal of the bees in the roof of the Trent Radio House. As a result, the tenants will not have access to their apartment during the procedure. For the Good N' Country Marathon, help is needed especially between midnight and 7am.

5. Other Business: There is the potential to host a Spring Social. A talk featuring Joanna Rogers scheduled for approximately April 6th at Sadlier House is being planned. The Summer Social is also being planned.
6. The next meeting time is to be determined. Two more meetings are needed before April 20th. A Doodle poll will be sent out for the end of March, and last week of April.
7. There being no other business, the meeting was adjourned at 3:52pm.

Shannon Culkeen, President & Chair Alexander Campanolo, Secretary

**Community Outreach Development Manager's Report for the period Sep 26th 2017 - Apr 20th 2018
for BoD Meeting Apr 18th**

prepared by Mauricio Interiano, with support from John K Muir <jkmuir@trentradio.ca>

The Direction of Programming

Trent Radio depends on submissions of programme ideas from students and community members at large. As such, the nature of what is broadcast from season to season changes greatly, as it represents a diversity of interests throughout the Trent and Peterborough and area communities.

Music content at Trent Radio has always been very unique diverse and concentrated on local talent. Spoken word content keeps being very concerned with politics, activism and social Justice. I am encouraged that students and community members consider the airwaves a relevant and exciting medium for current issues and special interest.

Also, it is an increasing trend among programmers to download their shows from the logger and to redistribute their show through their own means across the Internet. Often referring their downloaded programme file as a "podcast", but also for promotion and to seek more listeners using other media forums.

Programme Selection occurs prior to the Fall, Spring and Summer seasons. Drawing from the membership and potential-membership, the Programme Director (CODM) seeks to construct a full and balanced schedule. With help from a collection of generous Operators to act as a Programme Proposal Review Committee, the proposals are reviewed and evaluated based on the following criteria:

- a) Is the Proposal complete? If not what's missing?
- b) Comment on the Programme Outline. Note strengths, weaknesses, high points, low points etc.
- c) What suggestions or feedback do you have?
- d) Do you have confidence that they can and will do it? Comment on what potential there is.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

Should the programmer fall short on one of these criteria, their proposal requires revision or redirection.

Characteristically, the potential programmer will meet with the Programme Director and together they'll review the programme ideas, and Trent Radio's approach and the nature of producer-oriented programming. The proposal is then redrafted with these ideas in mind, and generally the applicant is much happier with their second attempt.

Operators are volunteers who have chosen a particular time to come into Trent Radio and oversee day-to-day operations. An Operator's shift is generally five hours long and duties include: greeting and supporting programmers and other volunteers, producing promos and announcements, assisting in the use of the on-air-phone, providing technical support, acting as a tour guide, taking telephone messages, tidying up, making coffee, and representing Trent Radio to the general public. Operators are drawn from trusted Programmers from the past year and from Executive Producers of the previous summer season. Occasionally a volunteer will become an Operator when he or she has a strong interest in Trent Radio but no desire to programme directly. Operators are attracted to the position by an article published in the student newspaper "The Arthur", solicitation at "Clubs & Groups Day" on Symons Campus, or by the direct encouragement from our staff.

The last couple of years have highlighted the importance of consistent Operators. As a result of last year's successful recruitment we were able to keep a solid roster of 30 operators. This year an official call out for Operators was done again. A Facebook event and posters were made to spread the word. We also held an Operator's Information Session at Trent Radio House, prior to the planning meeting, to introduce and inform potential new operators about volunteering at Trent Radio.

Perceived Sea Changes

Again this year the transition between the Fall and Spring sections of the season was more pronounced as Trent University shifts even farther towards a schedule where classes are separated by terms. The average student's class schedule is completely different in the Fall than it is from the Spring. This has a great impact during transition.

After taking a careful look at these changes we were able to create a structure that helped with transition between seasons this year. Communicating with programmers in advance and having more training sessions during extra season for new programmes was pivotal to making this transition smoother.

In terms of accessibility this year has been a successful one. The number of programmers and shows that needed additional assistance and support increased. With outstanding help from volunteers and schedule arrangements we were able to accommodate and keep more folks on the airwaves.

Trends 2017-18

· Guests in shows · Podcasting · News / Current events / PSA Shows

Smooth Operator is a thrice-daily local events calendar broadcast, and a space for interviews with many touring bands, local visual artists, theatre performers and various community groups. Smooth Operator provides first-time and rusty programmers an opportunity to practice their on-air Studio A skills, with the former encouraged to sign up for this opportunity after their initial training. It also acts as a venue for short-length programming to be broadcast outside the regular schedule, such as airing the Trent Central Student Association election speeches, City Council meetings, and special interviews concerning the hot topics of the day - or whatever we can record that is going on in student life, like this year's Trent University Music Society "Battle of the Bands" and the very popular Trent Central Student Association "Election Debates".

For the past several years Smooth Operator has been made the focus of our high school co-op students' participation, whose tasks include updating and refreshing the announcement binder daily with incoming public service announcements received through psa@trentradio.ca, posters, and by mail.

This year, however, to keep a consistent and responsive email account and interview schedule Hayley Raymond and Daniela Leal took leadership in managing the account.

Smooth Operator is an essential link between Trent Radio and the Peterborough and Trent University communities.

Public Energy Collaboration: In order to enable Public Energy to successfully use the media of podcasting and radio to promote their local events and activities - We came up with a solution to accommodate their special request. They became an Organizational Member and Victoria Mohr-Blakeney attended training sessions in studio A and B and their content was aired by booking Smooth Operator time slots during the week leading up to their events. We feel like this solution allowed to them to independently participate as an active member of Trent Radio, while accommodating their specific needs.

Joanna Rogers Event: Joanna Rogers, one of the founders of Trent Radio, spoke on Trent Radio's roots and how to circumvent the conventional. The event took place in Hobbs Library at Sadleir House on Friday April 13, from 7:00-9:00 pm. John K Muir initiated the event because he was inspired by the Fall Programmer Training & Social event where he had a chance to share with programmers and volunteers the history of Trent Radio, and thought of doing something similar for Joanna's visit.

As part of our current CRFC Radiometres grant – Foundations - this event was recorded by TWSP staff, and will be produced for inclusion in the project's radio series, as well as archived in an unedited form, to serve as both an historical account of Trent Radio as a community organization, and to be used as a training resource for new volunteers.

A poster was made by Brazil Gaffney-Knox & Hayley Raymond, and Karol Orzechowski took pictures during the event. (please see attachments).

Goals & Results 2017-18

Goals for Fall 2017:

Goal No 1: PD Document / Chronological Guide: Last year I provided Trent Radio with a critical review and a step by step outline describing what the PD position entails. My main goal this year is to reference, edit and revise the document so that a new person fulfilling this role has a clear understanding and reference to complete the job effectively.

Result: This document was helpful and it is without doubt an important resource for future staff. In collaboration with Jill Staveley suggested edits and revisions have been made for the upcoming year. A final copy of the edit document will be available sometime during the Summer Season.

Goal No 2: Our goal this year was to offer and complete full StudioA training sessions for ALL new programmers before they had their first show. In order to make this happen, we extended the time between the Programme Proposal Deadline /Programme Proposal Review Committee Meeting and the first day of the Fall Broadcast Season. This leeway allowed us to focus on administrative responsibilities (Webschedule/Programme Logs) for 2 full days, and then offer 8 StudioA Training Sessions over the course of 2 days. Allowing this amount of time for administrative, training and planning feels healthy and sustainable as a model to work with for the future. We will use a similar timeline for the Spring & Summer Season this year, and make recommendations for Fall 2018 based upon our findings.

