

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

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

**02. Presentation of Previous Board Minutes – 23 January 2019**

**03. Operations Reports**

- PM/DGM Report (prepared by JStaveley)
- Financial Report (prepared by JKMuir)
- Programming Report for Fall 2019 (prepared by MInteriano & JStaveley)

**04. Treasurer**

- Elect Treasurer

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

**06. Student Choice Initiative & Request to be classified “Essential” by TrentU Admin & general information**

**07. Community Radio Fund of Canada – Radiometres Grant: Do we want to apply? Deadline is Friday March 8<sup>th</sup> @ 12:00 noon. We require a special resolution from the board to the application if we move ahead with a project.**

**08. Strategic Planning: Creating a sustainable model for Trent Radio next year with budget uncertainty and staffing changes. Set meeting/retreat dates during the Spring Shut Down to work on this together?**

**09. Any Other Business:**

**10. Set date for next BoD**

**11. Adjournment**

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio,  
715 George St. N., Peterborough, Ontario on Wednesday, 23 January 2019.

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

Regrets: Julia Fenn

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 6:11pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting. Numbering of the discussion topics in the Agenda is to be amended.
2. The minutes of the previous Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board Meeting, held on 4 December 2018 were approved.
3. The Operations Report (PM/DGM Report and Financial Report) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. For Canada Summer Jobs, two jobs at 35 hours per week are being applied for.
  - Two actionable items were suggested during discussion:
    - o Two people are needed to help Jill when the CRFC Radiometres Grant application is being made. It is due March 8, 2019.
    - o More information is needed in some areas of the Financial Report. Student Levy Receivable, Prepaid Expenses, Fixed Assets at Cost, Accounts Payable, Land, and WSIB were noted as areas in need of explanation.
4. A draft of the new Treasurer position description was presented. The draft was amended during the meeting to the description below. UPON A MOTION duly made, seconded and carried unanimously, it was approved as amended. Election of the position was deferred to the next Board meeting.
  - 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. They are also granted signing authority.
5. The state of the TCSA Levy Policy Committee was presented to the Board.
6. An overview of the recent provincial changes to student fees was presented. Discussion followed, focusing on the degree to which Trent Radio is allowed to comment on the changes.
  - Two actionable items were suggested during discussion:
    - o Book a Studio B date and time to create a PSA.
    - o Make posters and educate the membership on the changes.
7. In other business, a Board orientation is being organized for early February. The RPM challenge is back, and volunteers are needed for workshops. A Board of Directors RPM album was also discussed as a potential venture.
8. The next Board Meeting is scheduled for 27 February 2019 at 6pm.
9. There being no other business, the meeting was adjourned at 7:14pm.

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Shannon Culkeen, President & Chair

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Alexander Campagnolo, Secretary

**Operations Report Prepared by Jill Staveley, PM/DGM/RRFG  
For Trent Radio BoD, Wednesday February 27<sup>th</sup>, 2019**

**Antenna for Off Air Monitor:** On Friday February 8<sup>th</sup> I was informed that the tenants from 715 Upper were blocked in by the antenna from our roof that had blown off during a wind gust and wrapped around the power line attached to the building.

We were all generally unclear as to the severity/danger of the situation, so I put in a call to Peterborough Utilities to come and help/advise us.

After waiting for over an hour with no service technician showing up, our Friday afternoon Operator – Rudy Fischer – called the non-emergency police phone number to ask for advice. He was patched through to the Peterborough Fire Department, and they came to assist us.

Upon arrival, we met the Fire Truck out front, and with their protective gear on, were able to move the antennae to the side of the stair case, and make a clear and safe path for our tenants until Peterborough Utilities could come by to fix the situation.

About 30 minutes later, the Peterborough Utilities Service Technician arrived, and checked out the situation. Unable to reach the location of the power line with his truck, nor safely able to set up a ladder to address the situation, I was advised by the Service Technician that cutting the antennae line would be the best option for dealing with the situation immediately.

He cut the cable, and tucked it safely out of the way beside the stairs, and we put the antenna in StudioC.

We have contacted LR Brown and are waiting for a quote from them in order to move forward. Currently this situation affects the clarity and power of the Off Air Monitor at Trent Radio, but we still have other monitoring and compliance steps in place.

