

**ANNUAL GENERAL MEETING of T R E N T R A D I O**  
- a corporation without share capital -  
**SUNDAY, 25 NOVEMBER 2018, 11 A.M. at the Dining Hall, Sadleir House Facility\*,**  
**751 George St North, Peterborough, Ontario**

=== **AGENDA** ===

- 1.) Call to Order, President's opening remarks and setting of the agenda.
- 2.) MOTION to approve minutes of last Annual General Meeting held on 18 November 2017.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.  
Namely: Summer Operations Information Manager; Local Content Archive Assistant; Radio Free Peterborough; Donations, Sponsorship & Earned Revenue; Local Content Project Manager/Broadcast Technology Advisor; Programme Director / Community Outreach and Development Manager; Production Manager/Deputy General Manager; General Manager; Scapegoat, and President.

MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.

MOTION to confirm all resolutions of the Board.

- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2018 with an independent Financial Review. And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and an extraordinary MOTION, to appoint the accounting agents to prepare an independent Financial Review for the next fiscal year ending 31 August 2019.
- 5.) REPORT of the Nominating Committee and election of Directors. As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership. The Nominees in alphabetical order are;  
**Alex Campagnolo (c), Angelica Cooper (s), Shannon Culkeen (s), Julia Fenn (c), Brazil Gaffney-Knox (s), Michael Gray (s), & Bill Templeman (c)**(s = student & c = community member);

Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting.

Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by a responsible Trent Radio representative, by **11 a.m., Saturday, 18 November 2018 at Trent Radio House, 715 George Street North.**

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected or qualified. Members of the Board of Directors shall be, capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 6.) Any other business
- 7.) MOTION to adjourn

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish.

Subject to review and amendment, Trent Radio by-laws state that "all full time Trent University students are members of Trent Radio"

MINUTES OF THE MEETING of MEMBERS held on Sunday, 19 November 2017 in the City of Peterborough,  
at the Dining Hall, Sadleir House, 751 George Street North.

P R E S E N T: Melissa Baldwin, Ayesha Barmania, Robert Bowers, Alex Campanolo, Paul Cleveland, Angelica Cooper, Shan Culkeen, Brasil Gaffney-Knox, Lucia (Maya) Gonzalez-Fuentes, Michael Grey, Wes Grist, Rob Hailman, Mauricio Interiano, Matt Jarvis, Daniela Leal, John K Muir, Erica Niningee, Will Pearson, Matt Poppleton, Hayley Raymond, Larry Saidman, Scott Somerville, Sam Sonnega, Jill Staveley, Zara Syed, Colin Wigle, and Tom Young

R E G R E T S: Geoff Barnes, and Steve McNabb

G U E S T: some

Notice of the meeting having been duly published according to the by laws of the Corporation on the 30th day of October 2017, a copy of which Notice is attached to the minutes of this meeting, and a quorum of the members being present in person, the meeting was called to order and declared duly constituted at about 11:10 a.m., with Shannon Culkeen presiding and John Muir recording the minutes the Meeting.

**01. Chair's Opening Remarks:**

At this juncture, informal introductions were made from and to all present.

The Chair welcomed the Members a proposed meeting agenda was presented, and agreed. Discussion followed.

**02. The minutes of the previous AGM** were presented.

**UPON A MOTION** duly made, seconded and carried unanimously, the minutes of the previous Annual General meeting, held on 20 Nov 2016, were approved unanimously.

**03. Presentation of Reports of the Directors, Committee Chairs, Staff and Officers (see attached) :**

Donations, Sponsorship & Earned Revenue - J K Muir

Assets & Major R&M - J K Muir

~~Radio Art~~

Local Content Management Project - Matt Jarvis

Broadcast Technology Adviser - Rob Hailman

Deputy General Manager - Jill Staveley

Scapegoat - Paul Cleveland

TSAPC - J K Muir

~~Social Convener~~

Radio Free Peterborough - Steve McNabb

Volunteer Support - Matt Jarvis

Community Outreach Development Manager - Mauricio Interiano

General Manager - John K Muir

President - Shan Culkeen

**UPON A MOTION** duly made, seconded and carried unanimously, the reports of the committee chairs, staff and officers were accepted as presented.

**Motion to confirm all resolutions of the Board:**

All Board Minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the Trent Radio website throughout the year.

**UPON A MOTION** duly made, seconded and carried unanimously, it was resolved that all resolutions and acts of the Board since the last AGM held on 22 November 2015 as set out in the Minutes of Directors of the Corporation or in the Annual Report of the Corporation submitted to this meeting were approved and confirmed by the membership.

**04. Presentation of the Financial Statements for One Year Ending 31 Aug 2017:**

The Financial Review Engagement Report was presented for the corporation for the fiscal year ended 31 August 2016, as prepared by McColl Turner Chartered Accountants, the accounting agents of the Corporation, consisting of a statement of the Financial Position, a Schedule of Changes of Net Assets, a Statement of Operations, a Statement of Changes in Cash Position, and Notes to the Financial Statements - dated 14 November 2016.

Discussion followed and questions were answered

**UPON A MOTION** duly made, seconded and carried unanimously, the financial review, as prepared by McColl Turner Chartered Accountants, for one year ending 31 Aug 2017 was accepted as presented, and that as an extraordinary resolution, McColl Turner Chartered Accountants, be appointed as accounting agents to conduct the next financial review engagement report for the period ending 31 Aug 2018.

