

TRENT RADIO BoD AGENDA
26 September 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

- DGM – Jill Staveley
- BTA Summer'18 & Fall'18 – Rob Hailman
- LCAA (CSJ) Summer'18 – Michael Gray
- CODM Summer'18 & Fall'18 – Mauricio Interiano
- SOIM (CSJ) Summer'18 – Hannah Collins
- Financial Report –Income & Balance Sheets – John K Muir

04. Nominating Committee Update & Action Items

- upcoming deadlines, action items and relevant information

05. Annual General Meeting – Confirmation of Dates

06. OPTrust Select Pension Plan – Recommended by the Ontario NonProfit Network

www.theonn.ca for more information

07. Strategic Planning for 2018/19 Board of Directors

- goals/calendar
- Board Orientation Sessions
- Setting a regular meeting schedule

07. Suggested time for next Board Meetings

Same Day/Time ?

08. Any Other Business:

09. Adjournment

****Frequently used acronyms***

DGM – Deputy General Manager

BTA – Broadcast Technology Advisor

CODM – Community Outreach Development Manager

LCAA (CSJ) – Local Content Archivist Assistant (Canada Summer Jobs)

SOIM (CSJ) – Summer Operations & Information Manager (Canada Summer Jobs)

CRFC – Community Radio Fund of Canada

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,
715 George St. N., Peterborough, Ontario on Wednesday, 15 August 2018.

Present: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, and Brazil Gaffney-Knox

Regrets: Steve McNabb; Zara Syed; 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 8:05pm, 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 18 July 2018 were approved.
3. Operations Report (BTA report, DGM, Financial Report) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. The “No Parking” sign issue is in progress and it will be put up soon. Regarding the Financial Report, an aid for understanding its key information is needed. Alyssa Paxton was noted as a potential aid.
 - Two actionable items were suggested during this discussion:
 - o Break down specific questions regarding the Financial Documents for John Muir, which can be organized using a Google Doc
 - o Organize a time for a Trent Radio bowling event
4. Succession planning was discussed.
 - One actionable item was suggested during this discussion:
 - o Organize a time to meet with John Muir as a Board.
5. The next meeting has been tentatively scheduled for Wednesday September 26th, 2018 at 8pm.
6. Other business was discussed at the end of the meeting. A nominating committee meeting is scheduled for August 30th. A call for volunteers for the upcoming Programming Committee was made. It was determined that a replacement was not needed for Maya Gonzalez-Fuentes, who has resigned from the Board.
 - One actionable item was suggested during this discussion:
 - o Review the Trent Radio bylaws, Not for Profits Act, and Sadlier House bylaws
7. There being no other business, the meeting was adjourned at 9:12pm.

Shannon Culkeen, President & Chair

Alexander Campagnolo, Secretary

20180926_REPORT FROM JILL STAVELEY (PM, RRF, DGM)

FALL 2018

We have had the benefit of working through the summer to make plans and prepare for a busy Pre-Season and Fall 2017 startup. It has been All GO! and we are moving forward with a good spirit and very successful approach so far.

PRIMARY GOALS: Implement sustainable models for outreach, training, administrative tasks and physical plant maintenance in order to meet our growing goals, volunteer community and complete all CRFC Radiometres Project grant outputs and measurable goals as outlined in the grant application.

CORE STAFF:

Community Outreach Development Manager (40hrs/wk): Mauricio Interiano agreed to stay on for 1 more year as the CODM. This position is a blend of both operational and project hours, divided in the following way: 25hrs/week dedicated to Community Connections Project Goals, 15hrs/week dedicated to programming and operational responsibilities. We are lucky to have him return, as we are afforded the opportunity to continue building and implementing sustainable models for the day to day operations at Trent Radio. We are moving forward this year with the idea that the CODM is responsible for front-line Programming responsibilities, general Community Outreach, and day-to-day operations of making sure everyone shows up for their shifts. The CODM fulfills all Programme Director responsibilities by working in tandem with the DGM to delegate administrative & compliance requirements (namely Programme Logs and beginning of season admin), as well as oversee Operators (namely organising monthly meetings, and providing additional and enhanced training as required).

Local Content Project Manager/Trent Annual Manager (30hrs/wk): Rob Hailman will continue to oversee special projects, incoming music, production related training and activities, as well as general tech and IT infrastructure maintenance and improvements. In addition to this responsibility, he will be taking on the role of Trent Annual Manager, under the direction of the GM.

Broadcast Technology Advisor (20hrs/month): Under the CRFC Community Connections Grant, Rob Hailman will be working 20 hours per month to help support technical and gear requirements for building remote broadcasting capabilities, as well as assisting with Satellite Studio Goals as per the grant application.

