TRENT RADIO BoD AGENDA
13 July 2020 – 6:00PM
to be held via teleconference

1. Chair's Opening Remarks and Agenda Approval

2. Presentation of Previous Board Minutes – June 29th, 2020

3. Presentation of financial statements

4. Operations report

5. Resources for reopening
   - Trent U Return to Campus form
   - NCRA resources:
     - online course:
       https://ncra.northpass.com/c/3603119e2f63e363179256683417e71f9b66361f
     - policies from other stations: (may need login):
       http://members.ncra.ca/covid-19/covid-19-policies/

6. Any other business

7. Date of next meeting

8. 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 Comparative Balance Sheet (subject to adjustment and review) // prepared 10 July 2020 rhailman@trentradio.ca

ASSETS	@ 30Jun20	@ 31Aug19	.	LIABILITIES	@ 30Jun20	@ 31Aug19
CURRENT ASSETS				CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00		Accounts Payable	(1,598.78)	(1,281.03)
Boost & Freq Acct	0.00	0.00		Contract Obligation	0.00	0.00
General Funds Montreal	139,485.20	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	560.80	0.00		Trillium StudioC	0.00	0.00
Cash In Bank	140,049.62	13,844.38		CPP Payable	883.88	(24.60)
Petty Cash: Programming	0.00	100.00		EI Payable	350.69	(44.79)
Petty Cash: Admin	0.00	(287.30)		Income Tax Withholdings	1,249.84	(0.00)
Petty Cash: Summer Admin.	0.00	0.00		Receiver General Net	2,484.41	(69.39)
Term Deposits	0.00	0.00		WSIB Payable	73.04	0.00
Accounts Receivable	800.00	15,518.20		GST/HST Payable	(3,307.01)	0.00
Doubtful Accounts	0.00	0.00		Other Witholdings Net	(3,233.97)	0.00
Receivables Net	800.00	15,518.20		TOTAL CURRENT LIABILITIES	1,811.66	2,834.58
Student Levy Receivable	0.00	0.00				
Prepaid Expenses	606.34	2,105.17		LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	141,455.96	31,280.45		CO Long Term Loan	28,104.91	32,014.04
				Deferred Contribution	0.00	0.00
FIXED ASSETS				TOT. LONG TERM LIABILITY	28,104.91	32,014.04
Land	10,000.00	10,000.00		TOTAL LIABILITIES	29,916.57	34,848.62
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)	115,107.56	56,467.99
Accumulated Depreciation	(459,936.31)	(459,936.31)		TOTAL EQUITY	239,343.40	124,235.84
TOTAL FIXED ASSETS	127,804.01	127,804.01				
TOTAL ASSETS	269,259.97	159,084.46		LIABILITIES AND EQUITY	269,259.97	159,084.46

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 10 July 2020 rhailman@trentradio.ca

REVENUE	01Sep19-30Jun20	01Sep18-30Jun19
GOVERNMENT GRANTS		
Federal Grants	0.00	0.00
Provincial Grants	0.00	5,902.79
Municipal Grants	1,000.00	1,000.00
TOTAL GOVERNMENT GRANTS	1,000.00	6,902.79
FUND RAISING		
Corporations	500.00	0.00
Foundations	19,788.00	45,000.00
Private	30,232.86	8,217.85
Leadership	0.00	0.00
Donations "In Kind"	0.00	0.00
Net Donations	50,520.86	53,217.85
Trent Student Memberships	135,186.26	155,764.64
Commercial & Non-profit	400.00	700.00
Individual Memberships	1,050.01	1,625.00
Discretionary M'ship Exp	0.00	0.00
Net Memberships	136,636.27	158,089.64
Special Events	138.85	350.00
Special Events Expense	0.00	0.00
Net Special Events	138.85	350.00
Fundraising	0.00	220.00
Fundraising Expense	0.00	(107.63)
Net Fundraising	0.00	112.37
TOTAL FUND RAISING	187,295.98	211,769.86
EARNED REVENUE		
ON AIR Sponsorship	2,050.00	1,100.00
ON AIR Sponsorship Expense	(83.15)	0.00
Net ON AIR Sponsorship	1,966.85	1,100.00
Net Other Sponsorship	0.00	0.00
On Air Time Sales - Local	800.00	
On Air Time Sales - National	1,272.25	
Merch Sales	240.00	
Merch Sales Expense	(457.86)	
Net Merch Sales	(217.86)	
Rental Income	7,275.95	9,290.66
Management Services	86,590.19	71,374.34
Production Services	1,183.89	
Net Misc Sales & Services	0.00	2,838.70
TOTAL EARNED REVENUE	98,871.27	84,603.70
MISCELLANEOUS REVENUE		
Interest Income	7.50	268.35
Micellaneous Revenue	0.00	681.86
Amortisatn Dfrd Contribtns	0.00	0.00
TOTAL MISC REVENUE	7.50	950.21
TOTAL REVENUE	287,174.75	304,226.56