**05. Report of the nominating committee and election of Directors.** The General Manager reported that no further nominations had been received, as provided by the bylaws of the corporation. The Chair reminded the members that the bylaws of Trent Radio Provided that: "Members of the Board of Directors shall be at all times, Canadian citizens, except when seen to be of exceptional benefit to Trent Radio and its direction, and an application for their membership is made to the Government of Canada. A majority of the Board shall be enrolled students of Trent University. Board Members must be eighteen years of age or older." The Chair asked the Nominees present to confirm that they were Canadian citizens and have achieved the age requirements and declared that a majority of the nominees were enrolled as students of Trent University. The Nominees present then introduced themselves and explained their reasons and interest in serving on the Board.

**UPON A MOTION** duly made, seconded and carried unanimously, it was resolved that the report of the Nomination Committee be accepted, and that the Nominees presented, namely; Alex Campagnolo, Angelica Cooper, Shannon Culkeen, Brazil Gaffney-Knox, Lucia (Maya) Gonzalez-Fuentes (s), Steve McNabb & Zara Syed (c), be appointed to the Board of Directors of the Corporation and shall be considered duly elected to represent the Corporation and to hold office until next annual election of Directors subject to provisions and bylaws of the Corporation. *[Please note that (s) denotes student and (c) indicates drawn from the community]*

**06. Any other business:** A moment of silence was observed on the passing of Jan Shoute.

**07.** Thanks you were exchanged. There being no other business, the meeting was adjourned at about 12:47 p.m.

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Shannon Culkeen, Board Member

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John K Muir, General Manager

## CSJ: 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](mailto: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.

<b>Peterborough Picnic Guests and Interviewees:</b>	<b>Smooth Operator Guests</b>
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	Rebecca Lappa-touring musician Gillian Nicola-touring artist

## **CSJ 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

<b>87</b> Artists added or updated <b>810</b> tracks ripped uploaded <b>125</b> Album covers scanned and uploaded	<b>10</b> Cassettes digitized and uploaded <b>7</b> LPs digitized and uploaded <b>11</b> 7" records digitized and uploaded	Approximately <b>150</b> duplicates sorted and tagged Approximately <b>40</b> CDs deemed irrelevant to LCMP
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### Outreach

-Arranged the 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.

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## **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".

**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.

**LCMP:** 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!

**VOLUNTEERS:** 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. 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....

**Sponsorship, Grants, Fundraising & Earned Revenue Report for Trent Radio AGM 181125**  
 prepared by jkmuir@trentradio.ca

**Donations & Fundraising: YE18 shows the amounts as reported by the DGM. The Good and Country Radio Marathon is running at the end of Spring season rather than holding it at the end of the Fall season.**

**Memberships:** After a downward trend, "Student Memberships" have risen over last two years. TrentU "fulltime" student designation has changed, including the ways it uses to collect, remit and report our membership fees. The DGM is working with an interim plan leading to a future restructuring. Community membership fees continue to be even better collected than the previous year. It should be noted that many of community members volunteer as operators, in which case their membership fee is waived.

**Sponsorships:** This area does well in fits and starts but well may be ready to be reviewed, re-imagined and differently partnered..

**Earned Revenue & Municipal Grant:** For the most part, earned revenue is derived as rent from the residential apartment, with production, management & recording fees and sponsorships making up the balance.

The table below shows our a selection of revenue sources & totals for the last fiscal year and six years prior.

Comparative Fundraising & Earned Revenue	YE18	YE17	YE16	YE15	YE14	YE13
<b>Donations &amp; Grants</b>						
Donations: Corporations	0		5,314			
Donations: Private Net	5,242	1,953	3,078	5,759	11,204	11,054
Grants: Canada	6,720	2,706	7,052	2,640	-	5,377
Grants: Ontario &c	5,668	6,667	7,214	4,544	6,889	5,202
Grants: Municipal (Ptbo)	1,000	2,500	750	2,500	2,500	2,500
Grants: Foundations	49,767	59,904	62,000	41,500	20,000	20,000
Donations & Grants Total	68,397	73,729	85,408	56,943	40,593	44,133
<b>Memberships</b>						
Trent Student Memberships	135,607	126,219	112,505	115,531	111,997	109,057
Community & Other Memberships	1,910	780	720	680	790	825
Memberships Total	137,517	126,999	113,225	116,211	112,787	109,882
<b>Special Events &amp; Fundraising Activities</b>						
TRadio Pub Night @ PRCSA 120920						10
Vaud Night; 121122; Door Rcpts						92
GeekDayPubNight 140203 & 130228; Door Rcpts				80		15
BEL Rotary; Polar Plunge 130203						516
Good 'n Country Fall or Spring						652
TRadio Revue; 141120 & 131121; Door Rcpts				96	90	
Queen of Geo St Bash 140131 Loose Rcpts					250	
Radio Marathon	726	647	519	391	617	565
Special Events Net	726	647	519	567	957	1,849
Fundraising R(TShirts & Buttons)	847	239	(363)	60	76	210
<b>On Air Sponsorship, Earned Revenue &amp; Misc</b>						
Local Sponsorship Net	1,100	1,250	1,000	1,800	1,101	-
Other Sponsorship Net		1,555	149	372	217	855
Rental Apartment Net	10,955	10,955	10,077	10,584	10,451	10,260
Misc Earned Revenue Net	35,749	36,316	26,218	27,308	24,336	992
OnAir Spon, Earned Revenue & Misc Total	47,804	50,075	37,443	40,064	36,104	12,107
	\$255,291	\$251,690	\$236,232	\$213,845	\$190,517	\$168,182

[end]

**Yearbook Management Report for Trent Radio AGM 181125**  
**prepared by jkmuir@trentradio.ca**

**Intro:** Student publications have a long and rich history at Trent University. Since the beginning of the university's life, students have served their peers and colleagues, the Trent and Peterborough area communities, and the world beyond by producing high quality, informative, and entertaining output.

