

TRENT RADIO BoD AGENDA
15 August 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

- BTA Report – Rob Hailman
- DGM – Jill Staveley
- Financial Report –Income & Balance Sheets as at 180630 – John K Muir

04. Succession Planning – Actionable Items, Upcoming responsibilities

05. Suggested time for next Board Meetings

Same Day/Time ?

07. Any Other Business: Maya Gonzalez-Fuentes' resignation from the board

08. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,
715 George St. N., Peterborough, Ontario on Wednesday, 18 July 2018.**

Present: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, Brazil Gaffney-Knox, and Zara Syed (via phone)

Regrets: Steve McNabb; Maya Gonzalez-Fuentes; and 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 8:10pm, 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 13 June 2018 were approved.
3. The Operations Report (CRFC Radiometres "Trent Radio Foundations" Final Report and DGM) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. The Financial Reports are unavailable. A package is being put together for the CRFC to standardize radio training. Regarding the parking issue, a fence is no longer being considered. For the bee removal, we have been referenced to Durham pest control. Various "surveillance" items were presented as an update to the Board. Dugan and Wilson have made a payment, but we have not heard from them, so a paralegal is following up. Accessibility requirements are changing with new regulations, requiring new estimates and ideas. With the referendum passed at the TCSA Spring Elections 2018, Trent Student Levy fees (which are Trent Radio's Membership Fees paid by students) will be collected on a per term - per credit, rather than on a full-time status per year basis, starting Fall 2018. This change will likely require a language modification in Trent Radio's by-laws (currently states Full Time Students at Trent), however there may also be changes required with the new Not For Profits Act (which has not yet been passed) - and it was the opinion of the DGM that we make sure we are aware of these requirements, and try to come up with a plan that requires as few changes as possible - rather than doing the work twice. John Muir has indicated an interest in supporting compliance with these changes and new requirements. The vinyl banner is being worked on, and small report changes from the previous Board agenda of June 13 will be amended in the future. A Google Doc is being made for key terms and acronyms.
 - Two actionable items were suggested during this discussion:
 - o Review the bylaw changes to the Not for Profits Act.
 - o Meet with John Muir as a Board to discuss the financial documents. If John is unable for in-person discussion, the request will be formalized.
4. The Succession Plan (Financial Review, Nominating Committee and Board Structure, AGM, and Trent Radio Board Committees and Roles) were presented. The financial review is unavailable. Along with meeting John Muir to discuss the financial documents, the financial review will be added to that agenda. For the nominating committee, a list of the best candidates for the next Board are to be created. Brazil and Angelica will be meeting with Mauricio or Jill, and Shannon to discuss this. For the Trent Radio Committees and Roles, Board Members were tasked with identifying the communities, what is needed, and how to accomplish their tasks. Additionally, sustainable pension plans were discussed, and an action plan was developed for further research.
 - One actionable item was suggested during this discussion:
 - o As a Board, discover the items needed for the financial review and AGM, and construct deadlines for such.
5. The next meeting has been tentatively scheduled for Wednesday August 15th at 8pm.
6. There being no other business, the meeting was adjourned at 9:45pm.

Broadcast Technology Advisor Report – Robert Hailman
prepared Aug 15, 2018

Interruptions to our broadcast signal were a significant issue again in July. After about 8 weeks without any significant outages, Trent Radio was off air 7 times in July, for a total of 26 hours:

Date / Time	Duration	Cause
2018-07-09 03:33	5h31m	Studio V failure
2018-07-10 03:18	5h34m	Studio V failure
2018-07-22 10:15	2h38m	Internet service interruption
2018-07-24 22:14	0h03m	Power interruption
2018-07-25 01:43	0h03m	Power interruption
2018-07-25 02:22	2h15m	Unknown
2018-07-31 11:43	9h59m	Internet service interruption

Due to the reduced summer programming schedule, only two of these outages impacted live programming: on July 24th, transmission was interrupted right at the end of the broadcast day, and on July 31st internet service was not restored until 21:42.

