

**TRENT RADIO BoD AGENDA**  
**17 January 2022 – 6:30pm**  
**to be held via teleconference**

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements
5. Fall 2021 programming report
6. Staff vacation update
7. Trent Radio committees
8. Schedule for meetings in 2022
9. Any other business
10. Adjournment

**TRENT RADIO**  
**Board of Director MINUTES**  
**27 September 2021 – 6:00PM via teleconference**

**In attendance:** Rob Hailman (DoO), Hannah McCammon, Alissa Paxton (minutes), Katie Pedlar (chair), Ness Pringle, Andréanna Sullivan, Bill Templeman

**Regrets:** Tim Snodden,

**1. Chair's remarks and agenda approval:**

President Katie Pedlar calls meeting to order at 6pm and reminds all members that this is a learning board and questions are encouraged.

**2. Approval of previous minutes:**

*Motion to approve minutes of November 29<sup>th</sup> moved by Ness, seconded by Bill & carried*

**3. Operations Reports:**

- a. Director of Operations: failed file server required replacement; a leak from upstairs apartment was discovered –no major damage but hot water heater needed replacement; NCRA\* Station Managers' Summit in February– Rob to attend (pandemic pending); bringing Chris Culgin of Birch Home Inspection on as a project manager for site improvements and creating a project priority list.
- b. Director of Programming: Jill gave an overview of Directors' roles; starting three weeks of Entre Season programming; RadioMeters grant project: Your Radio is Their Stage artist residencies underway (<https://kawarthanow.com/2021/10/04/new-trent-radio-project-brings-visual-arts-to-the-airwaves>); Record Production Month\*\* challenge coinciding with audio art workshops in February; Trent Work Study Program funding was reduced but we receive alternate funding from the University for student wages.

*Motion to accept Operations Reports moved by Ness, seconded by Katie & carried*

**4. Financial Statements to October 31, 2021:**

Rob led a detailed walk-through of Balance Sheet and Income Statement for new (and returning) board members.

Overview: most income is Trent University Student Levy Fee – every student is a member; other major funder: Radio Fund of Canada.

Biggest expenses: maintenance of space & technology and salaries (we currently have 21 employees including Trent Annual. Jill and Rob are permanent full time, Laurel Paluk is full time for project)

Rob also provided an update of fundraising letter (which will be reflected in future reports): a total of \$1,932 has been raised to date (cost of \$0.13 per dollar raised)

*Motion to accept Financial Report moved by Bill, seconded by Alissa & carried*

**5. Appointment of Additional Officers:**

*Motion to appoint Rob Hailman as Vice-President and Andréanna Sullivan as Vice-Chair moved by Ness, seconded by Alissa & carried*

## **6. Board Orientation:**

Orientation documents provided in Board Package for new and returning Board Directors. Rob to arrange an orientation session for January.

## **7. Trent Radio Committees:**

Overview of existing, past, and proposed committees provided to be revisited and struck in new year.

## **8. COVID Update:**

Situation seems to be worsening. Current operations meet new public health guidelines, but any further re-opening in January on pause. Trent Radio will source rapid tests and N95 masks for staff working on site.

## **9. Any Other Business:**

- a. Letter to Michelle Ferreri, MP: written by Jill, congratulating Ferreri on her win, introducing her to Trent Radio and the concerns and recommendations of the campus and community radio sector.
- b. Strategic Planning: Bill has been in preliminary discussion with local consultant, Lauren Hunter, will continue and bring proposal to the Board

## **10. Next Meeting:**

Winter classes schedules are still in flux. Rob will follow up with a survey of dates/times early in new year.

## **11. Adjournment:**

Meeting adjourned at 7:40pm

\*NCRA: National Campus and Community Radio Association (<https://ncra.ca>)

\*\* RMP Challenge: (<https://www.rpmchallenge.com>)

## **Director of Operations:**

### **Impacts of COVID-19**

- Trent Radio has returned to fully remote operations, with programmers submitting pre-recorded programmes and staff working from home where possible.
- Remote until at least Jan 30 in keeping with Trent University's plans for the term.
- NCRA Station Manager Summit (Jan 20 & 21) has moved to online-only - Jill & Rob both planning to attend
- Applied for the 2021 round of COVID-19 relief funding – funded by Department of Canadian Heritage and distributed through CRFC. Possible amount based on need & number of stations that apply.

### **Physical plant**

- Have engaged Chris Culgin (of Birch Home Inspection) as Property Manager & Project Manager to oversee physical plant improvements at Trent Radio. Initial period 6 months with intention of extending to at least one year.
- Completed a walk-through of Trent Radio House on Jan 7 to make a “laundry list” of fixes and improvements, pending prioritization & cost estimates.