The yearbook has a special place in the many forms of student and other media at TrentU. Its mission is to tell the unique stories of a specific group of students over a specific year. This means that the each yearbook's narratives ought to be clearly distinct from any other yearbook. The staff of a yearbook has the formidable task of being evocative story tellers and factual historians, while recording the events of each as they unfold. Yearbook publications render history, evoke memory, and stand as a reference, and as such must be accurate, interesting, colourful and produced to a budget.

**Mission:** To effect these ends Trent Radio has been recruited and contracted to produce the annual publication and to provide general support for the education as well as the artistic, research and administrative activities of those involved.

In carrying out that mission the following functions are performed:

the provision of production equipment and related training, workshops, direction and facilities in support of yearbook production activities and staff development;

the operation, maintenance of an office at 751 George Street North which houses production, storage and meeting facilities;

the production and distribution of 2,000 hard copies of a 204 page, full colour yearbook which is also available online.

the provision of salaried and contracted production personnel with the specific charge to provide photographic and design services along with staff oversight, mentoring and criteria based evaluation in the general areas of theme & concept, coverage, design, writing and photography.

**Planning and development:** This year's management arrangement operations and outcomes were well met with Elisabeth Burden as EiC, and Esther Vincent providing support as Chief Learning Officer. A further seven design and photography staff pulled together the "book", recording and recounting the year's stories during the eight month (September - April) production period. The finished books arrive in time for TrentU's summer convocation, and some of the previous year's staff are hiring to distribute it to the graduates. After a few books are held back in reserve, if any books are left, they are passed out at various club days in the following academic year.

With Elisabeth Burden being finished as a student, Caitlan Lewis was appointed as EiC, and that she and Esther Vincent will form the management core 2018-19 production year with my oversight being transferred to frontline staff.

[end]

## Local Content Project Manager / Broadcast Technology Advisor Report

prepared 20181116 by Rob Hailman

What a year it's been! In the past year, I've moved from being at Trent Radio just one day a week to working full time at the Local Content Project Manager and Broadcast Technology Advisor.

I feel that the biggest theme of my year has been transition – learning the roles, and the processes & responsibilities that go into them, to be able to move confidently into the future. From my perspective this has largely gone well, and that work has laid good foundations for success this year and in years to come.

**Local Content Management Project** From September through March, I worked alongside Matt Jarvis on the LCMP and local music more generally. This effort was focused on “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. In April, I assumed primary responsibility for the LCMP on an increased schedule.

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.

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 and years.

Trent Radio's second RPM Challenge, in February, was a huge success. 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.

From September 1, 2017 to August 31, 2018, 1,357 tracks were added to the LCMP, with a total duration of 80 hours, 18 minutes and 36 seconds, broken down as follows:

Category	Tracks	Duration (hh:mm:ss)
12 – Spoken Word	10	00:50:45
2x – Popular Music	1225	73:03:06
3x – Special Interest Music	122	06:24:45

Next steps for the Local Content Management Project include getting the physical archive of local music in a more orderly and accessible state, and continuing to develop systems & procedures which will improve our capacity to process this music, and make it more readily available to programmers.

**Volunteer Support & Training Coordinator** With Matt Jarvis' departure from Trent Radio at the end of March, from April to June I also assumed the responsibility of Volunteer Support & Training Coordinator for the duration of the 2017/2018 *Trent Radio Foundations* grant.

As with many things this year, for my part this largely involved learning Trent Radio's volunteer training processes, such as conducting some of the Studio A & Studio B training sessions through the summer, which has continued in to the fall 2018 season as well.



**Broadcast Technology Advisor** As Broadcast Technology Advisor, my primary goal was the completion of a report on Trent Radio's broadcast infrastructure, per the 2017/2018 *Trent Radio Foundations* grant. This report was completed in June, and outlined Trent Radio's broadcast infrastructure and 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 has been working very well, with no noticeable detriment to audio quality.

Tech-related interruptions to our broadcast were an issue throughout the past year. From September to August, Trent Radio was had 28 unplanned broadcast outages, for a total duration of 119 hours:

Cause	# outages	Total duration (hh:mm)
Power interruption at TX	7	29:34
Comrex failure	6	26:44
CableCable service down at TX	4	21:10
Router issues at TX	1	16:05
StudioV failure	2	11:05
Other / unknown	8	14:14

Some of these have been resolved or mitigated in collaboration with Michael Lewis at HP Services: the Comrex BRICs which provide our studio-transmitter link were replaced under warranty in mid-April and have not failed since, and configuration changes have mitigated the impact of interruptions to service at the transmitter site.