Community Connections Project Manager (20hrs/wk): Outside of my responsibilities as the Deputy General Manager (15hrs/week), I will be overseeing the Community Connections project to develop, deliver, manage and report on all aspects of the project goals outlined in the approved application.

Deputy General Manager (15hrs/week): 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.

STUDENT STAFF:

No matter how hard we work, there are never enough hours in the week. As none of our TWSP staff have returned to fill the roles outlined below, we created job postings, accepted applications, and will be hosting interviews within the next week.

Local Content Production Assistant (TIP): Daniela Leal. Returning staff member. Will be working as a student outreach production technician, under the direction of the DGM.

Local Content Production Assistant #1 (TWSP): TBA

Local Content Production Assistant #2 (TWSP): TBA

Physical Plant (TWSP): TBA

Administrative Assistant (TWSP): TBA

HIGHSCHOOL CO-OP – We have accepted Giana Chaulk as our afternoon co-op student for this term. She is scheduled to work 12:00 – 15:00 Monday to Friday. She will work on production projects, assist with promoting touring bands through archiving responsibilities and production of a weekly radio show, and work toward developing her knowledge of Trent Radio.

FLEMING CO-OP – We were asked to host a Community Integration Cooperative Education student again from Fleming, but are unable to accommodate the requested time slot. We will, however, connect with the CICE program with the hope to deliver one of our Community Connections workshops within their program.

PHYSICAL PLANT:

Bees: The bees finally seem to be gone. YAY!

Roof: I am waiting for guidance and a quote from Dan Jacobs, a local roofing contractor who has done work at Sadleir House and Trent Radio in the past.

Parking: I have given out one parking ticket, handmade small signs, and Rob Hailman helped me hammer them in the ground. This small step seems to have made a visible difference in the amount of through traffic and parking in the space – however, we have had a TV, garbage and other junk left in the parking lot. These items are being removed at a cost.

Smoking: We have plans to get a bench (John Muir has offered to donate one), and a cigarette butt disposal can (Sadleir House has offered to done one), and install them on the front lawn.

Other Pests: There was a nasty smell in Trent Radio House this past weekend. Mauricio Interiano bravely investigated the basement, and found a dead rat. It has been disposed of – and we will need to get larger traps, and make sure that we continue to investigate and be mindful of either getting rid of a family living in Trent Radio, and/or preventing any more furry visitors from feeling welcome here.

Vacuum: I bought a new vacuum. It is amazing!

LEVY POLICY COMMITTEE: Trent U Levy Groups are working together to create policy that will support a healthy relationship between the Trent U Administration and the Levy Groups. Currently, Rob Hailman, Mauricio Interiano and I have been attending these meetings as staff members of Trent Radio & Trent Annual. The Terms of Reference for the committee which were approved at the September 17th meeting, which Rob Hailman attended, are included here:

Levy Fee Policy Committee Terms of Reference – September 2018

Trent University has a unique fee structure known as “Levy Fees”. These fees are created through student referendum in conjunction with the Trent Central Student Association (TCSA) board elections. They can only be altered or eliminated through the same referendum process.

There are currently 46 groups collecting 48 unique fees. The groups receiving these fees range from university services, incorporated not-for-profit or charitable organizations to ad-hoc (nonincorporated) student initiatives. Groups and fees are outlined on the TCSA's website (www.trentcentral.ca).

In the spring of 2018 the TCSA posed the following referendum question which passed "Do you support the creation of a Special Committee on Levies to create a comprehensive levy policy to be presented for inclusion in a TCSA Student Referendum in Spring 2019?"

Purpose: A gap in University policy and provincial legislation dealing with Levy Fees was identified. This committee has been struck to propose and draft a solution to this gap that will introduce protections, regulations, and procedures for the creation, collection, and distribution of levy fees by Spring 2019.

Membership & Voting: • Each group that receives a levy fee is entitled to one (1) vote; • In keeping with the collegiate history of Trent University, each College Cabinet shall receive a vote, though they share one (1) fee; • The TCSA, while collecting seven (7) unique fees, shall hold only one (1) vote; • Three Members at Large will be chosen by the committee from the student body. These members shall not work for or sit on the Board/Executive of any group that receives a levy fee; • A group may, in writing and with 24 hours' notice to the Chair, give their vote to another group if they cannot attend a meeting. The letter/e-mail should clearly outline the date/duration of the proxy vote. In this case, one (1) person may hold more than one (1) vote; • Groups shall notify the committee in writing which person(s) will regularly act as their representative and give notice to the Chair if their usual representative will be replaced by someone else.