Studio V failures are primarily attributable to aging hardware. While the Studio V computer has been stable since these failures, it is one of the older computers in use at Trent Radio House and well past its expected lifespan. I have been researching more modern solutions that could serve the same purpose at Trent Radio. Reimplementing the current system on a newer OS / hardware is also possible.

Power interruptions, however momentary, cause an outage of about three minutes: while the transmitter itself restarts in seconds, the network equipment takes a few minutes to fully boot and reconnect. This can be resolved by installing an uninterruptible power supply (UPS) which can bridge these short outages, ensuring that our equipment stays powered up while the power at Television Rd switches from mains to generator (or back). I am awaiting a quote from Michael Lewis at HP Services for a UPS which should meet this purpose

Internet service interruptions prevent us from sending audio over our studio-transmitter link, as since the transmitter upgrades in 2017 this is entirely Internet-based. CableCable, our ISP at the Television Rd facility, has been very responsive with outages but the realities of rural internet mean that outages are often more frequent and longer than anyone would like. This could be mitigated with a second internet connection to provide redundancy, but options at the transmitter are limited. The best option is likely a mobile data connection, to be used only when the main CableCable line is down, but this may be a significant expense in the case of long outages.

Operations Report – 20180815

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. We continue to investigate our options, and will do some more planning during the Summer Shut Down. I have put a call in to Whelan’s flooring to inquire about sponsorships as I would like to install a new non-carpet floor in StudioA before the Fall Season if we can make it happen.

CITY OF PETERBOROUGH’S HERITAGE REGISTER: 715 George St North was reviewed and endorsed by the Peterborough Architectural Conservation Advisory Committee and will proceed to Council on August 27th, 2018 for final approval. Trent Radio House has been identified as having cultural heritage value to the community. This does not mean that we are designated as a Heritage Site (something we may or may not want to do in the future), and the only impact of being listed is that the municipality require an owner to provide 60 days notice prior to applying for a demolition permit.

AIMS & OBJECTS BANNER: Has been ordered (renegade apparel), will cost approximately \$150, and should be available for pick-up before September.

TWSP/TIP FUNDING: We have been approved for 1 TIP (Trent International Program Student Job Subsidy) and 4 TWSP (Trent Work Study Program Student Job Subsidy) positions. We will be posting these opportunities next week, and plan to welcome Daniela Leal & Eriq Anderson back to their previous positions.

CANADA SUMMER JOBS: Hannah Collins is finishing her last week as SOIM, with a final event of a live broadcast from Evans Contemporary for the RC4G* Big Gig on Friday August 17th. Michael Gray will complete his contract on August 31st, and is making excellent headway through the backlog of local content.

BEES: Durham Pest Control came and treated the bee hive, with weekly follow ups until there was not visible activity – at which point they sealed up the entrance to the hive. They will not return unless we see activity in the hive and call them back. The service has a 30 day warranty.

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 on Monday August 20th, will attend and co-host the Open Mic at the Red Dog on Tuesday August 21st to promote the LCMP, and has plans for a Fall Open House/Radio On The Lawn in the works. We will also be attending Clubs & Groups day at both TrentU and Fleming College. Board Members are encouraged to sign up to help out at any of these events.

FALL PROGRAMME PROPOSALS: Are live on the website, and due Friday September 14th at High Noon.

2018/19 PROPOSED BROADCAST SCHEDULE:

PreSeason - September 4 - 22 (3 weeks)

Fall Season - September 23 - December 7 (11 weeks)

Entre Season - December 9 - 21 (2 weeks)

WI Shutdown - December 22 - January 5 (2 weeks)

Spring Season - January 6 - April 13 (14 weeks)

SP Shutdown - April 14 - April 27 (2 weeks)

Summer Season - April 29 - August 16 (16 weeks)

SU Shutdown - August 18 - Sep 2 (2 weeks)

BOWLING: Would the Board like to organise a Bowling Social for the last week of August? It might be a fun way to celebrate the end of the Summer Season – invite Summer volunteers & staff. People would be expected to pay their own way I think.

