

ANNUAL GENERAL MEETING of T R E N T R A D I O
- a corporation without share capital -
Monday, 29 November 2021, 6 p.m. to be held via teleconference

=== AGENDA ===

- 1.) Call to Order, President's opening remarks, land acknowledgement and setting of the agenda.
- 2.) MOTION to approve minutes of the last Annual General Meeting held on 29 November 2020.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.
Namely: Yearbook Management Report; Project Staff; ~~Donations, Sponsorship & Earned Revenue~~; Director of Operations; Director of Programming; and President.

MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.

MOTION to confirm all resolutions of the Board.

- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2021 with an independent Financial Review. And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and an extraordinary MOTION, to appoint the accounting agents to prepare an independent Financial Review for the next fiscal year ending 31 August 2022.

- 5.) REPORT of the Nominating Committee and election of Directors. As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership.

The Nominees in alphabetical order are: **Hannah McCammon (s), Alissa Paxton (c), Katie Pedlar (s), Ness Pringle (s), Tim Snoddon (c), Andréanna Sullivan (s), & Bill Templeman (c)** (s = student & c = community member)

Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting. Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by a responsible Trent Radio representative, by **11 a.m., Sunday, November 14th at Trent Radio House, 715 George Street North.**

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of their election or within ten (10) days thereafter and throughout their term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after they shall have been elected or until their successor shall have been duly elected or qualified. Members of the Board of Directors shall be capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 6.) Onwards and upwards: Staff Introductions & current projects
- 7.) Any other business
- 8.) MOTION to adjourn

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish.

Subject to review and amendment, Trent Radio by-laws state that "all full time Trent University students are members of Trent Radio"

MINUTES of the ANNUAL GENERAL MEETING of TRENT RADIO
held via teleconference Sunday, 29 November 2020, 2 p.m

Present: Alexander Campagnolo, Cormac Culkeen, Shan Culkeen, Rob Farr, Blake Frazer, Brazil Gaffney-Knox, Robert Gibson, Michael Gray, Rob Hailman, Grayden Hatherly, Alexia Kambanis, Missy Knott, Roy Layer, Jehan Mahboob, Mary Grace Murphy, Breanon Narendra, Alissa Paxton, Jill Staveley, Bill Templeman, Esther Vincent, Skye Vasey, Spencer Wells, Devon Wilkins

1. Notice of the meeting having been duly published according to the bylaws of the Corporation, and a quorum of the members being present in person, the meeting was called to order and declared duly constituted at 2:02 PM, chaired by Brazil Gaffney-Knox and Katie Pedlar recording the minutes of the meeting. The agenda was agreed upon and discussion followed.
2. The minutes of the previous Annual General Meeting from December 8th, 2019 were presented. Upon a motion made by Rob Gibson, seconded by Alissa Paxton, and carried, the minutes were approved.
3. The Reports of the Directors, Committee Chair, Staff and Officers were presented. Shan Culkeen presented the Yearbook Management Report. Jill Staveley presented the Donations Reports. Rob Hailman presented the Sponsorship & Earned Revenue Reports. Director of Operations Reports were presented by Rob Hailman. Director of Programming Reports were presented by Jill Staveley. Rob Hailman presented the Scapegoat report. The President's report was presented by Brazil Gaffney-Knox. Upon a motion made by Alissa Paxton, seconded by Rob Far, and carried, the reports of Directors, Committee Chair, Staff and Officers were approved.

All Board minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the Trent Radio website throughout the year. Upon a motion made by Shan Culkeen, seconded by Alissa Paxton, and carried, it was resolved that all resolutions and acts of the Board since the last Annual General Meeting, held 8 December 2019, were approved.

4. The Financial Review Engagement Report for the fiscal year ending 31 August 2020, with an independent financial review, was presented by Rob Hailman. Upon a motion made by Cormac Culkeen, seconded by Shan Culkeen and carried, the Financial Review Engagement Report was approved. Upon an extraordinary motion duly made by Cormac

Culkeen, seconded by Alissa Paxton, and carried, Grant Thornton Chartered Accountants were appointed to conduct an independent Financial Review for the next fiscal year, ending 31 August 2021.

5. The Report of the Nominating Committee was presented by Katie Pedlar. The Chair of the Board reported that no further nominations had been received, as provided by the bylaws of the corporation. Nominees confirmed they were Canadian citizens and aged eighteen or older, and declared that a majority of nominees were enrolled as students of Trent University. The Nominees introduced themselves and explained their interest in serving on the Board. Upon a motion duly made by Cormac Culkeen, seconded by Rob Gibson, and carried, it was resolved that the Report of the Nomination Committee be accepted, and that the nominees presented, namely Alissa Paxton (community member), Bill Templeman (community member), Tim Snodden (community member), Brazil Gaffney-Knox (student), Katie Pedlar (student), Michael Gray (student), Jehan Mahboob (student) were appointed to the Board of Directors, and are duly elected to represent the corporation and hold office until the 2021 annual election of Directors subject to provisions and bylaws of the Corporation.
6. Other business discusses the intentions for Trent Radio to continue to support “at-home” programming and ensure that Trent Radio House remains closed until it is safe to reopen.
7. There being no other business, the meeting was adjourned at 3:40 PM.



2020-21 Annual Report

Trent Radio as a Cultural Organisation and as a Broadcaster

Established and operated by the students of Trent University for the benefit of the community as a whole and in anticipation of broad community participation, Trent Radio is designed with the production of exceptional radio in mind. Its aims and objectives include producer-oriented programming and the production of creative local radio.

Trent Radio Aims To:

- Maximise diversity of programming.
- Inspire creative contributions to radio programming.
- Increase awareness of the power and potential of radio.
- Encourage and inspire a positive use of radio.
- Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.
- Formalise its operations so as to promote fairness, clarity and efficiency in its decisions.
- Encourage access to the facilities by both the Peterborough area and Trent communities.
- Encourage the production of programming which reflects both of these communities.
- Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond.

Gary Schelling, Glenn Bell, Joanna Rogers, Mary Pace, Paul Merriam, John K Muir, Robert Campbell, Graham Longford ~ April 1984

The two other main forms of radio in Canada are public radio and commercial radio. Public radio is represented by the CBC, which exists to promote "high" culture and a national identity. Commercial radio exists to create an audience to be sold to advertisers.

Charitable Purpose:

1. The operation of a cultural & education community production and radio broadcast facility in Peterborough.
2. Training & support for those interested in learning of the aural arts.
3. The production & distribution of original spoken & other audio works.
4. The institution & maintenance of instruction pertaining to aural/oral theory & practice.
5. The provision of equipment & facilities in the furtherance of the above
6. Organizing & pursuing common production/performance interest & linkages with other local charitable organizations.

Administrative Mission:

The general support for the education as well as the artistic, research and administrative activities by those involved in the organisation. The provision of radio production equipment and related training, workshops, direction and facilities in support of radio programming activities and programmer development, and; In carrying out that mission the following functions are performed: The operation, maintenance and development of 715 George Street which houses an archive, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment; The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of Internet accessible stream sources; The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers and community contributions.

2020-21 Board of Directors

Brazil Gaffney-Knox - I am a recent Trent grad currently working as Co-Editor-in-Chief of Arthur Newspaper, another levy group just down the block. I have been on the board at Trent Radio since 2017 and I have witnessed many changes: growth, loss, learning, chaos, and calm. Thanks Rob and Jill for being magicians, rockstars, and superheroes. This is a very special place.



Michael Gray - 2020-21 President -

Michael Gray is a Philosophy student at Trent University. He is proud to be involved with Trent Radio because he believes that platforms for the free exchange of ideas and creativity are fundamental in cultivating an intellectually healthy community. Michael considers himself lucky to have worked for Trent Radio as the Local Content Archivist Assistant; that experience provided a greater understanding of Trent Radio's rich history in Peterborough's music scene and how public radio has been—and continues to be—a vital creative hub.



Jehan Maboob - Currently in his third year in the Business Program. Jehan enjoys being part of such a vital organization that provides a variety of content that enriches all listeners.



Alissa Paxton – 2020-21 Board Treasurer

Alissa is the Development Associate (fundraising admin) at the YWCA Peterborough Haliburton. She is an alumna of Peter Robinson College (2001) and has volunteered with Trent Radio as a Programmer and Operator. In her spare time, she's an auntie, political organizer, baker and gardener.



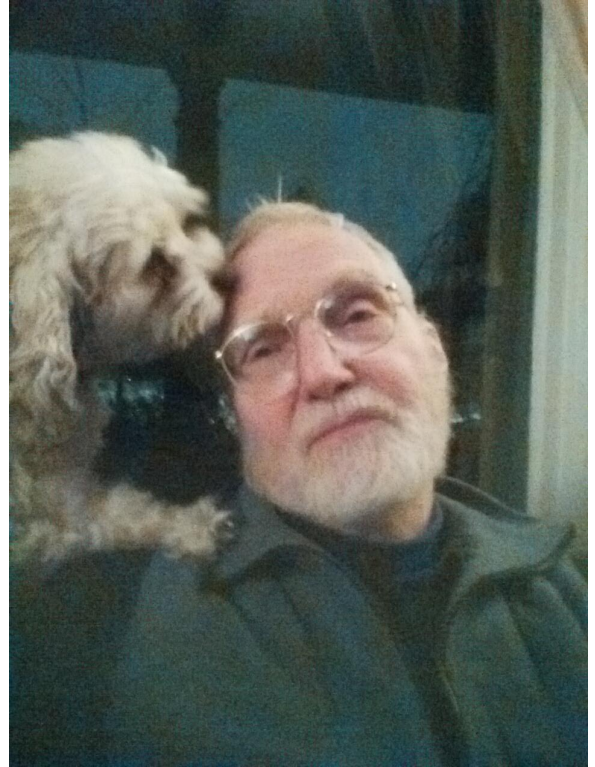
Katie Pedlar - 2021 Board Secretary Hi There Radio Lover, I'm an Trent undergraduate student who serves as secretary on TR Board of Directors. I am a former and future programmer who loves listening to the silly and interesting and earnest stories that come out of our community. I big believe in the Peterborough media landscape and that everyone has a story worth telling!



Tim Snoddon - Hi my name is Tim Snoddon and I am sitting on the Board of Directors at Trent Radio. While I have family who live in the Electric City I have only been in Peterborough for one year. Regardless I knew as soon as I came that I wanted to play a role in the community and nothing fits that better for me than community radio. I couldn't help myself from also being one of your Trent hosts, every Saturday at 8.



Bill Templeman - 2020-21 Board Chair - Back in the early spring of 2018, Bill was looking for a way to become involved in the municipal election in October of that year. By chance, he happened to hear an announcement on Trent Radio about openings for summer programmers. He submitted a program proposal and soon found himself in a screening interview with the redoubtable Mauricio Interiano. At first, Bill only wanted to interview candidates for city council. On May 2 Pints & Politics was launched. Since then, Pints & Politics has featured candidate interviews, panel discussions and interviews on local, provincial and federal politics, plus discussions on issues such as environmental degradation, climate change, the lack of housing in Peterborough, the opioid crisis, universal basic income, the non-profit sector, urban planning, downtown gentrification, the arts community, the international student experience, poetry, the pandemic, local nuclear manufacturing, the US presidential election, and the very occasional panel discussion about hockey. He owes the success of this program to the patient and timely coaching of Jill Staveley, Rob Hailman, and numerous volunteer operators who come to his aid on-air when bad technical things suddenly erupted and instant panic set in. Bill is also grateful to the dozens of guests who have graciously appeared on these programs over the years.



Yearbook Management Report for Trent Radio AGM

Prepared November 2021 by Esther Vincent, admin@trentannual.ca

Intro:

The Trent Annual Yearbook is one of Canada's longest-lived student run university yearbook organizations.

