

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

01. Chair's Opening Remarks and Agenda Approval

02. Presentation of Previous Board Minutes – 27 February 2019

03. Operations Reports

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

04. NCRA Campus Station Emergency Summit

05. TCSA Levy Policy Committee – update

06. Student Choice Initiative & Request to be classified “Essential” by TrentU Admin - update

07. Community Radio Fund of Canada – Radiometres Grant: In Concert Application

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

Trent Radio BoD

February 27, 2019

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio,
715 George St. N., Peterborough, Ontario on Wednesday, 27 February 2019.

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

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 6:18pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
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 23 January 2019 were approved following an amendment to Bill Templeman's improperly spelled last name.
3. The Operations Report (PM/DGM Report, Financial Report, and Programming Report for Fall 2019) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved.
 - One actionable item was suggested during this time:
 - o We need to understand some of the Financial Report values and calculations, such as: when and how depreciation is calculated, when and how fixed assets would change, what mbanx is, and what professional fees are.
4. Treasurer election has been moved to the next Board Meeting's agenda.
5. There have been language changes to the TCSA Levy Policy, in which Financial Reports are to be shared with the TCSA.
6. Regarding the Student Choice Initiative, we are planning on requesting to be classified as "essential" by the Trent University administration and general information. To aid in this, we will be writing a letter, and requesting students submit notes of Trent Radio's essential quality.
7. We are planning on applying to the Canadian Radio Fund of Canada's (CRFC's) Radiometres Grant. We will be applying for a smaller grant of around \$25,000 to conduct a smaller project.
8. We are organizing a strategic planning retreat for the Board and staff around April 23-29. Further, there is a Fundraising Committee meeting scheduled for March 13th, which will include Mauricio Interiano.
9. No other business was discussed.
10. The next Board meeting is scheduled for 27 March, 2019 at 6pm.
11. There being no other business, the meeting was adjourned at 7:25pm.

PM/DGM Report – Jill Staveley

Radio Marathon & Fundraiser: each year the Good N Country Show programmers, Stephanie Bolendar & Barbara Holtmann, organise and deliver a radio marathon. This year their event will take place on Friday April 12th from noon – midnight. In the spirit of learning how to activate our fundraising abilities, we have scheduled a Producer Oriented Radio Marathon to run through the weekend and Monday April 15th called Community Radio Marathon & Fundraiser. We have a good number of volunteers signed up so far, and are working on administrative planning, promotion and clear language for donation requests. If you would like to help out – let us know.

Antenna – last month our Off-Air Monitor antenna came down off the roof. Yesterday LR Brown installed a new antenna, free of charge, and it is up and working. Greg Cannon hosts a show called Country Classics with his son, Christopher, on Saturday afternoons from 12:00 – 14:00. Greg Cannon arranged this donation for us.

CODM Contract – It is with both pleasure and sadness that I'd like to inform the Board of Mauricio Interiano's acceptance to Grad School in the Fall 2019. We always knew that his plans involved leaving Trent Radio at the end of this contract to pursue his education, but it is all confirmed now. He will continue to fulfill his responsibilities as per the CRFC Community Connections grant until August 9th, and make sure that Trent Radio is set up with clear knowledge and systems in place to fulfill the jobs that he has been overseeing for the past 2 years. I am beyond proud of, and happy for Mauricio – I absolutely would not have survived the last two years without him, and I know our whole community will miss him dearly.

TWSP & TI – TWSP & TI hours are pretty much done. Final payroll has been submitted to Trent, and plans for final projects and tasks have been coordinated with individual staff members. Our Request for Reimbursement to Trent International was submitted on Tuesday, and the Request for Reimbursement to TWSP is due no later than April 15th.

TEACH Outside the Box – I do not plan to continue on with my role on the TEACH Outside the Box Committee next year. It was one too many weekend commitments for me. Our placement student has completed a compelling series of education focused programming live on air, and I feel that the relationship was an overall success.