Result: This was a great success this year. As we venture throughout different timelines and structures we have found that having an extended time between the Programme Proposal deadline/ Review Committee Meeting and the first day of programming was pivotal in creating a solid start for the season. I am looking forward to repeat this same process again this Summer and next Fall.

Goal No 3: Working in cooperation with the DGM, we are delegating specific responsibilities related to Programmer in order to set up a sustainable model for the future of Trent Radio. We are working to define and delegate specific roles and responsibilities normally associated with the Programme Director, so that the staffing structure will be successful and solid with a new CODM after June 2018.

Result: It was great to work and share responsibilities related with Programming with Jill Staveley. We are aware of our strengths and weaknesses.

Goal No 4: Fulfilling the responsibilities outlined in the CRFC RM grant. Specifically the role of the CODM is to develop effective outreach practices, increase community awareness, work to focus on training and accommodating a new model for overseeing increased schedule changes with TrentU's new 0.5 credit system. We are also working to increase connection between Operators, and to offer more workshop and skill building opportunities for our Programmers. We will be holding monthly Operator's Meetings (last Sunday of the Month, 1-3pm...with donuts), as well as delivering monthly workshops to develop radio production skills.

Result: With incredible help from our TWSP and TIP student staff I was able to successfully fulfill my responsibilities outlined CRFC RM Grant. This included:

1. Delivering 5 - Community Outreach Information & Training Sessions for Operational Volunteer Positions (Operators & Executive Producers)
2. Plan, Promote & Deliver Outreach Information Session to Trent U and other student based clubs and groups during reading breaks to increase student group participation
3. Create, Promote and Deliver revised Programmer Training Schedule to accommodate influx of new Programmers and volunteers at Fall, Spring, and Summer Season.

Hosting monthly Operator's Meetings and having an email group with all operators helped us increase the connection among operators. As a result, operators took on more responsibilities like: actively checking the logger, music sheets, project days, covering shifts for other operators, helping with outreach etc.

Goal No. 5: - Trying not to set ourselves up for failure. Being realistic about volunteer commitment capabilities, and not scheduling programming during times when the PD (or other staff) generally is required to cover shifts on a last minute basis. The key word is Sustainable.

Result: We are still getting there. Over communicating and working together with a great group of volunteers is going to take us to the “Sustainable” structure that we are aiming to create. We are heading toward the right direction.

Studio A 2017-18: New programmers must sign up at a scheduled time for orientation and training in the on-air studio, before their first show. Studio A Training sessions are held 3 times a week during the Fall Season until the end of October, then tapering off to once or twice a week thereafter. Each session is two hours in length, and divided roughly into two one-hour sections. For the first hour the General Manager, John Muir provides orientation as to the history and remit of the organization and community radio in general, to better focus newcomers’ self-directed exploration of creative opportunities and potential responsibilities.

For the second hour of training I lead the trainees through the technical aspects of the studio equipment (how each button and dial works), informing them of various legal concerns, operational procedures, and CRTC regulations. Trainees are then invited to read public service announcements on the air. By the end of the two-hour session the trainees are usually exhausted, excited, and eager to get started with their own programmes.

This year we successfully managed to train all of our programmers before the start of our season. Studio A training times were still on schedule for future programmers. But everyone was trained and ready to go on air on the first day of programming.

Administrative Assistant/Trout Rodeo editor 2017-18 (TWSP): This position helps the Community Outreach Manager with regular weekly clerical work such as reading and printing PSA emails, promoting event days by putting up posters and distributing other material, chasing down outstanding community membership dues, writing and editing the seasonal broadcast schedule accordion pamphlet version of “Trout Rodeo”, and producing and distributing of the “Year in Review” version “Trout Rodeo”, and generally doing whatever odd-jobs around Trent Radio the CODM needs done. This year Hayley Raymond again held this assistant position. Hayley did an outstanding job helping with many other outreach activities, information booths, workshops and other events during the Radio Production Month. Hayley took a lead role with creating both Picture Schedules and other artistic projects at Trent Radio House. I am humbled and grateful for Hayley’s help these couple of years and wish her the best on her future endeavours.

Programming, *Outreach & Events Highlights in Review September 2017

Fri 01 Sep Arthur Newspaper begins publishing Trent Radio content on a fortnightly basis.

Mon 04 Sep Facebook events are up and Social Media promotion began.

Tue 05 Sep Hiring TWSP Staff.

Thu 07 Sep Training Sessions began.

Sun 10 Sep Radio on the Lawn and Open House and Programme Proposal Workshop.

Wed 13 Sep Clubs & Groups Day on campus Trent University.

Thu 14 Sep Clubs Craze on campus Fleming College.

Fri 15 Sep Programme Proposal Deadline & Programming Committee Meeting

Mon 18 Sep Web schedule & sending out confirmation e-mail to programmers.

Wed 20 Trent Radio presented at the first Cultural Studies 2035 class Fri 22 Sep Pride Day at Trent Radio

Sun 24 Sep Operators meeting and training session.

Mon 25 Sep Fall 2017-18 Broadcast Season Began

October 2017

Wed 4&5 TCSA Fall Elections recording and broadcast
Thu 05 New Programmer Orientation Session and Social
Fri 15 TCSA fall by-elections // Levy Question on the ballot
Thu 19 Deadline for new shows
Wed 25 Precarious Festival Launch Coverage
Sun 29 Operators Meeting
Tue 31 Trout Rodeo schedule accordion pamphlets made available

November 2017

Live Broadcasting - First Friday Art Crawl (Precarious Art Festival)
Mon 12 Programmer Review meetings began
Thu 16 Scouts - Bieber Visit & Recordings
Sun 19 Trent Radio Annual General Meeting & Community Feast

December 2017

FRI 01 Holiday Season Special Merch Promotion
Thu 07 LOFT Kids visit - broadcast
Fri 08 fall 2017 broadcast season ended at noon
Mon 11 Entre Season /w Rhys & Jill Staveley directing
Thu 21 Longest Night

January 2018

Mon 08 Spring 2018 Season began
Wed 10 Clubs and Groups Day Trent University
Thu RPM Event Launch
Fri 26 Spring Edition "Trout Rodeo" fold-out pamphlet made available

February 2018

Thu 01 RPM Challenge begins
Thu 01 Stele Centre - Information
Fri 02 Groundhog Day Day Radio Project Day
Wed 07 Club Craze at Fleming College
Fri 09 RPM How to record LOUD Noises with BP Hughes
Tue 13 Trent Radio Workshop for Levy Groups
Thu 15 Trent Radio Social - RPM (Workshop & Performances)
Thu 22 Social Justice event day held on-air
Fri 22-23 NCRA National Homelessness Marathon
Mon 26 Trent Radio Information Session at Student Center
Wed 28 RPM - Finish Up Event at Sadleir

March 2018

Fri 02 Listening Party - Art Crawl - RPM - Pop-up info booth at Sapphire Room
Mon 12 Recording & Broadcasting of TCSA Spring Elections
Mon 12 Recording TCSA "It's OK to be (Against) White(ness).
Wed 21 Trent Radio Reads
Thu 22 Visit and Broadcast with the Downtown Youth Space
Wed 28 Trout Rodeo Year In Review distributed