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

EXPENSE	01Sep19-30Jun20	01Sep18-30Jun19
SALARIES & BENEFITS		
Programming Wage	37,584.00	67,684.14
Technical Wage	0.00	20,592.00
Publicity Wage	0.00	0.00
Administrative Wage	37,584.00	39,230.80
TA Payroll	33,217.20	29,363.95
Benefits	2,300.99	3,405.31
CPP Expense	4,530.86	6,605.30
EI Expense	2,422.51	3,587.20
WSIB Expense	269.54	
TOTAL SALARIES & BENEFITS	117,909.10	170,468.70
ADMINISTRATION		
Contract Staff - Admin	2,592.60	1,700.00
Audit	3,948.17	3,670.10
Bank Charges	240.38	231.87
Building R & M	11,919.16	10,922.85
Building R & M - Upper	0.00	110.00
Insurance & Security	4,133.93	4,371.81
Interest Expense	2,311.07	2,337.46
Management Services Expense	6,850.73	2,618.77
Memberships & Subscriptions	1,211.11	
Office Equipment & Software	1,011.72	
Office Supplies	167.70	483.19
Postage & Courier	5.24	21.70
Printing & Design - Admin	49.78	
Telephone	783.61	842.00
Utilities	3,895.76	3,718.90
Volunteer Expenses	433.59	1,830.18
Misc. Admin Expense	120.29	4,571.89
TOTAL ADMIN	39,674.84	37,430.72
PROGRAMMING		
Contract Staff - Programming	500.00	10,905.70
Artist Fees	4,000.00	
Hospitality & Reception	53.75	
Licences & Tariffs	2,156.19	4,122.34
Programming Expenses	1,838.68	
TOTAL PROGRAMMING	8,548.62	15,028.04
TECHNICAL		
Contract Staff - Technical	187.09	
Equipment Acquisition - Tech	1,728.99	
Equipment R & M - Tech	261.30	3,219.54
Line Rental	3,746.60	4,140.25
TOTAL TECHNICAL	5,923.98	7,359.79
MARKETING & PROMOTION		
Design & Printing	10.65	
TOTAL MARKETING & PROMOTION	10.65	0.00
TOTAL EXPENSE	172,067.19	230,287.25
NET INCOME	115,107.56	73,939.31

Departmental return-to-campus plan

June 17, 2020

The Trent Forward plan outlines how Trent University will gradually resume physical operations with attention to health and safety for all members of our campus community while ensuring high quality teaching, learning and research, and the long-term resilience and vitality of Trent and our local communities.

At this time, departments that meet the criteria for phase 2 or 3 of the Trent Forward plan **are requested to develop and submit a return-to-campus plan**. This includes those services permitted by the province to reopen now, including summer pilot projects, and departments, buildings and services need to support the return of students in the fall. *It is important to note that, based on public health and provincial directives, those who can work from home should continue to work from home*.

This process & form should also be used for one-time events that occupy a large space or involve a large number of participants e.g. orientation, for which more complex planning is required; for buildings such as the Student Centre; and for tenants of Trent buildings.

We recognize many departments have already been thinking about and planning for their return. This form will allow the capture of information necessary to ensure coordinated and safe returns with needed institutional supports. *Approval of the plan is required before staff, faculty or students return to campus*.