Chair: • A Committee Chair shall be appointed by the committee; • In the case of a rotating Chair, the Chair for the next meeting shall be selected at the previous; • If a rotating Chair is usually a voting member, they will endeavor to find a replacement from their organization to hold that vote. Otherwise, they will only vote in the case of a tie; • The Chair shall be responsible for facilitating thorough discussion while keeping the meeting to the appointed agenda and timeline; • The Chair shall also be responsible for sending adequate notice of each meeting (including location and agenda), booking space for the meeting, ensuring that notes are taken and distributed at each meeting.

Quorum: • Quorum for meetings shall constitute at least fifteen (15) votes; • Decisions at meetings shall be by simple majority (50% +1) of votes present; • Any draft policy or terms of reference must be approved by a super majority (2/3) of votes present; • Votes include members in attendance and proxies; • Meetings without quorum may continue discussion only. Any decisions must be held as non-binding recommendations only, until the next properly constituted meeting can ratify them.

Meetings: • The date, location and agenda of each meeting shall be set at the previous meeting; • Meeting shall be discussion based and strive for consensus with decisions ratified by a vote; • Notes from each meeting (including the date of the next meeting) shall be sent within one week; • The Chair shall be responsible for sending a reminder of each meeting with the agenda and related documents one week in advance; • Members shall confirm attendance or send regrets within 48 hours of that notice; • Drafts of the Committee's final policy should be circulated for at least three weeks to allow groups' Boards/Executives to fully discuss; • Whenever possible, meetings should be held in a central location that is wheelchair accessible; • With enough notice and contingent on available technology, members can attend via teleconference; • Meetings shall be open to all interested students and community members.

Reporting: The Committee will draft and approve a final report by *DATE???* (*winter/spring 2019 TCSA election deadline*). This report will include any policy to be put forward to the student body in the spring

2019 TCSA Referendum and the required petition signatures for said referendum question. It will also be presented to the University Administration through the Colleges and Student Services Committee (CASSC).

18-19 PROJECTS:

CUST2035 – A project we usually undertake each year through the Cultural Studies Media Studies course at Trent University. Students are responsible for attending a training session, developing a programme proposal, communicating with TR staff for guidance, and producing a 1-hour broadcast. We will complete the entire project in November, and have 4 students signed up so far.

CRFC RADIOMETRES '1819 - Community Connections: Trent Radio Remote & Satellite Studio Project

WHAT

Community Connections: Trent Radio Remote & Satellite Studio Project is an endeavor to increase participation in the production of Producer Oriented Radio by a broader scope of community members in the Peterborough/Nogojwanong region. The project's goals would include the opportunity for Trent Radio to gather information, develop enhanced community collaboration relationships, determine and obtain the gear required to effectively create a 'test' satellite studio, increase Trent Radio's capacity to produce live & local content broadcasts from remote locations, and to curate a workshop and production series that can be delivered within a wide variety of community organisations and local gathering spaces.

WHY

Trent Radio believes that accessibility is a basic human right, not a privilege, and that access to our production facilities and studio space should be barrier free. As a primary step towards creating barrier free access to the building and facilities, Trent Radio has completed a renovation project to the George Street Entrance (staff and volunteer access), and bathroom facilities. The doors have been equipped with power assisted openers and push button or key access, and the bathroom facility is now in compliance with all current accessibility standard requirements.

Unfortunately, these simple physical renovations only increase accessibility for community members who are able to come to Trent Radio House. There are still many community groups and demographics who are unable to access these resources to participate in the production of Community Radio due to transportation or mobility restrictions, language and/or cultural barriers, lack of social or familial supports, and many other reasons yet to be discovered.

According to the New Canadians Centre website (www.nccpeterborough.ca), as of October 2017 Approximately 330 Syrian refugees have settled in Peterborough. Trent Radio has not yet received a Programme Proposal or Volunteer Application from anyone within this community group. Trent Radio has not yet developed the successful resources and outreach practices required to invite, train and support participation from community members who do not have access to communicate in English.

There are other obvious barriers to participate for such groups as families with young children, residents in long-term care facilities, community groups engaged in activities within their own meeting spaces, and many other instances we are not aware of.

Trent Radio wishes to determine and dismantle some of the barriers preventing a broader range of participation of Community Radio, and enable as many community voices and perspectives as possible. Through this project, Trent Radio would be afforded the time to carefully research and evaluate the best practices to identify and overcome these accessibility challenges through the delivery of an educational and production workshop series, as well as creating remote and satellite broadcast infrastructure.

