

## **Trent Radio BoD**

**February 24, 2020**

### **MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House, 715 George St. N., Peterborough, Ontario on Monday February 24, 2020**

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray (arrived at 6:36pm) Alissa Paxton, Katie Pedlar (arrived at 6:10pm), Bill Templeman

Also present: Rob Hailman, DoO and Jill Staveley, DoP

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 6:05pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting was presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on January 15 2020, were approved following an amendment a statement that misrepresented Officers as of the Board, not Trent Radio.
3. The Financial Report was presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Report was approved. Accounting software has changed to QuickBooks. Of note, HST is now being calculated differently, and represented as HST Payable now. The final installment of the management fee from the Trent Annual is expected, and levy cheques will be ready for this week.
4. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. Of note from the Reports, Trent Radio has applied for three Canada Summer Jobs positions – two archivists (35 hours for 16 weeks each) and one administrator (35 hours for 16 weeks). A \$50,000 CRFC grant is being applied for. It will focus on producing content on Curve Lake and is due March 5<sup>th</sup>. Trent Radio merchandise is being sold at Maar's Music. There is a squirrel in the attic, and they are to be addressed.
5. Committees are being reworked to meet the current needs of Trent Radio. The areas that need the most volunteer support were identified as: physical plant, local music, outreach, teambuilding, helping hands, human resources, Board nominations, Programming, fundraising and sponsorship, and making fresh bread.
6. For fundraising and the Trent Radio Marathon, a fundraising and donor stewardship plan was presented and agreed to be adopted by the Board. After a discussion, it was determined that anonymity would be made an option for donors. For the \$500 donation option, it was amended to "on-site" rather than "in-store." Trent Radio is looking for Operators to take shifts during the marathon. In addition, Black Honey has become a Trent Radio sponsor.
7. In Other Business, the HR Committee has been making progress on Jill and Rob's contracts. After the first drafts are made, the Board will have a comment period. This will be followed by Rob and Jill's comment period. When the contracts are agreed upon, they will be sent to a lawyer for finalization. More HR policies will be made when the contracts are completed. Further, Dreams of Beans has been made the venue for the RPM Challenge listening party. Trent Radio is also applying for Ontario Arts Council funding. They are requesting a \$10,000 grant to host a professional conference. In addition, Nick Taylor is going to complete Trout Rodeo.
8. The next Board Meeting will be March 16 at 6:15pm at the Trent Radio House.
9. There being no other business, the meeting was adjourned at 7:24pm.