Each year, a group of new and returning students takes on the task of creating a high quality yearbook. Produced during the fall and winter terms, the yearbook is for all Trent students across all faculties, and is presented to graduates each year at convocation. After convocation, copies of the yearbook are made available through department offices and events throughout the year.

While it is produced to a budget, it is made with skill, professionalism and creativity. It is a service for students, creating opportunities for learning skills in publication management, book design, photo editing, team management and communications and distribution. Each copy of the Annual is a physical memento that can be enjoyed for years to come.

Trent Radio is contracted to oversee the administrative aspects of the publication and to provide general support for the ongoing operations of the Trent Student Annual Publishing Corporation.

Mission:

The yearbook mission is to tell the unique stories of each academic year. The staff of the yearbook function as story-tellers, archivists and documentarians.

This mission includes:

- the provision of production equipment and related training, workshops, direction and facilities in support of yearbook production and staff development;
- the operation and maintenance of an office at 751 George Street North which houses production, storage and meeting facilities;
- the production and distribution of a full colour, hardcover yearbook;
- the provision of salaried and contracted production personnel to provide photographic, design and distribution services along with staff oversight, mentoring and evaluation

Planning and development:

This year's operations were managed by returning senior staff member Fareeda Imana as EiC, with Esther Vincent providing support as Chief Learning Officer.

Trent's distance learning model provided many challenges during the 2020-21 year. There were few on campus activities, so finding content for the book proved very difficult.

With a skeleton staff and limited events, the book struggled in the first half of the year. However, in the second term, two new staff members were hired as Communications Officers. With the guidance of CLO Esther Vincent, these staff reached out to students, college offices and faculty. Enough material was received to create a one-of-a-kind yearbook that will remain as an excellent record of the Trent environment during the COVID pandemic. The valuable position of Communication Officer will be retained in future years.

Convocation for 2021 was postponed along with 2020 convocation. Distribution of 2019-20 and 2020-21 books will continue throughout the following academic year. They will also be distributed during convocation of 2022.

Rishabh Joshi was appointed Editor in Chief for the 2021-22 year. He and Esther Vincent will form the management core 2021-22 production year.

Archive Manager Report

Prepared by Alex Campagnolo

Over the last fiscal year, my goal as Archive Manager at Trent Radio was to strategically downsize the Trent Radio Vinyl Archive in Studio C. The project has been a success, as we were able to go from 8,123 records to a concise group of 2,971 records that align with the aims and objectives of Trent Radio. The project can be broken into five parts: analysis, external review, reorganization, consolidation, and supplementary research. Below is a summary of each.

Analysis

In June 2020, Carmen Himma and I went through the original Trent Radio Vinyl Archive .txt file and objectively graded its records on their relative “keepability”. Referencing Trent Radio’s Aims and Objectives, we determined that in order for a record from the collection to be kept, the piece had to satisfy any two of four qualifying criteria: Canadian Content (CanCon), not CRTC Content Category 21 (rock, pop, dance), not available on a music streaming service (e.g. Spotify, Apple Music), and/or be considered a rarity (a limited pressing, or worth more than \$50 on Discogs). In addition, anything “radio related” was considered a piece that would automatically be kept. Interviews, compilations, 12”s, sound fx, and radio samplers were all included in this special group.

External Review

Once the analysis was complete, the first draft of the Trent Radio Vinyl Archive Master List (herein referred to as the Archive List) was made. To ensure no records of significance were left out on accident, the list of records that did not qualify for the Archive List was distributed to local experts who were given the opportunity to appeal if they felt something was worth keeping. Ten experts contributed their thoughts.

Reorganization

In January 2021, with the help of Jordan Cook, we brought all of the original archive’s records from the Trent Radio basement to Studio C. Referencing the Archive List, we sorted the records. Records to be kept were shelved and the records that were not to be kept were brought back to the basement. At present, it is undetermined what will be done with the records that are not in the new archive.

Consolidation

Once all of the records identified from the Archive List were shelved in Studio C, again with the help of Jordan Cook, they were cross-referenced with the Archive List to consolidate an inventory. Unfortunately after years of the original archive being open to the public, many records were missing or presumed stolen.

The records were put into order by their original archive date of entry and relabelled with a new reference number, which was noted in the Archive List. The Archive List was then sorted into alphabetical order by artist name. The Trent Radio Vinyl Archive Master List is now finalized, and will be made available to the Trent Radio community upon the Archives’ official reopening, which is to be determined.

Supplementary Research

Additional research is being conducted on the Archive List to maximize its use and accessibility. Genre(s), subgenre(s), and the original year of release is being added to the Archive List, which previously only featured artist, album, label, and CanCon status. After the supplementary research is complete, an analysis will be done on the archive data and shared with the Trent Radio community.

Canada Summer Jobs

1) Summer Producer May17-Sep04 - Skye Vasey

Job Description: The Trent Radio Summer Producer, Broadcasting will be responsible for the general day-to-day operations, the production of a regularly-scheduled radio broadcast targeted at youth and children, and promotion of community events during Trent Radio's Summer Broadcast Season. The SPB will enhance outreach to youth and children in the Peterborough community by producing local content featuring events, organizations and activities in our area focused on youth involvement.

The SPB will also act as a liaison for programmers and on-site guests by assisting with technical operations, organizing production schedules, and modifying physical and technological barriers for persons with disabilities and exceptionalities as required for the production of community radio. Outreach will also include coverage and promotion of summer festivals and events in the Peterborough region to highlight the volunteers and staff working behind the scenes, as well as featuring the event activity and element of community celebration found in the crowds.

Responsibilities and Accomplishments:

- Maintenance and reconciliation of program logs
 - weekly scheduling of sponsorships
- Maintenance of PSA@trentradio.ca email
 - Maintenance and organization of Smooth Operator binder
 - Researched local events beyond newsletters that PSA@trentradio.ca receives
- Produced a tri-weekly 30 minute show targeted at children with each episode featuring a read story time and kids music
 - acquired read Storytime submissions from several local children's authors
 - Recorded acoustic covers of kid's songs
 - Episodes have been edited for archive and can be aired at any time.
- Created PSAs to promote local children's events
- Weekly check ins of the Trent radio building (mostly on Fridays)
 - Check mail, voicemail, ensure there has not been a basement flood etc.
- Produced a weekly Instagram live session in August: "Creators corner" with co-worker Grayden Hatherly
 - Interviewed programmers about their show
 - discussed how to complete program proposals
- On Site operation during the "radio on the lawn" radio project day
- Hosted two programme proposal workshops
- Interviewed local election candidates and created PSAs informing citizens as to how to participate in upcoming election
 - All interviewed candidates were given the same seven questions and a 25 minute cut off length

2) Archives Clerk May17-Sep03 - Grayden Hatherly

Job Description: Worked under the supervision of the Director of Operations to implement a new digital archive policy, to support volunteer programmers and community members in the production of exceptional community radio. Responsibilities included: analyzing Trent Radio's existing digital archiving systems, re-classifying and catalogue Trent Radio's digital music and spoken-word artefacts as necessary, maintaining the on-going accession of music and spoken-word programming, and seeking and new submissions of local music from the broader Peterborough community.

Notable events and accomplishments:

- Processed 694 albums for Libretime between May 17 and September 1, 2021
- Recorded interviews with 8 local artists for radio broadcast
- Received and processed over 10 new albums between May 17 and September 1, 2021
- Organized the Radio Project Day Pride Broadcast for June 26, 2021

- Participated in the first live broadcast from Trent Radio House in over a year on August 22, 2021 as part of Radio On The (virtual) Lawn and learned how to work in StudioA.
- Worked with the Summer Producer to create an ongoing promotional series for Instagram Live

Community Radio Fund of Canada: Radiometres - Producer Oriented

September 1, 2020 - June 27, 2021

1) Producer Oriented, Project Coordinator: Laurel Paluck - September 2020 - June 2021

Project Goals

- Engage with new community members. Build strong community partnerships.
- Provide training, support and guidance to community members for the purpose of creating Producer Oriented Programming. Deliver creative and skill development workshops featuring local guests with experience and expertise.
- Increase the amount of locally produced Indigenous programming broadcast on Trent Radio.

Producer Oriented had 3 components

1: Curve Lake First Nation Project: "Amplifying Curve Lake Voices": Community Liaison job posted, interviews and hire, Community Liaison orientation and training, community outreach materials created, participants orientation, audio recording, audio editing and vocal warm up workshops designed and conducted, weekly 1.5 hour broadcast began Jan 04 produced by 10 participants. Broadcast features Anishinabek music, language, land-based knowledge sharing, storytelling, along with contemporary music, sports talk, health and lifestyle and interviews from Curve Lake voices.

2: New Canadians Centre: "Storytelling and Community Radio for Newcomers": Project began Feb 2, weekly sessions with 4 workshops in storytelling x2, audio recording and audio editing. 6 participants were engaged in recording original stories for broadcast. This project will allow producers to create at least 3 hours of new programming.

3: Kawartha Pine Ridge District School Board: This project aimed at bringing the power and potential to students will commence in April. Initial work has begun with discussions with three teachers from different schools, each having identified needs and abilities in their classrooms, including Covid protocols and work arounds. We anticipate 8 hours of new programming.

Results

Members from the Curve Lake First Nation communities were introduced to Trent Radio through Missy Knott's social networks and outreach with the CLFN band council.

CLFN members were invited to attend workshops and information sessions about Trent Radio's "Producer Oriented" project.

Amplifying Curve Lake Voices weekly broadcast began Jan 04 2021 with 20+ participants

Storytelling and Community Radio for Newcomers (NCC) had producers creating their own stories and taking on an extra project to bring their voices to a script written by a participant inspired by Covid.

The group began meeting in February. Participants met online, and were provided support, guidance and training to create, record and produce short radio segments featuring stories of their personal experiences. This project was very successful, and ran a second time later in the Spring.

Regional Educators were provided with the opportunity to engage with radio as a learning and COVID-19 safe presentation tool. Regional Educators brought their own ideas to the table, and programming that featured originally scripted radio dramas, jokes, sports news, information as well as messages of gratitude were produced with and by the students featured in each segment.

2) Community Liaison Report - Missy Knott - September 2020 - May 2021

ACLV Producers (18)

Anthony Gabriel
Cherianne Cybluskie from Blue Jay Botanicals
Cheyenne Hough
David Taylor
Edwin Van Wylick
Chris Taylor aka Johnny Mouthwash
Josh & Rivor from Josh & Rivor's Weekly Sports Update
Lyrik Elizabeth
Nikki Satira

The Ninja Academy
Jason Gilbert from Peterborough Native Learning Program
Scarlett Grace
Suzanne Smoke
Ivana Claire
Maggie Cummings
Ryan Robertson & Meredith Kurteweg

ACLV Artists/Presenters (7)

John Wager - Interviewed by Producer Cherianne on his journey through wood working.
Jay Odjick - working in Media, his journey working with Robert Munsch and now on a feature film in LA. Technology, covid barrier and mostly language revitalization.
Tracks Program - Storytime, allowing us to use their storytime readings to play on air.
Dave Jordens
Twila Knott
Alex Campbell
David Taylor
Braydon Crebar
Scarlett Grace
Andrew Shedden

Project Overview:

This project was a difficult project to navigate during a pandemic. Despite technical issues, internet access barriers, scheduling barriers, communication barriers and all sorts of other struggles among individual lives that are hard to pull yourself away from, this grant and opportunity successfully found a platform for community voices.

Amplifying Our Voices will be continued for another season by volunteers who found such enlightenment while seeking their Producer goals.

Josh & Rivor now provide a Weekly Sports Update every week updating the community on sports news, events, scores and more. Anthony Gabriel is going on to make a full length album after being given the opportunity to share his words and music with a wider audience, closer to his home community. Dining With Davey is now a series after having Dave Jordens speak to us about Indigenous Food on the West Coast and being welcomed into the Indigenous community.

