

TRENT RADIO BoD AGENDA
10 August 2020 – 6:00PM
to be held via teleconference

1. Chair's Opening Remarks and Agenda Approval
2. Presentation of Previous Board Minutes – July 27th, 2020
3. Operations report
4. Board member nomination progress
5. HR committee – contracts & job descriptions
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 BoD

July 27, 2020

**MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Monday, July 27, 2020**

Present: Shannon Culkeen, Brazil Gaffney-Knox, Alissa Paxton, Bill Templeman

Regrets: Alex Campagnolo, Michael Gray, 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 6:09pm, with Brazil Gaffney-Knox acting as Chair, and Alissa Paxton 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 was held on July 13, 2020, were approved.
3. The Board accepted the resignation of Alex Campagnolo.
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.
 - a. Canada Summer Jobs positions have been hired with Jill, Rob, and Shan making up the hiring committee. Alexia Kambanis as full-time Summer Producer and Alex Campagnolo and Carmen Himma as part-time Archive Assistants. Changes to hours/terms being approved by Grantor. Alexia and Alex started today, allowing Rob and Jill to take vacation next week.
 - b. Parts for Studio B computer borrowed from Maars Music and automation should be back up this week.
 - c. Fence currently being erected by Gary Peeples.
 - d. Our 6 TWSP positions have been approved. Waiting to hear about TIP funding.
 - e. Working with Arthur on new student outreach and programming.
 - f. Supporting OPIRG Dis-Orientation Week programming.
 - g. TCSA Handbook ad has been purchased and submitted.
 - h. Jordan Cook has taken on garden and lawn maintenance – looking great!
 - i. Regular summer concerns about Trent Radio House (specifically the upstairs office) will only grow with climate change/global warming.
5. Board adopted COVID policy for re-opening Trent Radio House to staff, volunteers and contractors (attached below). Shan shared a list of recommended workplace PPE.
6. HR Committee:
 - a. Rob and Jill submitted a draft of the job descriptions and included a 2000 proposal for Fundraising and Membership Coordinators for information.
 - b. Brazil will forward latest/final contract draft and set meeting date for HR Committee to finalize Directors' contracts for goal deadline of August 31st.
 - c. Working on HR Policy drafts.
7. Board Vacancy: Alissa to draft call for volunteers with deadline of August 21.
8. The next Board Meeting will be August 10 at 6:00pm via online video chat
9. There being no other business, the meeting was adjourned at 7:01pm.