Submission, Review and Approval process

Your return-to-campus plan must be submitted to the Dean or Vice President of your division. They will review the plan to ensure the service/ department meets the requirements to return to campus in phase 2 or 3. They will then submit the form to the Return-to-Campus (RTC) working group through Bruno Bianco (Chair) and Patti Kidd (Coordinator). This committee is comprised of members of the Facilities Management team, Health and Safety department and joint committee, security, and HR. Their job is to assess the availability of resources to support the plan (e.g caretaking for common spaces), the impact on shared spaces, and the sufficiency of health and safety measures. If the plan is approved, the manager completing the form will be notified and they can proceed to implement the plan as described, according to whether Trent is in phase 2 or 3. Modifications may be requested to reflect pressure on common spaces or the need for more H&S measures, or required based on changing government or public health directives.

To allow time for review of the plan, and subsequently cleaning, installation of needed protective measures and signage, please factor in sufficient lead time from submission of your plan to when you wish or need to resume operations. The committee will escalate review of plans for the summer pilot projects.

Support for developing and implementing a Return-to-campus plan

To support you in developing and implementing this plan, Trent will provide a number of resources that include:
- Health and safety education module, which includes directions on daily individual screening
- Access to a supply of cleaning materials, signs, protective barriers, cloth and disposable masks through a central purchasing portal
- A collection of resources to assist in your planning on a new Trent Forward portal. Here are a few great starting points: https://www.ontario.ca/page/resources-prevent-covid-19-workplace https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan https://www.ontario.ca/page/reopening-ontario-whats-each-stage

Planning Considerations

Please consider these five elements in developing your plan. These are the foundation of the Trent Forward plan, and are based on current public health guidelines and provincial directives, and as such, may change and require changes to your plans.

- Prepare the physical infrastructure and space:
  - Physical distancing of 2m/ 6ft must be maintained. In most cases, this means spaces can accommodate 25-30% of typical capacity. Where spaces do not permit physical distancing, consider alternate work plans (e.g. staggered start times, remote working, virtual participation), closing spaces, alternate locations, barriers, or other means. When physical distancing cannot be maintained (e.g. when moving through corridors), people should wear a mask or face covering.
  - If departmental spaces will be receiving visitors, appropriate precautions will need to be taken. This includes signage, handwashing/sanitization prior to entering, the ability to maintain physical distance, protective barriers, sanitization of any high-tough surfaces, and wearing a mask or face covering.
  - Develop cleaning and sanitization responsibilities and routines for your staff within your own work area. You will be asked to designate individual(s) who will monitor cleaning and safety, as well as review with your team on a regular basis sanitation protocols. Cleaning by caretaking staff will be scheduled for common/public areas including exterior doors, hallways, bathrooms and open public spaces. Departments should plan on maintaining cleaning supplies (ordered through central purchasing portal) for regular wipedowns of surfaces within their departments. Note that some departments (e.g. Health Services, labs) may have higher sanitization requirements.
  - Installation of protective measures (e.g. plexiglass) and signage as needed. These will be available through a central purchasing portal
  - Adapting and modifying campus spaces to support physical distancing, controlling access, and reducing touchpoints. You should consider what surfaces in your department are high touch and how touchpoints can be reduced. This can include measures like removing shared-use items such as kettles/microwaves, etc. Limit use of shared spaces unless necessary, and consider the physical movement of staff and others throughout your space.
  - If physical distancing may require different or additional spaces (e.g. meeting with students in an office too small for 2m/6ft distance), identify this and propose alternative space(s) that may be suitable. IF necessary, continue with a mix of remote and in-person services.

- Support staff, faculty, students, and visitors
  - Understand what challenges remain for staff in coming back to campus. Accommodate members of your team who are in a vulnerable population, live with someone who is a member of a vulnerable population, or who have accessibility or special needs. Provide options for those with continuing child care and family responsibilities.
  - Identify any special requirements that require customization of the education module for your department
  - One non-medical mask will be provided for all staff, faculty and students, with the requirement for them to be cleaned daily. Additional quantities can be ordered through a central purchasing portal, charged back to the department.
  - Staff providing in-person services (e.g. health assessments) or some students (e.g. in nursing labs) may require PPE, also available through the central purchasing portal with the cost covered by central budget.
  - If visitors or clients are a part of your service, you will need to develop a policy or protocol to make clear the requirements and expectations to keep staff and visitors safe, and how you will communicate this. You may wish to consider a supply of non-medical disposable masks (available through central purchasing portal). Consider how and where visitors will gather and wait.
  - Phase or space your return-to-work plans, or continued remote working where necessary (e.g. schedule staff for different days to have office open).
  - Communicate the needs for isolation and quarantine in the case of illness
  - Is your department space physically accessible to individuals who are mobility-impaired? Do you have alternative means of communicating information (e.g. signage) for the visually-impaired? Do you anticipate other accessibility needs to reopen your department?
- Campus and community capacity
  - What shared services and spaces will you require or desire access to? Consider, for example that food services may be limited or unavailable, or that public spaces may be prioritized for student use
- Effective engagement and communications
  - How will you regularly ensure staff understand and adhere to required practices, and how you will get and share feedback if changes or supports are needed?
  - How you or staff will address issues related to failure to comply (e.g. training/scripts for individuals to use, reporting mechanism)
- Contingency planning
  - How will you adapt to changing conditions, including further loosening or retightening of physical distancing restrictions?
  - How will you respond if temporary closure is required?

