

TRENT RADIO BoD AGENDA
30 March 2020 – 6:00PM
to be held via teleconference

1. Chair's Opening Remarks and Agenda Approval
2. Presentation of Previous Board Minutes – March 16th, 2020
3. Operations Report – Season Bizarre
4. YE2021 budget
5. HR committee update
6. Any other business
7. Date of next meeting
8. Adjournment

Trent Radio BoD

March 16, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via GoToMeeting, Various Locations in Peterborough, Ontario on Monday March 16, 2020

Present: Alex Campagnolo, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Bill Templeman

Regrets: Shannon Culkeen, Katie Pedlar

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 6:10pm, 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 February 24, 2020, were approved.
3. In response to Trent University's decision to suspend classes due to COVID-19, Trent Radio closed until further notice. Since Friday afternoon, only Radio Free Peterborough has been playing. The Spring Season is going to be cancelled. There is contingency planning underway to have some Programming broadcasted via home recording.
4. The Financial Report was presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Report was approved. The Trent Annual still owes Trent Radio, but the payment is expected very soon.
5. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. The squirrel is still in the attic and will be addressed soon.
6. A Budget for 2020 until the end of February and forecasted best- and worst-case scenario for 2021 was presented. The 2020 budget is to be updated and forecasted to inform the Board of what wage for Rob and Jill is affordable for the organization to pay.
7. Trent Radio received two official complaints. The first was accusing a Programmer of spreading hate speech. The Second was for playing listener request which had a racist word in it. The complaints are being taken seriously and an action plan for both scenarios is coming soon.
8. The HR Committee provided an update to Jill and Rob on the development of their contracts. A first draft has been completed and circulated to the Committee for comment. The HR Committee is to meet March 23 to discuss the second draft. Rob and Jill will have their contracts given before the next Board meeting so questions can be asked then.
9. The Board was informed that they do have Directors and Officers Liability Insurance.
10. Trent Radio is no longer applying for Ontario Arts Council funding, as the professional conference will likely not run due to COVID-19. The Trent Radio Marathon is moving forward as scheduled but may use a creative Programming technique depending on the state of COVID-19 mitigation.
11. The next Board Meeting will be March 30 at 6:00pm at Trent Radio, or via online video chat depending on the state of COVID-19 mitigation.
12. There being no other business, the meeting was adjourned at 7:01pm.

