

TRENT RADIO BoD AGENDA
24 JULY 2019 – 4:30pm
at Sadleir House, 751 George St North

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Board Minutes – June 26th, 2019
03. Appointment of Alissa Paxton to board
04. Presentation of Financial Report
 - Financial Statements
 - Projected Cashflow, August – September 2019
05. Operations Report
 - Parking Lot
 - Break In
 - TWSP/TIP
 - Canada Summer Jobs
 - Legal Consultation
 - Trent Annual Operations
06. 2019/2020 Plans
 - Programming plans & season dates
 - Proposed staffing plan
07. Sponsorship committee followup
 - Schedule Sponsorship Day
08. Any other business
09. Set date for next BoD meeting
10. Adjournment

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadleir House,
751 George St. N., Peterborough, Ontario on Wednesday, 26 June 2019.**

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

Regrets: Angelica Cooper

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 Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the previous Board Meeting and Emergency Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board Meeting, held on 8 May 2019, and Emergency Meeting, held on 8 June 2019, were approved.
3. The Financial Reports (Financial Statements, TSAPC, and projected expenses July-September 2019) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. Note that the transfer of signing authority is in motion with BMO. Further, meetings with Joe Grant LLF are also in progress regarding Trent Radio's obligations to John Muir's estate.
4. The Operations Reports (715 Upper, Rent Miscalculations, & Resolution; CKIS Power Increase; and TrentU Summer Orientation Dates & Plan) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved.
 - Actionable item:
 - o Interested members should follow up with Jill about helping with the Summer Orientation
5. There were three items of discussion in other business. Alyssa Paxton applied to serve on the Board. The Board formally nominates her for the position. The Sponsorship Committee is organizing a "Sponsorship Blitz" in July. Bill Templeman is going to write a promotional article for KawarthaNOW as part of the overall goal to maximize Trent Radio's advertisement within the Peterborough community.
 - Actionable item:
 - o A Sponsorship committee meeting is scheduled for July 17th at 6pm to revamp the sponsorship package and list potential businesses to inquire to for a sponsorship
6. The next Board meeting is scheduled for July 24th at 6pm.
7. There being no other business, the meeting was adjourned at 7:09pm.

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 22 July 2019 rhailman@trentradio.ca

| ASSETS | @ 30Jun19 | @ 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 | 16,467.95 | 5,643.28 | Deferred Income | 910.00 | 910.00 |
| ING Savings | 5,879.64 | 611.29 | Accrued Liabilities | (3,250.00) | (3,250.00) |
| Cash In Bank | 22,347.59 | 6,254.57 | Trillium StudioC | 0.00 | 0.00 |
| Petty Cash: Programming | (197.27) | 100.00 | CPP Payable | (24.60) | 0.00 |
| Petty Cash: Admin | 2,847.62 | (4,787.42) | UIC Payable | (44.79) | (0.00) |
| Petty Cash: Summer Admin. | 0.00 | 0.00 | 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 | 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 | (2,350.21) | 50,012.84 |
| Prepaid Expenses | 2,728.25 | 1,815.16 | | | |
| TOTAL CURRENT ASSETS | 33,926.19 | 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 | 32,540.77 | 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) | 74,693.87 | 60,161.41 |
| TOTAL FIXED ASSETS | 165,449.40 | 165,449.40 | TOTAL EQUITY | 166,834.82 | 92,140.95 |
| TOTAL ASSETS | 199,375.59 | 178,025.52 | LIABILITIES AND EQUITY | 199,375.59 | 178,025.52 |

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 22 July 2019 rhailman@trentradio.ca