I truly believe this project would have been even more successful if it weren't for all of the barriers that the pandemic caused. In my experience working with Indigenous people from my community, the best work is done when shown in person and when there is a level of alignment that is supported for individuals with adhd. It is hard to limit steps when you can't all be in the same room, so one email would turn into 10 and things get lost making it very difficult to feel successful for a lot of participants. A lot of these participants were trying on their Producer Hat for the first time, and I really wish I could have been a cheerleader in their office to support them with editing etc, it was sad to see people give up so soon.

I truly believe this project was perfectly thought up and out, the only real barriers were things that couldn't be fixed because of COVID 19 protocols. I wish that I could have physically been with people to make sure everyone was technically set up, organized etc. There were a lot of people too quiet or insecure to mention their barriers. If we were all in one room or at Trent Radio House, we could have really supported each other better!

Operations Report – ye21 (September 2020 – August 2021)
Prepared by Rob Hailman, Director of Operations, for Trent Radio Annual General Meeting
Presented on November 29, 2021

This is another bizarre year at Trent Radio for the history books! For much of the past year, I was in the unique position of being the only person regularly at Trent Radio House, checking the mail, shoveling the snow, occasionally tinkering with the equipment, but mostly just ensuring the place was still there and still a place for our community to make radio. I am grateful for the passion & resilience of the Trent Radio staff, board, and community, for continuing to inspire me in this work.

Trent Radio's current management structure is inspired by a phrase in our daily sign on and sign off: "When Trent Radio applied for a license to the CRTC, it filed a comprehensive promise of performance making specific commitments as to its *operations and programming*."

To that end, the Director of Operations is responsible for the governance and administration of Trent Radio, and the maintenance of Trent Radio's broadcast license, charitable status, and physical assets. Responsibilities include technical arrangements and equipment, physical plant matters, regulatory compliance and reporting to government and regulatory agencies, and management of financial affairs.

In a broad sense, the role of the Director of Operations is to ensure that Trent Radio, both as an organization and as a broadcast facility, is present and functional, and then get out of the way so that the Trent and Peterborough communities can make weird & wonderful radio.

Broadcast technology: We relied entirely on automated broadcasts throughout all three seasons this year, predominantly through the hastily-assembled processes put in place in March 2020. At the beginning of the summer season, we successfully migrated to Libretime, an open-source broadcast automation system. While not without flaws and challenges, it is proving to be more manageable and sustainable than the previous system.

Automation through Libretime opens up new possibilities for out-of-schedule times, replacing the complete randomness of Radio Free Peterborough with programming chosen at random from our archives based on different criteria - such as different categories of archived programming or local music at different times, or designating tracks to be played at night only.

At the very end of the summer season, we made our first tentative steps towards resuming live in-person programming, with a "virtual" Radio on the Lawn broadcast hosted live by Skye Vasey and Grayden Hatherly. I was gratified to discover that, after 17 months, the Studio A that we know and love remained in good working order.

Broadcast certificate and license: Trent Radio's authorization to broadcast comes from both the CRTC, which issues a broadcast *license* governing our programming, such as Canadian Content, minima for spoken word and category 3 programming, etc., and ISED which issues a broadcast *certificate* governing our technical operations such as the location, frequency and power of our transmission facilities. Both the license and certificate were due to expire on August 31, 2021.

With the assistance of Gary Hooper at HP Services and Roger Cole at Corus Entertainment, Trent Radio successfully applied to ISED for a renewed broadcast certificate, issued on August 31, 2021, and expiring August 31, 2028.

The CRTC granted Trent Radio two successive one-year administrative renewals to our broadcast license, extending its duration to August 31, 2023. The renewal process is expected to begin in June 2022.

Grants & Contributions: Trent Radio is privileged to receive the support of a number of organizations which make our operations and programming possible. In this fiscal year, these organizations include:

- the City of Peterborough, through a Community Investment Grant,
- the Community Radio Fund of Canada, through the Radiometres program and COVID-19 relief funding,
- Corus Entertainment, for donation of antenna space on the CHEX-TV tower,
- the Government of Canada, through the Canada Summer Jobs program,

- Electric City Culture Council, as part of Artsweek Shift, and
- Trent University, through the Trent Work Study Program.

Physical plant: While we had many hopes and dreams for physical improvements at Trent Radio House over the past year, the ongoing pandemic made progress difficult with skyrocketing costs of materials and difficulty recruiting contractors. In summer 2021 we had a building inspection performed by Birch Home Inspection which affirmed that there are no major issues needing urgent attention with the building, but many opportunities for small improvements in the coming months and years.

After installing the fence between our property and the Peter Robinson Townhouses in August 2020, there have been much fewer issues and concerns with use of our driveway and parking lot, but not none. I am grateful for our upstairs tenants for helping us keep an eye on the safety and security of Trent Radio House while the building was closed and quiet.

Donations & Fundraising: While Trent Radio was once again unable to hold our annual radio marathon and fundraiser in spring 2021, Trent Radio conducted two successful fundraising campaigns in the past year: a mail-out campaign in the fall, and an online “peer-to-peer” fundraising campaign through CanadaHelps in the spring, both on the initiative of treasurer Alissa Paxton. Thanks to the success of these campaigns, donations this year were comparable with last year.

Memberships: After the uncertainty caused by the Student Choice Initiative, membership revenues have returned to trend for this fiscal year. The Ontario Court of Appeal heard the government’s appeal of the ruling quashing Student Choice Initiative, which was dismissed on August 4th, 2021. While this ruling could be further appealed to the Supreme Court, the government has indicated they do not intend to pursue this.

With the impact of the on-going pandemic on education, through the fiscal year there was much uncertainty surrounding enrolment, spurring a concern that the switch to online learning might cause students to postpone their education. While this may have occurred, enrollment at Trent continues to rise rapidly.

Sponsorships: This area does well in fits and starts, and works best in tandem with outreach. After some success in the past few years, recruiting new sponsors proved challenging this year for obvious reasons.

Trent Radio also occasionally receives some revenue from time sales for announcements from government and related agencies. This amount is largely out of our control, but was much higher than the typical amount due to a number of government agencies seeking to broadcast public health announcements.

Earned Revenue: For the most part, earned revenue is derived as rent from the residential apartment, with production, management & recording fees and sponsorships making up the balance. Earned revenue also includes net revenue from the Trent Annual management agreement, and all earned revenue not otherwise captured such as production & recording fees.

Donors:

From all of us at Trent Radio, thank you to all our donors who contributed in the past year.

Kemi Akapo	Cormac Culkeen	Steve Guthrie
Michael & Sonja Barker	Shannon Culkeen	Dave Hawkins
Ayesha Barmania	Quinn de Vries	Sarah Hazell
Bennett Bedoukian	Pam de Vries	John Hoffman
Vince Bierworth	Su Ditta	George Jamieson
Gregory Brophy	James Doran	Angelo Kambanis
Dave Brown	Ben DuVal	Mary Katradis
Satah Cameron	Robert Farr	Liam Kennedy-Slaney
Lou Cicconi	Pénélope G.	Sue Kuisma
Dwayne Collins	Scott Gordon	Olivia Kunzel
Marie Croutch	Andy Gray	Tara Lawson

Ingrid Layer
Roy Layer
Nathaniel Laywine
William Lee
Fynn Leitch
Mike Lobovsky
Paul Locke
Miriam Lyall
Jeff Macklin
Charlie and Hayley Martin
Lisa Mattina
Sandra Mattina
Steven May
Brian McCarthy
Leslie McGrath
Alisha McGregor

Bryan McKellar
Ryan Mclean Purdon
Thomas Miller
David Muir
Susan Newman
Karol Orzechowski
Alissa Paxton
Will Pearson
Lynn Pineau
Marie-Eve Plante
Lolly Pluck
Ian Robinson
Lucas Schaefer
Darragh Scollard
Maureen Scollard
Anne Siess

Jo Sippola
Brian Smith
Brian & Jane Smith
Tim Snoddon
Jill Staveley
Mark Staveley
Scott Stuart
Ziysah von Bieberstein
Bree Walpole
Emily Watkins
Clare Watson
Jim and Jean Watson
Gary Wilson
Timothy Wilson
Barbara Woolner

Programming Report – ye21 (September 2020 – August 2021)
Prepared by Jill Staveley, Director of Programming, for Trent Radio Annual General Meeting
Presented on November 29, 2021

The role of the Director of Programming is to generally be aware of, and accountable for the Programming that broadcasts through the facilities of CFFF-FM, 92.7 on the FM dial in Peterborough, Nogojiwanong. Each season, Trent Radio Members are invited to submit Programme Proposals. The Proposals are then reviewed for merit, training requirements, compliance requirement fulfillment, and completion. The goal is to approve and schedule every Programme Proposal if we are able. Sometimes this requires some back-and-forth between the Director of Programming and soon-to-be-programmers to make sure that the idea, format, production goals and timeline will meet CRTC regulations, fit within Trent Radio's Aims & Objects, and be deliverable.

STATEMENT OF PERFORMANCE September 2020 – August 2021:

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one month.

Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is kept on file indefinitely as a resource for backup shows and archives.

Programmers are reminded to account for all music played noting CanCon and other information.

For Seasonal Stats & Information, Statements of Performance are attached to this package.

Reference: The Commission's primary objective for the community radio sector is that it provide a local programming service that differs in style and substance from that provided by commercial stations and the CBC. The programming should be relevant to the communities served, including official language minorities. The Commission considers that community stations should add diversity to the broadcasting system by increasing program choice in both music and spoken word.

They should contribute to diversity at three levels:

Community stations should offer programming that is different from and complements the programming of other stations in their market. Their not-for-profit nature and community access policies should assist them in contributing to the achievement of this objective.

Community stations should be different from other elements of the broadcasting system, including commercial stations and stations operated by the CBC.

The programming broadcast by individual community stations should be varied and provide a wide diversity of music and spoken word.

Each Broadcast Week (6am - midnight, Sunday to Saturday), Trent Radio is required to meet CRTC license obligations including Canadian Content quotas (35% for Category 2 Music, 12% for Category 3 Music), Spoken Word quotas (15%) and internal goals of Foreground Format expectations unless exemption is requested on the Programme Proposal each Season. Each approved Programme is expected to deliver content for each week of the season that matches the outline and format proposed and approved on the Programme Proposal. If Programmers wish to modify their programme format or topic in the middle of a broadcast season, they are expected to notify the Director of Programming, and fill out a new Programme Proposal. Spoken Word, Canadian Content and Musical Content Category statistics are calculated on a weekly basis for CRTC compliance.

Our license requirements regarding Content Categories are based on our license type (Community) and our specific license conditions (CFFF):

CRTC Community License

- at least 20% of all musical selections be drawn from categories other than sub-category 21.
- the Commission will require, by condition of licence, that all campus and community stations broadcast a minimum of 15% spoken word each broadcast week. For the purpose of this requirement, all spoken word shall be locally produced.

CRTC CFFF-FM Specific

- The licensee shall devote, in each broadcast week, a minimum of 12% of its musical selections from content category 3 (Special Interest Music) to Canadian selections broadcast in their entirety.
- The licensee shall devote no less than 5% of all musical selections to selections drawn from Category 3

Trent Radio Internal Policy

- Maximum 5% Hits (as per non-competition agreement with CORUS)
- 25% of programming be devoted to Foreground Format (an old CRTC requirement that we continue to value and strive to achieve). Measurement of this goal is not set up.

~

INTRO: We've survived a whole broadcast year entirely remotely. We've learned, we've persevered, and we've learned a lot about finding ways to connect and manufacture community in virtual and determinedly intentional ways. Trent Radio has always had a loose definition for Local - and this past year we were able to welcome programmers and community members from far away, and continue to keep connection. We're living in the future friends! And I'm forever grateful to the incredible people I work with, and who continue to laugh at my joke about trying to make eye contact over Zoom (though I honestly still do it almost every time).