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 both live & pre-recorded 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.

**IT at Trent Radio** Over the past year, aging IT infrastructure continued to represent something of a risk, albeit 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 is likely to reimplement the existing Studio V system using new hardware & more up-to-date software.

Additionally, I have been researching 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.

Other projects on the radar for the coming year include:

- Updating the music sheets, as current form only goes until 2018 – adding an additional year is straightforward, but this may be an opportunity to consider moving to a newer system
- Replacing the remaining Windows XP machines (LGR01, StudioV, StudioC, IN02, IN03)
- Replace / reimplement IN03 (on the standing desk in StudioC) as a "listening station" for programmers to browse our archives & build playlists.

**Trent Annual** Since September, I have been 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. This involves meeting periodically with him, Caitlin Lewis (Trent Annual's editor-in-chief) and Esther Vincent to understand the processes & deadlines involved in producing the Annual, and the tasks involved in Trent Radio's management of it.

**Community Outreach Development Manager's Report for the period Sep 2017 - Aug 2018**  
**prepared by Mauricio Interiano for Trent Radio's Annual General Meeting - November 2018**

**September 2017 - April 2018:**

**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 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.

**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 Entre 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](mailto: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 Organization Member and Victoria Mohr-Blakeney attendant training sessions in studio A and B and their content was aired by booking Smooth Operators time slots during the week leading up to their events. We feel like this solutions allow to them to independently gain skills while supporting their request.

**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 at Hobbs Library in Sadleir House. 7:00-9:00 pm.

John was inspired by the Fall gathering/training 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 CRFC Radiometers Grant this event was recorded and will be archived to be served as both an historical account of Trent Radio as a community organization, and training resources for new volunteers.

A poster was made by Brazil Knox & Hayley Raymond and Karol Orzechowski took pictures during the event.

### **Goals & Results 2017-18**

**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 TI 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 manage to start our season trained programmers. 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.

**CODM Assistant/Trout Rodeo editor 2017-18:** 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

<p><b>September 2017</b>            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 &amp; Groups Day on campus Trent University.            Thu 14 Sep Clubs Craze on campus Fleming College.            Fri 15 Sep Programme Proposal Deadline &amp; Programming Committee Meeting            Mon 18 Sep Web schedule &amp; 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</p> <p><b>October 2017</b>            Wed 4&amp;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</p> <p><b>November 2017</b>            Live Broadcasting - First Friday Art Crawl (Precarious Art Festival)            Mon 12 Programmer Review meetings began            Thu 16 Scouts - Bieber Visit &amp; Recordings            Sun 19 Trent Radio AGM &amp; Community Feast</p> <p><b>December 2017</b>            FRI 01 Holiday Season Special Merch Promotion            Thu 07 LOFT Kids visit - broadcast            Fri 08 fall 2017 broadcast season ended at noon            Mon11 <u>Entre Season</u> /w Rhys &amp; Jill Staveley directing            Thu 21 Longest Night</p>	<p><b>January 2018</b>            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</p> <p><b>February 2018</b>            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 &amp; 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</p> <p><b>March 2018</b>            Fri 02 Listening Party - Art Crawl - RPM - Pop-up info booth at Sapphire Room            Mon 12 Recording &amp; 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</p> <p><b>April 2018</b>            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 &amp; <u>Good &amp; Country 24 Radio Marathon</u> begins            Sun 22 Summer Season Planning Session noon Trent Radio House            Sun 29 Summer Broadcast Season begins</p>
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<p><b>TIP &amp; TWSP Staff 2017-18</b>            TWSP CODM Assist. &amp; Trout Rodeo Editor - Hayley Raymond            TIP LCMPA - Daniela Leal            TWSP Physical Plant – Eriq Anderson            TWSP LCMPA - Jillisa Joshua            TWSP LCPA - Colin Wigle</p>	<p><b>High School Co-op Students:</b>            Fall17 Rhys Climenhage – KPDRSB            Spr18 Luke Cooney - Fleming</p>
<p><b>Regular Staff</b>            CODM: Mauricio Interiano            Production Manager/R&amp;RFGM/AGM : Jill Staveley            Local Content Project Manager: Matt Jarvis            GM &amp; VP: John K Muir            Broadcast Technology Advisor: Rob Hailman            Bookkeeper: Susan Newman</p>	<p><b>Operators (ss = self-support)</b>            Sun am: ss / aft: ss /            Mon am: Will Pearson / aft: Zoe Easton &amp; Alex Campagnolo / eve: Emily Minthorn &amp; Christopher Lawson            Tue am: Rachelle Sauve &amp; Wes Grist / aft: Dylan Flippance &amp; Patrick Walsh / eve: Ayesha Barmania &amp; Angelica Cooper            Wed am: Joshua Skinner / aft: Shannon Culkeen &amp; Scott Cecchin / eve: Dave Hawkins &amp; Matt Douglas            Thu am: Zara Syed &amp; Hannah Collins / aft: Jess Grover &amp; Michaela Rickey / eve: Colin Wigle &amp; Alex Karas            Fri am: Lindsay &amp; Paige Russell / aft: Theresa Chomko / eve: Michael Gray &amp; Evan Sheffield            Sat am: ss / aft: ss /</p>

## Summer 2018

We had 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 swung 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

Arts Vote Ontario

Peterborough Arts Awards

PSA Campaign - Awareness of new Emergency Alerting

Accessibility Day at Trent Radio

Trent Radio Summer Social

Convocation Live Broadcast Trent Radio

Monthly Operators/EP meetings

NCC Multicultural Canada Day

Storytellers Conference

Aspire Program Collaboration / Workshops

Condiment Day at Trent Radio

Promotion Artsweek 2018 video and PSA

Live Broadcast of Rock Camp for Girls\* Big Gig

Ptbo Folk Festival – Info Booth at Artisan and Craft Village

Peterborough Square Mall - Information Booth

Open Mic at the Red Dog

## **September 2018 ~Programming, \*Outreach & Events Highlights**

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.

