

TRENT RADIO BoD AGENDA
26 JUNE 2019 – 6:00pm
at Trent Radio House, 715 George Street North

01. Chair's Opening Remarks and Agenda Approval

02. Presentation of Previous Board Minutes –

*** May 8th, 2019**

*** June 12, 2019 (Emergency Meeting)**

- review action items & report on bank, lawyer & staffing plan

03. Presentation of Financial Report

- Financial Statements

- TSAPC Miscalculation (ye17/18)

- Projected Expenses & Income July – September 2019

04. Operations Report

- 715 Upper, Rent Miscalculation & Resolution

- CKIS Power Increase

- Trent U Summer Orientation Dates & Plan

July 5

July 13

July 19

August 17

05. Suggested time for next Board Meetings (considering vacation & summertime)

06. Any Other Business:

07. Set date for next BoD meeting (see above)

08. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio,
715 George St. N., Peterborough, Ontario on Wednesday, 8 May 2019.**

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

Regrets: None

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.
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 27 March 2019 were approved.
3. The End of Season Reports (CODM, BTA/LCMP, and PM/RRFG) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. A Trent Radio audio board birthday radio event was suggested.
4. The Operations Reports [DGM Report and 715 Upper Report (Financial Statements unavailable)] were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. Further, UPON A MOTION duly made, seconded and carried unanimously, the funding for Jill, Rob, and Mauricio to attend the NCRA Conference was approved.
5. There were three items of discussion in other business. There will be a Nominating Committee meeting on May 15th at 6pm to discuss the empty Board seat. There was a suggestion to remotely broadcast the Gilmore Street Garage Sale and Taste of Downtown with a Canada Summer Jobs employee. Loretta Sullivan was named as a potential collaborator within the Sponsorship Committee. It should also be noted that if Ms. Sullivan were to bring in sponsors for Trent Radio, a commission would be negotiated.
 - Actionable item:
 - o Discuss a potential Sponsorship Committee collaboration with Loretta Sullivan.
6. The next Board meeting is scheduled for June 26th at 6pm.
7. There being no other business, the meeting was adjourned at 7:18pm.

EMERGENCY BoD MEETING at Trent Radio 7:50 pm, 12 June 2019

Present: Alex Campagnolo (via phone), Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Bill Templeman

Regrets: Angelica Cooper

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

7:50 pm, with Shannon Culkeen acting as Chair, and Brazil Gaffney-Knox recording the minutes of the meeting.

- UPON A MOTION duly made, seconded and carried unanimously the Board approved the acquisition of credit card (limit between \$500-750) for petty cash purposes.
- UPON A MOTION duly made, seconded and carried unanimously the board approved Jill Staveley, Rob Hailman, Shannon Culkeen, and Alex Campagnolo as legal signing authorities for Trent Radio and Trent Annual.
- UPON A MOTION duly made, seconded and carried unanimously the Board approving \$200 to be spent in donation in John's name or through flowers to John's family on behalf of the Board.

The next Board meeting is scheduled for June 26th at 6pm. The meeting was adjourned at 9:01pm.

715 Upper - Rent Increase Miscalculation, Overpayment & Reconciliation

It came to our attention that the 715 Upper rent was increasing by \$18 this year from \$928 to \$946. This is slightly in excess of the 1.8% limit for 2019: $928 * 1.018 = 944.70$, so the cap is a \$16.70 increase.

The tenants were also given an \$18 rent increase in 2018 as well, which means they are owed \$19.44 in overcharges for that 12-month period.

John Muir requested that Jeffrey Moore come up with a monthly rent fee for 01Jun19-31May20, which reflects the true and accurate rent for the place covering 01Jun18-31May20.

The tenants paid \$938.66 in June 2018 to correct the miscalculations, and thereafter the rent will be \$943.05 until April 2020..

Here are the details:

The rent should have increased from \$910 to \$926.38 in 2018 (+\$16.38), and then from \$926.38 to \$943.05 as of May 1st this year (+\$16.67).

They paid only \$928 for May 1st, which means they were shy \$15.05. And for the error in rent for the 12 months prior, they were owed \$19.44.