April 2018

Fri 13 Summer Programme Proposals due at 5pm
Fri 13 A Conversation with Joanna Rogers
Fri 20 End of Spring 2018 broadcast season at noon & Good & Country 24 Radio Marathon begins
Sun 22 Summer Season Planning Session noon Trent Radio House
Sun 29 Summer Broadcast Season begins

Regular Staff

Community Outreach Development Manager: Mauricio Interiano
Production Manager/R&RFGM/DGM : Jill Staveley
Local Content Project Manager/ Volunteer Support and Training Coordinator: Matt Jarvis
GM & VP: John K Muir
Broadcast Technology Advisor/LCPM Assist+: Rob Hailman
Bookkeeper: Susan Newman

Operators (ss = self-support)

Sun am: ss / aft: ss /
Mon am: Will Pearson / aft: Zoe Easton & Alex Campagnolo / eve: Emily Minthorn & Christopher Lawson
Tue am: Rachele Sauve & Wes Grist / aft: Dylan Flippance & Patrick Walsh / eve: Ayesha Barmania & Angelica Cooper
Wed am: Joshua Skinner / aft: Shannon Culkeen & Scott Cecchin / eve: Dave Hawkins & Matt Douglas
Thu am: Zara Syed & Hannah Collins / aft: Jess Grover & Michaela Rickey / eve: Colin Wigle & Alex Karas
Fri am: Lindsay & Paige Russell / aft: Theresa Chomko / eve: Michael Gray & Evan Sheffield
Sat am: ss / aft: ss /

STATEMENT OF PERFORMANCE – please see attached document

Average weekly broadcast hours (excluding "Radio Free Peterborough")

| Description | Spr 13 | Fall 13 | Spr 14 | Fall 14 | Spr 15 | Spr 16 | Fall 16 | Spr 17 | Fall 17 | Spr 18 |
|---------------------|--------|---------|--------|---------|--------|--------|---------|--------|---------|--------|
| Live bcast hrs/week | 87 | 80 | 80 | 83 | 83 | 80 | 86 | 88 | 83 | 83 |
| #Producers | 111 | 101 | 102 | 106 | 123 | 94 | 111 | 115 | 109 | 117 |
| #Programmes | 92 | 84 | 85 | 88 | 97 | 81 | 92 | 91 | 81 | 85 |





A CONVERSATION WITH

JOANNA ROGERS

SPEAKING ON TRENT
RADIO'S ROOTS &
HOW TO CIRCUMVENT
THE CONVENTIONAL

FRIDAY,
APRIL
13TH



STARTS AT 7 PM
HOBBS LIBRARY, SADLEIR HOUSE
715 GEORGE ST N, PETERBOROUGH

Light refreshments provided.

2018 Spring Broadcast Season Statement OF PERFORMANCE (January –April 2018):

Overall, it is our opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one year.

Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is now kept for at least one year.

Programmers are reminded to account for all music played noting Canadian content and other information.

Average Weekly Stats - Report covers regular broadcast hours (6:00 – midnight daily, including RFP)

| Content Category | CRTC Required | TRadio Required | SEASON DATE/weekly stats | SEASON DATE total stats (16weeks) |
|---|--|----------------------------|---|-----------------------------------|
| CATEGORY 1 – SPOKEN WORD | MIN 15% of all programming | MIN 25% of all programming | 37% | |
| 11 – NEWS | | | - | |
| 12 – S/W Other | | | 46.35HRS | 741.6HRS |
| CATEGORY 2 – POPULAR MUSIC | | MAX 60% of all music | 47% | |
| 21-pop rock & dance | At least 20% of CAT2 must be other than 21 | | 41.825HRS | 669.2HRS |
| 22 - country & country oriented | | | 11.675HRS | 186.8HRS |
| 23 – acoustic | | | 5.9HRS | 94.4HRS |
| 24 – easy listening | | | | |
| CATEGORY 3 – TRAD & SPECIAL INTEREST | MIN 5% of all selections | MIN 5% of all selections | 16% | |
| 31 – concert | | | | |
| 32 – Folk & Folk Oriented | | | 1.65HRS | 26.4HRS |
| 33 – World Beat & International | | | 0.85HRS | 13.6HRS |
| 34 – Jazz & Blues | | | 1.75HRS | 28HRS |
| 35 – Religious | | | 6.65HRS | 106.4HRS |
| 36 – Audio Art | | | 9.35HRS | 149.6HRS |
| | | | | |
| HITS PLAYED | No specification | MAX 5% | Below TR MAX | Below TR MAX |
| Station Produced | Minimum 42hrs | Minimum 42hrs | 122HRS | 1952HRS |
| Adv & Sponsorship | | MAX 252 minutes | Below TR MAX | Below TR MAX |
| | | | | |
| CAT1 total hrs | | | - 741.6HRS or 37% of programming | |
| CAT 2 total hrs | | | = 950.4HRS or 47% of all musical selections | |
| CAT 3 total hrs | | | = 324HRS or 16% of all musical selections | |

| Description | SPRING2018 |
|---|------------|
| Total live b.casting hours / week (average) | 82.5HRS |
| Number of Producers | 117 |
| Number of Programmes | 85 |
| *Red Morning Radio | 4HRS |
| *RFP b.casting hours/week (average) | 39.5HRS |

2017Fall Broadcast Season STATEMENT OF PERFORMANCE 16wks, 25Sep-08Dec:

Overall, it is our opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one year.

Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is now kept for at least one year.

Programmers are reminded to account for all music played noting Canadian content and other information.

Average Weekly Stats (including RFP)

| Content Category | CRTC Required | TRadio Required | FALL17/weekly stats | FALL17total /16wk |
|---|--|----------------------------|---|-------------------|
| CATEGORY 1 – SPOKEN WORD | MIN 15% of all programming | MIN 25% of all programming | 40% | |
| 11 – NEWS | | | - | |
| 12 – S/W Other | | | 50.25HRS | 804HRS |
| CATEGORY 2 – POPULAR MUSIC | | MAX 60% of all music | 44% | |
| 21-pop rock & dance | At least 20% of CAT2 must be other than 21 | | 41.65HRS | 666.4HRS |
| 22 - country & country oriented | | | 7.55HRS | 951.3HRS |
| 23 – acoustic | | | 6.15HRS | 774.9HRS |
| 24 – easy listening | | | | |
| CATEGORY 3 – TRAD & SPECIAL INTEREST | MIN 5% of all selections | MIN 5% of all selections | 16% | |
| 31 – concert | | | | |
| 32 – Folk & Folk Oriented | | | 1.65HRS | 26.4HRS |
| 33 – World Beat & Internationa | | | 1HRS | 16HRS |
| 34 – Jazz & Blues | | | 1HRS | 16HRS |
| 35 – Religious | | | 9.65HRS | 154.4HRS |
| 36 – Audio Art | | | 7.1HRS | 113.6HRS |
| | | | | |
| HITS PLAYED | No specification | MAX 5% | Below TR MAX | Below TR MAX |
| Station Produced | Minimum 42hrs | Minimum 42hrs | HRS | HRS |
| Ad & Sponsorship | | MAX 252 minutes | Below TR MAX | Below TR MAX |
| | | | | |
| CAT1 total hrs | | | – 804HRS or 40% of programming | |
| CAT 2 total hrs | | | = 884.8HRS or 44% of all musical selections | |
| CAT 3 total hrs | | | = 326.4HRS or 16% of all musical selections | |

Average weekly broadcast hours (6:00 – midnight daily)

| Description | FALL17 |
|---|--------|
| Total live b.casting hours / week (average) | 83HRS |
| Number of Producers | 109 |
| Number of Programmes | 81 |
| | |
| *RFP b.casting hours/week (average) | 39HRS |

Prepared by Mauricio Interiano & Jill Staveley, April 2018

LCMP Assistant / Broadcast Technology Advisor Year-End Report

prepared by Rob Hailman, with assistance of John K Muir

This year, I have been working at Trent Radio in two roles: as the LCMP Assistant working with Matt Jarvis, and as the Broadcast Technology Advisor working primarily with John.