Trent Radio - Budget YE2021 // prepared 20200316 rhailman@trentradio.ca

	YE21 Budget (best case)	YE21 Budget (worst case)	YE20 to 29Feb
Income			
4000 · GOVERNMENT FUNDING			
4090 · Federal Grants			
4010 · Canada Summer Jobs	\$ 23,520.00	\$ -	\$ -
4085 · Other Federal	\$ -	\$ -	\$ -
4090 · Federal Grants - Other	\$ -	\$ -	\$ -
Total 4090 · Federal Grants	\$ 23,520.00	\$ -	\$ -
4160 · Provincial Grants			
4110 · Ontario Arts Council	\$ -	\$ -	\$ -
4155 · Other Provincial	\$ 6,000.00	\$ 6,000.00	\$ -
4160 · Provincial Grants - Other	\$ -	\$ -	\$ -
Total 4160 · Provincial Grants	\$ 6,000.00	\$ 6,000.00	\$ -
4190 · Municipal Grants			
4170 · City of Peterborough	\$ 1,000.00	\$ 1,000.00	\$ -
4185 · Other Municipal	\$ -	\$ -	\$ -
4190 · Municipal Grants - Other	\$ -	\$ -	\$ -
Total 4190 · Municipal Grants	\$ 1,000.00	\$ 1,000.00	\$ -
4000 · GOVERNMENT FUNDING - Other	\$ -	\$ -	\$ -
Total 4000 · GOVERNMENT FUNDING	\$ 30,520.00	\$ 7,000.00	\$ -
4200 · DONATIONS & FUNDRAISING			
4220 · Corporations	\$ 1,000.00	\$ 1,000.00	\$ 500.00
4230 · Foundations			
4231 · Community Radio Fund of Canada	\$ 45,400.00	\$ -	\$ 12,168.00
4230 · Foundations - Other	\$ -	\$ -	\$ -
Total 4230 · Foundations	\$ 45,400.00	\$ -	\$ 12,168.00
4240 · Individual Donations	\$ 10,000.00	\$ 5,000.00	\$ 27,369.70
4310 · Trent Student Memberships	\$ 150,000.00	\$ 90,000.00	\$ 56,493.28
4330 · Commercial & Non-profit Mships	\$ 500.00	\$ 500.00	\$ 400.00
4340 · Individual Memberships	\$ 1,250.00	\$ 1,250.00	\$ 975.00
4410 · Special Events Donations	\$ 350.00	\$ 100.00	\$ 138.85
4470 · Net Fundraising Events Revenue			
4450 · Fundraising Events	\$ -	\$ -	\$ -
4460 · Fundraising Events Expense	\$ -	\$ -	\$ -
4470 · Net Fundraising Events Revenue - Other	\$ -	\$ -	\$ -
Total 4470 · Net Fundraising Events Revenue	\$ -	\$ -	\$ -
4200 · DONATIONS & FUNDRAISING - Other	\$ -	\$ -	\$ -
Total 4200 · DONATIONS & FUNDRAISING	\$ 208,500.00	\$ 97,850.00	\$ 98,044.83
4500 · EARNED REVENUE			
4630 · Net On Air Sponsorship - Local			
4610 · On Air Sponsorship - Local	\$ 1,500.00	\$ 1,500.00	\$ 2,050.00
4620 · On Air Sponsorship Expense	\$ (100.00)	\$ (100.00)	\$ (83.15)
4630 · Net On Air Sponsorship - Local - Other	\$ -	\$ -	\$ -
Total 4630 · Net On Air Sponsorship - Local	\$ 1,400.00	\$ 1,400.00	\$ 1,966.85
4650 · On Air Time Sales - Local	\$ -	\$ -	\$ 800.00
4660 · On Air Time Sales - National	\$ -	\$ -	\$ 1,272.25
4710 · Interest Income	\$ -	\$ -	\$ 7.50
4725 · Net Merchandise Sales			
4720 · Merchandise Sales	\$ 200.00	\$ 200.00	\$ 240.00
4722 · Merchandise Sales Expense	\$ (100.00)	\$ (100.00)	\$ (457.86)
4725 · Net Merchandise Sales - Other	\$ -	\$ -	\$ -
Total 4725 · Net Merchandise Sales	\$ 100.00	\$ 100.00	\$ (217.86)
4750 · Rental Income	\$ 11,565.00	\$ 11,565.00	\$ 5,658.25
4760 · Mgmt Services - Trent Annual	\$ 25,000.00	\$ 25,000.00	\$ -
4770 · Production Services	\$ -	\$ -	\$ 31.89
4790 · Misc. Earned Revenue	\$ -	\$ -	\$ -
4500 · EARNED REVENUE - Other	\$ -	\$ -	\$ -
Total 4500 · EARNED REVENUE	\$ 38,065.00	\$ 38,065.00	\$ 9,518.88
49900 · Uncategorized Income	\$ -	\$ -	\$ -
Total Income	\$ 277,085.00	\$ 142,915.00	\$ 107,563.71
Expense			
5000 · SALARIES & BENEFITS			
5010 · Programming Wage	\$ 103,621.00	\$ 41,574.00	\$ 20,787.00
5030 · Technical Wage	\$ -	\$ -	\$ -
5060 · Publicity Wage	\$ -	\$ -	\$ -
5070 · Administrative Wage	\$ 41,574.00	\$ 41,574.00	\$ 20,787.00
5075 · Trent Annual Payroll	\$ -	\$ -	\$ 24,985.86
5080 · Employee Benefits	\$ 2,000.00	\$ 2,000.00	\$ 2,300.99
5082 · CPP Expense	\$ 7,622.74	\$ 4,365.27	\$ 2,626.29
5084 · EI Expense	\$ 3,208.81	\$ 1,837.57	\$ 1,497.39
5086 · WSIB Expense	\$ 406.55	\$ 232.81	\$ 169.26
5000 · SALARIES & BENEFITS - Other	\$ -	\$ -	\$ -
Total 5000 · SALARIES & BENEFITS	\$ 158,433.09	\$ 91,583.66	\$ 73,153.79