Information provided via email from: Jeffrey Moore

CKIS Power Increase:

CKIS in Toronto has applied for a Power Increase. They sent us notification, and we contacted HP Services for advice. Gary from HP recommended we have an engineer provide a second opinion from the engineering brief presented by CKIS at a cost of \$300(approx.). We went ahead and were advised of the following:

Attached is a map showing the proposed CKIS protection of CFFF. As you can see the proposed CKIS interfering contour, shown in green, fully protects CFFF's protected 0.5 mV/m contour. CKIS's assignment includes a limitation towards Peterborough of 19.5 kW at 274 m. This would result in the interfering contour shown in red so CKIS is proposing less than the maximum permissible for their assignment.

Therefore, we have no grounds to object to this application.

The change at CKIS would not prevent a future power increase at CFFF. It's assignment includes a limitation of 2.75 kW at 89 m towards Toronto. However, the CKIS proposed 0.5 mV/m contour would be protected with parameters of approximately 3.97 kW at 89 m so CFFF may want to consider requesting that ISED revise this limitation. Also, we have not checked to see if CFFF is restricted in other directions due to other short spacings as this work is beyond the scope of our June 18 requested research. We can do these studies, and would quote the cost beforehand. We as always give you a discounted cost.

CKIS currently operates with HD Radio and I assume they will continue to do so. However, there is no mention of this in their technical brief. I note that their Nautel GV10 transmitter will allow for -10 dB HD operation. Perhaps they will be filing a separate application to change the HD parameters after the analog application is approved?

Gary Hooper from HP Services offered to complete the required paperwork/response as a favour, and we respect his advice and opinion, and have taken him up on his offer, and to request his advice if we should move forward with gathering information for possible future power increases for Trent Radio.



Trent Radio 92.7 CFFF FM

715 George St North
Peterborough, ON K9H 3T2

info@trentradio.ca
www.trentradio.ca
705 741 4011

To Whom it may Concern,

19 June 2019

The purpose of this letter is to confirm current, remove old, and add new signing officers for the following accounts.

Trent Annual (TASPC): 5007669023548914

Trent Radio: 5007669026751077

We request that the following people be kept on as signing officers:

Shannon Culkeen, Executive Board Officer (President & Chair)

Jill Staveley, Staff Member (Acting General Manager)

We ask that you remove the following signing officers:

John K Muir (deceased)

Geoffrey Barnes (no longer BoD officer)

We request that the following people be added as signing authorities for the same bank accounts:

Alexander Campagnolo, Executive Board Officer (Treasurer)

Robert Hailman, Staff Member (Broadcast Technology Advisor)

Both accounts will remain as multiple to sign.

Sincerely,

Jill Staveley (Acting General Manager)

Shannon Culkeen (Chair & President of the Board)

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 24 June 2019 rhailman@trentradio.ca

ASSETS	@ 31May19	@ 31Aug18	LIABILITIES	@ 31May19	@ 31Aug18
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	59.18	52,352.84
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	18,219.81	5,643.28	Deferred Income	910.00	910.00
ING Savings	5,870.91	611.29	Accrued Liabilities	(3,250.00)	(3,250.00)
Cash In Bank	24,090.72	6,254.57	Trillium StudioC	0.00	0.00
Petty Cash: Programming	100.00	100.00	CPP Payable	65.62	0.00
Petty Cash: Admin	2,847.62	(4,787.42)	UIC Payable	(5.17)	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	196.49	(0.00)
Term Deposits	0.00	0.00	Receiver General Net	256.94	0.00
Accounts Receivable	8,495.00	11,488.81	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	9,193.81	Other Withholdings Net	0.00	0.00
Student Levy Receivable	0.00	0.00	TOTAL CURRENT LIABILITIES	(2,023.88)	50,012.84
Prepaid Expenses	3,246.75	1,815.16			
TOTAL CURRENT ASSETS	36,485.09	12,576.12	LONG TERM LIABILITY		
			CO Long Term Loan	34,890.98	35,871.73
FIXED ASSETS			Deferred Contribution	0.00	0.00
Land	10,000.00	10,000.00	TOT. LONG TERM LIABILITY	34,890.98	35,871.73
Buildings	213,566.01	213,566.01	TOTAL LIABILITIES	32,867.10	85,884.57
Office Equipment	20,774.21	20,774.21			
Technical Equipment	332,073.63	332,073.63	NON-SHARE EQUITY		
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)	76,926.44	60,161.41
TOTAL FIXED ASSETS	165,449.40	165,449.40	TOTAL EQUITY	169,067.39	92,140.95
TOTAL ASSETS	201,934.49	178,025.52	LIABILITIES AND EQUITY	201,934.49	178,025.52