THANK YOUS: To everyone who showed up. To everyone who communicated when they couldn't show up. To everyone who wanted to find a way to keep connected, but couldn't figure it out. Thank you for still being here. Thank you for keeping up and patiently waiting for the on-site opportunities to become available again. We're getting closer, and we'll need all of your energy and ideas to fill the airwaves with new possibilities and community radio soon!

STAFF STRUCTURE: Each year we reevaluate our staff structure a little. We do this to find the wonky brick in the foundation (there's always one), and see how we can make the structure more stable for the people and the organisation. As we shore up one brick another always starts to move - so this, in my experience, has been a regular process. We continue with a 2-person management team, Thing 1 & Thing 2, otherwise known as the Director of Programming and the Director of Operations. Our jobs are to find ways to provide student & contract staff with the opportunity to learn, engage, make some messes - and then clean them up. Our jobs are to make sure that the organisation is stable so that we can get out of the way and let the community run the joint. It has been much trickier to pull this off in an entirely virtual landscape - but we continue to engage with the notion, and prioritise learning by doing, and providing employment for Trent U students and other community members.

PEOPLE: Trent Radio relies on many different people for many different reasons. We have Programmers who make radio; Operators who support the Programmers and help with special projects and programming admin; co-op, placement and for-credit student contributors who do a wide range of things from taking risks and making radio all the way to preparing the statistical data used to complete the Statements of Performance; TWSP & TI Staff who support the Operations of Trent Radio in the archives, on air, with production projects in the community, reconciling programme logs and keeping the space clean and safe; Board Members who oversee and participate in the governance of Trent Radio; Contract staff for grant projects and special events...and more....so many more.

WHO	FALL'19	SPRING'20	SEASON BIZARRE	Fall'20	Spring'21	Summer'21
VOLUNTEERS & PRODUCERS (OPS, BOD, VOLUNTEERS)	107	105+	80+	71	90	65
PROGRAMMES	77	74	55+	65	56	39
TRENT U	30	28	~25	20	26	13
COMMUNITY MEMBERS	59	54	~55	45	60	43
CLUBS/GROUPS	7	7	~5	6	7	2
OPERATORS/SELF-SUPPORT	25	31	10	n/a	n/a	n/a
TWSP, TI & PLACEMENT (CUST, MDST, TES, COOP, ETC)	6	35	n/a	4	5 (+40 through CUST3139H in Ptbo & Durham)	n/a

2020/2021 Contract Staff

20/21TWSP Incoming Music Archivist Grayden Hatherly
 20/21TWSP Local Content Production Manager MG Murphy
 20/21TWSP Local Content Production Manager Skye Vasey
 20/21TWSP Admin Assistant Alexia Kambanis
 20/21CSJ Archives Clerk Alexander Campagnolo
 2020CSJ Archives Clerk Assistant Carmen Himma
 RM2021 Producer Oriented Project Coordinator Laurel Paluck
 RM2021 Producer Oriented Community Liaison Missy Knott

2020-2021 Operators & Self Support Programmers:

Alexander Karas	Iris Muir
Jesse McRae	Devon Wilkins
Miranda Rigby	Roy Layer
Robert Gibson	Missy Knott
Jacob Hanna	Wes Grist
Bill Templeman	Gemma Grover
Nick Sorrie	Justin Evangelho
Spencer Wells	Meara Watson
Yvonne Lai	Charlie Watson
Cora Muir	Cormac Culkeen

Clubs/Groups/Organisations making Radio: During the 2020/21 year programming was produced by CCB Peterborough, All Saints Anglican Church, Trent Queer Collective, The Centre for Women & Trans People, Scared Scriptless, KSAC, NCC, Trent Alumni, Wild Rice Records, NCC, KPRDSB, TRACKS, Traill College, Arthur, TISA, Cultural Studies Department (CUST 2035 & 3139H), T TOK, Precarious Festival, IFTC/Carried Away, Milkweed School.

Special Projects & Community Projects

Producer Oriented - Funded by The Community Radio Fund of Canada, a project to engage with and amplify new voices in our community. Projects specifically include activity with CLFN members/community, NCC members/community, local youth through educational institutions. The project is led by Laurel Paluck & Missy Knott. Please see reports for more information.

Community Grants/City of Peterborough - Funding to increase archive access and capacity to provide programmers with reliable resources and structure for remote broadcasting.

Precarious Festival – Precarious Artwork Festival is a series of events in downtown Peterborough, organized by Kate Story & Ryan Kerr (TOK) that seeks to explore and present artworks that delve deep into the notion of precarity. Trent Radio strives to engage with our local arts scene by recording and/or broadcasting content that highlights and showcases the artists and their work. We continue to build our relationship with local artists through support of, and involvement with this festival.

In From The Cold – Every year we record the live performance from In From The Cold, an annual fundraiser for the YES Shelter, and broadcast the show on December 25th. It is a lovely tradition, a special way for the volunteer performers to hear the show, a beautiful addition to our Local Content Archives, and lets people know they can make donations. This past year we were able to support the event by producing a retrospective compilation, hosted by John Hoffman, that broadcast for 2 nights in lieu of being able to produce a live show. The event and programming brought in over \$10,000 for the YES Shelter for Youth and Families.

Sadleir House - We all wish we were sitting at the JK Muir Dining Hall having the AGM right now, and look forward to working with Sadleir House to come up with more wild and wonderful ideas to incorporate our services and mandates.

New Canadians Centre - We have continued to build our relationship with the New Canadians Centre through grant activities, as well as a commissioned production project called The Living Library Radio/Podcast series. Working together, NCC & Trent Radio create audio recordings that feature and highlight stories of home and belonging from members of the NCC.

CUST Internships - A 4th year for-credit internship through Media Studies/Cultural Studies. Spencer Wells engaged with Trent Radio behind the scenes to support fundraising, governance, compliance, project and production tasks. He was a valuable member of the community, and was able to engage with an experiential learning opportunity.

EC3/Artsweek Shift: The Radio Is A Stage was an integrated community arts engagement as part of the annual Artsweek Festival. Local artists worked in collaboration to expand the possibilities of their artform and present their works through and audible media. Artists worked in groups to produce a collaborative segment, and the content was broadcast on the radio.

RPM Challenge: The Record Production Challenge underwent a management transition, and is now being organised by Elling Lien in St. John's Newfoundland. As avid promoters and participants in the annual RPM challenge, we were connected by a mutual friend (Mathias Kom) with the hopes to engage more people with the event and cultural phenomenon. We worked with other members of the NCRA to develop a "hub" mentality, where Campus/Community Radio Stations could champion and promote the idea with a local spin, and international participation. It was a super great connection, and I look forward to keeping the RPM torch burning in February 2022.

Notable Dates/Activities:

AUG23-SEP08 SUMMER/FALL 2020 Shut Down (2 weeks)

SEP08-DEC04 FALL 2020 BROADCAST SEASON (12 weeks)

DEC05-JAN03 ENTRE SEASON (4 weeks)

JAN03 – APR24 SPRING 2021 (16 weeks)

APR25-MAY01 Spring Shut Down (1 week)

SUN May 02 to SAT Aug 21 (16 weeks)

AUG22 – SEP7 Summer/Fall 2021 Shut Down (2 weeks)

FALL 2020 SEASON

TU Sep 08 - Fall Season Start, with slow roll out of programming
WE Sep 09 - Campus Media Zoom, Weekly TH @ 2pm w/Trent Radio & Arthur
FR Sep 11 - Clubs & Groups Day (online/Instagram)
MO Sep 14 - DisOrientation Radio Segment: Alexia Kambanis w/Food Not Bombs
WE Sep 30 - NCC Radio Project - Living Library Radio/Podcast Premiere WE Sep 30 - Fall Programme Proposal Deadline
SA Oct 03 - Homecoming/Alumni Association Radio Project Day
TU Nov 24 - Radio Birthday Party for Devon Wilkins
SU Nov 29 - Annual General Meeting
SU Dec 06 - Entre Season Start
FR Dec 11 & SA Dec 12 - In From the Cold At Home - fundraiser for YES
SU Dec 13/14 - Off Air for Planned Technical Maintenance
SU Dec 20 - Vigil Radio Project
MO Dec 21 - Solstice Radio Project/Granny & the Star Child Radio Re-Tell: A Gratitude Collage, Shared by students from Highland Heights PS, Milkweed School, & Queen Mary PS. Laurel Paluck(CFGP)
TH Dec 24 - Christmas Eve Special Radio Programming
FR Dec 25 - Christmas Day Special Radio Programming from the Archives

SPRING 2021 SEASON

Jan 03 – Spring Season Start
Jan 04 – ACLV Radio Broadcast Starts (Producer Oriented Radio Project – funded by CRFC – Missy Knott)
TRENTU CLASSES START: MON JAN 11
Jan 15 – Virtual Clubs & Groups Day
Jan 22 – Trent U Levy Council Meeting
Jan 28 – CSJ Funding Application (3 positions – Rob did this)
Jan 30 – SOCAN, Re:Sound (T1B), CMRRA Payments for Broadcasting (analogue)

Feb 01 – RPM Challenge Begins (weekly programming from Spencer & Trent Radio as official local community RPM hub, programming from RPM International)
Feb 01 – NCC Workshop Series – Newcomers Storytelling (RM2021)
Feb 9 – Meeting w/Nona Robinson – Levy Groups no longer eligible to use TrentU Payroll for TWSP
Feb 12 – Trent U Levy Council Meeting
Feb 14 – Let The Sunshine In Radio Project Day
Feb 15- Feb 19 – TrentU Reading Break
Feb 19 – Amendment to CRFC Producer Oriented Budget/Spending approved by CRFC
Feb 22 – Artsweek Shift Proposal – The Radio Is A Stage (Rob did this)
March 1 – RPM Challenge End & RPM Showcase radio show (weekly/Rob) starts
March 1-31 – Community Fundraiser for Frequency Fortitude (CFFF!)
Mar 7-25 – Rendezvous de la Francophonie PSA Campaign (through NCRA)
Mar 11 – CRFC RM2122 Grant Application Submitted – Your Radio Is A Stage
Mar 22-26 – NCRA Station Manager Summit (online)
Mar 31 – ISED Renewal Submitted (Rob)
April 1 – Re:Sound new Tariff T1B2 (for online streaming – simulcast/webcast)
April 1-15 – Summer Programme Proposal Workshops
April 16th – SU21 Programme Proposal Deadline
April 19-May 01 – New Programmer Orientation Sessions
April 20th – Summer Planning Meeting
April 23rd – Trent U Levy Council Meeting
April 23rd – Staff Party Online
April 25 – May 01 – SHUT DOWN / Install Libertime

SUMMER 2021 SEASON

May 02 - Season Start
May 02 – ACLV Radio Project Day (RM2021)
May 05 - First Monthly Operators Meeting (carried through the summer)

May 15 - Joe Hall BDay Radio Celebration
May 17 – Canada Summer Jobs (Summer Producer & Archives Clerk) start.
May 20 - Letter written regarding Bill C-10
May 26 - Trout Rodeo - the Virtual Collection - published to:
<https://www.trentarthur.ca/print/trout-rodeo-21>
May 30 - Sun June 6th - The Radio Is A Stage (Artsweek Shift)
June through August - Programming Committee Meetings
Jun 7 - Application submitted for collaborative project with RC4G* Ptbo to Arts Alive Funding
Jun 25 - RM2021 Project Coordinator Contract End
Jun 25 - Levy Groups Meeting
Jun 26 - Pride Radio Project Day
Jun 27 - NCC Multicultural Day Presentation of RM Project from Newcomers Group
Jun 30 – A Day To Listen (Downie Wenjack Fund National Radio Project)
Jul 1 - 94 Calls To Action Radio Project
Jul 12 to 16 - Jill on Vacation
Jul 15 - Home Inspection completed by Chritopher Culgin of BIRCH Home Inspections
Jul 26 - Archives Re-Sort Completed
Aug 9-14 - Peer Feedback Project
Aug 9-13 - Rob on Vacation
Aug 10 - RM2021 Final Report
Aug 20 - Season End
Aug 21 - (virtual) Radio On The Lawn
Aug 30 - CRTC Licence renewal postponed, granted admin renewal until August 2023
Aug 31 - ISED Certificate available
August – Producing NCC Living Library Series #2
August - New Collaboration with AGP to promote the organisation, and specifically KAST

President's Report

by Michael Gray

Hi there, my name is Michael Gray and I have been a sitting board member for a few years now, and I have been acting as president for this past year. I want to say thank you to all the volunteers, Rob, Jill, and the board of directors for all their hard work keeping radio alive in our community. Trent Radio has been through some difficult times in the past few years. The passing of our founder, John K. Muir, the Student Choice Initiative, and I don't know if you have heard about the global pandemic that's still happening.