CUST 3139 & Cultural Studies – I am wrapping up the final weeks of this class. It has been an incredible learning experience for me – gaining insight into the way that young people understand, or rather – have zero connection to analogue radio. It also provided me with the opportunity to rekindle my knowledge and understanding of how and why one might want to explore radio/podcast as a subject for learning – and why I feel passionate about the role of radio in community building, and my nerdy passion for audio editing, gain staging and signal flow. In talking with the department chair, we have discussed possibilities for engaging in a more concrete relationship between Cultural Studies and Trent Radio for the delivery of a portion of this course at Trent Radio House in the future. I will continue this discussion with the department, and advocate for seminar and studio sessions being held at Trent Radio House for a rental fee.

ORKIN – Steve came in on Monday and gave us the all-clear.

A ROUGH PLAN for the 2019 Summer Season: Each year we prepare a Summer Plan for consideration and approval by the Board. Here are the key features of the plan – the rest of the content is unchanged from last year, and if approved – this content will be used to update the Summer Guide.

NEED

- There are 3 full-time on-site staff people for this summer, working to fulfill the project outcomes of the CRFC Community Connections grant, and to oversee the Summer Broadcast Season (CODM, PM, BTA)
- With volunteers fulfilling programming and some other tasks, we will continue for the Summer Season with reduced broadcast hours.

THE PLAN

- Trent Radio will be on the air from Mon 06May19 to Fri 16August19 (fifteen weeks); 4pm to Midnight, up to seven evenings per week; and special events, remote and satellite broadcasts as part of the CRFC Community Connections project.
- The actual days will be determined at the Summer Programming Planning meeting to be held on Sunday, 14 April 19 at Noon, at the Trent Radio House kitchen.
- During the summer, OPERATORS have enhanced responsibility regarding Programmers and Broadcast Schedule for their evening, this is why they are called EXECUTIVE PRODUCERS.
- The full time staff shall be responsible for organising and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that Office Hours shall be 1pm to 4pm, with core staff in attendance from Noon to 7:30 when possible and this is subject to change.
- As the SUMMER PROGRAMME COMMITTEE, the CODM in concert with *all* the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 4pm - Midnight period.
- Programmers wanting to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS) must attend Summer Programming Planning Meeting.
- Studio B will be available as a production studio on reduced hours, and primarily for use by Summer CSJ Staff.

FORMAT, CONTENT & SUPPORT

The format for each evening is suggested as follows to comply with Trent Radio's license.

16:00 - 17:00 SOIM/CSJ programming (pending funding approval)

17:00 - 18:00 music show

18:00 - 18:30 smooth operator" announcements &c

19:30 - 20:00 spoken word or foreground programming

20:00 - 21:00 music show

21:00 - 22:00 foreground format or spoken word

22:00 - 00:00 Self Support - show

- 35% of all music selections played must be Canadian Content

- it is suggested that at least one of the music programmes be FOREGROUND format (see attached for a description)
- CONTENT is to be varied and comprehensive.
- EXECUTIVE PRODUCERS shall provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (ie 5pm-Midnight).

DATES

- Summer Season PLANNING Meeting Sunday, 14 April 2019 and first deadline for SUMMER programme proposals, High Noon - Friday 12 April 2019.
- Summer Season 06 May to 16 Aug 19 @ noon - fifteen weeks
- Potential Summer Radio Camps Weekends Not this year
- Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers - Friday, 16 Aug 19
- No REUNION WEEKEND is planned for this year
- SHUTDOWN from 17 Aug until 03 Sep 19
- FALL PRE SEASON commences on Tuesday, 03 Sep 19
- The REGULAR SEASON starts two weeks later on Monday, 23 Sep 19
- Deadline for Fall 2019 Programme Proposals: Friday, 13 Sep 19 @ noon

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 13 Mar 2019 jkmuir@trentradio.ca