In both these roles, I feel that this year has largely been a transitional period: much of my time has gone towards learning the systems, procedures and philosophies behind the jobs and why we do them, rather than getting as much accomplished as might have originally been envisioned. Overall, I feel that this is effort very well spent, as I feel well-positioned to have great success with these roles in the months to come.

LCMP Assistant

Since the start of September, I have been working 7hr/week alongside Matt Jarvis on the LCMP and local music more generally. This effort has largely gone to “learning the ropes” and familiarizing myself with the ins and outs of Trent Radio’s archives, including digitizing analog media, receiving music submissions sent to Trent Radio, and ingesting new music to the LCMP and the PSrv.

As these responsibilities have been split across two part-time roles this year, Trent Radio has been “treading water” on the local music front. While we have still been able to receive local music and make it available to programmers, there remains a large backlog of local music from various sources to be processed.

One major success was the 2nd Annual Trent Radio RPM Challenge in February. This year, we had 34 albums submitted, both from the “usual suspects” in the Trent Radio community and the Peterborough community more broadly. The RPM Challenge is a great example of Trent Radio’s ability to help facilitate community projects, and something I’d love to see continue for many years to come.

Since March 27th, I have taken over primary responsibility for the LCMP at an increased schedule of 25hr/week. My ambition with these additional hours is to focus on getting the physical archive of local music in a more orderly state, and continue to develop systems & procedures which will improve our capacity to process this music, and make it more readily available to programmers.

Broadcast Technology Advisor

Starting in summer 2017, I have been working with John on some of Trent Radio’s technical infrastructure, originally on an occasional basis, then, since September, in the role of Broadcast Technology Advisor on a schedule of 10 hours monthly.

The main goal of this position is to document the existing broadcast and IT infrastructure in place at Trent Radio, with an eye towards recommending future improvements. Along the way, a number of upgrades and changes have already been made:

- Installed 5 new PCs running Windows 10, replacing the studio computers and 3 admin PCs
- Migrated 3.7TB of data to new Synology DiskStation file servers, with automated backups in place
- Added a password to the logger website, to ensure it remains solely for use by Trent Radio programmers.

Additionally, HP Services was engaged last summer to upgrade our transmitter infrastructure, with two new transmitters. At the same time, we switched to a digital studio-transmitter link, with a redundant internet connection to ensure the reliability of the connection. This system also allows remote connections over a VPN, (virtual private network) making it possible to manage the transmission infrastructure without needing to be on site.

In collaboration with John and Jill, I prepared the following customer testimonial for HP Services: *Trent Radio is a Community Broadcast Facility in Peterborough, Ontario. When we decided it was time to upgrade our transmitter and establish a digital link to our studios, we sought out the support and guidance of HP Services to initiate our project. Having already provided us with 15 years of worry free transmission, excellent advice, and support, we knew that HP Services would help us find the right solution for our specific needs.*

Working with Gary and Michael was an absolute pleasure. Their unending wealth of skill, knowledge, and experience was crucial in keeping the project and transition smooth for our staff and community volunteers.

The systems they installed let us “see through” the tech and focus on what matters most: keeping our programmers on air, and making sure our signal is sweet and strong. With this work complete, HP Services has helped give us the peace of mind that our signal will stay strong for a long time to come. Rob Hailman, Jill Staveley & John K Muir, Trent Radio (92.7 CFFF FM)

Unfortunately, this system has not been quite as reliable as hoped, with the studio-transmitter link failing and taking us off air periodically:

| Off Air (observed) | On Air (observed) | Cause | Resolution |
|--------------------|-------------------|------------------------------------|---|
| 2017-09-01 07:55 | 2017-09-02 00:00 | Router config changes | Manually reconnected |
| 2017-09-25 20:00 | 2017-09-26 05:47 | Comrex disconnected | Manually reconnected |
| 2017-12-11 11:17 | 2017-12-11 11:24 | Comrex disconnected | Manually reconnected |
| 2017-12-13 08:00 | 2017-12-13 10:00 | Comrex disconnected | Manually reconnected |
| 2018-01-11 09:30 | 2018-01-11 09:50 | Comrex disconnected | Rebooted bric-sx remotely |
| 2018-03-01 10:44 | 2018-03-01 10:50 | Comrex disconnected | Rebooted bric-sx remotely |
| 2018-03-19 06:00 | 2018-03-19 15:00 | Comrex disconnected | Rebooted bric-sx locally |
| 2018-04-05 11:45 | 2018-04-05 12:43 | Comrex disconnected | Rebooted bric-sx remotely |
| 2018-04-12 19:05 | 2018-04-13 00:15 | CableCable service down at TX site | Contacted CableCable to report interruption |
| 2018-04-14 20:30 | 2018-04-15 10:25 | Comrex disconnected | Rebooted bric-sx remotely |
| 2018-04-16 06:00 | 2018-04-16 08:25 | Comrex disconnected | Rebooted bric-sx remotely |

This is only a partial list, as not all incidents were logged in the moment. Overall, there have been approximately 20 interruptions to our studio-transmitter link since September. I am continuing to work with HP Services and the hardware vendor to sort out these remaining hiccups.

Finally, I have been in contact with John Scott, who was instrumental in developing Trent Radio’s technical infrastructure in the early days of the organization. He has offered to support our technical operations as he is able, and I will be meeting with him in the near future to discuss this in more detail.

LCMP/Volunteer Support & Training Coordinator Report 2017/2018.

Matt Jarvis

This season of Trent Radio had many challenges and many successes. It also represents my last season as staff at Trent Radio. I officially put forward my resignation on March 13 and finished shortly thereafter. I still have a key to the house and am happy to act as a community supporter and “operator at large”.

Here are some highlights:

The LCP grew in physical copies (Approx. 50 records) but none of these received more than perfunctory digital archiving. This is due to a shift in management responsibility.

Rob Hailman is an excellent “next step” in Trent Radio’s archiving project, his knowledge of computer systems and programming will help push the project to where it needs to go. I am on call for questions from Rob regarding particulars of the archive, however he has not reached out and I doubt he will need to. I am excited to see what happens next!

We saw an increase in the number of operators this year this stems from staff’s direct solicitation of community members and also (I think) a growing sense that being an operator is a righteous calling for amazing community members.

We ran operator meetings on the last Sunday of the month to great success, highlights included sweet donuts, team building, and the creation of Groundhog Day Day. Seriously though, getting the operators into the room together is powerful stuff, lots of unprompted programming and fundraising discussion. If Trent Radio wants to continue these meetings as a thing, they must be well attended, and not compulsory. This means they must be fun and have food. The head operator (or whoever leads the meeting) must not be boring. These meetings should not be used as work bees. Otherwise they will not have longevity, meetings like this are an exercise in community building and leadership, so flex those muscles and you will see growth and success.

