

**TRENT RADIO BoD AGENDA**  
**23 January 2019 – 6pm**  
**at Trent Radio House, 715 George Street North**

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

**02. Presentation of Previous Board Minutes – 04 December 2018**

**03. Operations Reports**

- PM/DGM Report (prepared by JStaveley)
- Financial Report (prepared by JKMuir)

**04. Treasurer**

- Present redefined Treasurer role (ACampagnolo & BGaffney-Knox)
- Elect Treasurer

**05. TCSA Levy Policy Committee – update**

**05. OPTrust Pension Plan Update**

**06. Provincial Changes to Student Fees - overview**

- request from Arthur to make a statement

**07. Any Other Business:**

**08. Set date for next BoD**

**09. Adjournment**

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadlier House,  
751 George St. N., Peterborough, Ontario on Sunday, 4 December 2018.**

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

Regrets:

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 6:03pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the previous two Board Meetings were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the two previous Board Meetings, both held on 25 November 2018 were approved. Michael Gray is to be listed as a regret in the pm Board Meeting, and the spelling of Bill Templeman's last name is to be corrected.
3. The Trent Radio Officers and Committees were presented and discussed. The following officers were elected: Chair – Shannon Culkeen, Vice-Chair – Angelica Cooper, President – Shannon Culkeen, Vice-President – John Muir, Secretary – Alex Campagnolo, Bookkeeper – Sue Newman. There was also discussion of adding the role of Treasurer. The role is to be redefined and elected at the next Board Meeting.

The following Board members were added to the Established Board and Other Committees: Sponsorship Committee – Julia Fenn and Angelica Cooper; Programme Committee – Alex Campagnolo, Julia Fenn, Bill Templeman, Shannon Culkeen, Michael Gray; Radio Free Peterborough – Michael Gray, Brazil Gaffney-Knox, Alex Campagnolo; PPE – Bill Templeman. The Nominating Committee is to be determined in the summer.

4. The Operations Report (PM/DGM Report) was presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Report was approved.
  - Actionable Item: Organize a presentation with OPtrust, potentially in collaboration with Sadlier House
5. In other business, "Chuck-a-Puck" at a Peterborough Petes home game was suggested as a potential sponsorship opportunity. The Board was notified that the TCSA is planning on contravening their bylaws and not having referenda during the spring election.
  - Actionable Item: Reacquaint ourselves with the Trent Radio bylaws
6. The next Board Meeting is scheduled for 23 January 2019 at 6pm. 29 January 2019 was noted as an alternative date.
7. There being no other business, the meeting was adjourned at 7:11pm.

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Shannon Culkeen, President & Chair

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Alexander Campagnolo, Secretary

## **Operations Report for Wednesday January 23, 2019 –**

prepared by Jill Staveley (Deputy General Manager, Production Manager, Rock & Roll Fairy Godmother)

**CRFC:** We have just written a cheque for our membership, and it is in the mail. We are mid project for the current Radiometres Grant – Community Connections. The next round of funding will open soon, with a deadline likely in late February/early March. I would like to work with a group to plan the project for next year.

**CANADA SUMMER JOBS:** The application is due on Friday January 25<sup>th</sup>. We will apply for 2 Summer Operations & Information Manager positions to support our Summer Broadcast Season.

**FURNACE:** Our annual furnace check was completed in January by a service technician. Everything seems fine.

**PORCH:** Rachelle Sauve initiated a porch beautification project. This was, in part, to create a more welcoming entrance with a safe and clear pathway for volunteers and visitors into the kitchen, and encourage use of the space for coats and bags at the recommendation of the ORKIN technician earlier this Fall. The porch has been painted, re-arranged (beautifully), and once the weather improves will have some curtains put up, and hooks for bags and coats.

**ORKIN:** ORKIN continues to monitor the facility on a monthly basis. To date there have been no concerns or evidence of pests in the building other than a rat in the basement and a few millipedes.

**Broadcast Schedule:** Our Entre Season was successful in December, followed by our annual Shut Down. We started our Spring Season on Monday January 7<sup>th</sup>, 2019. There are many changes to the schedule as we navigate the changing class schedules of our Trent Student programmers & operators. Changes are almost complete, and a new print schedule will be available soon.

**NEW COMPUTERS:** We have purchased 2 new computers for BTA & DGM stations. The current BTA computer will be re-purposed as a backup for StudioV. Total cost was \$1700.

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### **04. Treasurer**

#### **- Proposed Job Description for Treasurer (ACampagnolo & BGaffney-Knox)**

The Treasurer, or person performing the usual duties of a treasurer, shall be responsible for communicating the financial statements to the Board at each Board meeting. Thus, they shall be granted access to all financial documents at any time. They may grant financial approval on behalf of the Board if need be, in the event of time-constrained spending scenarios.