	01Sep18-28Feb19	01Sep17-31Jan18		01Sep18-28Feb19	01Sep17-31Jan18
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	6,720.00	Programming Wage	38,188.41	82,674.40
Provincial Grants	0.00	5,668.17	Technical Wage	12,168.00	8,973.84
Municipal Grants	0.00	1,000.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	<u>0.00</u>	<u>13,388.17</u>	Administrative Wage	25,500.02	51,000.04
			TA Payroll	23,799.00	32,538.50
FUND RAISING			Benefits	3,347.59	3,223.26
Corporations	0.00	0.00	CPP Expense	4,067.84	7,031.36
Foundations	32,500.00	49,767.00	EI Expense	2,289.56	4,045.19
Private	1,874.50	5,241.84	Total Wages & Benefits	109,360.42	189,486.59
Leadership	0.00	0.00	Programming Fees	1,225.00	10,311.82
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	34,374.50	55,008.84	Publicity Fees	0.00	465.00
Trent Student Memberships	151,358.41	135,607.27	Administrative Fees	980.00	1,119.39
Commercial & Non-profit	600.00	650.00	Total Fees	2,205.00	11,896.21
Individual Memberships	175.00	1,260.00	TOTAL PERSONNEL	<u>111,565.42</u>	<u>201,382.80</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	152,133.41	137,517.27	SUPPLY & EXPENSE		
Special Events	0.00	726.00	Publicity & Promotions	423.29	92.83
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	0.00	726.00	Line Rental	2,468.85	4,589.97
Fundraising	0.00	846.78	Rental Other	44.00	0.00
Fundraising Expense	0.00	(647.95)	Net Rentals	2,512.85	4,589.97
Net Fundraising	0.00	198.83	Postage & Delivery	10.80	148.09
TOTAL FUND RAISING	<u>186,507.91</u>	<u>193,450.94</u>	Office Supplies	0.00	527.60
			Telephone	538.89	1,262.17
EARNED REVENUE			Utilities	2,175.46	4,202.24
ON AIR Sponsorship	1,100.00	1,100.00	Programming & Licence	1,526.32	2,259.49
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	10,077.48	2,536.93
Net ON AIR Sponsorship	1,100.00	1,100.00	Building R & M Upper Apt	0.00	395.41
Net "RADIO PAPER"	0.00	0.00	Technical R & M	1,656.06	5,412.41
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	11,733.54	8,344.75
Tape Sales	0.00	0.00	Professional Fees	3,670.10	(2,650.00)
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	5,568.00	10,992.00	Volunteer Expense	115.35	1,084.28
Mgmt Services Gross	33,069.82	74,348.99	Bank Charges	137.00	263.25
Mgmt Services Nonpersonnel Expense	389.30	517.26	Mbanx Loan Interest	240.82	6,254.97
Net Misc Sales & Services	310.00	317.89	Net Interest	240.82	6,254.97
Interest Income	245.45	174.74	Depreciation	0.00	0.00
TOTAL EARNED REVENUE	<u>40,682.57</u>	<u>87,450.88</u>	GST Paid	0.00	0.00
TOTAL REVENUE	<u>227,190.48</u>	<u>294,234.99</u>	HST Paid	2,961.79	2,497.39
			Bad Debts	0.00	0.00
			Miscellaneous	0.00	172.00
			TOTAL SUPPLY & EXPENSE	<u>30,028.17</u>	<u>32,690.78</u>
			TOTAL EXPENSE	<u>141,593.59</u>	<u>234,073.58</u>
			NET INCOME	<u>85,596.89</u>	<u>60,161.41</u>

Notes to financial statements coming out of BoD questions made at the 20190227 Meeting.

Question #1 - When and how is depreciation calculated and when and how do fixed assets change?

Depreciation - fixed assets lose their value as they are used and so depreciation is calculated to reflect this. Fixed Assets are actual things that the organisation owns, like property, plant and equipment. Fixed Assets are sub-classified as;

Land - That portion of real estate attributable to the cost of the land

Building - That portion of real estate attributable to the cost of the buildings and structures on the land.

Office Equipment - Desks, chairs, tables, computes used for administration &c., shown at the purchase cost.

Technical Equipment - Audio, broadcast and related equipment, &c, shown at the purchase cost.

Technical Renovation - Materials and Labour associated with

Upgrading Trent Radio's technical facilities. This would include installation costs, but not repairs.

