

TRENT RADIO BoD AGENDA
18 May 2020 – 6:00PM
to be held via teleconference

1. Chair's Opening Remarks and Agenda Approval
2. Presentation of Previous Board Minutes – March 30th, 2020
3. Operations report & grant update
4. Presentation of financial statements
5. HR committee – contract revisions
6. Board involvement in broadcasts
7. Any other business
8. Date of next meeting
9. Adjournment

Season Bizarre started on March 23rd, 2020, and does not yet have a scheduled end date. Trent Radio continues to meet CRTC License requirements including:

- broadcasting a minimum of 126 hours of Local Programming (Broadcast week is Sunday – Saturday, 6am – midnight), which includes our personal minimum of 42 hours of local programming per week, plus the 24/7 stream of Radio Free Peterborough (music & spoken word)
- Minimum percentage locally-produced spoken word required: 15% of the broadcast week or 18.9 hours per week of the standard 126 hour broadcast week.

** Note that locally produced programming is defined as programming produced “exclusively by or for” the station.

- Minimum percentage Canadian Content category 2: 35%
- Minimum percentage Canadian Content category 3: 12%
- Minimum percentage Canadian Content during musical selections ethnic broadcasting periods: 7%
- Minimum percentage of musical selections that must be from a category other than subcategory 21 (for community stations only): 20%
- Minimum percentage of category 3 musical selections required: 5%

Trent Radio BoD**March 30, 2020****MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario on Monday March 30, 2020**

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray

Regrets: Alissa Paxton, Bill Templeman, Katie Pedlar

Also present: Rob Hailmain, 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 6:14pm, 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 were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which were held on March 16, 2020, were approved.
3. 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 Season Bizarre is running Monday through Saturday and is featuring the pre-recorded content of 44 Programmers over 29 Programs. 54 hours of radio is being produced per week. Some archival shows are being played to ensure Category 3 content is satisfied. In addition, government updates and PSAs are being played. Trent Radio also being used as a communication tool for Curve Lake First Nation.
Studio V has been turned into a means of remote broadcasting. Trent Radio is considering using the government's 75% wage subsidy and is awaiting more information. The Trent Annual Yearbook is finished, and the Trent Annual are looking for means to give them out to students. The second installment of the Radiometers grant has been received. The squirrel trap isn't armed, and there is no sign of the squirrel. It is believed to be in self-isolation.
4. A budget for 2021 was presented. The start time and enrollment of the 2020/2021 Academic Year is unknown.
5. Rob and Jill have been given their contracts and have the opportunity to provide comment. The Board is likely weeks away from ratifying the contracts with legal advice, so the Board will grant Rob and Jill their raises starting April 6 via an official communication.
6. In Other Business, there was interest in brainstorming some morale-boosting activities.
7. The next Board Meeting will be April 13 at 6:00pm at via online video chat.
8. There being no other business, the meeting was adjourned at 6:52pm.

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 14 May 2020 rhailman@trentradio.ca

ASSETS	@ 30Apr20	@ 31Aug19	LIABILITIES	@ 30Apr20	@ 31Aug19
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,532.09)	(1,281.03)
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	78,268.32	7,947.41	Deferred Income	910.00	935.00
ING Savings	3.62	5,896.97	Accrued Liabilities	3,250.00	3,250.00
Paypal	511.89	0.00	Trillium StudioC	0.00	0.00
Cash In Bank	78,783.83	13,844.38	CPP Payable	797.54	(24.60)
Petty Cash: Programming	0.00	100.00	EI Payable	317.88	(44.79)
Petty Cash: Admin	0.00	(287.30)	Income Tax Withholdings	1,050.90	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Receiver General Net	2,166.32	(69.39)
Term Deposits	0.00	0.00	WSIB Payable	100.99	0.00
Accounts Receivable	800.00	15,518.20	GST/HST Payable	(3,029.14)	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	(2,928.15)	0.00
Receivables Net	800.00	15,518.20	TOTAL CURRENT LIABILITIES	<u>1,866.08</u>	<u>2,834.58</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	500.85	2,105.17	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>80,084.68</u>	<u>31,280.45</u>	CO Long Term Loan	29,200.78	32,014.04
			Deferred Contribution	0.00	0.00
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>29,200.78</u>	<u>32,014.04</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>31,066.86</u>	<u>34,848.62</u>
Buildings	213,566.01	213,566.01			
Office Equipment	20,774.21	20,774.21	NON-SHARE EQUITY		
Technical Equipment	333,487.10	333,487.10	Retained Surplus/(Deficit)	124,235.84	67,767.85
Technical Renovations	9,913.00	9,913.00	Net Retained Surp/(Def)	124,235.84	67,767.85
Fixed Assets at Cost	587,740.32	587,740.32	Current Surplus/(Deficit)	52,585.99	56,467.99
Accumulated Depreciation	(459,936.31)	(459,936.31)	TOTAL EQUITY	<u>176,821.83</u>	<u>124,235.84</u>
TOTAL FIXED ASSETS	<u>127,804.01</u>	<u>127,804.01</u>			
TOTAL ASSETS	<u><u>207,888.69</u></u>	<u><u>159,084.46</u></u>	LIABILITIES AND EQUITY	<u><u>207,888.69</u></u>	<u><u>159,084.46</u></u>