Department Return-to-Campus Plan

1. Department Information

Department or Service name: Click or tap here to enter text.

Building/s: Click or tap here to enter text.

Name and title of department head:Click or tap here to enter text.

Email: Click or tap here to enter text.   Phone number: Click or tap here to enter text.

2. Expected reopening needs

Briefly describe the rationale for requesting a return to campus, and what services you wish to provide/ operations to resume that cannot be provided remotely:

Click or tap here to enter text.

What is your timeline for returning to campus, should it be permitted: Click or tap here to enter text.

What buildings or rooms will you need to access: Click or tap here to enter text.

Any additional comments on the above information: Click or tap here to enter text.

Do you anticipate internal or external visitors to your department when you reopen?   ☐ Yes ☐ No

   If yes, do you have spaces for them to gather or meet that meet physical distancing requirements?   ☐ Yes ☐ No

   Please identify up to three other locations that may be suitable for engaging with visitors: Click or tap here to enter text.

   Do you need additional masks or other PPE to serve visitors? Describe and indicate quantities for planning purposes (once the plan is approved you will need to order these): Click or tap here to enter text.

Do you have external partners/organizations who need to access your space?   ☐ Yes ☐ No

   If yes, do their plans and yours align?   ☐ Yes ☐ No

   Please identify any issues or challenges you anticipate working with external/partners organizations and how they will be resolved: Click or tap here to enter text.

3. Controlling the risk of transmission in your workspace

How you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene?

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather ideas about different ways of working?

Example: We have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Enter your actions here:

Click or tap here to enter text.

Do you anticipate needing to install barriers/physical distancing in your department?   ☐ Yes   ☐ No

If yes, briefly describe what you think will be needed:

Click or tap here to enter text.

What signage will be needed for your working areas:

Click or tap here to enter text.

Briefly describe what high-touch surfaces may need to be cleaned, modified or removed:

Click or tap here to enter text.

What is your anticipated staff & faculty complement when you first reopen? Click or tap here to enter text.

How will you accommodate physical distancing in your workplace?:

Click or tap here to enter text.

Are students part of your return to campus plan? How many will need to be accommodated?:

Click or tap here to enter text.

Briefly describe your plan for ensuring accessibility for individuals with disabilities or other special needs (if different than usual):

Click or tap here to enter text.

Briefly describe if you need additional resources or support to resume on campus work:

Click or tap here to enter text.

---

4. Monitoring. Evaluating and responding to changes

How often will you schedule a review of your plan? How will you get input and ideas from staff, faculty and visitors? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Click or tap here to enter text.

Communication and education checklist (once initial reopening approval received)

Has everyone on your team reviewed the safety module? ☐ Yes

Have you held a (virtual or physically distanced) team meeting about safety requirements? ☐ Yes

Have you agreed how you will raise compliance concerns with each other and with others? ☐ Yes

Have you identified individual(s) who will monitor compliance with safety plan? ☐ Yes

Have you identified individual(s) who will ensure high-touch surfaces are sanitized? ☐ Yes

Have you updated your website/other materials about departmental opening hours/requirements? ☐ Yes

Have you planned contingencies if any member of your staff needs to self-quarantine? ☐ Yes

Have you developed a plan for regular check-ins with your team to evaluate and modify plans? ☐ Yes

Do you have an inventory of cleaning supplies (ordered through central purchasing portal) for regular wipedowns of surfaces within your department? ? ☐ Yes