Tue 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 2018-19 Broadcast Season Began

### **Programme Selection:**

- We got around 87 programme proposals.
- 95% of all new programmers were 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 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 2018-19**

- 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 also a creative and entertaining afternoon at Trent Radio House. This event was also part of OPIRG's Disorientation week. Unfortunately, the weather was not cooperating and 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 also another successful day where we got to meet some of our current new programmers. Also, SAC (Student Administrative Council) will join 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**

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

89 Shows

2 (1) hour training sessions per week

3 30min Smooth Operators/weekday

1 30min Show for co-op student

### **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	<b>102</b>	106	<b>123</b>	<b>94</b>	<b>111</b>	<b>115</b>	<b>109</b>	<b>117</b>	<b>121</b>
Number of Programmes	<b>85</b>	88	<b>97</b>	<b>81</b>	<b>92</b>	<b>91</b>	<b>81</b>	<b>85</b>	<b>87</b>

	F18	F17	F16	F15	F14	F13
Programmers, comprised of	<b>121</b>	109	111	93	106	101
TrentU students	<b>41</b>	41	55	42	46	44
Community Members	<b>80</b>	68	56	51	60	57
TrentU & Community Groups	<b>7</b>	6	7	5	4	4

### **Operators Fall 2018**

<b>REGULAR OPERATORS:</b> 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 * * New to the Operator position this season.	<b>OPERATORS AT LARGE:</b> Jissa Paxton Melinda Richter Sarah Milner Shannon Culkeen Wesley Grist Lindsey Russell Michael Gray Will Pearson Sarah Milne Melinda Richter
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**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
<b>CATEGORY 1 – SPOKEN WORD</b>	<b>MIN 15% of all programming</b>	<b>MIN 25% of all programming</b>	<b>40%</b>	
11 – NEWS			-	
12 – S/W Other			50.25HRS	804HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		<b>MAX 60% of all music</b>	<b>44%</b>	
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				
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	<b>MIN 5% of all selections</b>	<b>MIN 5% of all selections</b>	<b>16%</b>	
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

**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)
<b>CATEGORY 1 – SPOKEN WORD</b>	<b>MIN 15% of all programming</b>	<b>MIN 25% of all programming</b>	<b>37%</b>	
11 – NEWS			-	
12 – S/W Other			46.35HRS	741.6HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		<b>MAX 60% of all music</b>	<b>47%</b>	
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				
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	<b>MIN 5% of all selections</b>	<b>MIN 5% of all selections</b>	<b>16%</b>	
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
<b>HITS PLAYED</b>	<b>No specification</b>	<b>MAX 5%</b>	<b>Below TR MAX</b>	<b>Below TR MAX</b>
<b>Station Produced</b>	<b>Minimum 42hrs</b>	<b>Minimum 42hrs</b>	<b>122HRS</b>	<b>1952HRS</b>
<b>Adv &amp; Sponsorship</b>		<b>MAX 252 minutes</b>	<b>Below TR MAX</b>	<b>Below TR MAX</b>
<b>CAT1 total hrs</b>			<b>– 741.6HRS or 37% of programming</b>	
<b>CAT 2 total hrs</b>			<b>= 950.4HRS or 47% of all musical selections</b>	
<b>CAT 3 total hrs</b>			<b>= 324HRS or 16% of all musical selections</b>	

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

Prepared by Mauricio Interiano & Jill Staveley. 20180418

**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)
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	26%	
<b>11 – NEWS</b>			-	
<b>12 – S/W Other</b>			32.7HRS	523HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	60%	
<b>21-pop rock &amp; dance</b>	At least 20% of CAT2 must be other than 21		30.2HRS	483.2HRS
<b>22 - country &amp; country oriented</b>			13.25HRS	212HRS
<b>23 – acoustic</b>			12.9HRS	206.4HRS
<b>24 – easy listening</b>				
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	28%	
<b>31 – concert</b>			0.75HRS	12HRS
<b>32 – Folk &amp; Folk Oriented</b>			0.5HRS	8HRS
<b>33 – World Beat &amp; International</b>			0.3HRS	4.8HRS
<b>34 – Jazz &amp; Blues</b>			3.9HRS	62.4HRS
<b>35 – Religious</b>			12.75HRS	204HRS
<b>36 – Audio Art</b>			18.75HRS	300HRS
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	126HRS	2016HRS
<b>Adv &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			- 523.2HRS or 26% of programming	
<b>CAT 2 total hrs</b>			= 901.6HRS or 46% of all musical selections	
<b>CAT 3 total hrs</b>			= 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

Prepared by Mauricio Interiano & Jill Staveley. 20180923

## **PM, DGM, RRFG Report for Trent Radio, AGM November 25, 2018**

**Prepared by Jill Staveley**

**INTRO:** Trent Radio is a collection of people creating and working together. It is a unique experience for each individual, and I am grateful to have the opportunity to be part of this incredible mosaic of community members. Thank you to everyone who contributes to this community in so many different ways.