GOALS

The goals of Community Connections: Trent Radio Remote & Satellite Studio Project include:

- Increase Trent Radio's capacity to train and support programmers and projects.
- Improve Trent Radio's broadcast technology resources for production and broadcast projects outside of Trent Radio
- Increase the number of locally owned businesses who participate with Community Radio
- Improve access to the airwaves for a broader range of community members and groups.
- Increase training, workshop and production opportunities for community groups in their own place of gathering

HOW WILL WE CONNECT WITH OTHER COMMUNITY GROUPS

- Produce remote broadcasts from local theatres/stages featuring script clubs and radio dramas produced by local artists.
- Communicate with regional First Nations (Curve Lake, Alderville, Hiawatha) and Trent University's First People's House of Learning to determine if Trent Radio's satellite and remote
- broadcasting project would be a useful tool for event promotion and community connection.
- Producing Remote Broadcasts from local business establishments featuring performances by
- local audio and performance artists
- To determine the barriers in place that prevent community members from accessing Trent Radio. (connecting with people with disabilities)
- Developing relationships with the New Canadians Centre, Peterborough Immigration Partnership to determine strategies to include New Canadians in programming opportunities (connecting with refugees/immigrants)
- Visiting Seniors homes and activity centres to deliver workshops and record stories and interviews for production and broadcast.
- Build relationships with the Trent Central Student Association to plan live broadcasts, and determine the potential for installing a satellite broadcast studio in the Trent Student Centre.
- Deliver workshop and production sessions at local highschoools and alternative education facilities. (youth)
- The entire project is built on the premise of connecting with many community groups to determine what barriers are in place to prevent participation with Trent Radio's broadcasting opportunities.

MEASURABLE GOALS

- Increase the number of remote broadcasts per year from 2 to 10
- Increase the number of local businesses involved with Trent Radio from 3 to 8
- Increase the instances of community production development workshop delivery from 0 to 6
- Increase the number of active 'satellite broadcast studio facilities' from 0 to 1
- Increase the hours of regular Trent Student event coverage from 8 to 20
- Increase the number of community groups/organisations/facilities producing radio content from 10+ to 16+
- Increase the number of annual Live Music/Art Radio Project Days from 1 to 2
- Increase the number of annual Volunteer Outreach Sessions from 6 – 12
- Increase the number of Broadcast Technology Advisor Support Hours from 10 – 20 per month

LCPM / BTA Summer 2018 Report - prepared by Rob Hailman, Sept 17 2018

Summer at Trent Radio seems to have flown by, but overall was a very successful season from my perspective. Beyond keeping up with the day-to-day operations at Trent Radio, I was able to dedicate a good amount of time to research and planning, which will hopefully set us up to be successful in meeting our goals through the next year.

Local Content Management Project

Michael Gray joined the Trent Radio staff as the Local Content Archivist Assistant for July and August, focusing on clearing the backlog of music to be ingested into the LCMP. While the backlog was not completely cleared, Michael made great progress both in getting content ingested and making sense of what we have left to do.

Going through the process of training someone on Trent Radio's local music archiving was a very valuable experience for me, giving me increased confidence about our processes and my own understanding of them. It feels like Michael helped us recover some of the momentum in the LCMP which had been lost in the past year, and I am optimistic that we are well positioned to keep that momentum up in the coming months.

Broadcast Technology

A key accomplishment of this summer was the completion of a report on Trent Radio's broadcast infrastructure, per the 2017/2018 Trent Radio Foundations grant. This report documented Trent Radio's broadcast infrastructure as it exists at the moment, with some recommendations opportunities for near- and medium-term improvements and investments.

Some of these recommendations have already been realized, during the summer shutdown:

- Our transmitter was powered down at the end of the summer season for the few days when we traditionally go silent, meaning we were deliberately completely off-air rather than broadcasting silence as has been done in previous years.
- The limiter in our transmitter was engaged, hard-limiting our signal to 100% modulation. This is something of a brute-force solution to controlling modulation, but seems to be working well with no noticeable detriment to audio quality.

Tech-related interruptions to our broadcast were something of an issue this summer, with a total of 59 hours of unplanned outages from May to August. Most of this was brief outages that did not impact live programming, and work to resolve them should be a high priority for the coming months.

IT Infrastructure

Aging IT infrastructure continues to represent something of a risk, albeit for the most part a manageable one. Most notably, Studio V failed a few times in the summer, taking us off air during the hours when we broadcast Radio Free Peterborough. In all these cases, a reboot brought things back in working order, but this is a sign that the system is nearing the end of its life. I have investigated options for open-source software that may serve a similar function, but there doesn't seem to be an "off-the-shelf" option that will fit the purpose. Our best bet may well be to reimplement the existing Studio V system using new hardware & more up-to-date software.