I have been continually impressed—and not at all surprised—by the strength and resilience of our community and, most of all, by Rob and Jill. They have made it possible for Trent Radio to not only survive but thrive through every single curve ball this messed-up world throws at them.

Unfortunately, this year I will be stepping down from the board. I cannot give the amount of time and dedication that this position and this community deserve. Trent Radio has given me so much, and I hope I have put in a fraction of that.

Thank you all for the love you put into what you do.

It is felt and it truly does matter.

- Michael

Current Staff Members & Upcoming Projects

Scarlett Palmer - TWSP Physical Plant

Like a cryptid inhabiting a stony undercroft, I am Scarlett Palmer, the physical plant at Trent Radio. I keep the station neat and tidy for our staff, operators, and programmers, and once upon a pre-covid time our visitors too. When I manage to escape the station, I am also getting my B.S.W at Trent and volunteering with Peterborough Pride and The Centre for Women and Trans people.



Mridul Harbhajanka - TI International Radio Correspondent

Hi everyone, my name is Mridul Harbhajanka (she/her) and I also go by Mimi! I'm a third year international student at Trent and I'm originally from India. My position at Trent Radio is that of an International Radio Correspondent, and my role is to basically highlight and represent the international community at Trent University, through a weekly radio show called 'Being International.'



**Katrina Creelman - Local Content
Production Assistant**

My name is Katrina Creelman, and I am a 20-year-old writer, performer, and Local Content Creation Assistant with Trent Radio. I am extremely passionate about film and television, hence the theme of my Trent Radio show! So far, I am absolutely loving connecting to students through the language of media.



Skye Vasey - TWSP Administrative Assistant

Skye Vasey is a third year Environmental Science student currently studying at Trent University and working as an Administrative Assistant at Trent Radio. This fall he has been primarily working to maintain the Smooth Operator Announcement binder as well as assisting with various administrative tasks, both virtually and on site



Gray Hatherly - TWSP Incoming Music Archivist

"I've worked at Trent Radio since September 2020 as the Incoming Music Archivist. I'm also a current undergraduate student in the bachelors of social work program at Trent University. My job at Trent Radio is about finding and collecting all the wonderful music from local musicians and finding ways to make that collection available to fellow programmers. I spend a lot of time making connections with Nogojiwanong/Peterborough's local talent, getting to know them and the stories behind their songs through interviews. If you want to get in touch with me about anything related to local content, to schedule an interview, or if you're a fellow programmer who wants to know more about what resources we have available for including music in your shows, you can send me an email at music@trentradio.ca"



Sas Mueller - CSJ Producer

Sas has lived in Peterborough for six years and this is their first year working at Trent Radio. They are a visual artist, creating under the name 'Die Confused', a radio producer, and lover of music. Their work is made possible by Canada Summer Jobs as an assistant producer of two radio shows; Smooth Operator, a community news and events show, and Where Do The Children Play? A program full of stories and songs for children of all ages. They are a graduate of Trent University, majoring in Cultural Studies and Gender Studies. They believe this gives them great insight into the creativity of radio and music, as well as social justice issues and equality they wish to learn more about through the voices of the Peterborough community.



Hazel Dreslinski - Local Content Production Assistant

At Trent Radio, I work to provide a platform for all things music-related in Peterborough. I host a show, "Dreamcast," where local musicians are invited to discuss their process and connection to the local music scene. More experienced artists are interviewed with the end goal of providing up-and-coming musicians with advice, while those just starting out in music are provided with an opportunity to show off their work to a broad audience. Trent students are also invited on to discuss their relationship to music, or aspects of the medium that they feel passionate about. Overall, the show is geared towards cultivating and supporting a community of practicing artists. Interested interviewees, whether students, musicians, or both, can get in touch at hazeldreamcast@gmail.com and are invited to listen to the show at 6:30 on Thursdays to get to acquainted with Peterborough's music scene!



Alex Campagnolo - Archives Manager

My initial role at Trent Radio was to downsize the Vinyl Archive while referencing our Aims and Objectives and responsibilities as a Canadian broadcast facility, and trying my best to keep "cool" things on the shelves. Now that this phase is complete, I'm making the new Archive as organized, accessible, and Programmer-friendly as possible. When we're back to normal, I really hope you check it out!! Email me at acampagnolo@trentu.ca if you want to get involved or learn more.



Laurel Paluck - Project Coordinator

Hi, my name is Laurel Paluck and I am the project coordinator for “Your Radio is their Stage”.

This project creates a series of five-week-long residencies for six local artists, offering each an opportunity to explore audio art and radio broadcasting as a new artistic medium to add to their disciplines.

Each artist receives the equipment, training and mentorship needed to create an original audio piece for broadcast, which premiere on Sunday's at 6 – 7:30 pm through the facilities of Trent Radio. This project will culminate with a special Radio Project Day in 2022.

This project began on September 1st 2021 and runs to March 2022, with Artists: Melanie McCall (textile artist), Jose Miguel Hernandez (oil painting), JoEllen Brydon (multi-media installation), Justin Million (poetry), Gillian Turnham (Islamic art), and John Marris (community arts).

“Your Radio Is Their Stage” is made possible by the Community Radio Fund of Canada, the only organization mandated to support campus and community radio stations in Canada financially.

Jill Staveley - Director of Programming, Rock & Roll Fairy Godmother, Thing 1

Musician, Mother & Radio Nerd, Jill Staveley is a Trent Grad who moved to Peterborough in 1999. Since moving here, she's been an active member of the local arts scene as a technician, administrator, committee member, artist, workshop leader, radio producer, teacher, open mic host and audience member. Jill is passionate about many things - and they all centre around building a healthy community for her and her family to live in. She's also tired sometimes and wishes that she knew how to take a nap.



Rob Hailman - Director of Operations, Radio Basement Sorcerer, Thing 2

Rob Hailman once wandered into a programme proposal workshop with no idea what Trent Radio was about, and as they say, the rest is history. Today he is the Director of Operations, also known as Thing 2. Outside of his work at Trent Radio, he produces weird radio shows, is a ham radio enthusiast, President of the PIP Board of Directors and passes the remainder of his free time by making music or tinkering with electronics...or by tinkering with electronics to make music.



FALL 2020 STATEMENT OF PERFORMANCE (September 08 – December 04 2020):

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Digital/Online programme logs for each broadcast day are to be completed and we are required by the CRTC to maintain these logs for 4 weeks. Programmers fulfill music sheet & programme log compliance requirements through a Google Form.

All sponsorship Proof of Performance sheets are completed and kept for one year.

All music sheet data is now kept indefinitely to accompany and facilitate the rebroadcast of archive content.

Average Weekly Stats - Report covers regular broadcast hours (6:00 – midnight daily, including RFP)

Content Category	CRTC Required	TRadio Required	Weekly Average
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming	MIN 25% of all programming	34.5%
11 – NEWS			-
12 – S/W Other			43.6hrs
CATEGORY 2 – POPULAR MUSIC		MAX 60% of all music	55% of all Music Programming
21-pop rock & dance	At least 20% of CAT2 must be other than 21		23.1hrs / 51% of all CAT 2
22 - country & country oriented			7.85hrs / 18% of CAT 2
23 – acoustic			11.55hrs / 26% of CAT 2
24 – easy listening			2.4hrs / 5% of CAT 2
CATEGORY 3 – TRAD & SPECIAL INTEREST	MIN 5% of all selections	MIN 5% of all selections	45% of all Music Programming
31 – concert			1
32 – Folk & Folk Oriented			10
33 – World Beat/Internat			2.25
34 – Jazz & Blues			6
35 – Religious			16
36 – Audio Art			2.25hrs /
HITS PLAYED	No specification	MAX 5%	Below TR MAX
Station Produced	Minimum 42hrs	Minimum 42hrs	126HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX
CAT1 total hrs			– 775HRS or 28% of programming
CAT 2 total hrs			= 1199HRS or 60% of all musical selections
CAT 3 total hrs			= 797.5HRS or 40% of all musical selections

Description	Season Bizarre 2020
Total “live” b.casting hours / week (average)	56.5
Number of Producers	80+
Number of Programmes	55+
*Red Morning Radio	5HRS
*RFP & Archive b.casting hours/week (average)	69.5

Spring 2021 STATEMENT OF PERFORMANCE (January – April 2021):

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Digital/Online programme logs for each broadcast day are to be completed and we are required by the CRTC to maintain these logs for 4 weeks. Programmers fulfill music sheet & programme log compliance requirements through a Google Form.

All sponsorship Proof of Performance sheets are completed and kept for one year.

All music sheet data is now kept indefinitely to accompany and facilitate the rebroadcast of archive content.

Average Weekly Stats - Report covers regular broadcast hours (6:00 – midnight daily, including RFP)

Content Category		CRTC Required		TRadio Required			Weekly Average					
CATEGORY 1 – SPOKEN WORD		MIN 15% of all programming		MIN 25% of all programming			33%					
11 – NEWS							-					
12 – S/W Other							41.25					
CATEGORY 2 – POPULAR MUSIC (35% CanCon)				MAX 60% of all music			74% (this is primarily due to an inefficient method for tracking RFP playlists -and always assuming CAT2 is predominantly the selection category)					
21-pop rock & dance		At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS						41.75HRS / 47% of all Musical Selections				
22 - country & country oriented							9hrs					
23 – acoustic							11hrs					
24 – easy listening							1hr					
CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)		MIN 5% of all Musical Selections										
31 – concert							.5hrs					
32 – Folk&Folk Or							.5hrs					
33 – World Beat/International							1.5hrs					
34 – Jazz & Blues							3hrs					
35 – Religious							7hrs					
36 – Audio Art							9.5hrs					
HITS PLAYED		No spec		MAX 5%			Below TR MAX					
Station Produced							126HRS					
Adv & Sponsorship				MAX 252 minutes			Below TR MAX					
Total Stats	Hrs/week (average)	%		CAT 21 max factor stats	Hrs/week (average)	%		Music Stats	Hrs/week (average)	%		
CAT 1	41.25	33		CAT 21	41.75	49		CAT 2	62.75	74		
CAT 2	62.75	50		2x	21	25		CAT 3	22	26		
CAT 3	22	17		CAT 3	22	26						
	126	100			84.75	100			84.75	100		
Description					Spring 2021							
Total “live” b.casting hours / week (average)					84hrs							
Number of Regular Producers					86							
Number of Programmes					56							
*Red Morning Radio					5hrs							
*RFP & Archive b.casting hours/week (average)					42hrs							

Summer 2021 STATEMENT OF PERFORMANCE (May – August 2021):

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Digital/Online programme logs for each broadcast day are to be completed and we are required by the CRTC to maintain these logs for 4 weeks. Programmers fulfill music sheet & programme log compliance requirements through a Google Form.

All sponsorship Proof of Performance sheets are completed and kept for one year.

All music sheet data is now kept indefinitely to accompany and facilitate the rebroadcast of archive content.