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**06. Provincial Changes to Student Fees** - \*This new scenario will directly impact Trent Radio's fee & membership structure. The exact ramifications are yet unknown, but we should be working to build a sustainable budget and plan for all possible outcomes.

**LINK:** <https://news.ontario.ca/maesd/en/2019/01/affordability-of-postsecondary-education-in-ontario.html>

**OVERVIEW: Giving students more choice over the fees they pay**

Students pay fees in addition to tuition. The number of fees and whether or not students can opt-out varies widely among institutions. These additional fees can cost students approximately several hundred dollars to \$2,000 per academic year. The added costs can include a wide range of expenses such as student handbooks, non-student related organizations, or club fees.

To ensure transparency, choice and ease of decision-making, Ontario is introducing a plan to ensure non-tuition student fees are clearly communicated and give students choice regarding where their money is spent. **Going forward, institutions will be required to provide an online opt-out option for all non-essential non-tuition fees.**

Fees used to fund major, campus-wide services and facilities or fees which contribute to the health and safety of students are deemed mandatory, and will remain a part of the fee structure. **Essential campus initiatives include: walksafe programs, health and counselling, athletics and recreation and academic support.**

**REQUEST FOR STATEMENT:** Email from [editors@arthur.ca](mailto:editors@arthur.ca)

Hello all,

We are reaching out to gather statements from all stakeholder groups involved and potentially affected by the recent news from the provincial government regarding post-secondary education tuition cuts, changes to OSAP disbursement, "voluntary student unionism," and "non-essential fees." Read from the provincial government [here](#).

If your group has a statement from its leadership or board regarding these changes, we are happy to hear them. Individual students are also encouraged to make statements to us directly by email.

We are eager to support other levy groups in these circumstances.

All the best,

*Leina Amatsuji-Berry (she/her) and Lubna Sadek (she/her)*  
Co-Editors

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 18 Feb 2019 jkmuir@trentradio.ca

ASSETS		@ 31Dec18 .	@ 31Dec17	LIABILITIES		@ 31Dec18 .	@ 31Dec17
<b>CURRENT ASSETS</b>				<b>CURRENT LIABILITIES</b>			
Raffle & Bingo Acct		0.00	0.00	Accounts Payable		59.18	53,409.17
Boost & Freq Acct		0.00	0.00	Contract Obligation		0.00	0.00
General Funds Montreal		13,107.83	6,809.77	Deferred Income		910.00	1,070.00
ING Savings		15,810.57	15,605.83	Accrued Liabilities		(3,250.00)	0.00
Cash In Bank		28,918.40	22,415.60	Trillium StudioC		0.00	0.00
Petty Cash: Programming		100.00	168.38	CPP Payable	(24.60)		0.00
Petty Cash: Admin		2,847.62	0.00	UIC Payable	(44.79)		(0.00)
Petty Cash: Summer Admin.		0.00	192.00	Income Tax Withholdings	0.00		(0.00)
Term Deposits		0.00	0.00	Receiver General Net		(69.39)	0.00
Accounts Receivable		8,495.00	2,295.00	WCB Payable	0.00		0.00
Doubtful Accounts		(2,295.00)	(2,295.00)	Health Benefit Payable	0.00		0.00
Receivables Net		6,200.00	0.00	Other Withholdings Net		0.00	0.00
Student Levy Receivable		0.00	28,367.13	<b>TOTAL CURRENT LIABILITIES</b>		<u>(2,350.21)</u>	<u>54,479.17</u>
Prepaid Expenses		2,333.66	389.85				
<b>TOTAL CURRENT ASSETS</b>		<u>40,399.68</u>	<u>51,532.96</u>	<b>LONG TERM LIABILITY</b>			
				CO Long Term Loan		35,871.73	38,320.51
<b>FIXED ASSETS</b>				Deferred Contribution		0.00	0.00
Land		10,000.00	10,000.00	<b>TOT. LONG TERM LIABILITY</b>		<u>35,871.73</u>	<u>38,320.51</u>
Buildings		213,566.01	213,566.01	<b>TOTAL LIABILITIES</b>		<u>33,521.52</u>	<u>92,799.68</u>
Office Equipment		20,774.21	20,774.21				
Technical Equipment		332,073.63	332,073.63	<b>NON-SHARE EQUITY</b>			
Technical Renovations		9,913.00	9,913.00	Retained Surplus/(Deficit)	92,140.95		31,979.54
Fixed Assets at Cost		586,326.85	586,326.85	Net Retained Surp/(Def)		92,140.95	31,979.54
<b>TOTAL FIXED ASSETS</b>		<u>165,449.40</u>	<u>165,449.40</u>	Current Surplus/(Deficit)		80,186.61	92,203.14
<b>TOTAL ASSETS</b>		<u><u>205,849.08</u></u>	<u><u>216,982.36</u></u>	<b>TOTAL NON-SHARE EQUITY</b>		<u>172,327.56</u>	<u>124,182.68</u>
				<b>LIABILITIES AND EQUITY</b>		<u><u>205,849.08</u></u>	<u><u>216,982.36</u></u>

**Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 18 Feb 2019 jkmuir@trentradio.ca**

	01Sep17-31Aug18	01Sep16-31Aug17	EXPENSE	01Sep17-31Aug18	01Sep16-31Aug17
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	26,438.13	27,356.40
Federal Grants	0.00	0.00	Technical Wage	8,424.00	1,022.76
Provincial Grants	0.00	0.00	Publicity Wage	0.00	0.00
Municipal Grants	0.00	0.00	Administrative Wage	17,653.86	17,653.86
TOTAL GOVERNMENT GRANTS	0.00	0.00	TA Payroll	15,491.60	16,191.94
			Benefits	3,151.69	2,909.97
FUND RAISING			CPP Expense	2,771.92	2,390.46
Corporations	0.00	0.00	EI Expense	1,571.74	1,419.96
Foundations	32,500.00	22,267.00	Total Wages & Benefits	75,502.94	68,945.35
Private	1,393.00	4,299.84	Programming Fees	0.00	3,349.99
Leadership	0.00	0.00	Technical Fees	0.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	465.00
Net Donations	33,893.00	26,566.84	Administrative Fees	560.00	111.88
Trent Student Memberships	117,333.92	112,000.00	Total Fees	560.00	3,926.87
Commercial & Non-profit	500.00	400.00	TOTAL PERSONNEL	76,062.94	72,872.22
Individual Memberships	175.00	875.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	348.29	0.00
Net Memberships	118,008.92	113,275.00	Equipment Rental	0.00	0.00
Special Events	0.00	0.00	Line Rental	1,609.25	1,512.86
Special Events Expense	0.00	0.00	Rental Other	0.00	0.00
Net Special Events	0.00	0.00	Net Rentals	1,609.25	1,512.86
Fundraising	0.00	691.78	Postage & Delivery	10.80	94.09
Fundraising Expense	0.00	(647.95)	Office Supplies	0.00	122.31
Net Fundraising	0.00	43.83	Telephone	305.37	301.70
TOTAL FUND RAISING	151,901.92	139,885.67	Utilities	1,454.92	1,364.35
			Programming & Licence	191.04	1,352.27
EARNED REVENUE			Building R & M	10,008.48	821.30
ON AIR Sponsorship	1,100.00	1,100.00	Building R & M Upper Apt	0.00	5.95
ON AIR Sponsorship Expense	0.00	0.00	Technical R & M	0.00	3,001.48
Net ON AIR Sponsorship	1,100.00	1,100.00	Net Repair & Maintenance	10,008.48	3,828.73
Net "RADIO PAPER"	0.00	0.00	Professional Fees	0.00	0.00
Net Other Sponsorship	0.00	0.00	Insurance	3,981.96	3,641.75
Tape Sales	0.00	0.00	Travel	0.00	0.00
Tape Sales Expense	0.00	0.00	Volunteer Expense	115.35	674.72
Net Tape Sales	0.00	0.00	Bank Charges	99.75	111.50
Rental Income	3,712.00	3,640.00	Mbanx Loan Interest	0.00	2,419.14
Mgmt Services Gross	18,608.77	42,145.72	Net Interest	0.00	2,419.14
Mgmt Services Nonpersonnel Expense	389.30	(12.74)	Depreciation	0.00	0.00
Net Misc Sales & Services	310.00	106.43	GST Paid	0.00	0.00
TOTAL EARNED REVENUE	24,120.07	46,979.41	HST Paid	1,846.51	6,443.56
			Bad Debts	0.00	0.00
MISCELLANEOUS REVENUE			Miscellaneous	0.00	37.02
Interest Income	199.28	169.28	TOTAL SUPPLY & EXPENSE	19,971.72	21,904.00
Micellaneous Revenue	0.00	(55.00)	TOTAL EXPENSE	96,034.66	94,776.22
Amortisatn Dfrd Contribtns	0.00	0.00	NET INCOME	80,186.61	92,203.14
TOTAL MISC REVENUE	199.28	114.28			
TOTAL REVENUE	176,221.27	186,979.36			

**Levy Fee Policy Committee**  
**Terms of Reference – September 2018**

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

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

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

**Purpose:**

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

**Membership & Voting:**

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

**Chair:**

- A Committee Chair shall be appointed by the committee;
- In the case of a rotating Chair, the Chair for the next meeting shall be selected at the previous;

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

#### **Quorum:**

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

#### **Meetings:**

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

#### **Reporting:**

The Committee will draft and approve a final report by **DATE???** (winter/spring 2019 TCSA election deadline). This report will include any policy to be put forward to the student body in the spring 2019 TCSA Referendum and the required petition signatures for said referendum question. It will also be presented to the University Administration through the Colleges and Student Services Committee (CASSC).