	YE21 Budget (best case)	YE21 Budget (worst case)	YE20 to 29Feb
6000 · ADMINISTRATION			
6010 · Contract Staff - Admin	\$ 1,600.00	\$ 1,600.00	\$ 2,187.23
6020 · Advertising - Admin	\$ -	\$ -	\$ -
6030 · Audit	\$ 4,100.00	\$ 4,100.00	\$ 3,948.17
6035 · Bad Debts	\$ -	\$ -	\$ -
6040 · Bank Charges	\$ 300.00	\$ 300.00	\$ 201.53
6045 · Bldg Repair & Maint - TR	\$ 12,000.00	\$ 6,000.00	\$ 11,538.75
6050 · Bldg Repair & Maint - Upper Apt	\$ 1,000.00	\$ 1,000.00	\$ -
6055 · Depreciation	\$ 18,500.00	\$ 18,500.00	\$ -
6060 · Insurance & Security	\$ 4,500.00	\$ 4,500.00	\$ 4,133.93
6065 · Interest Expense	\$ 2,135.00	\$ 2,135.00	\$ 1,297.60
6070 · Legal & Other Professional	\$ 1,000.00	\$ 1,000.00	\$ -
6072 · Management Services Expense	\$ -	\$ -	\$ 6,224.44
6075 · Meeting Expenses	\$ -	\$ -	\$ -
6080 · Memberships & Subscriptions	\$ 2,300.00	\$ 2,300.00	\$ 1,211.11
6085 · Office Equipment & Software	\$ 2,000.00	\$ 1,000.00	\$ 961.33
6090 · Office Supplies	\$ 500.00	\$ 250.00	\$ 124.05
6095 · Postage & Courier	\$ 100.00	\$ 100.00	\$ 5.24
6100 · Printing & Design - Admin	\$ 100.00	\$ 100.00	\$ 49.78
6105 · Professional Development	\$ -	\$ -	\$ -
6110 · Telephone	\$ 1,000.00	\$ 1,000.00	\$ 471.62
6115 · Travel & Conference	\$ 500.00	\$ -	\$ -
6120 · Utilities	\$ 5,000.00	\$ 5,000.00	\$ 2,247.77
6125 · Volunteer Expenses	\$ 750.00	\$ 400.00	\$ 433.59
6130 · Misc. Admin. Expense	\$ 300.00	\$ 300.00	\$ 120.29
6000 · ADMINISTRATION - Other	\$ -	\$ -	\$ -
Total 6000 · ADMINISTRATION	\$ 57,685.00	\$ 49,585.00	\$ 35,156.43
6500 · PROGRAMMING			
6505 · Contract Staff - Programming	\$ -	\$ -	\$ 500.00
6510 · Trent Univ Student Payroll	\$ 8,000.00	\$ 8,000.00	\$ -
6515 · Artist Fees	\$ 10,000.00	\$ -	\$ 800.00
6520 · Artist Travel & Accommodation	\$ -	\$ -	\$ -
6525 · Hospitality & Reception	\$ 250.00	\$ -	\$ 53.75
6530 · Licences & Tariffs	\$ 2,000.00	\$ 2,000.00	\$ 2,034.47
6535 · Programming Expenses	\$ 2,500.00	\$ -	\$ 1,838.68
6540 · Workshop Fees & Expenses	\$ -	\$ -	\$ -
6545 · Misc. Programming Expense	\$ 300.00	\$ 300.00	\$ -
6500 · PROGRAMMING - Other	\$ -	\$ -	\$ -
Total 6500 · PROGRAMMING	\$ 23,050.00	\$ 10,300.00	\$ 5,226.90
7000 · TECHNICAL			
7010 · Contract Staff - Technical	\$ 1,500.00	\$ 1,500.00	\$ 187.09
7020 · Equipment Acquisition - Tech	\$ 2,500.00	\$ 500.00	\$ 703.03
7030 · Equipment Rental - Tech	\$ -	\$ -	\$ -
7040 · Equipment Repair & Maint - Tech	\$ 5,000.00	\$ 2,500.00	\$ 261.30
7050 · Line Rental	\$ 4,000.00	\$ 4,000.00	\$ 1,986.98
7060 · Misc. Technical Expense	\$ -	\$ -	\$ -
7000 · TECHNICAL - Other	\$ -	\$ -	\$ -
Total 7000 · TECHNICAL	\$ 13,000.00	\$ 8,500.00	\$ 3,138.40
7500 · MARKETING & PROMOTION			
7510 · Contract Staff - Marketing	\$ -	\$ -	\$ -
7520 · Advertising	\$ -	\$ -	\$ -
7530 · Design & Printing	\$ -	\$ -	\$ 10.65
7540 · Postage - Marketing	\$ -	\$ -	\$ -
7550 · Misc. Marketing Expense	\$ -	\$ -	\$ -
7500 · MARKETING & PROMOTION - Other	\$ -	\$ -	\$ -
Total 7500 · MARKETING & PROMOTION	\$ -	\$ -	\$ 10.65
79000 · Uncategorized Expenses	\$ -	\$ -	\$ -
Total Expense	\$ 252,168.09	\$ 159,968.66	\$ 116,686.17
Net Income	\$ 24,916.91	\$ (17,053.66)	\$ (9,122.46)
Non-cash expenses	\$ 18,500.00	\$ 18,500.00	\$ -
Payments on promissory note principal	\$ (4,650.98)	\$ (4,650.98)	\$ (2,095.22)
Net Cash Flow	\$ 38,765.93	\$ (3,204.64)	\$ (11,217.68)

