

**TRENT RADIO BoD AGENDA**  
**04 December 2018 – 6pm**  
**at Trent Radio House, 715 George Street North**

**01. Chair's Opening Remarks and Agenda Approval**

**02. Presentation of Previous Board Minutes – 25 November 2018 am/pm**

**03. Appointment of Officers & Committees**

**Report Proposals & Information for appointing Committees and Officers.  
Duties of President & Chair; Vice-Chair & Secretary  
Confirmation of Officers - GM & VP - Bookkeeper**

**04. Operations Report**

**-PM/DGM Report (see attached)**

**05. Any Other Business:**

**06. Set date for next BoD**

**07. Adjournment**

**Trent Radio BoD November 25, 2018**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadlier House,**  
**751 George St. N., Peterborough, Ontario on Sunday, 25 November 2018.**

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

Regrets: Zara Syed, Steve McNabb

Also present: Jill Staveley, DGM; Rob Hailman, BTA/LCPM

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 10:36am, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting. The agenda was agreed upon following an edit, changing the accountant name from McColl Turner Chartered Accountants to Grant Thornton Chartered Accountants.
  2. The minutes of the previous Board Meeting from October 30, 2018 were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes were approved.
  3. The Trent Radio Annual Report was presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Review was approved. UPON A MOTION duly made, seconded and carried unanimously, the Report of the Nominating Committee was approved. New Board member nominees are Bill Templeman, Julia Fenn, and Michael Gray. Alex Campagnolo, Angelica Cooper, Shannon Culkeen, and Brazil Gaffney-Knox are re-nominating.
  4. A motion to approve all grant applications for the year coming up until the next AGM (November 2019) was presented. UPON A MOTION duly made, seconded and carried unanimously, it was approved.
  5. No other business was presented.
  6. The next Board meeting is scheduled for November 25, 2018 12:30pm.
  7. There being no other business, the meeting was adjourned at 10:49am.
- 

**Trent Radio BoD November 25, 2018**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadlier House,**  
**751 George St. N., Peterborough, Ontario on Sunday, 25 November 2018.**

Present: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, Brazil Gaffney-Knox, Julia Fenn, Bill Templeton  
Regrets: Michael Gray

Regrets: N/A

Also present: Jill Staveley, DGM

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 1:05pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. UPON A MOTION duly made, seconded and carried unanimously, Shannon Culkeen was declared interim President and Chair of the Board until the next Board meeting. UPON A MOTION duly made, seconded and carried unanimously, Shannon Culkeen was also declared interim Signing Officer until the next Board meeting.
3. As much information as made available was collected for the Charity Return.
4. No other business was presented.
5. The next Board meeting is scheduled for January 23, 2019. An alternative date is scheduled for January 29, 2019.
6. There being no other business, the meeting was adjourned at 1:15pm.

**Proposals & Information for appointing Committees and Officers  
revised for the Board of Director's Meeting 29 November 2017,  
and used again for 04 December 2018  
Prepared by John K Muir with Jill Staveley**

Trent Radio Officers for YE19 - see attached by-laws.  
The Board needs to appoint;

**a) A Chair & President see attached by-law description \_\_\_\_\_**

The Chair presides at meetings of the Board.

The President presides at meetings of the Membership.

The President & Chair shall be an enrolled student of Trent University at the time of their election or appointment

**b) Vice-chair - who acts when the Chair cannot. \_\_\_\_\_**

**b) Secretary. \_\_\_\_\_**

**Trent Radio Committees for YE19**

Trent Radio committees have evolved over a number of years to deal with on-going and particular circumstances. In many cases, its been hard to tell if a set of issues is related to something specific (a transmission plant, StudioC, new roof) or a series of cyclical and recurring concerns (fundraising, special events, transmission plant, StudioC, new roof &c)

In an effort to help the Board structure Trent Radio's committees, staff have prepared the following background and proposals for the Board's consideration.

**Trent Radio Community Committee:** is co-chaired by the CODM, and a Board Member, the latter will also act as "Social Convenor", and will include the CODM Assistant, (the Summer Operations Manager during the summer) the Volunteer Coordinator and other volunteers. The Committee's work is to provide new opportunities for participation in TRadio - activities from current and past programmers, as well as members of the general public. Following this, the Committee will take on responsibility for; publicity in general and on-air promos and Trout Rodeo in particular; planning and organising open houses, "radio days" and special events on the TrentU campus and around town; and managing and developing "facebook" type interactions. The CODM will lead on publicity and planning "radio days" with support from the CODM Assistant, and Volunteer Coordinator, while the Social Convenor will lead on open houses and social events with support from the committee as a whole. Both co-chairs will lead or liaise on planning special events.

**Established Board and Other Committees:**

**Sponsorship, Earned Revenue, & Grants Cmte:** CODM + GM + Prez + ANOther \_\_\_\_\_ to research, review and support these activities.