| REVENUE | 01Sep18-30Jun19 | 01Sep17-30Jun18 | EXPENSE | 01Sep18-30Jun19 | 01Sep17-30Jun18 |
|------------------------------------|-----------------|-----------------|--------------------------|-----------------|-----------------|
| GOVERNMENT GRANTS | | | PERSONNEL | | |
| Federal Grants | 0.00 | 0.00 | Programming Wage | 67,684.14 | 65,180.00 |
| Provincial Grants | 0.00 | 5,668.17 | Technical Wage | 20,592.00 | 6,330.48 |
| 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 | 43,153.88 |
| | | | TA Payroll | 29,363.95 | 32,538.50 |
| FUND RAISING | | | Benefits | 3,464.49 | 3,092.44 |
| Corporations | 0.00 | 0.00 | CPP Expense | 6,605.30 | 5,802.77 |
| Foundations | 45,000.00 | 42,267.00 | EI Expense | 3,587.20 | 3,394.90 |
| Private | 8,217.85 | 5,241.84 | Total Wages & Benefits | 170,527.88 | 159,492.97 |
| 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 | 53,217.85 | 47,508.84 | Publicity Fees | 0.00 | 465.00 |
| Trent Student Memberships | 151,358.41 | 135,607.27 | Administrative Fees | 1,520.00 | 867.51 |
| Commercial & Non-profit | 700.00 | 650.00 | Total Fees | 2,745.00 | 11,644.33 |
| Individual Memberships | 1,625.00 | 1,260.00 | TOTAL PERSONNEL | 173,272.88 | 171,137.30 |
| Discretionary M'ship Exp | 0.00 | 0.00 | | | |
| Net Memberships | 153,683.41 | 137,517.27 | SUPPLY & EXPENSE | | |
| Special Events | 350.00 | 726.00 | Publicity & Promotions | 1,274.23 | 0.00 |
| Special Events Expense | 0.00 | 0.00 | Equipment Rental | 0.00 | 0.00 |
| Net Special Events | 350.00 | 726.00 | Line Rental | 4,140.25 | 3,807.47 |
| Fundraising | 220.00 | 846.78 | Rental Other | 44.00 | 0.00 |
| Fundraising Expense | (107.63) | (647.95) | Net Rentals | 4,184.25 | 3,807.47 |
| Net Fundraising | 112.37 | 198.83 | Postage & Delivery | 21.70 | 135.19 |
| TOTAL FUND RAISING | 207,363.63 | 185,950.94 | Office Supplies | 483.19 | 363.32 |
| | | | Telephone | 842.00 | 1,022.74 |
| EARNED REVENUE | | | Utilities | 3,718.90 | 3,489.44 |
| ON AIR Sponsorship | 1,100.00 | 1,100.00 | Programming & Licence | 3,047.03 | 2,259.49 |
| ON AIR Sponsorship Expense | 0.00 | 0.00 | Building R & M | 10,922.85 | 2,179.00 |
| Net ON AIR Sponsorship | 1,100.00 | 1,100.00 | Building R & M Upper Apt | 110.00 | 5.95 |
| Net "RADIO PAPER" | 0.00 | 0.00 | Technical R & M | 3,219.54 | 5,162.42 |
| Net Other Sponsorship | 0.00 | 0.00 | Net Repair & Maintenance | 14,252.39 | 7,347.37 |
| 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 | 557.20 | 0.00 |
| Rental Income | 9,290.66 | 9,136.00 | Volunteer Expense | 755.95 | 1,010.04 |
| Mgmt Services Gross | 71,374.34 | 74,348.99 | Bank Charges | 231.87 | 233.75 |
| Mgmt Services Nonpersonnel Expense | (2,618.77) | 517.26 | Mbanx Loan Interest | 715.67 | 4,877.78 |
| Net Misc Sales & Services | 1,820.00 | 217.89 | Net Interest | 715.67 | 4,877.78 |
| TOTAL EARNED REVENUE | 80,966.23 | 85,320.14 | Depreciation | 0.00 | 0.00 |
| | | | GST Paid | 0.00 | 0.00 |
| MISCELLANEOUS REVENUE | | | HST Paid | 3,920.02 | 2,899.11 |
| Interest Income | 268.35 | 173.93 | Bad Debts | 0.00 | 0.00 |
| Micellaneous Revenue | 25.00 | (55.00) | Miscellaneous | 0.00 | 172.00 |
| Amortisatn Dfrd Contribtns | 0.00 | 0.00 | TOTAL SUPPLY & EXPENSE | 41,656.46 | 31,859.45 |
| TOTAL MISC REVENUE | 293.35 | 118.93 | TOTAL EXPENSE | 214,929.34 | 202,996.75 |
| TOTAL REVENUE | 289,623.21 | 278,058.18 | NET INCOME | 74,693.87 | 75,061.43 |