Average Weekly Stats - Report covers regular broadcast hours (6:00 – midnight daily, including RFP)

Content Category	CRTC Required	TRadio Required	Weekly Average
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming		19.25
11 – NEWS			-
12 – S/W Other			
CATEGORY 2 – POPULAR MUSIC (35% CanCon)		MAX 60% of all music	59.1 (57% of All Music)
21-pop rock & dance	At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS		31.5 (30% of all Musical Selections)
22 - country & country oriented			10.2 (8%)
23 – acoustic			14.6 (12%)
24 – easy listening			2.8 (2%)
CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)	MIN 12% of all Musical Selections		43.8 (43%)
31 – concert			3.9 (3%)
32 – Folk & Folk Oriented			11 (9%)
33 – World Beat/International			2.25 (2%)
34 – Jazz & Blues			8.7 (7%)
35 – Religious			7.75 (6%)
36 – Audio Art			10.2 (8%)
HITS PLAYED	No specification	MAX 5%	Below TR MAX
Station Produced			126HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX

Total Stats	Hrs/week (average)	%	CAT 21 maximum factor music stats	Hrs/week (average)	%	Music Stats	Hrs/week (average)	%
CAT 1	23.1	18%	CAT 21	31.5	30	CAT 2	59.1	57
CAT 2	59.1	47%	2x	27.6	27	CAT 3	43.8	43
CAT 3	43.8	35%	CAT 3	43.8	43			
	126	100		102.9	100		102.9	100

Description	Summer 2021
Total "live" b.casting hours / week (average)	49hrs/week
Number of Regular Producers	56
Number of Programmes	39
*Red Morning Radio	5hrs
*RFP, repeat & Archive b.casting hours/week (average)	77hrs/week

Trent Radio
Financial Statements
(Unaudited)
Year ended August 31, 2021



Table of Contents

	<u>Page</u>
Review Engagement Report	
Statement of Financial Position	1
Statement of Operations	2
Statement of Changes in Net Assets	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 9



J.D. Watson & Associates

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Trent Radio

We have reviewed the statement of financial position of Trent Radio as at August 31, 2021 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by management.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements* that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of the partners and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT (Continued)

Basis for Qualified Conclusion

In common with many not-for-profit organizations, the Organization derives revenue from donations and fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were unable to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended August 31, 2021 and August 31, 2020, current assets and net assets as at August 31, 2021 and August 31, 2020. Our review conclusion on the financial statements for the year ended August 31, 2021 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of the Organization as at August 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

J.D. Watson & Associates

**Chartered Professional Accountant Authorized
to practice public accounting by the Institute of
Chartered Professional Accountants of Ontario**

**Peterborough, Ontario,
November 24, 2021**

Trent Radio
Statement of Financial Position
August 31, 2021
(Unaudited)

	<u>2021</u>	<u>2020</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 267,175	\$ 110,756
Accounts receivable	13,851	10,709
Prepaid expenses	2,997	911
HST receivable	<u>3,017</u>	<u>4,003</u>
	287,040	126,379
Property and equipment (note 4)	<u>100,032</u>	<u>110,119</u>
	\$ 387,072	\$ 236,498
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 9,587	\$ 4,007
Employee remittances payable	3,304	3,525
Deferred contributions (note 5)	7,030	960
Current portion of long-term debt	<u>-</u>	<u>4,651</u>
	19,921	13,143
Long-term debt	<u>-</u>	<u>23,004</u>
	19,921	36,147
Unrestricted	257,034	162,293
Invested in capital assets	<u>110,117</u>	<u>38,058</u>
	367,151	200,351
	\$ 387,072	\$ 236,498

On behalf of the Board

_____ Member

See accompanying notes

Trent Radio

Statement of Operations Year ended August 31, 2021 (Unaudited)

	2021	2020
REVENUE		
Membership fees	\$ 184,289	\$ 141,473
Production & management fees (note 6)	127,548	90,852
Community Radio Fund of Canada	67,811	19,238
Donations, grants and fundraising	32,865	32,080
Federal - Canada Summer Jobs	11,959	-
Rental	11,462	8,894
Sponsorships and on-air time sales	10,236	4,906
Municipal - Community Investment Grants	7,500	1,000
Provincial - Trent Work Study Program	6,974	9,596
Merchandise sales	535	260
Miscellaneous	60	580
Interest income	-	8
	461,239	308,887
EXPENDITURES		
Salaries and related benefits	231,507	151,166
Artist fees and honoraria	13,100	4,000
Amortization	10,087	17,685
Office and general	7,947	8,069
Repairs and maintenance	7,255	19,445
Professional fees	4,568	6,703
Insurance	4,158	4,134
Management fees	3,576	7,236
Utilities	3,518	4,397
Memberships	2,876	1,211
Dues and subscriptions	2,858	2,156
Subcontract	1,798	2,973
Bank charges	725	2,784
Merchandise	331	458
Advertising	116	350
Freight	19	5
	294,439	232,772
EXCESS OF REVENUE OVER EXPENDITURES	\$ 166,800	\$ 76,115

See accompanying notes

Trent Radio

Statement of Changes in Net Assets Year ended August 31, 2021 (Unaudited)

		Unrestricted	Invested in capital assets	Total 2021	Total 2020
BALANCE, BEGINNING OF YEAR	\$	90,234	\$ 110,117	\$ 200,351	124,236
Excess of revenue over expenditures		166,800	-	166,800	76,115
BALANCE, END OF YEAR	\$	257,034	\$ 110,117	\$ 367,151	200,351

See accompanying notes

Trent Radio

Statement of Cash Flows

Year ended August 31, 2021

(Unaudited)

	<u>2021</u>	<u>2020</u>
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 166,800	\$ 76,115
Adjustment for		
Amortization	<u>10,087</u>	<u>17,685</u>
	176,887	93,800
Change in non-cash working capital items		
Increase in accounts receivable	(3,142)	2,691
(Increase) decrease in prepaid expenses	(2,086)	1,194
Decrease in HST receivable	986	-
Increase in accounts payable and accrued liabilities	5,580	3,748
Decrease in employee remittances payable	(221)	-
Increase in deferred contributions	6,070	25
Decrease in current portion of long-term debt	<u>(4,651)</u>	<u>-</u>
	179,423	101,458
FINANCING ACTIVITY		
Repayment of long-term debt	<u>(23,004)</u>	<u>(4,359)</u>
INCREASE IN CASH	156,419	97,099
CASH, BEGINNING OF YEAR	<u>110,756</u>	<u>13,657</u>
CASH, END OF YEAR	\$ 267,175	\$ 110,756

See accompanying notes

Trent Radio

Notes to the Financial Statements

August 31, 2021

(Unaudited)

1. Nature of operations

Trent Radio is primarily sponsored and operated by the Trent University students. The organization is a non-profit cultural and educational radio broadcasting to Peterborough and the Kawarthas as CFFF-FM, 92.7 FM.

The organization was incorporated on January 16, 1978 without share capital under the laws of Ontario. The registered charity as defined under the Income Tax Act (Canada) is exempt from income tax.

2. Basis of accounting and significant accounting policies

The organization applies the Canadian accounting standards for not-for-profit enterprises.

(a) Contributed services

Volunteers contribute their time to assist the organization in carrying out its programs. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(b) Property and equipment

Property and equipment are statement at cost. Contributed property and equipment is stated at fair market value at the date of contribution.

Amortization is provided on a straight-line basis over the assets estimated useful lives, which is 25 years for the building and 7 years for the equipment.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations require management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant. Accounts specifically affected by estimates in these financial statements are accounts payable and accrued liabilities.

(d) Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable when the amount to be received can be reasonably estimated and collection is reasonably assured.

Trent Radio

Notes to the Financial Statements

August 31, 2021

(Unaudited)

2. Basis of accounting and significant accounting policies, continued

(d) Revenue recognition, continued

Membership and rental income are recognized over the terms of service.

Production and management fees are earned as services are performed under the TSAPC agreement.

(e) Financial instruments

(i) Measurement of financial instruments

The organization initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable, and HST receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long-term debt.

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in net income. The write down reflects the difference between the carrying amount and the higher of:

- ♦ the present value of the cash flows expected to be generated by the asset or group of assets;
- ♦ the amount that could be realized by selling the assets or group of assets;
- ♦ the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in net income up to the amount of the previously recognized impairment.

Trent Radio

Notes to the Financial Statements

August 31, 2021

(Unaudited)

3. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

(a) Fair value

The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates. The fair value of long-term financial liabilities approximate their carrying value based on the presumption that the organization is a going concern and thus expects to fully repay the outstanding amounts.

(b) Credit risk

The organization does have credit risk in accounts receivable \$13,851 (2020-\$10,709). Credit risk is the risk that one party to a transaction will fail to discharge an obligation and cause the other party to incur a financial loss. The organization reduces its exposure to credit risk by performing credit valuations on a regular basis; granting credit upon a review of the credit history of the applicant and creating an allowance for bad debts when applicable. The organization maintains strict credit policies and limits in respect to counterparties. In the opinion of management, the credit risk exposure to the organization is low and is not material

(c) Liquidity risk

The organization does have a liquidity risk in the accounts payable and accrued liabilities of \$9,587 (2020-\$4,007). Liquidity risk is the risk that the organization cannot repay its obligations when they become due to its creditors. The organization reduces its exposure to liquidity risk by ensuring that it documents when authorized payments become due; maintains an adequate credit to repay trade creditors as they become due. In the opinion of management, the liquidity risk exposure to the organization low and is not material.

Trent Radio

Notes to the Financial Statements

August 31, 2021

(Unaudited)

4. Property and equipment

	2021		2020	
	Cost	Accumulated amortization	Net	Net
Land	\$ 10,000	\$ -	\$ 10,000	10,000
Buildings	213,566	153,947	59,619	62,103
Equipment	343,400	312,987	30,413	38,016
Office equipment	20,774	20,774	-	-
	<u>\$ 587,740</u>	<u>\$ 487,708</u>	<u>\$ 100,032</u>	<u>110,119</u>

5. Deferred contributions

Deferred contributions represent unspent restricted operating funding received in the current year that is related to the subsequent year.

6. Trent annual yearbook

Trent Radio has been appointment by the Trent Student Annual Publication (TSAPC) to manage and administer the affairs of TSAPC. As such, Trent Radio receives an annual sum from TSAPC and incurs costs in relation to management and administration.

	2021	2020
Production and management fees	\$ 127,548	\$ 89,668
Production and management expenses	(41,281)	(44,923)
	<u>\$ 86,267</u>	<u>\$ 44,745</u>

Trent Radio

Notes to the Financial Statements

August 31, 2021

(Unaudited)

7. Economic dependence

Membership fees consist of student fees levied from full-time students enrolled at the Trent University Peterborough campus during the fall and winter semesters. Trent Radio relies on the University to levy the appropriate fees from the students.

In January 2019, the Ministry of Training, Colleges and Universities established a new framework dividing ancillary fees into essential and non-essential categories. Under this new framework, students have the ability to opt out of non-essential fees each semester. The levy for Trent Radio is part of the non-essential ancillary fees. This framework was appealed in 2021. Under the Appeals Court of Ontario, it was affirmed that the "Student Choice Initiative" was imposed unlawfully. As of the year end, the university has retained their own discretion on levying student fees.