**ORKIN:** ORKIN came to do their monthly inspection. There is some evidence of mice in the basement, but nothing other to note.

**GNC Marathon & Funding Drive Possibilities:** The annual GNC Marathon & Fundraiser is scheduled to take place on Friday April 12<sup>th</sup>, at 12:00. Barb Holtmann & Stephanie Bolendar met with Mauricio & me to reduce the hours from 24 to 12 – as they don't have the stamina to commit to a full 24 hours, and see most of their donations/contributions come in before midnight on the Friday anyways.

We feel like this might be the right time to consider opening up this opportunity to other volunteers & programmers to initiate a bigger funding drive. Does the board support this initiative?

**Transmitter Issues:** There seems to have been a power interruption at the transmitter on Thursday February 21<sup>st</sup> which took us off air. In the process, the remote control system switched us from Transmitter-B to Transmitter-A unexpectedly. Both transmitters are set up identically, and while this all seems odd – it does not present a compliance or broadcast issue that we are aware of to date. Rob has contacted HP Services for advice and input on why this may have happened, and how we should proceed. So far we have been informed that there is no cause for concern.

**RPM Challenge:** Still up and running. Submissions are slowly coming in. We produced a live Kitchen Session as part of our RM1819 Community Connections Grant, and Rob is currently making a Trent Radio RPM submission out of the content. The Broadcast featured Erika Nininger, Connor Stinson & Matt Jarvis performing original songs that have never been recorded before.

**Trout Rodeo:** Publication date is in March. Please forward submissions to Mauricio Interiano asap.

**Summer Plan:** We have general dates outlined for our summer season, and will present a formal plan at the March Board Meeting for consideration and approval.

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 26 Feb 2019 jkmuir@trentradio.ca

ASSETS	@ 31Jan19	@ 31Jan18	LIABILITIES		
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	59.18	53,843.72
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	1,541.41	7,473.78	Deferred Income	910.00	910.00
ING Savings	5,841.57	608.84	Accrued Liabilities	(3,250.00)	0.00
Cash In Bank	7,382.98	8,082.62	Trillium StudioC	0.00	0.00
Petty Cash: Programming	100.00	104.09	CPP Payable	51.74	0.00
Petty Cash: Admin	2,847.62	(793.63)	UIC Payable	(4.35)	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	0.00	30.00
Accounts Receivable	8,495.00	2,295.00	Receiver General Net	47.39	30.00
Doubtful Accounts	(2,295.00)	(2,295.00)	WCB Payable	0.00	0.00
Receivables Net	6,200.00	0.00	Health Benefit Payable	0.00	0.00
Student Levy Receivable	0.00	28,367.13	Other Withholdings Net	0.00	0.00
Prepaid Expenses	2,333.66	815.16	<b>TOTAL CURRENT LIABILITIES</b>	<b>(2,233.43)</b>	<b>54,783.72</b>
<b>TOTAL CURRENT ASSETS</b>	<b>18,864.26</b>	<b>36,575.37</b>			
			<b>LONG TERM LIABILITY</b>		
<b>FIXED ASSETS</b>			CO Long Term Loan	35,547.07	38,021.79
Land	10,000.00	10,000.00	<b>TOT. LONG TERM LIABILITY</b>	<b>35,547.07</b>	<b>38,021.79</b>
Buildings	213,566.01	213,566.01	<b>TOTAL LIABILITIES</b>	<b>33,313.64</b>	<b>92,805.51</b>
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
Accumulated Depreciation	(420,877.45)	(420,877.45)	Current Surplus/(Deficit)	58,859.07	77,239.72
<b>TOTAL FIXED ASSETS</b>	<b>165,449.40</b>	<b>165,449.40</b>	<b>TOTAL NON-SHARE EQUITY</b>	<b>151,000.02</b>	<b>109,219.26</b>
<b>TOTAL ASSETS</b>	<b>184,313.66</b>	<b>202,024.77</b>	<b>LIABILITIES AND EQUITY</b>	<b>184,313.66</b>	<b>202,024.77</b>

**Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 26 Feb 2019 jkmuir@trentradio.ca**

	01Sep18-31Jan19	01Sep17-31Jan18	PERSONNEL	01Sep18-31Jan19	01Sep17-31Jan18
<b>GOVERNMENT GRANTS</b>					
Federal Grants	0.00	0.00	Programming Wage	32,313.27	33,435.60
Provincial Grants	0.00	0.00	Technical Wage	10,296.00	1,250.04
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<u>0.00</u>	<u>0.00</u>	Administrative Wage	21,576.94	21,576.94
			TA Payroll	19,645.30	20,779.17
<b>FUND RAISING</b>			Benefits	3,347.59	2,909.97
Corporations	0.00	0.00	CPP Expense	3,419.88	2,941.76
Foundations	32,500.00	22,267.00	EI Expense	1,930.65	1,764.34
Private	1,874.50	4,349.84	Total Wages & Benefits	92,529.63	84,657.82
Leadership	0.00	0.00	Programming Fees	1,075.00	3,784.54
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	34,374.50	26,616.84	Publicity Fees	0.00	465.00
Trent Student Memberships	117,333.92	112,000.00	Administrative Fees	700.00	247.51
Commercial & Non-profit	500.00	400.00	Total Fees	1,775.00	4,497.05
Individual Memberships	175.00	1,085.00	<b>TOTAL PERSONNEL</b>	<u>94,304.63</u>	<u>89,154.87</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	118,008.92	113,485.00	<b>SUPPLY &amp; EXPENSE</b>		
Special Events	0.00	0.00	Publicity & Promotions	423.29	0.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	0.00	0.00	Line Rental	2,039.05	2,112.78
Fundraising	0.00	706.78	Rental Other	0.00	0.00
Fundraising Expense	0.00	(647.95)	Net Rentals	2,039.05	2,112.78
Net Fundraising	0.00	58.83	Postage & Delivery	10.80	119.59
<b>TOTAL FUND RAISING</b>	<u>152,383.42</u>	<u>140,160.67</u>	Office Supplies	0.00	330.34
			Telephone	462.31	380.08
<b>EARNED REVENUE</b>			Utilities	1,823.12	1,708.49
ON AIR Sponsorship	1,100.00	1,100.00	Programming & Licence	1,512.54	2,259.49
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	10,077.48	1,015.43
Net ON AIR Sponsorship	1,100.00	1,100.00	Building R & M Upper Apt	0.00	5.95
Net "RADIO PAPER"	0.00	0.00	Technical R & M	1,656.06	3,647.87
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	11,733.54	4,669.25
Tape Sales	0.00	0.00	Professional Fees	3,670.10	600.00
Tape Sales Expense	0.00	0.00	Insurance	3,981.96	3,641.75
Net Tape Sales	0.00	0.00	Travel	0.00	0.00
Rental Income	4,640.00	4,550.00	Volunteer Expense	115.35	702.57
Mgmt Services Gross	23,069.82	46,951.17	Bank Charges	123.50	143.75
Mgmt Services Nonpersonnel Expense	389.30	44.64	Mbanx Loan Interest	240.82	2,999.35
Net Misc Sales & Services	310.00	79.89	Net Interest	240.82	2,999.35
<b>TOTAL EARNED REVENUE</b>	<u>29,509.12</u>	<u>52,725.70</u>	Depreciation	0.00	0.00
			GST Paid	0.00	0.00
<b>MISCELLANEOUS REVENUE</b>			HST Paid	2,822.74	6,884.61
Interest Income	230.28	172.29	Bad Debts	0.00	0.00
Micellaneous Revenue	0.00	(55.00)	Miscellaneous	0.00	57.02
Amortisatn Dfrd Contribtns	0.00	0.00	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<u>28,959.12</u>	<u>26,609.07</u>
<b>TOTAL MISC REVENUE</b>	<u>230.28</u>	<u>117.29</u>	<b>TOTAL EXPENSE</b>	<u>123,263.75</u>	<u>115,763.94</u>
<b>TOTAL REVENUE</b>	<u>182,122.82</u>	<u>193,003.66</u>	<b>NET INCOME</b>	<u>58,859.07</u>	<u>77,239.72</u>

## **Programming Report & Statement of Performance for Fall 2018 Broadcast Season: prepared by Mauricio Interiano COMD**

1. All programming Schedule Changes requests for Spring season submitted by December 7th were done on December 14th. The Web Schedule Changes txt. doc was also done and submitted to both John and Rob.
2. All new shows have being processed, schedules & all new Programmer and volunteers have been trained.
3. I made a new template for programme logs for our Spring Season 2019 - reflects new changes.
4. Programmers reviews are 95% done and am working on a small report for our records.