I ran an archive workshop in December 2017 at Trent Radio, and an audio art Workshop in February 2018 at Sadleir House. We had 1 attendee at both events. This, of course, is a failure. Much of this has to do with management (my) disorganization. Change happened quickly, my hours reduced, and marketing workshops got left out of the mix. If I were to do it again, I would push the workshops to operators to push to producers.

Good luck with everything dooods. Someday maybe I’ll even get on the air again....

PM, DGM, RRFG End of Year Report for Trent Radio, April 2018

Prepared by Jill Staveley with support from John K Muir (GM) <jkmuir@trentradio.ca>

INTRO: We are a strong community of people working together to foster a positive environment where exceptional radio can be made by volunteer producers. This is an amazing thing that we succeed at each year. The landscape is shifting, and we need to renew our vows with our mission/mandate, aims & objectives annually. We also need to re-evaluate our methods and patterns to learn what we should reinforce, and what we can tear down. We continue to focus our energies on watching and learning, asking questions and listening to answers.

NEW DEVELOPMENTS: This past year Mauricio and I have worked to develop a distribution of responsibilities that will enable both of us to achieve our goals, and to make sure that there is always more than 1 person who knows how to do any given job. Starting with Summer 2017, I began learning about Programming Administrative responsibilities for scheduling and compliance. The two of us work together to complete administrative tasks at the beginning of each season, share Studio A & B training responsibilities, work together to prepare and reconcile programme logs weekly and thus both of us are familiar with the current schedule, can support each other in the completion of weekly tasks, and ensure that Trent Radio's administrative compliance requirements are seen to in an efficient and accountable manner.

PROJECTS:

(i) Radio Free Peterborough/Local Content Project (Ongoing): Local Content continues to remain a priority for programming and archiving activities at Trent Radio. This past year we experienced a significant staffing change, and have spent the majority of our energy transferring knowledge and building plans for future sustainability and success. I would like to send out much gratitude to Matt Jarvis for his enthusiastic contributions to the LCMP and Local Content in general. We welcome Rob Hailman onboard as the new LCPM, and look forward to continued success with this project. Please refer to their reports for more information.

(ii) Production Projects: This past year we allocated staff resources through TWSP funding to create Local Content Production Assistant positions (3), and attempted to spend more time collecting recordings from the community for later broadcasts. These included You Had To Be There (recording local music events, and broadcasting on Sunday afternoons), features on Local Open Mics, interviewing community members at arts events, coverage of TCSA events and elections speeches, recording local arts events including EC3 media launches, PreCariious ArtsWork Festival events, and successfully producing a live 'remote' from the First Friday Art Crawl in November.

(iii) Community Radio Workshop Sessions: We hosted a variation of the CRWS at the new Trent Students Centre, led by Mauricio Interiano, as part of the RM1718 Foundations grant activities. It was very successful.

TWSP/TIP:

We had a good blend of new and returning TWSP/TIP employees this year. In my opinion, we are using our TWSP hours effectively with the current distribution of hours.

All TWSP employees were asked to write short reports on their experience this past year, as we can most effectively learn how these positions can be positive experiences for the students and useful to Trent Radio's goals of connecting with the communities around us, and how we can improve each year moving forward.

(i) LOCAL CONTENT PRODUCTION ASSISTANT #1 (TWSP): Jillisa Joshua was our StudioB trainer last year, and returned to work with us again. Her main focus was providing production support in StudioB.

(ii) LOCAL CONTENT PRODUCTION ASSISTANT #2 (TWSP): We hired Colin Wigle in the Fall, and his main responsibility was producing You Had To Be There for the Spring Broadcast Season.

(iii) LOCAL CONTENT PRODUCTION ASSISTANT (TIP): We hired Daniela Leal to fill this position again this year. Her position is a balance between CODM support attending events, graphic design, and independently driven production projects featuring students and community members.

(iv) PHYSICAL PLANT (TWSP): Eriq Anderson joined the Trent Radio crew this past year – and the house hasn't been this spotless in a long time. This position is very independent, with little to no direction – which worked out exceptionally well, as Eriq was completely reliable and driven to do a great job.

(v) ADMIN ASSISTANT: Hayley Raymond supported the CODM in all aspects of outreach, and took on an organisational role in the RPM project this past year. We will be very sad to see Hayley move forward from Trent Radio, and have been extremely grateful for her dedication, creativity and patience over the years that she has worked with Trent Radio.

EDUCATIONAL/FOR-CREDIT PARTICIPATION OPPORTUNITIES:

CUST2035: Facilitated a 2 week training, support & production opportunity to CUST 2035 students as a for-credit project option. We had 2 students complete the project, with great success. We moved the opportunity to the winter term, as we had too many commitments to fulfill in the Fall term. The low number of participants was due, in part, to new staff facilitating the CUST2035 course.

HIGHSCHOOL COOPERATIVE EDUCATION: We welcomed 1 co-op students this past Fall (Sep – Jan), Rhys Climenhage. Initially, Rhys was scheduled to complete his hours during the mornings at Trent Radio, but due to a fire at his afternoon placement, we were able to arrange completion of both sets of hours on-site at Trent Radio House. With his audio production, local music knowledge, and previous experience at Trent Radio, Rhys was a jack-of-all-trades and a wonderful resource around Trent Radio House. He worked with incoming music, producing back-up shows, delivered a workshop on PSRV access and organisation, oversaw the Entre Season, and assisted with local production projects. He is currently acting as a volunteer to support our Fleming Co-Op student to prepare for and produce Co-Op Radio on Friday mornings. Rhys will be provided with a reference from the Fleming CICE program for his volunteer work in this capacity.

FLEMING CICE CO-OP PLACEMENT: This was our first year participating as a community placement location for the CICE program at Fleming (Community Integration through Cooperative Education). We welcomed Luke Cooney to join us for Lunch on Fridays with the goal to provide him with experience socialising in a community setting, with the hopes that he would be able to learn a bit about radio. Despite the strike in the Fall, Luke was able to join Rhys for Co-Op Radio starting in January, and continuing on for the Spring Season. Luke has had a great time at Trent Radio, and he has been a wonderful addition to our Friday mornings.

TEACH OUTSIDE THE BOX – PLACEMENT STUDENT: This year Trent Radio welcomed a participant from the TEACH Social Justice certificate program. The placement was based around the production of 6 broadcasts featuring participants from the TEACH program, and highlighting the topic of how to become a social justice educator in the classroom and beyond, for a total of 35 hours worked. Simon Banderob was our placement student; Mauricio & I worked together to oversee his placement; it was a great success all around.

COMMUNITY COLLABORATIONS

JILL'S VOLUNTEER WORK AT QUEEN MARY: I continue to volunteer my time to play music and inspire creative opportunities at Queen Mary Public School. This is a project of personal benefit – as I am able to participate in the education of my children, but I have also been working to create content that will be broadcast on Trent Radio, mostly in the form of songs that are written, and introduced by the students. I feel that this project is successful on a number of levels as it is a great promotional resource for Trent

Radio as a community resource, but also inspires possibility and creativity in young people in our community.

PRECARIOUS ARTSWORK FESTIVAL: Trent Radio supported a month long festival in Peterborough, organised by Kate Story and Ryan Kerr, to discuss and highlight the precarious nature of Arts Workers in Peterborough. Trent Radio provided coverage of events through recordings and interviews, and also set up a live broadcast from the Commerce Building for the First Friday Art Crawl in November.