**STAFF STRUCTURE:** At the core of building a sustainable staffing model for Trent Radio is a redistribution of day-to-day tasks and responsibilities. Trent Radio staff and volunteers have, in the past, operated within a direct and linear reporting structure through the Programme Director and the General Manager to the Board of Directors. Over time, this model has shifted and changed with the addition of staff roles, grants and projects, and changes in personnel.

To accommodate a change in staffing structure, we continue to work within a trial model where we delegate management responsibilities for each role to one person – and, under their direction, share the work load based upon our individual talents and proficiencies. While still transitional in nature, the model is based on successes and failures from the past year, and will continue to be reviewed regularly to modify as required.

### **CORE STAFF - September 2018:**

**General Manager:** John Muir is our GM - he is ultimately responsible for everything. Over the past few years, John has been working with me to find a way to work together to support Trent Radio's overarching goals as a team. The GM oversees and is responsible for all accounting, financial, governance, CRTC & CRA reporting, physical upgrades/maintenance and broadcast/production tech areas of Trent Radio. The GM reports to the Board of Directors.

**Community Outreach Development Manager (40hrs/wk):** Mauricio Interiano fulfills the role of CODM and is responsible for day-to-day and overall Programming responsibilities, general Community Outreach, Radiometres Grant deliverables, scheduling and 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), and to oversee new Operator outreach and ongoing training. The CODM reports to the DGM & the GM.

**Local Content Project Manager (30hrs/wk) & Broadcast Technology Advisor (20hrs/month):** Rob Hailman is working with us on a full-time basis to oversee the Local Content Management Project, Local Production Projects, Incoming Music, Production Training and all staff working within this core. In his role as BTA, Rob will provide support in determining and purchasing remote and satellite broadcast gear, and work as a production technician for remote broadcasts.

**Deputy General Manager, Rock & Roll Fairy Godmother, & Production Manager (35hrs/wk):** This is me. I am here to oversee and deliver the CRFC Radiometres grant projects; guide, support and train all on-site staff members, co-op students, and non-programming volunteers; inspire the creation of local music; act as a liaison within our community; support the GM in governance, financial, physical plant, and reporting responsibilities; represent Trent Radio at TrentU Levy Group meetings; and make sure we have enough coffee at Trent Radio House. My role is to be accountable for meeting our project goals, and specifically to support the GM & CODM. I oversee projects and grants, and work to connect our communities of people to make sure that Trent Radio is running as a team, on the same path. My primary focus continues to be working towards a sustainable model for Trent Radio that allows us to be excited and precarious, while functioning within an organisation that is stable, realistic and secure. I report to the GM.

### **2017/18 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 welcomed Rob Hailman onboard as the new LCMP in April 2018, and look forward to continued success with this project. Please refer to their reports for more information.

**(ii) Local Content 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, PreCarious ArtsWork Festival events, and successfully producing a live 'remote' from the First Friday Art Crawl in November.

**(iii) Production Projects – RM17/18:** Through the CRFC "Foundations" project, I met with and recorded interviews and talks with some of Trent Radio's foundational members. These recordings have been produced as resources for Trent Radio's membership to help us remember who we are, how we got here, and the aims & objects upon which we are built. We are a community of many people, with varying experiences and perspectives, and these recordings are a true illustration of the Producer Oriented community within which we function. The series features perspectives and insights from Joanna Rogers, John K Muir, Bill Kimball & Rob Phillips.

**(iv) Production Projects - StudioC:** We continue to inspire and facilitate production projects using the space &/or the gear from StudioC. These include RPM challenge recording workshops, radio drama production opportunities, live music event recordings, and live music project days. We have also been working to inspire and facilitate hands-on educational production opportunities by providing

gear and guidance to TWSP staff and project participants. This continues to be a priority, and we continue to encourage our TWSP staff to increase the frequency of our off-site recording and live broadcast projects featuring local events and TrentU groups.

**(v) TrentU Levy Group Engagement & Policy Committee:** 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?”

According to the Terms of Reference, the purpose of the committee is as follows: 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.

Outside of the regular monthly meetings of Levy Groups to work on support and success, this Special Committee met over the summer to create the Terms of Reference, and has been meeting fortnightly since September to create this policy.

**(vi) 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 2017/18:**

We had a good blend of new and returning TWSP/TIP employees last year. In my opinion, we continue to use our TWSP hours effectively with the current distribution of hours.

**(i) LOCAL CONTENT PRODUCTION ASSISTANT #1 (TWSP):** Jillisa Joshua was our StudioB trainer 2016/17, and returned to work with us again in 2017/18. Her main focus was providing production support in StudioB.

**(ii) LOCAL CONTENT PRODUCTION ASSISTANT #2 (TWSP):** We hired Colin Wigle in the Fall, and he did an excellent job producing the “You Had To Be There” series for the Spring Broadcast Season.

**(iii) LOCAL CONTENT PRODUCTION ASSISTANT (TIP):** We hired Daniela Leal to fill this position again in 2017/18. Her position was 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 in September 2017 – and the house hadn’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.