### **Programming, \*Outreach & Events Highlights**

#### **September 2018**

Fri 01 Sep Arthur Newspaper begins publishing Trent Radio content on a fortnightly basis.  
Mon 03 Sep Pre-season began  
Mon 04 Sep Facebook events are up and Social Media promotion began.  
Thu 06 Sep Training Sessions began.  
Mon 10 Sep Radio on the Lawn and Open House and Programme Proposal Workshop.  
Wed 12 Sep Clubs & Groups Day on campus Trent University  
Wed 12 Sep Remote Live Local Music Broadcast during C&G day at Trent University.  
Thu 13 Sep Clubs Craze on campus Fleming College  
Fri 14 Sep Programme Proposal Deadline & Programming Committee Meeting  
Fri 14 Sep Remote live broadcast of Sadleir House's Sad Fest  
Fri 14 Sep Deadline TWSP Staff  
Sat 15 Sep Programming Committee Meeting #2 Call Back & Training bookings  
Mon 17-19 Sep Web schedule & sending out confirmation email to programmers.  
Tu 18 Trent Radio presented at the first Cultural Studies 2035 class to attract students to participate briefly in Trent Radio in lieu of an assignment.  
Fri 21 Sep Pride Day at Trent Radio  
Sun 23 Sep Operators meeting and training session

Sun 23 Sep Fall 2018-19 Broadcast Season Began

#### **October 2018**

Thu 04 New Programmer Orientation Session and Social with Sean Eyre  
Tue 09 TCSA fall by-elections recording  
Fri 19 Deadline for new shows  
Sun 28 Operators Meeting  
Tue 16 Arts Vote Peterborough  
Fri 19 Trout Rodeo schedule accordion pamphlets made available  
Fri 19 Renders & Claire de la Loopa Live broadcast from Sadleir House

#### **November 2018**

Sat 03 Borderless Festival Recordings  
Sat 10 Neil Young Evening  
Mon 05 Programmer Review meetings began  
Mon 05 CUST2030 Training & broadcast Began  
Wed 14 - Sat 17 SOCAN music survey  
Fri 23 Live remote broadcast Bluestreak Records  
Sun 25 Trent Radio Annual General Meeting & Community Feast  
Tue 27 Trent Radio Give Tuesday

#### **December 2018**

Fri 01 Farmers Market Pop up booth  
Fri 07 fall 2018 broadcast season ended at noon  
Mon 10 Entre Season  
Thu 21 The Longest Darkest Night, Vigil

## Fall 2018 Operators

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
Morning 0830-1200	Loretta Sullivan Erika Nininger	Rachelle Sauve	Rhys Climenhage & Jillian Kew	Charleigh Chomko		SS	SS
Afternoon 1200-1700	Nick Taylor Alex Campagnolo	Patrick Walsh Duncan Mckinnon		Aedan Shaughnessy	Jess Grover	SS	SS
Night 1700-2300	Chris Lawson & Emily Minthorn	Scott Somerville Anthony Moniz	Dave Hawkins Robert Alley	Hannah Collins Greg Conway	Alex Karas Jeffrey Moore	SS	SS