FINANCIAL REPORTS: Attached are the financial reports provided by General Manager John K Muir and reflect the status of the organisations accounts at the end of June 2018.

John K Muir states that there is sufficient funds in Trent Radio's bank account to meet our upcoming expenses.

Trent Radio
Comparative Income Statement

REVENUE	2017-09-01 to 2018-06-30	2016-09-01 to 2017-06-30
GOVERNMENT GRANTS		
Federal Grants	0.00	2,706.00
Provincial Grants	0.00	6,666.97
Municipal Grants	1,000.00	2,500.00
TOTAL GOVERNMENT GRANTS	1,000.00	11,872.97
FUND RAISING		
Corporations	0.00	0.00
Foundations	42,267.00	50,500.00
Private	5,241.84	1,410.74
Leadership	0.00	0.00
Donations "In Kind"	0.00	0.00
Net Donations	47,508.84	51,910.74
Trent Student Memberships	135,607.27	126,219.42
Commercial & Non-profit	650.00	0.00
Individual Memberships	1,185.00	780.00
Discretionary M'ship Exp	0.00	0.00
Net Memberships	137,442.27	126,999.42
Special Events	726.00	647.00
Special Events Expense	0.00	0.00
Net Special Events	726.00	647.00
Fundraising	806.78	310.00
Fundraising Expense	(647.95)	(45.73)
Net Fundraising	158.83	264.27
TOTAL FUND RAISING	185,835.94	179,821.43
EARNED REVENUE		
ON AIR Sponsorship	1,100.00	1,250.00
ON AIR Sponsorship Expense	0.00	0.00
Net ON AIR Sponsorship	1,100.00	1,250.00
Net "RADIO PAPER"	0.00	0.00
Net Other Sponsorship	0.00	1,480.23
Tape Sales	0.00	0.00
Tape Sales Expense	0.00	0.00
Net Tape Sales	0.00	0.00
Rental Income	9,136.00	9,140.00
Mgmt Services Gross	74,348.99	74,812.83
Mgmt Services Nonpersonnel Expense	517.26	0.00
Net Misc Sales & Services	229.89	(21.16)
TOTAL EARNED REVENUE	85,332.14	86,661.90
MISCELLANEOUS REVENUE		
Interest Income	173.93	59.64
Micellaneous Revenue	(55.00)	749.36
Amortisatn Dfrd Contribtns	0.00	0.00
TOTAL MISC REVENUE	118.93	809.00
TOTAL REVENUE	272,287.01	279,165.30

EXPENSE

PERSONNEL

Programming Wage	65,180.00		65,474.10	
Technical Wage	6,330.48		0.00	
Publicity Wage	0.00		0.00	
Administrative Wage	43,153.88		42,497.98	
TA Payroll	32,538.50		36,528.45	
Benefits	3,092.44		2,674.77	
CPP Expense	5,802.77		5,678.05	
EI Expense	3,394.90		3,518.10	
Total Wages & Benefits		159,492.97		156,371.45
Programming Fees	0.00		19,394.95	
Technical Fees	0.00		0.00	
Publicity Fees	465.00		470.00	
Administrative Fees	867.51		1,357.34	
Total Fees		1,332.51		21,222.29
TOTAL PERSONNEL		160,825.48		177,593.74