**TWSP/TIP 2018/19:** We look forward to working with the following students this year, to connect with Trent Students more effectively, and take care of day-to-day responsibilities around the house.

LCPA-TWSP: Mary Grace Murphy, Eriq Anderson/LCPA-TI: Daniela Leal/Physical Plant: Scarlett Palmer/Admin Assist–Jillian Kew

#### **2017/18 EDUCATIONAL/FOR-CREDIT PARTICIPATION OPPORTUNITIES:**

**CUST2035:** Cultural Studies Mass Media In Society offers students the opportunity to complete a placement project with a local media organisation in lieu of a written assignment. We have developed a month long schedule, offering up to 8 students the opportunity to participate. The project consists of 1 training session, completion of a programme proposal, and a live broadcast. In January 2018 we had 2 students complete the project, with great success.

**HIGHSCHOOL COOPERATIVE EDUCATION:** We welcomed 1 co-op student last Fall (Sep’17 – Jan’18), 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.

This Fall we have Giana Chaulk working with us, and excelling at every aspect of the role.

**FLEMING CICE CO-OP PLACEMENT:** It 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 was a wonderful addition to our Friday mornings.

**TEACH OUTSIDE THE BOX – PLACEMENT STUDENT:** 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. We will be offering this placement opportunity again this year through TEACH.

**Rock & Roll Fairy Godmother:** I continue to volunteer my time to play music and inspire creative opportunities in cooperation with RC4G\* Peterborough, and at Queen Mary Public School. These activities are joyful experiences for me, and directly benefit the health

of Peterborough's Local Music Community as they provide space, support and guidance for youth creating music in community settings. Between September 2017 & August 2018 I hosted a monthly jam space at Sadleir House, worked with 8 different classes and 3 individual groups at Queen Mary to write and record an RMP Challenge album, led the school band for Solstice & Spring Fling performances, including choir members from grades K through 8 and visited Kindergarten classes to jam on a monthly basis. All recorded content has been played on Trent Radio, and students have been able to listen in at home with their families to be proud of their achievements as well as increase awareness of Trent Radio, what we do – and how to find us. This year I am working with 4 classes plus the Primary Choir to participate in the CBC Music Class Challenge, performing a ukulele & choral version of Local Musician, Serena Ryder's song "What I Wouldn't Do".

## **COLLABORATIONS & PARTNERSHIPS**

**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: Trent Radio applied for funding through the Community Foundation of Greater Peterborough to support Peterborough Currents in delivering a series of Grassroots Journalism Workshops in our community, and were awarded \$2500 for the project (2018/19) ~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:** Trent Radio continues to work with PIP to provide resources to our programmers and the community at large.

*~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~*

**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 in November 2017. 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.

Trent Radio has written a letter of support for this project again. If approved, Trent Radio would provide on-air promotion, as well as recording and live-broadcast functions for relevant performance events throughout the festival in Fall 2019.

## **GRANT APPLICATIONS and PROJECTS:**

**(i) Community Radio Fund of Canada – radiometres 2017/18 (\$50,000):** Trent Radio Foundations – Building a Sustainable Model for Succession & Growth. The goal of this project was to provide Trent Radio staff and volunteers with the opportunity to reflect and reference the skills, information and resources developed through Radiometres projects since 2013, and to develop and implement sustainable structures and resources to meet changing volunteer, staff and organisational needs, as well as reflect the organisation founders and the original Aims and Objectives set out by them.

Trent Radio increased our capacity to train new volunteer Programmers; increased our skill building workshop opportunities for returning Operational volunteers; and improved our ability to preserve and transfer organisational history within our broad, and regularly changing membership.

**(ii) Community Radio Fund of Canada – radiometres 2018/19 (\$50,000):** 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 includes 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.

*Only 33% of applicants receive funding from the CRFC. We should never rely on this source of funding as guaranteed. We are very fortunate to have been awarded funding once again.*

**(iii) Canada Summer Jobs:** Based on previous experiences with CSJ funding, we decided to approach the funding opportunity differently. We submitted an application for [2] full-time positions (35hrs/week for 16 weeks): Summer Operations & Information Manager (Support day-to-day operations and volunteers, and produce regular content to highlight and feature local events and the people who make them happen, & Local Content Archivist Assistant (support the LCPM by specifically archiving our backlog of physical artefacts at Trent Radio House, and help promote the project to our community). We were granted funding for both of these jobs, but at a reduced rate of 30hrs/week for 8 weeks. Reports from both of these positions are included in this package. Both projects were extremely successful, and valuable to Trent Radio.

**(iv) City of Peterborough Community Grant:** In December 2017 we applied for \$2500/year for 3 years, and were awarded \$1000/year for 3 years (2018/2019/2020).

**(v) PRIDE Radio Day:** Through Shan Culkeen, Trent Radio applied for and was granted funding to deliver a full day of programming during the 2017 Fall 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. *In 2018*, Trent Radio was approached by Peterborough Pride to deliver a Radio Project Day. We opened up the event as a regular Radio Project Day, and broadcast a line-up of Producer Oriented Programming for the day. Pride donated \$200 for snacks and admin support.

**(vi) ARTSWEEK PETERBOROUGH:** Trent Radio did not apply for funding in 2018, but participated by supporting EC3 with promo and on-air opportunities throughout our Pre-Season.

