

TRENT RADIO BoD AGENDA
18 July 2018 – 8:00pm
at Trent Radio House, 715 George Street North

01. Chair's Opening Remarks and Agenda Approval

02. Presentation of Previous Board Minutes –

03. Operations Report

- CRFC Radiometres "Trent Radio Foundations" Final Report
- DGM
- Financial Report – Not Available.

04. Succession Planning – Actionable Items, Upcoming responsibilities

- financial review (our fiscal year is Sept 01 to Aug 31)
- nominating committee, board structure (planning)
- AGM (November)
- Trent Radio Board Committees & Roles

05. Suggested time for next Board Meetings

Same Day/Time ?

07. Any Other Business:

08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,
715 George St. N., Peterborough, Ontario on Tuesday, 13 June 2018.

Present: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, Brazil Gaffney-Knox, Zara Syed (via phone), Steve McNabb (via Skype), and Maya Gonzalez-Fuentes (via Skype)

Regrets: John 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 8:25pm, 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 4 March 2018 were approved following edits made to the Officer List.
3. The End of Year Reports (CODM, BTA, LCPM, PM, DGM, TWSP, TIP, and Community Partners) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. Note that in the Average Weekly Broadcast Hours chart on page 8, the “Fall 2015” column is missing. On page 7, in the November list of Programming, Outreach, and Events Highlights a spelling mistake was found under Thursday the 16th.
4. The Operations Report (DGM and Addendum only – Financial Statements were unavailable) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. Note that in the discussion over Parking, it was determined that the “No Parking” sign should be posted prior to building the fence to determine its stand-alone efficacy, possibly resulting in not needing the fence at all. For Physical Plant, note that Steve from Dare 2 Dream is recruiting another worker for the bee extermination.
5. Ideas of succession from John to Jill were presented. It has been discussed in the past, but pressure has been placed on timelines due to unexpected circumstances. A next step is to organize a working group of experts to aid in executing proper governance, finance, and other details involved in succession. Primary goals are to ensure Trent Radio’s long-term sustainability, and transparency between parties. The topics of “Sustainable Pensions for Trent Radio Staff” and “Succession” are to be added to the agenda for the next board meeting for updates and discussion. It is a challenging time at Trent Radio, with many initiatives being undertaken at once – it will require considerable effort and organization to assure a plan of high quality is made and executed.
6. There were multiple discussions of business outside of the agenda. A suggestion for a vinyl banner of the Aims and Objectives for events was made. A request for a list of key terms and acronyms was made for future Board agendas. It was announced that Trent Radio is planning on being at the Peterborough Folk Festival. Condiment Day is also being planned for August 1st.
7. The next meeting date is tentatively July 18th. The meeting time is to be determined.
8. There being no other business, the meeting was adjourned at 9:36pm.

Operations Report –

prepared by Jill Staveley, Production Manager & Deputy General Manager

from: http://www.trentradio.ca/governance/gm_dgm_agm.txt

2) Deputy General Manager, who shall act in the stead of the General Manager during her/his absence when so directed by the General Manager, and who shall perform such other of the administrative and executive functions as the General Manager may direct.

The Deputy General Manager, who shall be appointed by the General Manager with the approval of the Corporation, shall serve at the pleasure of the General Manager, and shall be removable by the General Manager.

Trent Radio “No Parking Sign”: Slow process because it has been so hot. Planning a clean up day at Trent Radio House on Thursday July 19th to do a dump run, clean up the grounds, and initiate an actionable plan for discouraging parking and walk through traffic..

715 Upper: No news.

PHYSICAL PLANT: The roof is getting pretty bad, especially after the wind storms. I know that there was a plan to wait and install a steel roof in a couple year, but I’m not sure if we can wait.

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.

TECH: StudioV has been unstable, and may need a replacement sooner than later. I am also completing all of my Trent Radio responsibilities on my personal laptop – which may not be reliable for too much longer. Rob will be looking into replacement options for StudioV, and possibly securing a functional administrative computer for my Trent Radio work.

STORY TELLERS OF CANADA: We attended the opening ceremonies of this event, and Hannah Collins was able to capture some interview clips with attendees. There are possibilities for programming collaborations with local Story Teller members. It was also inspiring to think about conferences and weekend workshops that Trent Radio has organised and hosted in the past – and inspiring to consider how we could do such a thing again in the future.

Summer Operations & Information Manager: Hannah Collins started on Monday June 26, and is doing an excellent job. She is overseeing general EP management while Mauricio is on vacation (2 weeks away)

Local Content Archivist Assistant: Michael Gray started on Monday July 9th, and it is a wonderful thing to see the Local Archives back in motion. We are coming up with firm plans for storage and availability of the archive in the future, and will be looking to keep momentum up with this project through volunteer and staff hours in the Fall.

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.

HEAT: it has been unbearable here some days recently. We have looked into Air Conditioning in the past – and it was determined that it was too expensive. This is an issue we should investigate more affordable options for, and/or consider our intentions to run during the summer months in the future.

DGM VACATION: I am planning to be out of Peterborough from Friday August 3rd until Monday August 13th.

FALL PLANNING & GENERAL OUTREACH: Trent Radio will have a booth at the PFF (Aug 18/19), a table for a day at the Peterborough Square at the end of August, will host an Open House & Radio On The Lawn Event, as well as other outreach activities. I would welcome the board to attend any or all of these events as representatives of the organisation, and to contact Mauricio directly if you have any great ideas about events that we should be promoting Operator and Programmer opportunities at before the Fall deadline.

FALL PROGRAMME PROPOSALS: Will be live on the website by the end of July.