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 24 June 2019 rhailman@trentradio.ca

REVENUE	01Sep-31May19	01Sep-31May18	EXPENSE	01Sep-31May19	01Sep-31May18
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	59,770.60	56,536.40
Provincial Grants	0.00	5,668.17	Technical Wage	18,720.00	4,347.96
Municipal Grants	1,000.00	1,000.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	1,000.00	6,668.17	Administrative Wage	39,230.80	37,269.26
			TA Payroll	28,992.70	31,754.50
FUND RAISING			Benefits	3,464.49	3,075.28
Corporations	0.00	0.00	CPP Expense	6,149.68	5,058.86
Foundations	45,000.00	42,267.00	EI Expense	3,356.87	2,993.00
Private	7,332.73	5,241.84	Total Wages & Benefits	159,685.14	141,035.26
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	52,332.73	47,508.84	Publicity Fees	0.00	465.00
Trent Student Memberships	151,358.41	135,607.27	Administrative Fees	1,520.00	770.63
Commercial & Non-profit	700.00	400.00	Total Fees	2,745.00	11,547.45
Individual Memberships	1,625.00	1,210.00	TOTAL PERSONNEL	162,430.14	152,582.71
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	153,683.41	137,217.27	SUPPLY & EXPENSE		
Special Events	350.00	701.00	Publicity & Promotions	1,173.29	0.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	350.00	701.00	Line Rental	3,733.35	3,497.57
Fundraising	160.00	826.78	Rental Other	44.00	0.00
Fundraising Expense	(107.63)	(647.95)	Net Rentals	3,777.35	3,497.57
Net Fundraising	52.37	178.83	Postage & Delivery	19.80	119.59
TOTAL FUND RAISING	206,418.51	185,605.94	Office Supplies	394.23	363.32
			Telephone	766.68	859.60
EARNED REVENUE			Utilities	3,329.75	3,160.84
ON AIR Sponsorship	1,100.00	1,100.00	Programming & Licence	2,528.53	2,259.49
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	10,797.19	1,662.66
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	1,779.06	5,097.42
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	12,576.25	6,766.03
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 & Conference	67.20	0.00
Rental Income	8,352.00	8,208.00	Volunteer Expense	699.05	952.74
Mgmt Services Gross	57,530.87	68,564.99	Bank Charges	210.87	214.00
Mgmt Services Nonpersonnel Expense	389.30	517.26	Mbanx Loan Interest	715.67	4,475.93
Net Misc Sales & Services	1,820.00	267.89	Net Interest	715.67	4,475.93
TOTAL EARNED REVENUE	69,192.17	78,658.14	Depreciation	0.00	0.00
			GST Paid	0.00	0.00
MISCELLANEOUS REVENUE			HST Paid	3,627.99	7,633.78
Interest Income	259.62	173.60	Bad Debts	0.00	0.00
Micellaneous Revenue	25.00	(55.00)	Miscellaneous	0.00	149.04
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	37,538.72	34,693.68
TOTAL MISC REVENUE	284.62	118.60	TOTAL EXPENSE	199,968.86	187,276.39
TOTAL REVENUE	276,895.30	271,050.85	NET INCOME	76,926.44	83,774.46

Trent Student Annual Publishing Corporation

Statement of Receipts and Disbursements

(Unaudited)

For the year ended Aug 31, 2018

		YearEnd 2018
Receipts		
4100	Trent U Student Fees	\$ 136,159
4200	Interest	643
		<hr/> 136,803
Disbursements		
5100	Printing	44,000
5150	Labour & Contract	57,381
5450	Administrative Overhead	21,715
5500	Equipment purchase, replacement, repairs	0
		<hr/> 123,097
Excess of Receipts over Disbursements		\$ 13,706

Basis of Preparation

The statement of receipts and disbursements has been prepared on the cash basis. No attempt has been made to match revenue and expenditures of the period through the recording of accounts receivable or accounts payable and accruals.