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 14 May 2020 rhailman@trentradio.ca

	01Sep19-30Apr20	01Sep18-30Apr19		01Sep19-30Apr20	01Sep18-30Apr19
REVENUE			EXPENSE		
GOVERNMENT GRANTS			SALARIES & BENEFITS		
Federal Grants	0.00	0.00	Programming Wage	27,584.00	49,938.69
Provincial Grants	0.00	5,902.79	Technical Wage	0.00	15,912.00
Municipal Grants	0.00	1,000.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	0.00	6,902.79	Administrative Wage	27,584.00	33,346.18
			TA Payroll	30,720.78	27,952.70
FUND RAISING			Benefits	2,300.99	3,405.31
Corporations	500.00	0.00	CPP Expense	3,451.12	5,256.04
Foundations	17,788.00	45,000.00	EI Expense	1,924.89	2,913.15
Private	28,020.52	6,801.84	WSIB Expense	216.55	
Leadership	0.00	0.00	TOTAL SALARIES & BENEFITS	93,782.33	138,724.07
Donations "In Kind"	0.00	0.00			
Net Donations	46,308.52	51,801.84	ADMINISTRATION		
Trent Student Memberships	135,186.26	155,764.64	Contract Staff - Admin	2,332.75	1,120.00
Commercial & Non-profit	400.00	600.00	Audit	3,948.17	3,670.10
Individual Memberships	975.00	1,450.00	Bank Charges	227.28	196.12
Discretionary M'ship Exp	0.00	0.00	Building R & M	11,610.46	10,587.19
Net Memberships	136,561.26	157,814.64	Building R & M - Upper	0.00	0.00
Special Events	138.85	350.00	Insurance & Security	4,133.93	4,371.81
Special Events Expense	0.00	0.00	Interest Expense	1,710.53	2,337.46
Net Special Events	138.85	350.00	Management Services Expense	6,850.73	(389.30)
Fundraising	0.00	160.00	Memberships & Subscriptions	1,211.11	
Fundraising Expense	0.00	(107.63)	Office Equipment & Software	961.33	
Net Fundraising	0.00	52.37	Office Supplies	124.05	329.24
TOTAL FUND RAISING	183,008.63	210,018.85	Postage & Courier	5.24	19.80
			Printing & Design - Admin	49.78	
EARNED REVENUE			Telephone	627.91	688.87
ON AIR Sponsorship	2,050.00	1,100.00	Utilities	3,295.72	2,950.89
ON AIR Sponsorship Expense	(83.15)	0.00	Volunteer Expenses	433.59	1,672.34
Net ON AIR Sponsorship	1,966.85	1,100.00	Misc. Admin Expense	120.29	3,588.08
Net Other Sponsorship	0.00	0.00	TOTAL ADMIN	37,642.87	31,142.60
On Air Time Sales - Local	800.00				
On Air Time Sales - National	1,272.25		PROGRAMMING		
Merch Sales	240.00		Contract Staff - Programming	500.00	10,855.70
Merch Sales Expense	(457.86)		Artist Fees	900.00	
Net Merch Sales	(217.86)		Hospitality & Reception	53.75	
Rental Income	6,601.30	7,424.00	Licences & Tariffs	2,156.19	2,951.63
Management Services	0.00	37,530.87	Programming Expenses	1,838.68	
Production Services	31.89		TOTAL PROGRAMMING	5,448.62	13,807.33
Net Misc Sales & Services	0.00	1,610.45			
TOTAL EARNED REVENUE	10,454.43	47,665.32	TECHNICAL		
			Contract Staff - Technical	187.09	
MISCELLANEOUS REVENUE			Equipment Acquisition - Tech	703.03	
Interest Income	7.50	259.62	Equipment R & M - Tech	261.30	1,779.06
Micellaneous Revenue	0.00	681.86	Line Rental	2,848.68	3,328.45
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL TECHNICAL	4,000.10	5,107.51
TOTAL MISC REVENUE	7.50	941.48			
TOTAL REVENUE	193,470.56	265,528.44	MARKETING & PROMOTION		
			Design & Printing	10.65	
			TOTAL MARKETING & PROMOTION	10.65	0.00
			TOTAL EXPENSE	140,884.57	188,781.51
			NET INCOME	52,585.99	76,746.93

Note: due to changes in bookkeeping software & practices in YE2020, individual income and expense accounts may not be comparable with previous years.