PETERBOROUGH PRIDE: Through Shan Culkeen, Trent Radio applied for and was granted funding to deliver a full day of programming during the Pre-Season to celebrate Pride in conjunction with other local events. This programming is a wonderful way to include, promote and celebrate PRIDE activities on the radio.

PETERBOROUGH CURRENTS: This is a podcast created by members of PIP. The content focuses on issues within Peterborough. The producers utilise Trent Radio production facilities, and in exchange all programming is made available for broadcast during Smooth Operator. This arrangement has been made official with a Programme Proposal, and a report has been prepared by Will Pearson:

Peterborough Currents is a podcast produced by members of the Peterborough Independent Podcasters (though you don't have to be a member of PIP to submit a story). It's a current affairs show, exploring the culture, politics, arts, and people in Peterborough and the surrounding area. Right now, the format is a monthly episode comprising numerous stories connected to a theme (themes we've done so far include housing and food). Ayesha Barmania and I (both also operators at Trent Radio) are the podcast's hosts, and we produce most of the stories on the show. But we also encourage others to submit stories, which increases the diversity of voices on the show and also serves as an educational opportunity for new or developing audio producers.

Peterborough Currents is grateful for the support of Trent Radio. While we envision ourselves as a podcast first, we also appreciate the chance to broadcast our programs during our smooth operator shifts and when there are other breaks in regular programming. This helps us tap into the serendipity of discovery that radio makes possible and podcasting doesn't. To facilitate the broadcasting of our stories, we have begun saving them in the Smooth Operator folder; our hope is to build an archive of stories about Peterborough that Trent Radio programmers can easily locate on the Trent Radio computers and then broadcast. Because our stories document Peterborough life at a particular time, we expect they will be of interest in the future, and so we also appreciate Trent Radio's capacity to archive our stories so they can be discovered and listened to by future programmers and fans of audio storytelling.

Trent Radio also supports Peterborough Currents by providing access to studio space. In order not to interfere too much with regular Trent Radio programmers' use of Studio B, we have begun using it on Sundays to record some of our content.

As a podcast, Peterborough Currents prioritizes a different mode of delivery for its content than Trent Radio, but as an audio-based creative project, it shares a lot of values with Trent Radio. As a result, Trent radio is a natural community partner for Peterborough Currents.

PETERBOROUGH INDEPENDENT PODCASTERS: PIP: Trent Radio continues to work with PIP to provide resources to our programmers and the community at large. Please see the report attached for more information.

PIP and Trent Radio share similar interests in the pursuit of community programming, but through different media. While Trent Radio provides a platform and training for radio production, PIP provides the same for digital audio production in the form of podcasts. Because some programmers at Trent Radio express interest in podcasting, and because some podcasters at PIP express interest in radio production, we often refer our members to the other organization for training and support. For this reason, we have come together in a mutual exchange of services where Trent Radio offers PIP space for recording in exchange for workshops on podcast production specific to Trent Radio's facilities. So far, only Peterborough Currents has made use of Studio B on Sundays. They have used the space for approximately 12 hours since December, for recording and editing episodes. Other members have indicated they would like to use the space but that Sundays aren't ideal -- we've encouraged these folks to become Trent Radio members and use the Studio B and C bookings notebook.--written by Ayesha and Jeff

GRANT APPLICATIONS and PROJECTS:

(i) Community Radio Fund of Canada – radiometers 2017/18 (\$50,000): (July 2017 – June 2018)

Foundations is the name of the CRFC grant we are currently working within. The goals are to develop a sustainable model for succession and growth at Trent Radio. One of the main features of the project includes a series of interviews with members of Trent Radio's past who share their perspectives on Trent Radio, and their love for Radio in general. This grant will be reported on at the end of June, and is currently moving forward (mostly) on time. All projects will be completed, some have seen set backs due to staff changes and emergency priorities.

(ii) Community Radio Fund of Canada – radiometers 2018/19 (\$50,000): (September 2018 – August 2019)

I prepared an application requesting \$50,000 called "Community Connections". The goal of the project would be to investigate and understand the barriers that prevent people from accessing and participating with Trent Radio, and work to find solutions that can increase and enhance participation from a broader range of community members. We would develop and deliver short workshop series in the community to develop connections, and produce broadcast content; develop and use a reliable "Remote Broadcast" set up for enhanced community coverage; and install one "Satellite Studio" in the community for a weekly production of radio content during the Summer 2019 Broadcast Season. Only 33% of applicants receive funding from the CRFC. We should never rely on this source of funding as guaranteed. Especially this year, with many distractions occurring around the Trent Radio community at the deadline, I am certain that this was not the best grant application I could have written.

~~(iii) Community Radio Fund of Canada – Youth On Air: Not Available in 2017/18~~

(iv) NCRA/La Fondation canadienne pour le dialogue des cultures – Rendez-vous de la Francophonie –

We did not apply for this opportunity as we already felt that we had more jobs/responsibilities on our plates than we could successfully manage.

(v) Canada Summer Jobs: We submitted an application for [2] full-time positions to complete specific task based projects at Trent Radio this summer. One job would focus on catching up with our Local Content archiving tasks, and the other would support Summer EPs as well as produce content to highlight and promote Peterborough and the exceptional activities that happen here in the summer. We have not heard back regarding this application.

(vi) City of Peterborough Community Grant **Deadline for this grant has moved to the Fall, before December holidays. We did not receive what we applied for, but were granted \$1000/year for 3 years. This seems on par with our previous applications and allotments.

SPONSORSHIPS: Could use work. We have not had time to focus on this. Promotional material should be revised. Current Sponsors: FCI Windows (in-kind for \$1900 of windows in Office), Renegade Apparel (\$550 annual), Sam's Place (\$550 annual).

TWSP/TIP/Co-Op Reports 2018

TWSP – Administrative (CODM) Assistant – Hayley Raymond

My name is Hayley Raymond and I held the Trent Work-Study Program (TWSP) position of Community Outreach Development Manager's Assistant for the 2017-18 school year. This year, my main responsibility was responding to emails sent to Trent Radio's Public Service Announcements (PSA) account, printing out relevant PSAs for the Smooth Operator binder, and scheduling interviews for Smooth Operator and making sure Operators were aware of scheduled interviews. When needed, I also assisted Community Outreach Development Manager (CODM) Mauricio Interiano with attending outreach events such as Clubs and Groups Day at both Trent University and Fleming College. I also assisted the CODM with illustrating and piecing together the picture schedule for both the Fall and Spring broadcast seasons, and I edited this year's Trout Rodeo together.

I was also one of only a few paid staff members that met with the group of volunteers behind the organisation of this year's Record Production Month (RPM) Challenge, and as such I used some of my TWSP hours to aid that group with things like sending out a media release to local press, fielding questions from community members as the main contact for the project, receiving all the RPM submissions as they came in, and organising/hosting three events (a home recording workshop with Kyha Craig, a Bandcamp-for-beginners workshop with Karol Orzechowski /album art creation party, both at Sadleir House, and a listening party at The Sapphire Room). RPM organisers met and remained in contact via email from December through until the beginning of March.