Additionally, I began research for options to modernize Trent Radio's website. While fully migrating all the content would be a huge task, a more modern landing page with all of the core content and a "visit the old website" link is a viable option.

Remote broadcasts

I participated in two remote broadcasts this summer:

- ArtsVote, an all-candidates debate focusing on arts issues during the Ontario provincial election, from Artspace on May 15
- The RC4G* Big Gig from Evans Contemporary on August 17

Both of these broadcasts were great successes, and a valuable opportunity to gain more experience with the practical considerations of remote broadcasts and the capabilities of our remote broadcast gear, in preparation for more frequent & more ambitious remote broadcasts during the 2018/2019 year.

LCPM / BTA September 2018 Report - prepared by Rob Hailman, Sept 21 2018

As of the start of September, I am at Trent Radio 35 hours a week: 30 hours as Local Content Project Manager, and 5 hours as Broadcast Technology Advisor per the 2018/2019 *Radiometres* grant.

In addition to the core responsibilities for those two positions, I will be continuing to manage Trent Radio's IT infrastructure, and will be progressively assuming responsibility for Trent Radio's management agreement with Trent Annual.

Local Content Management Project

The local content archive is in better shape than it has been in quite some time thanks to the hard work of Michael Gray over the summer. The main goals for the LCMP in the coming season are to complete the task of clearing the remaining archiving backlog, and to make the archive more accessible to Trent Radio programmers.

Clearing the remaining backlog should not be terribly onerous, and beyond that keeping up with ingesting new music should be a joyful task for staff and/or volunteers for a few hours each week.

To make the archives more accessible, I am planning to adapt IN03 (the ingest PC in Studio C) into a listening station, to provide a space for members of the Trent Radio community to browse the archives, find great music, and create playlists in advance of their shows.

Broadcast Technology

In my role as Broadcast Technology Advisor, my focus for the coming season will be primarily developing Trent Radio's remote broadcast capabilities, under the auspices of the 2018/2019 *Radiometres* grant. This includes both a series of live remote broadcasts, and the development of satellite studio infrastructure. My responsibilities will involve both taking on tech duties for the remote broadcasts themselves, but also reviewing our current equipment & making recommendations for further purchases that will improve our remote capabilities.

In September, Trent Radio has already done two remote broadcasts: Clubs & Groups Day from campus on September 12th, and Sad Fest from Sadleir House on September 14th. Both of these broadcasts had a very positive reception, and have given me a good sense of where best to invest to improve our remote broadcasting system.

IT Infrastructure

The broad project of gradually improving & modernizing Trent Radio's IP infrastructure will continue throughout the coming months. One goal, as time and budget permits, is to fully move Trent Radio off of Windows XP and other legacy operating systems; this would involve upgrades or replacements of LGR01, StudioV, StudioC, and the ingest PCs. Reliability issues with StudioV over the summer make that the top priority.

Additionally, NS1, our backup file server, failed on September 9th. Thankfully, the manufacturer has offered a warranty replacement, and it does not seem like there was any data lost.

The music sheet page currently only allows submissions for years up to 2018. Adding additional years is straightforward, but this may be a good time to modernize that system as well. Either way, this will need to be addressed before the start of programming in 2019.

A few other projects in the IT realm include working towards the creation of a new Trent Radio website, and turning IN03 (on the standing-desk in Studio C) into a listening station PC.

Trent Annual

Through the coming year, I will be working with John to learn the ropes of managing the Trent Annual, with the goal of transitioning that responsibility to me fully in the coming years. I have already had one meeting with John, Esther Vincent, and Caitlin Lewis (Trent Annual's editor-in-chief) to review the rough plan for this year.

TWSP Summer Report: Local Content Archivist Assistant - By: Michael Gray

During my eight weeks as an employee at Trent Radio my responsibilities included: "...analogue to digital file transfer, digital audio editing of sound files, collecting and inputting associated data and information for each artifact, scanning and manipulating album art and supporting documents, database maintenance and upkeep, website maintenance and upkeep, community outreach and promotion of the project as a whole."

What has been added to LCMP

87 Artists added or updated

810 tracks rippled uploaded

125 Album covers scanned and uploaded

10 Cassettes digitized and uploaded

7 LPs digitized and uploaded

11 7" records digitized and uploaded

Approximately **150** duplicates sorted and tagged

Approximately **40** CDs deemed irrelevant to LCMP

Outreach

-Arranged Open Mic Night with Matt Diamond to promote LCMP project & received 3 CDs and 2 Artist Bios

Suggestions for the Future

There are 14,743 tracks in the LCMP but only 13,773 in the RFP master list. The list needs to be audited and updated.