For Trent Radio the land owned does not depreciate at all.

This is the arrangement and with annual calculations are presented each year in the "notes" (pages 5-9) that accompany the Yearend Financial Review, prepared by GrantThornton. Please see Note #2(c) & #4 of http://www.trentradio.ca/governance/bodmins/_181125_agm_finrev_ye180831.pdf

2. SIGNIFICANT ACCOUNTING POLICIES

2(c) Capital assets and accumulated amortization Purchased capital assets are stated at acquisition cost. Contributed capital assets are stated at fair market value at the date of contribution. Amortization is provided on a straight-line basis over the assets estimated useful lives, which for the building is 25 years and for the equipment is 7 years. The land is not amortised.

4. CAPITAL ASSETS

The major categories of capital assets and accumulated amortization are as follows:

	August 31 , 2018		August 31 , 2017	
	Cost	Accumulated amortization	Cost	Accumulated amortization
	\$	\$	\$	\$
Land	10,000		10,000	
Building	213,566	141,597	213,566	134,745
Office equipment	20,774	20,774	20,774	20,774
Technical equipment*	343,400	279,093	306,112	265,358
	587,740	441,464	550,452	420,877
Net book value		<u>146,276</u>		<u>129,575</u>

* Office & Technical Equipment Renovations and Upgrades

Question #2 - what is mbanx?

This refers to the interest portion of a long term loan (Please see Note 5 "LONG TERM DEBT" :: 8.5% promissory note, repayable in blended monthly payments of \$565, due August 15, 2025) and any other miscellaneous interest charged during the year. Interest is recorded each month, with interest charges for the long term loan is recorded according the amortisation shown below.

Question #3 - what are professional fees?

This refers to fees paid to lawyers, accountants, architects, & other consulting entities who provide services to the operation of the corporation. This has not included artists, musicians, speakers, writers and composers presented by Trent Radio.

Student Membership Fees

It should be noted that revenue from student memberships amounted to over \$151,000 for YE19, which compared favourably YE18 & YE17, about \$135,000 and \$ 116,000 respectively.

Upper Apartment (aka 715U)

The rent increase scheduled for May 01 2019 has been accepted. Sas & Zack are planning to stay another year, although legally, they just have to give us two months notice. The new rent goes up \$18 to \$946 per month. An annual inspection, and battery & filter replacement are planned in the next weeks, This will direct any repair and maintenance activities which will be reported at the next BoD Meeting.

[eof]

TSAPC Operations Report

prepared 20190326 Rob Hailman

Since 2014, Trent Radio has had a management agreement with the Trent Student Annual Publishing Corporation (TSAPC), better known as Trent Annual, to provide managerial services and oversight to ensure the successful production & distribution of a yearbook each year, and the on-going viability of TSAPC.

TSAPC pays Trent Radio a management fee, as well as a percentage of any operating surplus, each year in exchange for these services.

From the agreement between Trent Radio and TSAPC:

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.

Currently, the staffing model for Trent Annual is 8 part-time employees: an editor-in-chief, a lead photographer supported by two staff photographers, a lead designer supported by two staff designers, and a Chief Learning Officer. All of these positions are filled by students, with the exception of the Chief Learning Officer. The CLO has been Esther Vincent since the beginning of the agreement

Production has gone smoothly so far this year, with the yearbook on track to be completed by the final deadline and ready for distribution at convocation. Caitlin Lewis, the current editor-in-chief, has selected Fareeda Imana, the current lead designer, as next year's editor-in-chief, and is working with Esther to ensure a smooth transition.

Prior to the start of the academic year, John, Esther and I had discussed transferring both managerial & operational responsibilities to myself beginning in 2019-2020. Given Mauricio's pending departure and the broader re-assignment of responsibilities with our ongoing succession planning, we may want to consider keeping Esther Vincent involved for at least another year.

From recent discussions with Esther, she is interested in continuing her involvement with the Annual, and also understanding of the budgetary uncertainty stemming from the Student Choice Initiative.