**Programme Cmte:** CODM Chair & volunteers + ANOther \_\_\_\_\_

**Radio Free Peterborough:** Rob Hailman + D/GM + 2 Others \_\_\_\_\_

**Board Development Cmte:** Prez & GM

**TU & TCSA Liaison Cmte:** Prez & DGM

**Nominating Comm.:** Prez + DGM/CODM + 2 or 3 Othrs \_\_\_\_\_

**PPE (Property Plant & Equipment)** Prez + GM + DGM + BTA + ANOther \_\_\_\_\_

**Referendum Committee +** \_\_\_\_\_

From TRadio By-law #1

ARTICLE IV 4. OFFICERS Election or Appointment 4.01. There shall be a President, and a Chair of the Board, and a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may determine by by-law from time to time, and as it may from time to time appoint. One person may hold more than one office except the offices of President and Vice-president. The President, and the Chair of the Board, and the Vice-chair of the Board shall each be elected by the Board at a meeting of the Board. In default of such election, the then incumbents shall hold office until his successor is elected or appointed. Officers of Trent Radio other than the President and the Chair of the Board, and the ViceChair may, but need not, be members of the Board, and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the Board.

Duties of Officers 4.02. CHAIR OF THE BOARD - The Chair of the Board of Directors shall, when present, preside at all meetings of the Board of Directors of Trent Radio. He shall ensure the preparation of a proper agenda, including follow-up of matters and responsibilities heretofore assigned, for all such meetings and due notification of the members of the Board of time and place of meetings and where appropriate of particularly significant or urgent matters to be introduced thereat.

4.03. VICE-CHAIR OF THE BOARD - The Vice-chair of the Board of Directors shall perform the duties of the Chair in the absence or inability to act of the Chair and shall, in addition render assistance to the Chair in the performance of such duties when called upon to do so.

4.04. PRESIDENT - The President shall, when present preside at all meetings of members of Trent Radio. The President shall also be charged with the general and overall management and supervision of the affairs and operations of Trent Radio. The President with the Secretary and other officer appointed by the Board for the purpose shall sign all by-laws. During the absence or inability of the President to act, his duties and powers may be exercised by the Vice-president or such other director as the board may

from time to time appoint for the purpose, and where the Vice-president or such other director appointed exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

4.05. SECRETARY - The Secretary shall be ex officio clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose and, without limiting the generality of the foregoing, a register of directors and a register of members except in circumstances where the provisions of Section 2.05 (a) of Article II apply, in which case Trent University shall make and keep a register of members admitted as members under the provisions of Section 2.05 (a) of Article II, showing the date of their elections or approval and of their respective retirements or removal. He shall give all notices required to be given to members and directors. He shall be the custodian of the seal of Trent Radio and of all books, papers, records, correspondence, contracts and other documents belonging to Trent Radio which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such a person or person as may be named in the resolution, and he shall perform other such duties as may from time to time be determined by the Board of Directors.

From TRadio AGM Minutes

2000-11-19 UPON A MOTION duly made, seconded and carried unanimously, BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE CORPORATION THAT, the Membership reaffirms Trent Radio as a student organisation sponsored by the students of Trent University and controlled by the Membership, and that a majority of the Board shall be enrolled students of Trent University at the time of their election or appointment, and that the President and Chair shall be an enrolled student of Trent University at the time of their election or appointment.

**Operations Report for Tuesday December – 20181214\_Jill Staveley (Deputy General Manager, Production Manager, Rock & Roll Fairy Godmother)**

**Logger Failure** – We experienced a logger failure on Saturday December 23<sup>rd</sup>. Our Programmers called us, and we engaged our emergency logger system. The Off-Air Logger was running the whole time, but this is not a sufficient recording for podcasting & archiving purposes. We have used a computer from John's house originally designated as a GM computer to build a new logger and it is up and running (Thank you Rob!)

**Broadcast Schedule:** Fall Broadcast Season Ends Friday December 7<sup>th</sup> @ Noon.

Entre Season runs Tuesday December 11<sup>th</sup> – Wednesday December 19<sup>th</sup> on weekdays from 1-4pm with our High School Co-op Student, Giana Chaulk, as the Operator. Any evening programming will rely on a current Operator to sign-up and oversee. Sign Up Sheets are in the hall.

Longest Night/Vigil (Dave Grenon as lead) will happen overnight on Thursday December 20<sup>th</sup>.

Dec 25<sup>th</sup> – We will record In From The Cold, and broadcast it with some other selections from the current season and archives for our annual Christmas Day Broadcast.

Shutdown will be in effect from Friday December 21 2018 - Sunday January 6<sup>th</sup> 2019

Spring Broadcast Season Starts Monday January 7<sup>th</sup> 2019.

**Roof:** The roof is finally done. It took much longer than expected – but the crews were kind and capable, and we will see what the final bill looks like soon.

**OPTrust:** Ontario Non-Profit Network - *As part of our efforts to champion a decent work movement in the nonprofit sector, we have been working since 2015 to develop a sector-wide pension plan for Ontario nonprofits. This work has included setting up task forces of sector leaders who examined options, explored possibilities for new options, and ultimately tried to find a pension plan good enough to recommend to the sector. They found one.*

*ONN recommends OPTrust Select. OPTrust Select is a new option for nonprofit workplaces, inspired by our work. OPTrust Select is a defined benefit pension plan. This plan is open to employers and employees across the sector.*

Contact Claire Prashaw if you are interested in setting up an information session on December 19<sup>th</sup> - Cprashaw@optrust.com

\*\*Sadleir House Board of Directors may be interested in teaming up for a group presentation.