**SPONSORSHIPS:** We continue to talk about the need to revitalise our Sponsorship efforts to really focus on the Community Contribution aspect of supporting Trent Radio. This is a fundraising opportunity waiting for a leader.

## General Manager's Report for Trent Radio AGM 181125 prepared by John K Muir, VP & General Manager

**Preamble:** Established and operated by the students of Trent University for the benefit of the community as a whole and in anticipation of broad community participation, Trent Radio is designed with the production of exceptional radio in mind. Its aims and objectives include producer-oriented programming and the production of creative local radio.

**Administrative Mission:** The general support for the education as well as the artistic, research and administrative activities by those involved in the organisation.

The provision of radio production equipment and related training, workshops, direction and facilities in support of radio programming activities and programmer development, and;

In carrying out that mission the following functions are performed:

The operation, maintenance and development of 715 George Street which houses an archive, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment;

The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of Internet accessible stream sources;

The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers and community contributions.

**Overview:** Operations reflect ongoing and project priorities established over the last five to fifteen years, as well as moving towards making support of the mission more manageable;

- a) general on-going programme and production direction
- b) the purchase, operation and maintenance of rf & digital transmission and related equipment
- c) the purchase, development and maintenance of 715 George Street - Trent Radio House
- d) the maintenance and improvement of spoken word and music collections, with a special emphasis on local content management and development.
- e) the establishment of, and ongoing infrastructural improvements delivering improved ergonomic function, access and safety to, a flexible production and dissemination facility, to aid and abet inspired contributions of community programming, production and support for same
- f) production and distribution of publicity (Trout Rodeo & guides)
- g) support for the development of radio art pursuant to stimulating innovative programming
- h) general day-to-day administrative and technical direction and support
- i) related office, building & technical overhead
- j) developing on-going and new sources of revenue in support of the above.

### Operational and Other Highlights not covered in other reports

After pursuing an aggressive upgrading, my job is taken up with succession - sharing out of frontline responsibilities to be revised and redistributed - mining Trent Radio's people for help in outreach and sustainability. This "work" appears to be providing exciting and useful experiences to more people. Renewal and sources of understated resilience created and shared among and thanks to the efforts of staff and the volunteers themselves. The organisation continues thirst for multifarious participants to find their way clear to immerse themselves into the community through the opportunities and facilities we strive to make available.

It seems hardly possible. Radio Free Peterborough (RFP) the dream child of Brian Sanderson and Steve McNabb, has been streaming for 15 years - that's almost a million hours of streaming, and 450,000 hours of FM broadcasting. RFP was built and tended by Steve McNabb to promote and preserve the unique musical heritage of Peterborough Ontario for audiences local and global, present and future. Now having the longest service of any Director Steve is bowing. A wholehearted thank you for all of us.

I attach Trent Radio's aims and objects as a broadcaster

A respectful thank you and recognition to all make their contribution to Trent Radio.

John K Muir, VP & GM <jkmuir@trentradio.ca> / 20 Nov 2016

### Trent Radio Aims To:

<p>Maximise diversity of programming. Inspire creative contributions to radio programming. Increase awareness of the power and potential of radio. Encourage and inspire a positive use of radio. Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.</p>	<p>Formalise its operations so as to promote fairness, clarity and efficiency in its decisions. Encourage access to the facilities by both the Peterborough area and Trent communities. Encourage the production of programming which reflects both of these communities. Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond</p>
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Gary Schelling

Glenn Bell

Joanna Rogers

Mary Pace

Paul Merriam

John K Muir

Robert Campbell

Graham Longford

April 1984

The two other main forms of radio in Canada are public radio and commercial radio. Public radio is represented by the CBC, which exists to promote "high" culture and a national identity. Commercial radio exists to create an audience to be sold to advertisers.



## President's Report, 2017/18

I won't add to the content of the reports that have been presented. Thank you to the directors and staff who have shared their words.

In many ways, it's been a difficult year, because we missed John terribly in his illness. I miss John's pointed opinions over lunch and his lightning-quick ability to reference the precedents of challenges we've overcome in the past 40 years. I am especially grateful for John's continued dedication to the organization, now undertaken mostly from home. I'd like to extend words of admiration to Yvonne, who quietly supports us and seldom allows us to give her credit. I will take another opportunity to thank Jill, Rob, Mauricio, Matt, as well as contract staff, interns, co-op students, operators, and my fellow members of the board, for their hard work and moxie. I would dedicate a special event day to each and every one of you.

The year's challenges have been met by a community that is as resilient as it is weird. As our organization builds connections across the city, we haven't forgotten to celebrate ourselves. I'm especially jazzed to hear children on the radio, to participate in events like "Groundhog Day Day", and to listen to a renaissance of live music shows. In the months after losing several beloved music venues in town, it's evident that a passion for all things live and local is thriving on 92.7 FM.

Trent Radio needs each of us. It's been a big year because, as a board and community, we've had to begin grappling with transitions and questions of succession. As we sit here today under the giant sign of the Aims and Objectives, I'd encourage us to commit to a year of great art and vision, to novel ideas and rollicking projects. The things we create through this broadcasting facility are intrinsically valuable; our spirits grow in the making. Thank you for another good year. We are getting better at this all the time.

Shannon Culkeen