This year, I learned how easy it is to reach out to others and ask for their participation. Both Kyha Craig and Karol Orzechowski immediately responded to with enthusiastic "yeses" when I asked them if they would be interested in delivering workshops, and the RPM volunteer team did a great job of delegating tasks to each other so that all our plans could be successfully realised. Matt Jarvis at Sadleir House was very helpful with room bookings, and Kerri and Chad of The Sapphire Room were great to work with. Also, when I initially approached Evan's Contemporary as a potential venue for the listening party, they were enthusiastic enough to work with us that they offered to lend us the space at no charge (we ended up going with The Sapphire Room so that we could have our listening party during the monthly First Friday Art Crawl, a day where Evan's had other events booked). After the success of the listening party, I now feel more empowered in my life to go forward and make fun things happen in my community!

One suggestion I would like to make to whoever holds this position in future years that they start piecing the Trout Rodeo a week or two in advance of when they think they should. In my experience, printing is often delayed that extra week or two anyways by waiting for last-minute submissions, and if the editor is not familiar with Adobe InDesign then they should make sure to give themselves enough time to figure it out (it can sometimes be frustrating). As well, I would like to suggest in general that more volunteers be checking the PSA email account. Since my regular hours have ended, we've amassed 100+ unread emails in that inbox, plus, responding to emails once or twice a week is not sustainable when you need to have a back-and-forth conversation with a potential interviewee to book them in, something that's often time-sensitive. We also miss announcing a fraction of PSAs sent to us altogether because they are sent to us less than a week before the event takes place—perhaps we could remind PSA senders to give lots of notice as well.

TWSP – Physical Plant – Eriq Anderson

My name is Eriq Anderson and I have been in charge of cleaning and general maintenance at the Trent radio station. Throughout the course of the year approximately 4 lysol wipe containers, 3 boxes of big black garbage bags, 2 small white garbage bags (for the bathroom), 2 packs of latex gloves, 1 large container of vinegar, and 1 large container of hand soap was used. a suggestion for the position next year would be to take advantage of the opportunities offered by Trent Radio and better communication between maintenance and rest of the community as there are always random items left around that are difficult to group.

TWSP – Local Content Production Assistant – Jillisa Joshua

My experience this year at Trent radio was much different than last year because it was mostly Studio B training, putting together backup shows, helping to create program promos and creating station IDs. This year I trained less people than I expected and didn't do much of things I was used to or comfortable doing. This year I was involved in recording events that took place off campus such as the TCSA elections and the Precarious Festival; I then had to edit these recordings in order for it to be played on air. I learned how to use a ZOOM recorder, which was interesting because the format is quite similar to that of a video camera, with the only difference being the lack of the visual component. It took some time to get used to in terms of doing several recordings for one event and making sure that they were all saved properly. When setting up equipment, like tripods, it wasn't very difficult for me because of my previous videography experience.

Other things that I did this year was recording student PSAs for upcoming dates and events that would be held by the various clubs and groups from Trent University. It was a new experience and I do think that it would have been a bit easier and more fun working as a pair when it came to finding new events, creating scripts and recording to make these PSAs. One thing I found challenging this year was actually making PSAs that would be helpful for students. It is one thing to know what I personally need as a student, but others have different needs and will need to know about different resources and information in order to make their experiences easier. Knowing about housing deadlines, services at the Student Wellness Centre, or deadlines for graduation applications for fourth year students is very helpful and could also help students avoid doing things last minute or not knowing where to go if in need of help.

One thing that I will recommend for the position for next year is more Studio B training, encouragement of program promo sessions to help the person in the position to improve their editing and production skills; more off-site recordings of large student events such as Cultural Outreach, Head of Trent, and TCSA Elections so that students become more involved in student life and the Trent student community.

STATS

Number of Events Recorded: 5

- TCSA Fall Elections, debates and speeches
- TCSA Spring Elections , Debates + Speeches, and Referenda , **March 12**
- Dr. Capello's Talk - **March 12**
- Precarious Festival - Discussion Panel, **Thursday November 9th**
- Precarious Festival - Art Gallery Hop , **Friday November 3rd**

Number of people trained: 2

Number of PSAs or Profiles Recorded; 10

TWSP – Local Content Production Assistant – Colin Wigle

My name is Colin Wigle and from November 2017 to April 2018 I held the position of Local Content Project Manager's Assistant (LCPMA) as part of the Trent Work Study Program (TWSP). As the LCPMA it was my job to record, produce and host a weekly program, called *You Had To Be There*, that showcased local live music performances on Trent Radio. I also had a role in recording some other events including a few public lectures and the Trent Central Student's Association (TCSA) election debates. In total I recorded (or assisted in recording) ten live music shows and four other events.

While doing this job I learned how to use a Zoom h4n audio recorder; how to set the recording levels on the Zoom h4n to avoid clipping/peaking; how to connect this audio recorder to a soundboard and get a direct "line-in" recording in addition to what the Zoom h4n microphones pick up; and some editing techniques for improving the sound quality of recordings in post-production. I also learned a few things about microphone placement for live recordings.

For next year I would suggest hiring someone who is involved in and familiar with Peterborough's music scene, either as a musician themselves or simply as a regular music show-goer, so that they can be more self-guided when selecting shows to attend and record.

TIP – Local Content Production Assistant – Daniela Leal

This year I have been part of a vast array of things.

Alongside Rhys, I organized the inventory and made a couple of lists of what worked and what didn't.

I printed PSAs and organized the folder once in a while.

I went on several outreach events with Mauricio.

- Clubs and Groups Day at Trent and Fleming, Winter semester Clubs and Groups Day at Trent, Radio workshop for Clubs and Groups

I recorded and edited open mic events for broadcast on "You had to be there" w/Colin Wigle.

- The Red Dog Tuesday night open mic, Pappa's Billiards open mic on Thursday nights

I covered some events for Precarious Festival and after the events we edited the audio for the air

- First Friday Art Crawl—November, Sapphire Room opening night, The Theater on King event on basic income, Chris Hedges talk on Writing and Resistance at The Market Hall

I recorded and edited the audio for Singer Songwriter Show at the Steele Centre

This year I also learned many things that allowed me to carry out the projects.

I learned to use Adobe Audition better. I can finish editing quicker but I still have some work to do on quality.

I learned to use the Tascam and ZOOM recorder more efficiently.

I learned to hold an interview.

KPRDSB Co Op Placement, Sep17 – Jan18 – Rhys Climenhage

Things I did at Trent Radio:

- Created list of inventory.
- Put the appropriate CDs into the PSRV "touring bands" folder.
- Organized the PSRV including the touring bands folder.
- General cleaning and tidying.
- Creating PSAs in studio B for any Trent Radio needs.
- Labeled all touring bands Cds and put them in studio A.
- Weekly programme(s) and helping CICE student (Luke Cooney) with his show.
- Organizing and operating through Trent Radio's Entre Season.
- Creating backup shows for programmers and correctly putting them where they belong.

- Organizing suitcase of CDs that are irrelevant to the Trent Radio collection and making them available to programmers and operators.
- Field recording; precarious festival, phone interviews etc.

DGM Operations Report –

prepared by Jill Staveley with support from John K Muir <jkmuir@trentradio.ca>

This Spring has been a wild ride. We continue to move forward with team work, and patience.

Trent Radio “No Parking Sign”: Still looking to complete this task. I have not had the time to successfully connect with Jamie. This needs to be a priority.

715 Upper: Jeffrey Moore was appointed as the primary contact for communication with and manager to provide support for our tenants..

The tenants have been notified of an increase in rent to \$926/month from \$912/month.

The tenants have also been notified of the situation regarding the unknown timeline for bee removal, and are very accommodating.