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

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

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

**2018Fall Broadcast Season STATEMENT OF PERFORMANCE 11wks, 24Sep-07Dec:**

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	FALL18/weekly stats	FALL18total /11wk
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	42%	
<b>11 – NEWS</b>			-	
<b>12 – S/W Other</b>			53.77HRS	591.47
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	68%/49.68HRS	546.48
<b>21-pop rock &amp; dance</b>	At least 20% of CAT2 must be other than 21		26.93HRS	296.23
<b>22 - country &amp; country oriented</b>			11.35HRS	124.85
<b>23 – acoustic</b>			6.15HRS	67.65
<b>24 – easy listening</b>			5.25HRS	57.75
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	32%	
<b>31 – concert</b>				
<b>32 – Folk &amp; Folk Oriented</b>			1.9HRS	20.9
<b>33 – World Beat &amp; Internationa</b>			2.05HRS	22.55
<b>34 – Jazz &amp; Blues</b>			2.2HRS	24.20
<b>35 – Religious</b>			10.35HRS	113.85
<b>36 – Audio Art</b>			7.05HRS	77.55
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	93.5HRS (w/o RFP) 32HRS of RFP)	1028.50HRS Programming, 352HRS RFP
<b>Ad &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			= 53.65HRS or 45% of programming	
<b>CAT 2 total hrs</b>			= 48.55HRS or 40% of all musical selections	
<b>CAT 3 total hrs</b>			= 18.25HRS or 15% of all musical selections	

**Average weekly broadcast hours (6:00 – midnight daily)**

Description	FALL18
Total live b.casting hours / week (average)	93.5HRS
Number of Producers	121
Number of Programmes	87
*RFP b.casting hours/week (average)	32HRS

*Prepared by Mauricio Interiano & Jill Staveley, February 2019*



**Student Choice Initiative:** This is a very big conversation within the NCRA. There is a lot of momentum to create a unified Campus Media Petition, share and broadcast media and PSAs (using hashtag #defendcampusradio and #wethestudents), setting up meetings with MPPs and agreeing on a unified press release/day of action. While, as a Registered Charity, we need to be mindful of not engaging in political activity – we need to figure out what we \*can\* do, and step up to the larger conversation in support of independent media. We also need to refrain from panic (I am seeing some of that on the email thread), and look to new and alternative revenue streams, and sustainable models for our current situation – and remember that we aren't officially a Campus Radio Station. We operate with a Type B Community Broadcasting License – which may or may not impact our involvement in some parts of the larger conversation.

In the meantime, Mauricio Interiano & I are working on preparing a letter outlining how/why Trent Radio could/should be classified as 'essential' under the proposed fee matrix. Based on the following email from TCSA President Brandon Rempelgas, with the deadline presented as Friday March 1<sup>st</sup> – we are focusing on the categories of recreation, academic support, and student building.

*As I am sure you are aware, the Conservative Provincial's Government's Student Choice Initiative is going to change the landscape of levies at Trent, as previously non-refundable levies may become refundable and the refund mechanism **will** be an online one and not in person.*

*While the refund mechanism has not yet be confirmed (or designed, or implemented), what we do know is that students will access an online form where they will be able to choose which of the non-mandatory fees they would like to pay. The target date to have this mechanism ready is September 2019.*

*Additionally, the Ministry of Training, Colleges, and Universities has confirmed the fee matrix, which I will include below:*

**Essential:**

- Athletics and recreation
- Career Services
- Student Buildings
- Health and counselling
- Academic Support

- Student ID Cards
- Transcripts, convocation, etc.
- Financial Aid Programs
- Walk safe programs

**Health and Dental Plans**

- These can be charged on a mandatory basis but must allow students to opt-out if they provide proof of pre-existing coverage.

**Student Transit Passes**

- Existing mandatory transit pass fees will remain so

**Non-Essential**

- all fees not included above are non-essential and must be optional

*It appears that individual institutions will have the ability to determine which fees are optional and which are mandatory - but this ability must be rationalized within thematrix above. **As such, I would like to call each levy group (including those that are currently refundable) to create a document identifying how their feecould fit into one of the essential categories above and why it should be billed as mandatory.** The TCSA exec will be working with Trent Admin to determine which fees should be mandatory and otherwise, and this will likely have to go to Trent's Board of Governors for approval.*

*The consequences for ignoring this initiative have not been made clear, but it seems as if charges billed as mandatory that should be options may be cut from the operating grants Universities receive.*

*My hope is that we will be able to work together to combat this initiative and know that the TCSA will be continuing to uphold that the nature of fees as they were approved by democratic referenda are how they should continue.*

*Thanks All, Brandon*