Master list needs to be reorganized and perhaps broken into multiple files because it is too large for the older computers.

Overview

A majority of my time was spent sorting, tagging and organizing as it was not clear what had been ingested and what might be a duplicate etc. When I started there were nearly three drawers of a filing cabinet of local music content to be sorted for ingestion. They are now practically empty and there are only a couple handfuls of content left. If this project is continued and kept on top of it won't be long until Trent Radio is fully caught up and could ingest content as it arrives. Once a proper display case/storage is arranged for the CDs and LPs the next Archivist could focus on artist biographies—which are missing on a majority of artists. Eight weeks went by much too fast and I am thankful to have been a part of such an awesome project.

CODM Summer 2018 Report - Mauricio Interiano, September 18th 2018

It has been another busy summer at Trent Radio House. My primary responsibilities included day-to-day Programmer Support and Community Outreach. I have been able to do more planning for the 18-19 Fall/Spring Season and more Outreach events and activities. Some of these tasks include making available programme proposals, brochures, online content and posters, Arthur articles, booking events and places for future outreach sessions, contacting and preparing for our programming selection committee meeting, recruiting Operators and trying to create solid sustainable structures and systems to implement this fall.

Hannah Collins joined the Trent Radio Staff as the Summer Operations and Information Manager (SOIM). It was great working with her as she was out in the community covering events, celebrations and festivals in the Peterborough region as well as the dedicated staff and volunteers that make them happen.

These are other highlights of the summer:

Levy Booklet: I joined the Levy Booklet committee again this year. Together with Alyssa Paxton and Cydney Habraken we were in charge of putting together bios and profiles of almost all levy groups and create a Booklet to include in the TCSA Welcome Bags for new students. This year we planned ahead of time and we had a reasonable timeline to get everything done in time. It involved a lot of communication with the print shop and the other clubs and groups. It was a success and I am in charge of creating a feedback survey and decide if levy groups should do this again next year. If this is the case I recommended Trent Radio doing this again.

Programme Reviews: Programmer reviews are usually done only during the Fall season. This time I thought it would be nice to provide and receive feedback from our Summer programmer. between Wednesday July 4th and Friday July 13th I had the chance to meet with almost all programmers to make sure things were going well.

Trent Radio Staff Meetings: Throughout the summer we held weekly staff meetings to catch-up and check in with everyone. I found these to be very helpful and it was great way to know how Trent Radio House was doing in a larger scale.

Peterborough Folk Festival: This was a great outreach opportunity. There was a significant amount of foot traffic, where a lot of people asked about our location, show information and opportunities at Trent Radio. This session in particular was pivotal to reconnecting with the peterborough community and music scene.

Peterborough Square:At the Peterborough square session our main target was Peterborough community members. A good amount of past programmers swunged by to collect programme proposals to continue with their show. During this session we got a good amount of new people that have never heard about Trent Radio. Again, this location seems to be a good one to reconnect with the Peterborough community and remind them that we are still alive.

Other Programming, *Outreach & Events Highlights Summer 2018

Arts Vote Ontario

Peterborough Arts Awards

PSACampaign-Emergency Alert

Accessibility Day at Trent Radio

Trent Radio Summer Social

Convocation Live Broadcast

Trent Radio EP meetings

NCC Multicultural Canada Day

Storytellers Conference

Aspire Program Collaboration

Condiment Day at Trent Radio

Promotion Artsweek 2018

Rock Camp for Girls* Big Gig

Ptbo Folk Festival

Open Mic @The Red Dog

Peterborough Square Table

2018 Summer Broadcast Season Statement OF PERFORMANCE (May-August 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	26%	
11 – NEWS			-	
12 – S/W Other			32.7HRS	523HRS
CATEGORY 2 – POPULAR MUSIC		MAX 60% of all music	60%	
21-pop rock & dance	At least 20% of CAT2 must be other than 21		30.2HRS	483.2HRS
22 - country & country oriented			13.25HRS	212HRS
23 – acoustic			12.9HRS	206.4HRS
24 – easy listening				
CATEGORY 3 – TRAD & SPECIAL INTEREST	MIN 5% of all selections	MIN 5% of all selections	28%	
31 – concert			0.75HRS	12HRS
32 – Folk & Folk Oriented			0.5HRS	8HRS
33 – World Beat & International			0.3HRS	4.8HRS
34 – Jazz & Blues			3.9HRS	62.4HRS
35 – Religious			12.75HRS	204HRS
36 – Audio Art			18.75HRS	300HRS
HITS PLAYED	No specification	MAX 5%	Below TR MAX	Below TR MAX
Station Produced	Minimum 42hrs	Minimum 42hrs	126HRS	2016HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX	Below TR MAX
CAT1 total hrs			- 523.2HRS or 26% of programming	
CAT 2 total hrs			= 901.6HRS or 46% of all musical selections	
CAT 3 total hrs			= 591.2HRS or 28% of all musical selections	