Trent Radio Cash Flow Forecast to 30-Sept-2019 // prepared 20190723 rhailman & jstaveley

| | BASE amounts | August 2019 | September 2019 |
|----------------------------------|------------------|---------------------|---------------------|
| REVENUE | | | |
| CSJ | | \$ 5,000.00 | \$ 3,859.00 |
| Rent | \$ 943.05 | \$ 943.05 | \$ 943.05 |
| Target | | \$ 1,948.50 | |
| CRFC ('19/'20 Advance) | | | \$ 12,000.00 |
| CRFC ('18/'19 Remaining) | \$ 7,500.00 | | |
| TrentU Levy (est. 50% reduction) | | | \$ 38,000.00 |
| TAnnual Reimbursements | | \$ 958.39 | \$ 3,191.39 |
| TAnnual Mgt Fee | \$25,000+ / year | \$ 34,457.41 | |
| TOTAL REVENUE | | \$ 43,307.35 | \$ 57,993.44 |

| | BASE amounts | August 2019 | September 2019 |
|-------------------------|--------------|-------------|----------------|
| MONTHLY EXPENSES | | | |
| Cable Cable Inc | \$ 124.30 | \$ 124.30 | \$ 124.30 |
| PUG Serv Corp | \$ 207.78 | \$ 207.78 | \$ 207.78 |
| Enbridge | \$ 153.31 | \$ 153.31 | \$ 153.31 |
| Cogeco (tradio) | \$ 124.24 | \$ 124.24 | \$ 124.24 |
| Bell Fibe | \$ 107.35 | \$ 107.35 | \$ 107.35 |
| Nexicom | \$ 87.82 | \$ 87.82 | \$ 87.82 |
| PUG Serv Corp | \$ 50.68 | \$ 50.68 | \$ 50.68 |
| Misc Bank approx | \$ 15.00 | \$ 15.00 | \$ 15.00 |
| CRA remittance due | | \$ 2,591.23 | \$ - |

QUARTERLY EXPENSES

| | |
|----------------|-----------|
| WSIB | \$ 200.00 |
| Trent Security | \$ 77.97 |

MISC EXPENSES

| | | | |
|---|-------------|--|-------------|
| Protect Lock | | | |
| Sadleir House (paper towel) | | | |
| Orkin (annual, Sep) | | | \$ 811.57 |
| Cooperators BoD (Oct) | | | |
| Cooperators Liability (Oct) | | | |
| Bookkeeping - backpay (June, July, Aug) | \$ 1,000.00 | | |
| Group benefits enrollment (estimated) | | | \$ 2,000.00 |

OTHER EXPENSE

| | | | |
|-------------------------|-----------|-------------|-----------|
| JKM Debt | \$ 565.47 | \$ 565.47 | \$ 565.47 |
| RM1819 - CC to be spent | | \$ 2,799.43 | \$ - |
| CFGP - Ptbo Currents | | \$ 1,425.00 | \$ - |

NET PAYROLL (from August, includes total remittance)

| | | |
|----------------------------------|---------------|-------------|
| BTA payroll | \$ 2,491.74 | \$ 3,336.14 |
| CODM payroll | \$ 2,666.18 | \$ - |
| CSJ #1 payroll | \$ - | \$ - |
| CSJ #2 payroll | \$ 2,174.84 | \$ - |
| DGM payroll | \$ 3,118.82 | \$ 3,336.14 |
| Trent Annual payroll (projected) | \$ - | \$ 3,191.39 |
| TIP (expense to TRadio) | \$800 / term | \$ - |
| TWSP (net to TRadio) | \$1000 / term | \$ - |

| | | |
|-----------------------|---------------------|---------------------|
| TOTAL EXPENSES | \$ 19,703.19 | \$ 10,919.80 |
|-----------------------|---------------------|---------------------|

| | | |
|----------------------|---------------------|---------------------|
| NET CASH FLOW | \$ 23,604.16 | \$ 47,073.64 |
|----------------------|---------------------|---------------------|

Owing

| | | |
|-----------------------|----------------|---------------------------------|
| SNewman - Bookkeeping | to be invoiced | not accounted for |
| BTA Back Pay | *292.03/pp | *to be calculated to what date? |

| Cash in Bank | July 2019 | August 2019 | September 2019 |
|-----------------------------|---------------------|---------------------|---------------------|
| Bank of Montreal @ 20190801 | \$ 5,122.34 | | |
| Tangerine @ 20190631 | \$ 5,879.64 | | |
| Start Of Month | | \$ 11,001.98 | \$ 34,606.14 |
| End Of Month | \$ 11,001.98 | \$ 34,606.14 | \$ 81,679.78 |