Trent Radio BoD

Sept. 8, 2020

**MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Tuesday, September 8, 2020**

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

Regrets: 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 6:10pm, with Brazil Gaffney-Knox acting as Chair, and Bill Templeman 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 August 24, 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.
 - a. The archiving of Trent Radio's extensive vinyl & CD collection is proceeding. Options for disposing of the surplus items are being researched
 - b. Policy for evaluation of vinyl archive being implemented.
 - c. Alex Campagnolo is coordinating painting of Studio C while it is empty of records.
 - d. Porch: Rob is working with Gary Peeples on initial plans and quote. Our major donor is looking at a 2020 donation which may help fund this.
 - e. TWSP hiring is complete. International job still open. No applicant for physical plant job yet
 - f. Spencer Wells wants to help part-time.
 - g. 31 program proposals received.
 - h. Good & Country show not happening; Wild Willy wants to do a country show on Saturdays
 - i. Need for a poster campaign was explored; Rob's graphic may be recycled. The need for consistency in public imagining was expressed.
 - j. Motion to accept Operation Report moved by A. Paxton & seconded by S. Culkeen
4. The financial statements to July. 31, 2020 were presented. UPON A MOTION duly made, seconded and carried unanimously the financial statements were approved.
 - a. grants were reviewed.
 - b. Student choice initiative still pending. Numbers will be stable this fall but January's numbers still in question due to unknown result of hearing
 - c. Fundraising needs to be explored, including the possibility of Radio Bingo
 - d. Board members liked the investments in the physical plant and the concept of a buffer year, given all the budgetary unknowns Gov't
 - e. S. Culkeen to explore municipal lottery licence

- f. Motion to accept the Financial Report moved by A. Paxton & seconded by S. Culkeen
- 5. Two budgets were presented – a “best case” representing no decrease in university enrolment, and a “worst case” with a drop in enrolment and a successful appeal of the Student Choice Initiative. UPON A MOTION duly made, seconded and carried unanimously the budgets were approved.
- 6. Re-opening date still unknown. Tentative consideration may be given to Thanksgiving weekend, infection numbers dependent.
- 7. Board Vacancy: One student has applied and will be approached
- 8. Other business:
 - a. Fundraising plan was discussed
 - b. Alumni will be taking over programming on Oct. 3rd – possible fundraising opportunity
 - c. J. Staveley & B. Templeman to draft a fundraising letter
- 9. The next Board Meeting will be MONDAY, September 21, 2020 at 6:00 pm via online video chat
- 10. The H.R. Committee will meet on MONDAY, September 28, at 6:00 pm via online video chat
- 11. There being no other business, the meeting was adjourned at 7:13 pm.

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 BoD MINUTES

12th November 2020 – 6:00PM via teleconference

In attendance: In attendance: Alissa Paxton, Bill Temple, Katie Pedlar, Jehan Mahboob, Rob Hailman, Jill Staveley, Brazil Gaffney Knox

1. Chair's opening remarks and agenda approval

Alissa makes a motion to approve the agenda, Bill seconded.

2. Presentation of previous board minutes – October 18th, 2020

Bill motion to approve previous minutes, Alissa seconds.

3. Operations report

Jill, Brazil, Rob, passed a draft of a financial statement to be presented at AGM. The draft highlighted revenues over expenditures. Cash \$110,00. CRTC- We paid off the loan to “Ivan” with “Roy’s” donation.

Carmen Hymma is quitting her Canada summer job position because of academics. Her contract goes to Dec 11. Alex Campagnola is going to finish her tenure. His contract expires on Nov 13th.

Libertime- software change on the server. It can replace playlist blocks and could make radio at home easier. Community radio fund of Canada is behind they are working hard to process our application.

Jill is looking into applying for a community grants the City of Peterborough offers, amounting to approximately \$1000. We have a slight disadvantage because we are running a surplus.

In from the Cold is December 11th and 12th.

Board members need to submit a photo and quick bio.

4. Re-opening (or not) & dates to revisit

Extending new programmer application.

5. Nominating committee – board nominations for 2020/2021

Katie put forward members. Allyssa made the motion to approve presented names and Bill seconded it.

6. HR committee – vacation policy

Reviews vacation policy. Recommending Approval. Entitlements are unused vacation time is a liability-.

Bill makes a motion to approve of vacation policy, seconded by Shan.

7. Any other business

Fund raising effort has brought in at least a few hundred dollars. We will have a better understanding of that soon.

8. Date of next meeting

Friday at 5pm November 27th.

9. Adjournment

7:03

TRENT RADIO BoD MINUTES

7th December 2020 – 6:00PM held via teleconference

In attendance: Alissa Paxton, Bill Temple, Katie Pedlar, Michael Gray, Jehan Mahboob, Tim Snodden, Rob Hailman, Jill Staveley

Not in attendance: Brazil Gaffney Knox

1. Chair's opening remarks and agenda approval

Alissa chaired the meeting. Katie makes a motion to open the meeting, Michael seconds that.

2. Approval of previous minutes

Katie makes a motion to defer last meeting's minutes till the next meeting. Alissa seconds that.

3. Operations reports

The broadcast certificate paperwork has been received. Garry Hooper reached out to Roger Coal at Chorus about the safety of our transmitter. We are switching at noon, on December 13th, to transitioning to the new software. Trent Radio will be off air till noon on December fifteen.

Allisa shared that through the fundraising letter Trent Radio received three donations in the mail, totaling \$104 and nine online from Canada Helps. Total from twelve donors is \$1054. We have five monthly donors that collectively donate \$90 a month.

Jill shared that Trent Radio had a full fall broadcast season. Peterborough Currents published a write up about the power of Radio.

There will be Merch available from In from the Cold and the Community Reach Programs are effective.

Rob shared that the Libretime installing will streamline programming through the archives and Trent Radio is introducing some syndicated programming. The Government pays for indigenous content presented during Indigenous hours of operation.

There is a NCRA- advertising opportunity for French language "Rendez-vous de la Franca-Phone".

Campus and Community Radio is hoping Trent Radio will participate in a national committee. In January Jill is teaching two classes at Trent- Practical Option and the Peterborough/ Durham campus Workshop.

Michael makes and motion to approve reports and seconded by Bill.

4. Finalization of officer appointments

Alyssa makes a motion to extend our interim positions.
That is moved by Bill and seconded by Jehan.

Rob suggested that we return to a model where Trent Radio staff are able to chair meetings.

5. Orientation resources for new board members • NCRA Board Director's Handbook • NCRA Online training: <https://ncra.northpass.com/catalog/piceqyt6/board-of-directorsmonthly-micro-training> • Primer for Directors of Not-for-Profit Corporations – Industry Canada: https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/h_cl00688.html

6. Spring fundraiser

Trent Radio has a gap in our fundraising here. We usually do a country music marathon as a fundraiser but COVID is stopping that. Alissa suggests that through Canadahelps we do peer to peer fundraising. We would have a main page and our programmers can make their own page and have them pump it for them. There is no overhead cost.

7. Any other business

Radio Production Month- the Current Nations Organization is trying to connect the RPM Challenge to Radio Free Peterboroug.

Trent Radio wants to make a voicemail box so that listeners can call in to Trent Radio with pleasant messages to be sent through the airwave. This will be through Nexicom.

8. Adjournment

Meeting adjourns at 7:07 pm

TRENT RADIO BoD MINUTES 11 January 2021 – 6:00PM via teleconference

In attendance: Rob Hailman, Jill Staveley, Brazil Gaffney-Knox, Katie Pedlar, Michael Grey, Bill Templeman, Alissa Paxton, Tim Snodden

Absent: Jehan Maboob

The meeting was called to order at 6:13 pm.

1. Chair's opening remarks and agenda approval

Brazil Gaffney-Knox is to chair this meeting.

Alissa Paxton makes a motion to approve the agenda, seconded by Bill Templeman, and approved.

2. Approval of previous minutes

Minutes are in need of revision. Motion to approve minutes made by Michael Grey, seconded by Bill Templeman, and approved.

3. Operations reports

Rob Hailman presents operations reports. Trent Radio is postponing the move to Libretime. Trent Radio has an employee working eight hours a week to move the archives onto a digital platform.

Alissa Paxton makes a motion to approve operation reports, seconded by Michael Gray, and approved.

4. Fall 2020 Programming Report

Jill Staveley presents programming reports. Trent Radio is in compliance with CRTC regulations and the contents meets Trent Radio's Aims and Objectives.

Katie Pedlar makes a motion to approve programming reports, seconded by Alissa Paxton, and approved.

5. Financial statements

Rob Hailman presents financial statements.

Michael Gray makes a motion to approve financial statements, seconded by Katie Pedlar, and approved.

6. Officer appointments

Brazil Gaffney-Knox presents officer appointments. Jill Staveley makes a motion to split the role of President and Chair, seconded by Michael Grey and unanimously passed.

Brazil Gaffney-Knox makes a motion to approve the slate of candidates:

Michael Grey - President

Rob Hailman - Vice President

Bill Templeman - Chair

Alissa Paxton - Treasurer

Katie Pedlar - Secretary

Seconded by Bill Templeman and unanimously approved by the board.

7. Any other business

Alissa mentions that the board needs participants in the social media fundraising campaign. Jill mentions that Trent Radio is looking for a name for the spring special programming.

8. Adjournment

Meeting adjourns at 7:10pm.

TRENT RADIO BoD MINUTES
22 February 2021 – 6:00PM, held via teleconference

In attendance: Michael Gray, Tim Snoddon, Brazil Gaffney Knox, Katie Pedlar, Allissa Paxton, Rob Hailman, Jill Staveley, Bill Templeman*

Absent: Jehan Mahboob

Meetings starts at 6:12pm, Alissa Paxton chairs

1. Chair's opening remarks and agenda approval

Bill Temple is absent at the beginning of the meeting so Allissa volunteers to chair.

Katie Pedlar makes a motion to approve the agenda, Tim Snoddon seconds it, and approved.

2. Approval of previous minutes

An amendment is made to correct Michael Gray's last name and that Jill was erroneously recorded as making a motion.

Bill Templeman makes a motion to approve the minutes, motion is seconded by Brazil, and approved.

Bill Templeman arrived at approximately 6:20 and took over as chair.

3. Operations reports

Ron Hailman & Jill Staveley presented the Operations reports. Trent Radio is digitizing the physical archives. The university is changing the payroll system which affects how Trent Radio pays its employees.

Motion to approve application to the Community Radio Fund of Canada's Radiometres program (2021/2022) for a grant project including Artist Residencies and the production of Producer Oriented Broadcast Content, moved by Allissa Paxton, seconded by Brazil Gaffeny-Knox and carried.

Bill Templeman makes a motion to accept operations report, seconded by Michael Gray, and approved.

4. Financial statements

Rob Hailman presents the Financial statements.

Allissa Paxton makes a motion to approve and Katie Pedlar seconded the motion, and approved.

5. March 2020 Fundraiser

The fundraiser is posted and programmers are encouraged to make their own page so to expand the reach of the fundraiser. The fundraiser goal is to reach \$5000 and the title is CFFF FM Community Fundraiser for Fortifying Frequency.

6. Any other business

Jill Staveley, Rob Hailman, Michael Gray and Alissa Paxton were recognized as signing authorities for the fiscal year. Upon a motion made by Alissa Paxton, seconded by Brazil Gaffney-Knox, and carried, the designation of Signing Authorities was approved.

Discussion regarding the eventual resignation of Brazil Gaffney-Knox and the role of the nominating committee in filling that position.

7. Date of next meeting

The next meeting will be held Monday, March 12th at 6pm via Zoom.

8. Adjournment

Meeting adjourned at 7:05pm

TRENT RADIO BoD MINUTES
15 March 2021 – 6:00PM via teleconference

In attendance: Jill Staveley, Rob Hailman, Brazil Gaffney-Knox, Tim Snodden, Bill Templeman, Michael Gray, Alissa Paxton
Absent: Jehan Maboob

1. Chair's opening remarks and agenda approval

Bill Templeman chairs meeting, opening remarks are "welcome".

Allissa Paxton makes a motion to approve agenda and seconded by Brazil.

2. Approval of previous minutes

Moved by Tim and seconded by Alissa Paxton

3. Operations reports

Operation reports are presented by Jill Staveley. It is noted that the TWSP work period is wrapping up.

Rob Hailman shares that there some compilation through the CRA website regarding T4 slips and COVID 19.