Description	SPRING2018
Total live b.casting hours / week (average)	39HRS
Number of Producers	49
Number of Programmes	34
*Red Morning Radio	4HRS
*RFP b.casting hours/week (average)	87HRS

CODM September 2018 Report - Mauricio Interiano, September 21st 2018

Programming, *Outreach & Events Highlights - September 2017

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

Mon 03 Sep Pre-season began

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

Thu 06 Sep Training Sessions began.

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

Wed 12 Sep Clubs & Groups Day on campus Trent University

Wed 12 Sep Remote Live Local Music Broadcast during C&G day at Trent University.

Thu 13 Sep Clubs Craze on campus Fleming College

Fri 14 Sep Programme Proposal Deadline & Programming Committee Meeting

Fri 14 Sep Remote live broadcast of Sadleir House's Sad Fest

Fri 14 Sep Deadline TWSP Staff

Sat 15 Sep Programming Committee Meeting #2 Call Back & Training bookings

Mon 17-19 Sep Web schedule & sending out confirmation email to programmers.

Tu 18 Trent Radio presented at the first Cultural Studies 2035 class to attract students to participate briefly in Trent Radio in lieu of an assignment.

Fri 21 Sep Pride Day at Trent Radio

Sun 23 Sep Operators meeting and training session

Sun 23 Sep Fall 2017-18 Broadcast Season Began

Programme Selection occurs prior to the Fall and Summer seasons. Drawing from the membership and potential-membership, the CODM (formerly PD) 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?

Should the programmer fall short on one of these criteria, their proposal requires revision or redirection. Characteristically, the potential programmer will meet with the CODM (formerly PD) 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.

- We got around 87 programme proposals.
- 95% of all new programmers are already booked for Studio A training and they will be trained before their first show!
- We have a master list of programmers with all of their information. *Including the Content Category of their show!*
- We have a solid and fair schedule that accommodates the needs of programmers, without compromising our ability to support them.
- We are created the Web schedule, confirmed e-mails, confirming show descriptions and made a mailing list. Special shout-out to Jill Staveley for all the help.
- We have an amazing team of 21 Operators (+ expecting more to join) and a more responsive operators at large list.

Trends 2018-17

- Play/Dance Music - Community Member Programmers - Multiple Hosts

Radio on the Lawn and Open House and Programme Proposal Workshop: This was a productive combination of an open house information session, a programme proposal workshop opportunity and a creative and entertaining afternoon at Trent Radio House. This event was also part of OPIRG's Disorientation week. Unfortunately, it was raining so we held the music performances in Studio C instead. It was a busy and steady day, we welcomed many new and returning volunteers and we had great snacks provided by OPIRG.

Clubs & Groups Day on campus Trent University: This was a major outreach and relationship building event for Trent Radio. We did not only have an information booth but we also hosted a remote broadcast of local music. Trent Radio was in charge of music and entertainment for the entire event. Our main target again for this session was new students. It was a successful day where we got to meet a lot of current new programmers. We attend this event every year and is pivotal for our new programmers recruitment.

Clubs Craze on campus Fleming College. This was the third time we had an information session and Fleming College Club Craze - Jill Staveley joined me this time! It was a also another successful day where we got to meet some of our - current new programmers. Also, SAC (Student Administrative Council) will join is this season with a pre-recorded show for Trent Radio. We plan to attend this event every year as it can become pivotal for our new programmers recruitment.

FALL 2018 Programming Info as of September 20th 2018

Air time: 91 hours of Programming (excluding RFP & Red Morning Radio)

89 Shows

2 (1) hour training sessions per week

3 30min Smooth Operators/day

1 30min Show for co-op student

Operators Fall 2018

<p>REGULAR OPERATORS: Ayesha Barmania Loretta Sullivan* Chris Lawson Emily Minthorn Rachelle Sauve Alex Karas Dave Hawkins Jess Grover Hannah Collins* Charleigh Chomko Alex Campagnolo* Patrick Walsh Scott Somerville Anthony Moniz * Duncan Mckinnon* Rhys Climenhage Jillian Kew * Aedan Shaughnessy Gregory Conway* Jeffrey Moore Robert Alley * Nick Taylor *</p>	<p>OPERATORS AT LARGE: Alissa Paxton Melinda Richter Sarah Milner Shannon Culkeen Wesley Grist Lyndsey Russell Michael Gray Will Pearson Sarah Milne Melinda Richter</p>
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* New to the Operator position this season.