Trent Annual Comparative Income Statement (subject to adjustment and review)**// prepared 22 July 2019 rhailman@trentradio.ca**

| | 01Sep-30Jun19 | 01Sep-30Jun18 |
|-------------------------|---------------|---------------|
| REVENUE | | |
| Trent U Student Fees | 156,375.15 | 136,159.35 |
| Interest | - | 475.66 |
| TOTAL REVENUE | 156,375.15 | 136,635.01 |
| | | |
| | 01Sep-30Jun19 | 01Sep-30Jun18 |
| EXPENSE | | |
| Printing | 47,008.07 | 44,000.00 |
| Labour & Contract | 49,308.23 | 57,376.35 |
| Administrative Overhead | 20,002.50 | 21,715.35 |
| Equipment R&M | - | - |
| TOTAL EXPENSE | 116,318.80 | 123,091.70 |
| NET REVENUE | 40,056.35 | 13,543.31 |

Trent Radio - Operations Report
Prepared by: Jill Staveley & Rob Hailman
For: BoD 20190724

Parking Lot: The parking area continues to be an issue for our staff and volunteers, as well as our Parkhill Rd neighbours. Tenants & visitors to the old PR Townhouses use the area as a walk through, drop off, parking, delivery and recreational area. Recently our neighbours received a threatening letter, which they assume was intended for a resident at the Townhouses. I have been in email communication with Derek Green, the property owner of the townhouses, to move forward with a fence (or similar) to prevent the traffic and trespassing - which prove to be (i) an annoyance, (ii) on occasion is threatening and disruptive, and (iii) poses a liability risk for Trent Radio, should someone be injured on our property.

I have informed Derek Green that we are not in a position to front the money for a fence, nor are we in a position to take the lead on the project. My hope is that he will put up a fence, and we can negotiate an amount for Trent Radio to contribute to the project.

Break In: On the morning of Wednesday July 3rd, the alarm at Trent Radio went off at 3:21 Jill responded to the call from Trent Security by sending her husband (Matthew Watson) over to check out the building. Upon arrival, Matthew found the exterior doors locked and closed, StudioB door open, and nothing seemed disrupted/damaged. When Rob arrived at work, he noticed that the tablet & keyboard were missing from the kitchen. We reported the incident to Peterborough Police, and they sent an officer over to investigate. After reviewing the video footage from G&P Variety, a person can be seen walking toward Trent Radio House at that time, entering the porch, followed by motion inside the building.

A while ago (years?) an Operator informed us that he was able to break in to Trent Radio with a long stick one day when he arrived for his shift and had forgotten his key. We determined at that time that the general understanding was that all valuables were to be stored in StudioB or the Office, and that all studio & office doors were to be shut and locked when closing the building - so didn't move forward with another preventative security measure.

After the breakin, we went over security features/lights and lock-up protocol, and determined that adding a deadbolt to the porch/kitchen door would be the most effective preventative security measure, without over-complicating the space and procedure.

On Friday July 5th at 1:30am there was another intrusion alarm, and again I was able to send Matthew Watson down to investigate. There was nothing to note from this incident - other than it took 2 phone calls for Trent Security to wake me up that night, and no one else on the Emergency Call list answered/responded to the call.

The next day Trent Security called to inform me that after they call us, they do not proceed with further measures for an intrusion alarm, and that it may be worthwhile to have a hired Security Company (or similar) support us in this responsibility.

TWSP/TIP Funding: We have been approved for 4 TWSP Positions (Physical Plant, Administrative Assistant, Production Assistant and Incoming Music Archivist), as well as 1 TI Position (Local Content Production Assistant). We anticipate that 3 of our student employees from last year will return, leaving 2 positions that we will need to post, interview, hire and train for in September.

Canada Summer Jobs: Allie Heigh-Roper has completed their 8 week contract with us, and Jonathon McKinney is 3 weeks into his contract. We had a Service Canada representative visit us for an on-site monitor. We were unable to present all the required documentation at the time (as Jonathon was the one interviewed, and had only completed 3 weeks of the contract - and we needed to provide documentation for 2 full pay periods). Overall, everything went well, and the remaining files will be emailed to Service Canada in August. The report for this grant is due September 22, 2019.

Legal Consultation: Jill, Shan and Rob met with Joe Grant at LLF on June 20th, for a consultation around any legal obligations we may have around John's contract and promissory note, as well as any other items we may not have considered. After reviewing the promissory note, he noted that it contains an acceleration clause whereby, should Trent Radio default on monthly payments, the full amount owing would become due immediately.