Notes to YE2021 Budget // prepared 20200316 rhailman@trentradio.ca

Two budgets are presented. The first is a “best case”, assuming successful funding applications with Canada Summer Jobs and the Community Radio Fund of Canada, and our receipt of our full levy. The second is a “worst case”, with both of those funding applications being denied and the return of the Student Choice Initiative with a 40% opt-out rate.

Income

Line 4010: Canada Summer Jobs: The full amount is 3 positions funded for 16 weeks at 35 hours weekly.

Line 4155: Other Provincial: TWSP funding

Line 4170: City of Peterborough: Community Investment Program

Line 4240: Individual Donations: This represents funding from monthly donations, the radio marathon, and other occasional donations. This could be increased with a concerted fundraising effort.

Line 4410: Special Events Donations: Receipts of donations at special events (concerts, listening parties, AGM, etc) other than fundraising events.

Line 4470: Net Fundraising Events Revenue: As there are no planned fundraising events outside of the radio marathon, this is estimated at \$0.

Line 4630: Net On Air Sponsorship – Local: There is a strong opportunity to increase sponsorship revenues. Amount budgeted reflects recent historical performance.

Lines 4650 and 4660: On Air Time Sales: Fees for paid non-sponsorship spots, typically for government or similar entities. Budgeted at \$0 as we do not actively solicit time sales.

Line 4760: Management Services – Trent Annual: Payment from Trent Annual is budgeted purely as the net, ie expenses and their 100% reimbursement are not captured on this budget. \$25,000 is the minimum contractual management fee, so income will likely be greater.

Line 4770: Production Services: Occasional fees for production services, e.g. CBC recording in Studio B and similar. Budgeted at \$0 as we do not actively solicit production services.

Expenses – Salaries & Benefits

Line 5010: Programming Wage: Director of Programming, wages and vacation, in both cases. Best case also includes three Canada Summer Jobs positions, and two positions funded by CRFC Radiometres funding.

Line 5070: Administrative Wage: Director of Operations, wages and vacation.

Line 5080: Employee Benefits: TCSA health & dental benefits for DProg & DOps.

Expenses – Administration

Line 6010: Contract Staff – Admin: Monthly bookkeeping. Expected to be much lower in YE21, as much of YE20 expense is related to Quickbooks migration.

Line 6055: Depreciation: Amount is determined at year end as part of financial review. Not a cash-flow expense.

Line 6065: Interest Expense: Interest on promissory note.

Line 6070: Legal & Other Professional: Amount budgeted is a contingency for unforeseen events.

Expenses – Programming

Line 6505: Contract Staff – Programming: Any expenditure here is contingent on project-based income, such as hiring to complete paid production projects.

Line 6515: Artist Fees: \$10,000 from Radiometres application.

Line 6525: Hospitality & Reception: Coffee, snacks etc. for workshops, pending successful Radiometres application.

Line 6535: Programming Expenses: Venue rentals for workshops, per Radiometres application.

Expenses – Technical

Line 7010: Contract Staff – Technical: Contingency for costs related to our broadcast certificate renewal, due in 2021.

Line 7020: Equipment Acquisition – Tech: Purchases of broadcast & recording equipment. \$2000 from Radiometres application.

Line 7040: Equipment Repair & Maintenance – Tech: None planned, contingency for emergencies only.