STAFFING CHANGES: Due to a number of factors, Matt Jarvis has resigned from his role at Trent Radio as of March 23rd, 2018. We are very grateful to Matt for all of his enthusiastic contributions to Trent Radio and to Peterborough’s Local Music Scene as a whole over the years, and wish him all the best with future projects and goals. While we will miss him – however, we plan to visit regularly for lunch in the Trent Radio kitchen. Rob Hailman has been offered, and has accepted, a contract allocating 25 hours per week for 15 weeks commencing the week starting Sun, 25 March 2018, ending 29 June 2018 to fulfill the duties of the LCPM.

PHYSICAL PLANT: We are in the midst of the Spring Thaw, and that means 2 things: water & bees. We have already experienced one pooling of water in the basement, and continue to monitor the area. No damage was done – but the potential for more water next time exists. Steve from Dare 2 Dream has been contacted. Because of the cold Spring, he cannot set a guaranteed time for removal and relocation of the bees. He will come and investigate, and keep in touch with us. Costs associated with this procedure will likely be significant, as we may have to rent a cherry picker (etc), and will need to repair/replace the soffit on the roof.

GENERATOR: It came to our attention during a power outage in early March that our generator was not functioning properly. At some point during the winter, it tried to turn on unsuccessfully, and automatically put itself in “OFF” mode rather than “AUTO”.

My guess is that it tried to turn on for a weekly test on a Saturday morning, but was covered in snow at the time, and could not vent/exhaust properly.

The situation has been resolved, we have changed the weekly test time to 4pm on Mondays (so we can hear it), and will take steps to remind all Operators & SS programmers to take extra care to clear snow from around the generator on weekends and during the evening when staff are not here to do so.

BROADCAST TECH ISSUES: We have recently experienced a number of technical issues with our analogue signal. Along with service interruptions from Cable Cable (our internet service provider at the Transmission site), our technology has exhibited connectivity issues within itself. Rob Hailman has been working with Michael Lewis of HP Services to investigate and fix this problem.

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.

SUMMER PLAN 2018: Summer Plan is available online, and hard copy in the Kitchen of Trent Radio House.

STORY TELLERS OF CANADA: David Merleau from the Story Tellers of Canada association connected with Trent Radio last fall. Trent Radio will be involved in some capacity. I have followed up with David, and the arrangement is very informal. We will set up a recording booth at the venue to interview story tellers attending the conference. We may also arrange to have some broadcast and studio tour opportunities for attendees of the conference to make radio. We have been offered a discounted rate for a limited number of Trent Radio people to attend a full-day master class with Chris Brooks, (\$150) – without having to also register for and pay the full conference fees (which would be another \$350). If you are interested in learning more about this opportunity, please let me know.

GZOWSKI INTERNSHIP: We are proud to announce that Trent Radio's Zara Syed was awarded the Gzowski Internship this summer, and that Joshua Skinner was offered an alternative CBC Internship focused on small community representation in national media. We wish both of them the best of luck with these wonderful opportunities, and are always ecstatic to send Trent Radio folks out into the big wide world to make a difference.

YES LEVY: As you likely know, Trent Radio's Chair & President Shan Culkeen worked tirelessly to present a question to the students of Trent University during the TCSA Spring Elections – asking for a \$3 Levy fee paid to the Youth Emergency Shelter (YES). We are very happy to share that this request was supported, and that YES will now benefit from the generosity and support from the students at Trent University.

CANADA SUMMER JOBS: Ashley Fearnall (7057452108) - from Maryam Monsef's office called to let us know that Trent Radio has been approved for the following CSJ funding: 2jobs, 480 hrs total, \$6720 total

This could amount to: 8 weeks/30hrs for each position (or similar), and we can discuss the plan/timeline in early May. **FYI We applied for 16 weeks @ 35hrs/week for each position.* Service Canada will email us (to info@trentradio.ca) with more information (contracts, expectations etc) in the near future.

The job titles and outlines that we applied for are as follows:

Summer Operations & Information Manager: The Summer Operations & Information Manager (SOIM) will be responsible for the general day-to-day operations, the facilitation of special projects, and promotion of community events during Trent Radio's Summer Broadcast Season. The SOIM will enhance outreach to Peterborough Community residents and service organisations by producing local content to highlight regional activity and events. The SOIM will also act as a liaison for programmers and on-site guests by assisting with technical operations, organising production schedules, and modifying physical and technological barriers for persons with disabilities and exceptionalities as required for the production of Community Radio. Outreach will specifically include coverage and promotion of summer festivals and events in the Peterborough Region to highlight the volunteers and staff working behind the scenes, as well as featuring the event activity and element of community celebration found in the

crowds. Specific festivals, events and community celebrations will include: the New Canadians Centre - Multicultural Canada Day Celebrations (01 July); 4th Line Theatre Season; Peterborough PULSE; Hootenanny on Hunter Street; Peterborough Music Fest; Peterborough EX Agricultural Fair; and other significant events as discovered and determined by the SOIM to promote Peterborough as a vibrant and attractive place to live, stay and work to visitors and newcomers.

Local Content Archivist Assistant: The Local Content Archivist Assistant will directly support Trent Radio's Local Content Management Project - a unique collection of historically and culturally significant music and audio recordings created and produced locally in the Peterborough region - by accessioning, preserving, organising and storing physical artefacts featuring music and audio produced by artists classified as Local to the Peterborough & Trent Communities. Job responsibilities include: analogue-to-digital file transfer, digital audio editing of sound files, collecting and inputting associated data and information for each artefact, scanning and manipulating album art and support documents, database maintenance and upkeep, website maintenance and upkeep, community outreach and promotion of the project as a whole.

ADDENDUM to DGM Operations Report - 20180418_tradiobod, providing updates and information as of 20180613: prepared by Jill Staveley.

PARKING: I have been in communication with Richard McPhee (contractor) regarding the plan to erect a fence between Trent Radio & The Townhouses. I have attached the quotes and plan to this document for discussion.

BEES: I have not heard back from Steve Lawrence (re: Bees), but the last time we spoke, the plan was to exterminate the colony living in the chimney, and seal up the area.

GENERATOR: Kohler sent Steve McPhadden (Real Electric) a voluntary recall notice regarding the transfer switch at our electrical panel. They scheduled and completed the work (June 12, 2018) at no cost to us, and completed the annual maintenance required at that time.

BROADCAST TECH: Michael Lewis from HP Services ordered and installed a replacement comrex set during our annual Spring Shutdown, and the problems seem to be resolved.

GNC MARATHON: The event was a success, and everyone involved had a great time. The event brought in \$973 in cash/cheques, with another \$95 in unpaid pledges. If all the pledges come in, the total amount raised will be: \$1068

Canada Summer Jobs: The Hiring Committee has completed a call for applications, interview and selection process for both CSJ positions. Mike Grey has been offered, and accepted the position of LCAA, and Hannah Collins has been offered, and accepted the position of SOIM.

Each position will run for 8 weeks at 30hrs per week. The SOIM Contract will start on Monday June 25th and end Friday August 17th. The LCAA Contract will start on Monday July 8th and end Friday August 31st.

Summer Broadcast Schedule: The Summer Broadcast Season started on Monday April 30th, after a 1-week shut down period. Our broadcast schedule is reduced each summer, and our current schedule runs on Weekday evenings. We currently have 35 Programmes produced by 45 Programmers.