SUPPLY & EXPENSE

Publicity & Promotions		0.00		0.00
Equipment Rental	0.00		0.00	
Line Rental	3,807.47		3,881.64	
Rental Other	0.00		0.00	
Net Rentals		3,807.47		3,881.64
Postage & Delivery		119.59		84.56
Office Supplies		363.32		633.19
Telephone		1,022.74		753.66
Utilities		3,489.44		4,219.38
Programming & Licence		2,259.49		2,572.57
Building R & M	2,131.16		3,159.53	
Building R & M Upper Apt	5.95		6,779.12	
Technical R & M	5,162.42		9,061.22	
Net Repair & Maintenance		7,299.53		18,999.87
Professional Fees		600.00		0.00
Insurance		3,641.75		3,226.15
Travel		0.00		500.00
Volunteer Expense		844.35		803.69
Bank Charges		233.75		280.60
Mbanx Loan Interest	3,599.30		3,327.90	
Net Interest		3,599.30		3,327.90
Depreciation		0.00		0.00
GST Paid		69.03		2.51
HST Paid		2,812.57		6,541.68
Bad Debts		0.00		0.00
Miscellaneous		172.00		0.00
TOTAL SUPPLY & EXPENSE		30,334.33		45,827.40

TOTAL EXPENSE 191,159.81 223,421.14

NET INCOME 81,127.20 55,744.16

**Trent Radio
Comparative Balance Sheet**

ASSETS	As At 2018-06-30		As At 2017-06-30	
CURRENT ASSETS				
Raffle & Bingo Acct	0.00		0.00	
Boost & Freq Acct	0.00		0.00	
General Funds Montreal	11,597.77		19,416.97	
ING Savings	610.48		436.25	
Cash In Bank		12,208.25		19,853.22
Petty Cash: Programming		100.00		39.74
Petty Cash: Admin		0.00		(612.08)
Petty Cash: Summer Admin.		0.00		0.00
Term Deposits		0.00		0.00
Accounts Receivable	8,495.00		11,589.00	
Doubtful Accounts	(2,295.00)		0.00	
Receivables Net		6,200.00		11,589.00
Student Levy Receivable		0.00		0.00
Prepaid Expenses		1,815.16		1,618.87
TOTAL CURRENT ASSETS		20,323.41		32,488.75
FIXED ASSETS				
Land	10,000.00		10,000.00	
Buildings	213,566.01		211,992.23	
Office Equipment	20,774.21		20,774.21	
Technical Equipment	332,073.63		277,011.13	
Technical Renovations	9,913.00		9,913.00	
Fixed Assets at Cost		586,326.85		529,690.57
Accumulated Depreciation		(420,877.45)		(403,926.81)
TOTAL FIXED ASSETS		165,449.40		125,763.76
OTHER ASSETS				
Deferred Charges		0.00		0.00
TOTAL OTHER ASSETS		0.00		0.00
TOTAL ASSETS		185,772.81		158,252.51
LIABILITIES				
CURRENT LIABILITIES				
Accounts Payable		29,709.19		50,656.75
Contract Obligation		0.00		0.00
Deferred Income		910.00		1,170.00
Accrued Liabilities		0.00		0.00
Trillium StudioC		0.00		0.00
CPP Payable	1,487.82		(0.00)	
UIC Payable	688.99		0.00	
Income Tax Withholdings	2,149.08		0.00	
Receiver General Net		4,325.89		(0.00)
WCB Payable	0.00		0.00	
Health Benefit Payable	0.00		0.00	
Other Withholdings Net		0.00		0.00
TOTAL CURRENT LIABILITIES		34,945.08		51,826.75

LONG TERM LIABILITY			
CO Long Term Loan		37,720.99	40,069.95
Deferred Contribution		0.00	0.00
TOT. LONG TERM LIABILITY		37,720.99	40,069.95
TOTAL LIABILITIES		72,666.07	91,896.70
EQUITY			
NON-SHARE EQUITY			
Retained Surplus/(Deficit)	31,979.54		10,611.65
Net Retained Surp/(Def)		31,979.54	10,611.65
Current Surplus/(Deficit)		81,127.20	55,744.16
TOTAL NON-SHARE EQUITY		113,106.74	66,355.81
TOTAL EQUITY		113,106.74	66,355.81
LIABILITIES AND EQUITY		185,772.81	158,252.51