Community Connections: We have two events to produce as the final projects for the RM1819 grant. Thursday July 25, Remote Broadcast featuring Peachykine from Maar's Music @ 1pm. Thursday August 8, Radio On The Lawn - at Sadleir House, 3-7pm. Our final Kawarthanow article will be an edited version of the last draft they provided us (in June), unless we want to pay extra fees. We have a \$500 honorarium for a translator to help us create and improve access to multilingual programming and programmers (to be paid to TISA), \$650 remaining in Artist Fees (to be paid out through July 26 & August 8 events), \$1180 to be spent on Remote Broadcast Kit Gear. Once these items have been completed, we will be able to complete our final report for the CRFC, and request our final payment. The report for this grant is due September 30th, 2019.

Ptbo Currents: We have \$1425 remaining to spend on our CFGP Grant, to be paid out in fees to Ayesha Barmania & Will Pearson, as well as booking costs. The report for this grant is due August 31st, 2019.

Trent Annual Operations

Convo Distro & Missing Photos: During convocation, we learned that approximately half of the graduating student photos were missing from the book. The affected students, and Miranda Hume, proprietor of Miranda Studios which is the official graduation portrait studio, are understandably angry about this. Esther Vincent is working with Jostens and Miranda to determine a resolution to this. What we know so far:

- Graduation portraits are always a challenge, as the turnaround from Miranda's deadline for graduation portrait sessions to the yearbook going to print is only a day or two. In the past, Miranda has been unwilling to move her deadline earlier, and Jostens does not have much room to push their deadline later.
- This year, it seems that while all the photos were uploaded to Jostens, the file associating names with photos was missing records – these were the photos that were not printed. This is

the “key” that Jostens uses, so their automated process will catch names that are missing photos, but not photos without names.

- Jostens is able to print an insert with the missing photos. The process for getting these printed and distributed, as well as the cost associated, are not yet determined.

Staffing for 2019/2020: I met with Esther earlier this month to discuss renewing her employment for 2019/2020. While we did not make a formal agreement, she is available & interested in continuing as Chief Learning Officer for the Annual for the coming year. To date, her contract has been 10 hours/week for 8 months annually (September-April), although she often manages tasks throughout the summer as well. To more fairly reflect the work involved in the position, we propose extending the contract to 12 months.

Management Contract Fees: Per the management agreement between Trent Radio and Trent Annual, the Annual pays Trent Radio for management services in two ways:

- A contractual management fee of \$25,000 annually
- 90% of any operating surplus at the end of the fiscal year, payable in August of each year

To date, the Annual has paid \$24,542.59 in management fees, leaving \$457.41 remaining to be paid in the flat-rate component. Based on the operating surplus to date, 90% of the operating surplus will be approximately \$34,000, with the exact figure to be determined.

2019/20 Plan - Proposed Programming Plans & Season Dates:

| | | |
|---|--|--|
| 190801 - Fall PP Available | 191002 - New Programmer Orientation/Social | 200417 to 200425 - Special programming & fundraising (GNC/Radio marathon) |
| 190816 - Early Bird Deadline* | 191025 - Final Date for New PPs | 200426 to 200503 - Season Switchover (1 week, or less) |
| 190817 - Summer Season End | 191021 to 191025 - Reading Week | 200503 - Summer Season(16 weeks) |
| 190818 to 190902 - SHUT DOWN & ADMIN PREP (2 weeks) no office hours, no studio access, no projects, all admin, outreach, gear maintenance and physical plant upkeep | 191124 - Annual General Meeting | 200509 - New Programmer Orientation/Social |
| 190819 - Fall Outreach Team & Pre-Season/Fall Operators Meeting (mini Programme Selection Committee, for Pre-Season) | 191214 - Fall Season End | 200801 - Fall PP Available |
| 190903 - Pre-Season (3 weeks) | 191215 to 191221 - Entre Season (1 week) | 200821 - Early Bird Deadline (choose if this is available closer to the date) |
| 190911 - Clubs & Groups Day | 191215 to 200105 - SHUT DOWN (2 weeks) | 200822 - Summer Season End |
| 190913 - PP Deadline | 200106 - Spring Season (15 weeks) | 200823 to 200907 - SHUT DOWN & ADMIN PREP (2 weeks) no studio access, no projects, all admin, outreach, gear maintenance and physical plant upkeep |
| 190923 - Fall Season (12 weeks) | 200115 - New Programmer Orientation/Social | |
| 191002 - Trout Rodeo Fall Schedule available | 200217 to 200221 - Reading Week | |
| | 200221 - Final Date for New PPs | |
| | 200316 - Trout Rodeo Distribution | |
| | 200417 - Summer PP Deadline | |
| | 200417 - Spring Season End | |

