

TRENT RADIO BoD AGENDA
9 November 2020 – 6:00PM
to be held via teleconference

1. Chair's opening remarks and agenda approval
2. Presentation of previous board minutes – October 19th, 2020
3. Operations report
4. Re-opening (or not) & dates to revisit
5. Nominating committee – board nominations for 2020/2021
6. HR committee – vacation policy
7. Any other business
8. Date of next meeting
9. Adjournment

Trent Radio Board Meeting October 18th, Meeting Begins at 6:06 PM

Attendees: Brazil Gaffney-Knox, Bill Templeman, Alissa Paxton, Shannon Culkeen, Michael Gray, Katie Pedlar, Rob Hailman, Jill Staveley

Regrets: Jehan Mahboob

Alissa makes a motion to approve the agenda. Seconded by Bill. Motion carried.

Operations Report:

Jill- "We are preparing for graceful decay which starts on reading week." No major changes to note.

Rob and Alex painted studio C- next is shelving for records from IKEA. Delivery will be \$175 so some chat about renting a van.

Year end review. Rob will deliver to John West at Grant Thornton and charitable return and CRTC return by the AGM.

Trent Radio got approximately \$19,300 from the Community Radio Fund of Canada- covid relief funding for local programing to be put toward Jill's salary.

Reopening date-

Trent Radio is going to continue to follow the lead of the Trent University community. Trent radio has no live programming. The intention is to keep this on the agenda in the event that things change.

Other Business:

The fundraising committee has sent an appeal to 82 past donors and a thankyou note to 10 recent donors. The Mailing cost us \$138. We went back to twelve years of past donors.

Nominations Committee:

A nomination committee needs to be formed for the AGM to nominate the board member. The board needs to be seven members and a majority of students.

AGM:

Once nominations are in then we can do the notice. We need at least ten members for it to be a legitimate AGM.

HR Committee:

Next meeting is regarding vacation on October 26th.

Date of the next meeting- November 9th over Zoom at 6pm

Meeting adjourned at 6:40pm

Trent Radio Policy Document: Human Resources

Vacation

Purpose and Scope:

Trent Radio supports fair, equitable, and transparent employment practices for all of its employees. Providing clear terms and benefits to employment assists to attract and retain quality employees who facilitate the best possible environment for the community to grow through the use of Trent Radio. As such, this policy shall govern vacation time for permanent employees.

This policy shall only apply to regular Trent Radio employees, and shall not be applied to student employees funded through the Trent Work Study Program, the Canada Summer Jobs Program, or other employment programs funded by government or external organizations. Exceptions to this application may be made on a case by case basis, as deemed necessary, by the Board of Directors.

Terms & Definitions:

For the purpose of this policy document, terms used will be defined as follows:

Permanent Employee: An employee who is hired on an on-going basis with no specific or predetermined end date to their employment.

Vacation/Benefits Year: The period from September 1, to August 31 of the following calendar year.

Years of Service: The length of the employee's continuous employment with Trent Radio, calculated from the employee's hire date, and prorated accordingly, based on the employee's FTE status, in the case of part-time employees.

Vacation:

1.0 Entitlement

Vacation entitlements shall be calculated based on the employee's years of service on September 1st each year, based on the chart below. For the purpose of vacation entitlement, a week shall be defined by the regular number of hours of work per week as defined in the employee's letter of offer / employment contract.

Years of Service	Vacation Days per Year
Less than 1 year	Two weeks , prorated based on date of hire
1 – 4 years	Two weeks
5 – 9 years	Three weeks
10 years	Four weeks
11 years and over	Four weeks + 1 day for each year of service beyond 10 years

2.0 Carry Forward

Employees may carry forward up to the equivalent of one week of vacation entitlement, which remains unused at the end of any Vacation Year, for use only in the next Vacation Year. Carry forwards of any unused vacation is not permitted for more than one consecutive year.

3.0 Entitlement at Separation

At the time of termination or resignation, an employee will be entitled to be paid for the prorated portion of their unused vacation entitlement for the current Vacation Year, equal to the period from September 1 to the date of layoff, termination or resignation.

4.0 Scheduling

Vacation entitlement shall be used at times mutually agreeable to the employee and Trent Radio, and shall usually be requested no less than two weeks in advance. In the case where concurrent vacations will cause undue harm or hardship to Trent Radio's operations, vacations will be granted based first on the order in which they are requested, and then based on seniority.

Update History:

Approved by the Board of Director on November 9, 2020