Katie Pedlar makes a motion to receive the report, and seconded by Brazil GaffneyKnox.

4. Financial statements

Rob Hailman presents the financial statements. Trent radio has not received the spring levy from the TCSA yet.

The financial statement is in accordance with expectation. On-Air sales were high and because of government service messages.

Allissa moves to accept the budget reports, seconded by Tim Snodden.

5. 2021 Summer Plan

Motion to approve the summer plans made by Brazil and seconded by Michael.

6. Fundraiser update

Allissa Paxton shares that the fundraiser is operational and going well.

7. Grant updates Motion to approve all grant applications for the year coming up until the next AGM scheduled for 2021:

"UPON A MOTION duly made, seconded and carried, all grant & funding applications to our regular funding bodies (CRFC, Theatre Trent, RVF, City of Peterborough, Canada Summer Jobs, Artsweek) and to any other new opportunities, deemed relevant and beneficial to Trent Radio are hereby approved."

Tim Snodden makes a motion and seconded by Bill Templeman,

8. COVID-19 safety plan

Allissa Paxton makes a motion to approve the safety plan. Seconded by Katie Pedlar

9. HR Committee ° Health Benefits policy ° Harassment & Violent Prevention policy – working draft

Allisa Paxton makes a motion to approve the health benefits policy, seconded by Brazil.

Allissa Paxton makes a motion to approve the Harassment and Violence Prevention Policy as a working document, seconded by Michael Gray.

10. Any other business

11. Date of next meeting

Monday April 19, 2021, held over teleconference.

12. Adjournment

7:15 PM

TRENT RADIO BoD MINUTES
19 April 2021 – 6:00PM, via teleconference

In attendance: Jill Staveley, Rob Hailman, Tim Snoddon, Katie Pedlar, Michael Gray, Bill Templeman, Alissa Paxton, Brazil Gaffney-Knox
Regrets: Jehan Mahboob

1. Chair's opening remarks and agenda approval

Katie Pedlar makes a motion to approve the agenda, seconded by Tim Snoddon.

2. Approval of previous minutes

Adjustment to bullet point four.

Alissa makes a motion to approve minutes, seconded by Katie Pedlar.

3. Operations reports

Rob Hailman presents operation reports. Trent Radio is moving to Libertime while programming is on break. Archives are being organized and relabeled in Studio C. A city grant is being used to make the archives more accessible.

Jill Staveley reports that the long-term donor intends to continue with his donations. Jill Staveley asks that the board establish a programming committee.

4. Financial statements

Rob Hailman presents the financial statements.

Volunteer and utility expenses are down because of the temporary closure of Trent Radio house.

The levy check was late due to a misunderstanding on the part of Trent University. Trent Radio have a year of operating expenses saved.

Alissa Paxton makes a motion to approve the financial reports, seconded by Michael Gray.

5. COVID-19 & summer plans

The board agrees that it is not yet safe to reopen Trent Radio house.

6. Any other business

Alissa shares that the spring fundraiser went well.

7. Date of next meeting

6PM May 17th, 2021

8. Adjournment

TRENT RADIO BoD MINUTES
17 May 2021 – 6:00PM via teleconference

In attendance: Jill Staveley, Rob Hailman, Tim Snoddon, Bill Templeman, Alissa Paxton, Katie Pedlar, Brazil Gaffney-Knox

Regrest: Michael Gray, Jehan Mahboob

1. Chair's opening remarks and agenda approval

Bill Templeman opens the meeting.

2. Approval of previous minutes

Katie makes a motion to table the approval of the minutes till next meeting. Motion is seconded by Bill Templeman.

3. Operations reports

Rob Hailman presents Operation reports. Trent Radio has had a successful transition to LiberTime. Canada Summer Jobs Programs has approved Trent Radio for three summer positions for an eight-week term.

Alissa Paxton makes a motion to receive operation reports, seconded by Bill Templeman.

4. Spring 2021 programming report

Jill Staveley presents the programming report.

Katie Pedlar makes a motion to receive programming report, seconded by Alissa Paxton.

5. Financial statements

Rob Hailman presents the financial statements.

Katie Pedlar makes a motion to approve financial statements, seconded by Tim Snoddon

6. HR committee report

Alissa Paxton presents the HR committee report.

Bill Templeman makes a motion to approve HR committee report, seconded by Brazil Gaffney-Knox.

7. Bill C-10 – letter from Trent Radio

Rob Hailman addresses some concerns about how Bill C-10 will negatively affect Trent Radio. Bill asks the board to be empowered to write to the CTRC on behalf of Trent Radio regarding Bill C-10. Brazil Gaffney-Knox makes a motion to empower Rob, seconded by Alissa Paxton.

8. Any other business

No other business.

9. Date of next meeting

June 21, 2021

10. Adjournment

TRENT RADIO BoD AGENDA
21 June 2021 – 6:03PM
to be held via teleconference

In Attendance: Bill Templeman, Michael Gray, Alissa Paxton, Brazil Gaffney-Knox, and Tim Snoddon. **Also Present:** Jill Staveley, and Rob Hailman.

Regrets: Katie Pedlar, and Jehan Maboob.

1. Chair's opening remarks and agenda approval

2. Approval of previous minutes

Alissa Paxton motions to approve the previous minutes, Tim Snoddon seconds.

3. Operations reports

Rob Hailman presents Operations Reports. Canada Summer Jobs staff, Grayden Hatherley and Skye Vasey have begun their 16-week contracts for the summer. Broadcast licence renewal should arrive sometime in the summer, with the application due this Fall for renewal Aug 31, 2022. Bill C-10 letter was sent in. We got a response from Justin Trudeau's office and Maryam Monsef's office, though the bill may be dead. No response from Minister of Heritage, Steven Guilbeault.

Jill Staveley present Operations Reports. Jordan Cook doing physical outdoor space. Beautiful! Backflow prevention test upcoming (yearly test). Home inspection is booked, in exchange for sponsorship and google review. Radio project day planned for pride month. No NCC Canada day, instead Laurel Pollock reading 94 calls to action. Producer oriented project is ending. Laurel will lead next artist residency grant. Grant for RC4G* mentors, 4 month workshop series for up-and-coming artists. Alissa Paxton motions to approve the operations reports, and Michael Gray seconds.

4. Financial statements

Rob Hailman presents the financial statements. Good financial standing, comparable to last month. Budget will be available at the next meeting.

Alissa Paxton motions to approve the financial reports, seconded by Bill Templeman.

5. HVP policy

Alissa Paxton presents the policy. Committee breaking for the summer to resume in September. Committee moves recommendation of adoption of the policy, to be reviewed May 2024.

Tim Snoddon motions to approve the policy, and Michael Gray seconds.

6. Social responsibility as a registered charity /broadcast licensee

Jill Staveley discusses what TR is emboldened to do as a registered charity, what is our role as an organization that holds a broadcast licence. Discussion about Trent Radio's duties and goals as a radio station and community organization. Conversation to be continued at future meetings.

7. Any other business

Bill Templeman: Re-opening plans? Jill Staveley and Rob Hailman say September will likely be either hybrid or not in person.

8. Date of next meeting

July 26, 2021 at 6 pm (aka. Cuba revolution day)

9. Adjournment

TRENT RADIO BoD MINUTES

July 26, 2021 – 6:00PM via teleconference

In attendance: Alissa Paxton, Brazil Gaffney-Knox, Tim Snodden, Michael Gray, Katie Pedlar, Rob Hailman, Jill Staveley, Bill Templeman Absent: Jehan Maboob

1. Chair's opening remarks and agenda approval

Bill Templeman chairs the meeting. Alissa Paxton declared a conflict of interest as her partner, Josh Raspberry, has started working with Trent Radio's bookkeeper, Susan Newman, and has approached Trent Radio about taking over her clients as she prepares to retire.

2. Approval of previous minutes

Brazil Gaffney-Knox makes a motion to approve minutes, seconded by Michael Gray.

3. Operations Reports

Trent Radio House had an inspection done through Birch Home Inspection. The service was exchanged for a sponsorship. The inspection did not identify any urgent repairs. The physical records in Studio C have been organized with a master list.

The Trent radio tenets have communicated that they are moving out. Trent Radio is choosing to take some time to examine possibilities for the space.

The Board has received the operations Reports as presented.

4. Financial statements

Trent Radio has not yet taken the reimbursement from the Trent annual which is poised to be in the \$80,000-\$100,000 range.

Bill Templeman makes a motion to accept the financial statements, seconded by Alissa Paxton.

5. Budget for fiscal year 2022

Rob Hailman presents the 2022 fiscal year budget.

Alissa Paxton presents ideas for the 2021 fundraising initiatives.

Alissa Paxton moves to approve the budget, seconded by Brazil Gaffney-Knox.

7. Date of next meeting

August 16th and 30th 2021.

8. Adjournment

Meeting adjourns at 7:34.

TRENT RADIO BoD Meeting
30 August 2021 – 6:05 PM to be held via teleconference

In Attendance: Bill Templeman (Chair), Alissa Paxton, Brazil Gaffney-Knox, and Tim Snoddon. **Also Present:** Jill Staveley, and Rob Hailman.

Regrets: Michael Gray, Jehan Maboob, and Katie Pedlar.

- 1. Chair's opening remarks and agenda approval** Alissa Paxton moves and Tim Snoddon seconds.
- 2. Approval of previous minutes**
No Minutes have been submitted; we'll approve at the next meeting.
- 3. Operations reports**
Rob is doing Trent Radio maintenance. CSJ funding for the second position for Skye Vasey wasn't approved so they may hire another person. Skye and Grayden Hatherly are continuing as TWSP funded staff, working on-site. Only 3 of 6 TWSP jobs were approved and one Trent International position approved. Broadcast certificate hasn't been received though we have been approved and the application was sent in early. Final Trent Annual financial reconciliation. Talking with a private donor about funding some physical plant repairs including eavestroughs. Working with Art Gallery of Peterborough to create a Sunday night arts open mic. Completed recording living library with the New Canadians Centre. Arts Alive funding will partly go toward making the station COVID safer. The rest will fund RC4G workshops, and mentorship. Balancing the hybrid model (in person and virtual) is difficult, staff are thinking about longer term decisions for the station to mitigate this. Upcoming events include Recipe Radio Project Day, Clubs and Groups Day, and federal elections candidates' interviews. Alissa Paxton motions to approve the operations reports, and Tim Snoddon seconds.
- 4. Financial statements**
Rob Hailman presents the financial statements declaring Trent Radio to be in good financial standing. CSJ for this year will show up in the next fiscal year. CRFC first two installments of this year and the last installments of last year. New grant starts in September. Current tenants may leave the apartment, but they haven't given formal notice. Alissa Paxton motions to approve the operations reports, and Brazil Gaffney-Knox seconds.
- 5. Hiring of a new bookkeeper**
Declaring conflict of interest, Alissa Paxton recuses herself. Current bookkeeper, Sue Newman, is looking to retire. Josh Raspberry has been working with Sue for some time and she is proposing he shadow her for a few months to learn the ropes. Brazil Gaffney-Knox moves to move forward with appointing Josh as bookkeeper, Tim Snoddon seconds.
- 6. Dates for upcoming seasons and phased reopening**
Rob Hailman presents the season and reopening calendar. Dates become more uncertain as they move farther away from the present. A lot of uncertainty to come but even if we go back into a lockdown scenario, we could stay open to some capacity to accommodate certain programmers.

7. COVID-19 safety plan

Rob Hailman presents the safety plan developed at the COVID working group with the board two weeks ago. All staff have approved the plan as it stands. Approval of safety plan moved by Tim Snoddon and seconded by Alissa Paxton.

8. Any other business

Jill Staveley asks everyone to participate in the upcoming radio project day focused on family recipes.

9. Date of next meeting

27 September, 2021 at 6 pm.

10. Adjournment