**EARLY BIRD DEADLINE: Returning Programmers can choose to submit their proposals early, and start during the Pre-Season (if there are Operators/Staff available), New Programmers can submit their proposals early and complete Training during the Pre-Season. We will cap the number of Programme Proposals we get at #____#. We will also have Special Programme Proposals available for one-off and special events during this time. The goal is to get live programming up and running during the Pre-Season. In the past, this time has been used for returning programmers and special events.*

Working with an Outreach Team, we plan to accomplish the following promotional goals.

Downtown Farmers Market
Programme Proposal Workshops (downtown, Sadleir House, Campus)
TTOK live Radio Drama Broadcast
Clubs & Groups Day (table & broadcast)
Fleming Club Craze
Radio On The Lawn - Open House (OPIRG, Dis-O)
Poster Campaign

****If a board member would like to take the lead on Peterborough Folk Festival, a table down at the Ptbo Square, or any other outreach activities - please let us know so we can support you.**

Trent Radio - 2019/2020 Staffing Proposal
Prepared by: Jill Staveley & Rob Hailman
For: BoD 20190724

2 management staff positions, as of 26 August 2019

- Director of Operations - primarily responsible for maintenance, governance, etc.
- Director of Programming - primarily responsible for programming, volunteers, etc.

Salaried positions, calculated at \$20.50/hr, plus 4% vacation & TCSA health plan & statutory benefits.

Two scenarios:

- Two scenarios:
 - 37.5 hr/week: net cost approx. \$3,425 biweekly, \$91,000 annually
 - 25 hr/week: net cost approx. \$2,300 biweekly, \$61,500 annually

Management staff will maintain office hours between 11am - 4pm weekdays, with other remaining hours allocated as needed to support the broadcast day & Trent Radio's ongoing operations.

Management tasks to be assigned:

- Clarify Delegation of Tasks, and joint responsibilities
- Attend Board Meetings
- Arrange and oversee monthly volunteer meetings
- Plan, Propose & Oversee Annual Schedule/Dates
- Oversee & renew Broadcasting License & reporting requirements
- Manage Financial Accounting & Bookkeeping for Trent Radio & Trent Annual
- Hire, Train & Oversee all part-time staff
- Report to the Board of Directors
- Manage & Maintain Physical Space & equipment (safety & studios)
- Develop & apply for grants and oversee Special Projects
- Train & Support Volunteer Programmers & Operational Staff
- Promote, Schedule & Oversee Programming Schedules each Broadcast Season
- Oversee all communications through email, post & phone
- Landlord/Tenant relations
- Pay Bills
- Hire & communicate with regular services (ORKIN, J Byrne etc)
- Communicate with and report to Granting Bodies and donors
- Governance and Board Communication

Sector wage comparison - per Employment and Social Development Canada:

NOC 0512 - Managers - publishing, motion pictures, broadcasting and performing arts

| | Low | Median | High |
|---------|---------|---------|---------|
| Canada | \$20.43 | \$34.62 | \$57.69 |
| Ontario | \$23.35 | \$33.65 | \$52.36 |

BTA / LCPM - Retroactive Pay Cost Estimate
 // prepared 20190724 RHailman

| | | July | | August | Total |
|-----------------------|--------------------------|-------------|-----------------|------------------|--------------------|
| Current | (per current contract) | \$ | 2,491.74 | \$ 2,491.74 | \$ 4,983.48 |
| Revised Base | (increase as of July 15) | \$ | 2,805.28 | \$ 3,118.82 | \$ 5,924.10 |
| Retroactive Due | (from June 12 - July 12) | \$ | 721.16 | \$ - | \$ 721.16 |
| Total Revised | | \$ | 3,526.44 | \$ 3,118.82 | \$ 6,645.26 |
| Net Difference | | \$ | 1,034.70 | \$ 627.08 | \$ 1,661.78 |

all figures total burden to Trent Radio - gross pay + MERCs