Approved as presented by the Trent Student Annual Publishing Corporation Annual General Meeting held on 25 Nov 2018



John K Muir on behalf of Trent Student Annual Publishing Corporation
640 Reid St, Peterborough ON
<jkmuir@trentradio.ca>

Balance Forward		2,513.15	4100	4200	5100	5150	5155	5450	5500	x
9/5/2017 DSTANGERINE INV/PLA	25,000.00	27,513.15								25,000.00
9/6/2017 DSTANGERINE INV/PLA	25,000.00	52,513.15								25,000.00
9/6/2017 CKNO.769	25,000.00	27,513.15				25,000.00				
9/7/2017 DSTANGERINE INV/PLA	10,000.00	37,513.15								10,000.00
9/7/2017 DSTANGERINE INV/PLA	15,000.00	52,513.15								15,000.00
9/8/2017 DSTANGERINE INV/PLA	10,000.00	62,513.15								10,000.00
9/11/2017 CKNO.768	44,000.00	18,513.15			44,000.00					
9/15/2017 CKNO.770	1,712.85	16,800.30					1,712.85			
9/19/2017 CD		83,970.61	83,970.61							
9/25/2017 DSTANGERINE FTD/RII	83,970.61	16,800.30								83,970.61
9/29/2017 SCMAINTENANCE FEE 2.50	2.50	16,797.80						2.50		
10/20/2017 CKNO.771	3,045.15	13,752.65				3,045.15				
10/20/2017 CKNO.772	4,508.16	9,244.49				4,508.16				
11/23/2017 CKNO.773	9,906.42	(661.93)				9,906.42				
11/27/2017 DSTANGERINE INV/PLA	25,000.00	24,338.07								25,000.00
11/30/2017 SCMAINTENANCE FEE	2.50	24,335.57				2.50				
11/30/2017 DCO/D PER ITEM	5.00	24,330.57				5.00				
11/30/2017 IN	1.52	24,329.05				1.52				
1/23/2018 CKNO.774	4,862.83	19,466.22				4,862.83				
2/7/2018 CD		52,188.74	52,188.74							
2/7/2018 CKNO.775	10,000.00	61,654.96					10,000.00			
2/9/2018 DSTANGERINE FTD/RII	40,000.00	21,654.96								40,000.00
2/22/2018 CKNO.776	5,278.07	16,376.89				5,278.07				
3/23/2018 CKNO.777	4,805.45	11,571.44				4,805.45				
4/27/2018 CKNO.778	2,002.92	9,568.52				2,002.92				
6/6/2018 CKNO.779	2,171.83	7,396.69				2,171.83				
6/25/2018 CKNO.780	5,784.00	1,612.69				5,784.00				
6/29/2018 SCMAINTENANCE	2.50	1,610.19				2.50				
7/31/2018 SCMAINTENANCE	2.50	1,607.69				2.50				
8/31/2018 SCMAINTENANCE	2.50	1,605.19				2.50				
						0.00				
8/31/2018 Interest PaidBusiness S...***2005		64.28								
7/31/2018 Interest PaidBusiness S...***2005		103.43								
6/30/2018 Interest PaidBusiness S...***2005		64.00								
5/30/2018 Interest PaidBusiness S...***2005		61.90								
4/30/2018 Interest PaidBusiness S...***2005		63.93								
3/31/2018 Interest PaidBusiness S...***2005		61.83								
2/28/2018 Interest PaidBusiness S...***2005		63.86								
1/30/2018 Interest PaidBusiness S...***2005		51.95								
12/30/2017 Interest PaidBusiness S...***2005		37.17								
11/30/2017		23.34								
10/31/2017		24.13								
9/30/2017		23.55								
		<u>643.37</u>		643.37						
			136,159.35	643.37	44,000.00	42,381.35	35,000.00	1,715.35		

Trent Annual**YE2018 Management Fee Reconciliation**

prepared June 26, 2019 by RHailman

Date	Cheque #	Fee Paid
9/6/2017	769	\$ 25,000.00
2/7/2018	775	\$ 10,000.00
6/25/2018	780	\$ 5,000.00
Total Management Fees Paid		\$ 40,000.00
less Contractual Management Fee		\$ (25,000.00)
Surplus advanced		\$ 15,000.00
Surplus remaining at 8/31/2018		\$ 13,706.00
Surplus total		\$ 28,706.00
90% surplus		\$ 25,835.40
less surplus advanced		\$ (15,000.00)
Surplus owing at 8/31/2018		\$ 10,835.40