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

Description	Spr 14	Fall 14	Spr 15	Spr 16	Fall 16	Spr 17	Fall 17	Spr 18	Fall 18
Total live b.casting hours / week	80	83	83	80	86	88	83	83	91
Number of Producers	102	106	123	94	111	115	109	117	121
Number of Programmes	85	88	97	81	92	91	81	85	87

109 111 93 106 101 **121** Programmers, comprised of
 41 55 42 46 44 **41** TrentU students
 68 56 51 60 57 **80** Community Members
 6 7 5 4 4 **7** TrentU & Community Groups

Summer Operations and Information Manager 2018 - Hannah Collins

Dates worked and role at Trent Radio:

June 25 2018– August 19 2018

As the SOIM this year I reached out to different community organizations and individuals who were involved in creating community events, festivals, and celebrations this summer. I organized and hosted a program called Peterborough Picnic to feature interviews, and stories on these people and their events. I also maintained the PSA@trentradio.ca email, helped EPs and programmers, and regularly updated the PSA binder for Smooth Operator.

Breakdown of Content Produces and Broadcast: I produced 8 episodes of Peterborough Picnic. Every episode included one or multiple interviews with people involved in a specific event or organization. 3 episodes included live on-air interviews and all 8 episodes included pre-recorded interviews and coverage. Many episodes included local or touring music for upcoming concerts. I even had 1 giveaway episode. I also was the programmer for Tuesday Smooth Operator. I did 2 live interviews and 7 public service announcements.

Programming Highlight: On August 17th we orchestrated a live broadcast of the RC4G* Big Gig. This year's Big Gig was included in the August long festival Quality of Life and was hosted at Evan's Contemporary. We interrupted regular broadcasting on the last day of the summer season to broadcast the youth who attended RC4G* this year as they showcased their new musical abilities and newly formed bands. This was a larger Trent Radio event, Rob Hailman and Michael Grey helped with tech setup and house operations. I reached out to QoL organizer Karol Orzechowski and the RC4G* Rock Squad to make sure we had permission to broadcast and organize everything. Local business Watson & Lou donated their Wi-Fi use to help run the broadcast. I was terrified we would run into technical obstacles or have issues being able to pull this live broadcast off but everything went amazingly. I heard through word of mouth afterwards that many people tuned in and appreciated the broadcast. We even had a listener as far away as Australia!

Personal Highlight: Trent Radio board member Angelica Cooper was also a staff member at Camp Fyrefly this year. A week long summer camp for queer youth. She helped me get in touch with the organizer Spencer and meet other councillors at the camp to interview and chat with. It was amazing to be in such a welcoming and enthusiastic environment and have the privilege to document everyone's experiences. If instead I had waited until the councillors were back from camp and I interviewed Angelica afterwards the content would lack the enthusiasm and earnestly that was present. Being able to go off-site made all the difference in producing such a great segment.

Favourite Aspect of Trent Radio Summer Season: I loved being able to go to different events and spaces to meet people and record content. Like with Camp Fyrefly that opportunity really changed the dynamic of the show and made for what I think was better interviews and recordings. At the same time I loved being able to invite guests into Trent Radio house and exposing different people to the community and to live radio. I had a pre-recorded interview with Ryan Moore from The Peterborough Ex in Studio B. Afterwards we had the opportunity to chat about politics and community. I really felt that inviting him into our space was a great way to connect with a member of the Peterborough community, a rural and business-minded farmer, that we don't always see here at Trent Radio.

Promotion: Most of my work focused on community outreach. Through utilizing my own social media presence I promo'd different guests and episodes. I focused on being able to let people who were featured on the show when and where they could tune in to hear as well as sending them relevant episodes.

Peterborough Picnic Guests and Interviewees:

Will Dobbin-local musician and organizer
Hillary Flood-Peterborough PULSE
Storytellers of Canada attendees-Storytellers of Canada Conference
Yvonne Lai and volunteers-Multicultural Day
Amy Jane Vosper-Magic Market
Karol Orzechowski-Quality of Life Festival
Lindsay Yates, Nick Taylor, Hilary Anne-Sex Ed Reform rally organizers
Spencer Harrison, Angelica Cooper, Kaz de Moraes-Camp Fyrefly
Judith Thompson, Kim Blackwell-4th Line Theatre and Who Killed Snow White
Ryan Moore-Peterborough Ex
Morgan Carl-OPIRG
Hillary Domoulin-Peterborough Folk Fest
T. Thomason-touring artist

Smooth Operator Guests

Rebecca Lappa-touring musician
Gillian Nicola-touring artist