### **Quickbooks migration**

- Working with bookkeeper Josh Raspberry, migration to using Quickbooks Online for our books is largely complete.
- As of January, using Quickbooks payroll module rather than calculating deductions etc manually. This simplifies record keeping, generating T4s (for 2022 onwards) etc.

### **Fundraiser update**

- Since fundraiser mailout went out in November, Trent Radio has received 15 donations, for a total (to date) of \$2789:
  - 3 donations by cheque, totalling \$250.
  - 12 donations through Canada Helps totalling \$2539, including one new monthly donor

### **Technical upgrades**

- Hoping to use extended time that we are closed to pursue some further technical upgrades, such as:
  - Digital studio clocks, supporting network time so they can sync exactly w/ each other, computers, etc.
  - Exploring possibilities for a digital mixing board for StudioB

### **Regularly used acronyms:**

CRFC – Community Radio Fund of Canada

CSJ – Canada Summer Jobs

NCRA – National Campus & Community Radio Association

TWSP – Trent Work Study Program (funding for student positions)

TI – Trent International (funding for student positions)

RPM Challenge – Record Production Month

## **Director of Programming:**

### **Durham Campus Trent Radio**

- Stephen Stohn contacted me indicating that Doug Kirk is seeking to create a radio outlet for Durham campus students. The first suggestion was a low-power re-transmitter of the Trent Radio feed, and find a way to include Durham Campus students on the production.
- Trent Radio is connected to Trent Students in Peterborough through a membership fee which is collected as a student levy, which Durham campus students do not pay.
- If Trent Radio is not interested in a major collaboration, Doug Kirk may still be interested in applying for a separate radio license for Durham campus. Trent Radio could be involved here - but not responsible for.
- This is a conversation for the board, this is an idea that is bigger than our Aims and Objects, our broadcast range, and our current membership. However, it is not outside of our goals as a registered charity.

### **New Season Changes (Trent Radio runs on a seasonal model)**

- 7 New Shows
- 2 withdrawals
- 4 modifications

### **Entre Season (notable events & accomplishments) ~ I'm not sure this is needed?**

- Kawartha Youth Orchestra
- In From The Cold
- RC4G\* / Arts Alive (Rock Camp 4 Girls, Non-Binary & Transgender Youth)
- Anne Shirley Theatre Company

### **RM2122 Update**

- Workshops, KPR connections, Artists, Kawartha Now

### **RPM Challenge**

- Plans & goals

### **Student Staff Funding Reimbursement Requests submitted**

- TI, TWSP, SWPP

### **SOCAN Reporting**

- November submitted
- January in progress

### **Upcoming Grant Applications**

- Artsweek
- CSJ (January)
- CRFC RM (March)
- Are we interested in applying to OAC or Canada Council for an arts grant to continue the type of programming we are doing now with Radiometres?

# Trent Radio

## Balance Sheet (subject to review & adjustment)

As of December 31, 2021

	TOTAL		
	AS OF DEC. 31, 2021	AS OF AUG. 31, 2021 (PP)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	263,869.54	266,439.92	-2,570.38
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	808.69	731.65	77.04
1160 Petty Cash - Programming	500.00	0.00	500.00
<b>Total Cash and Cash Equivalent</b>	<b>\$265,181.85</b>	<b>\$267,175.19</b>	<b>\$ -1,993.34</b>
Accounts Receivable (A/R)			
1200 Accounts Receivable	854.19	13,851.05	-12,996.86
<b>Total Accounts Receivable (A/R)</b>	<b>\$854.19</b>	<b>\$13,851.05</b>	<b>\$ -12,996.86</b>
1300 Prepaid Expenses	4,031.06	2,997.46	1,033.60
<b>Total Current Assets</b>	<b>\$270,067.10</b>	<b>\$284,023.70</b>	<b>\$ -13,956.60</b>
Non-current Assets			
Property, plant and equipment			
1520 Land	10,000.00	10,000.00	0.00
1560 Buildings and Improvements	213,566.01	213,566.01	0.00
1570 Accum Depr - Building	-151,463.13	-151,463.13	0.00
1580 Office Equipment	20,774.21	20,774.21	0.00
1590 Accum Depr - Furn and Equip	-20,774.21	-20,774.21	0.00
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-305,384.10	-305,384.10	0.00
1620 Technical Renovations	9,913.00	9,913.00	0.00
<b>Total Property, plant and equipment</b>	<b>\$110,118.88</b>	<b>\$110,118.88</b>	<b>\$0.00</b>
<b>Total Non Current Assets</b>	<b>\$110,118.88</b>	<b>\$110,118.88</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$380,185.98</b>	<b>\$394,142.58</b>	<b>\$ -13,956.60</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	2,226.41	5,057.26	-2,830.85
<b>Total Accounts Payable (A/P)</b>	<b>\$2,226.41</b>	<b>\$5,057.26</b>	<b>\$ -2,830.85</b>
2220 Deferred Revenue	7,030.00	7,030.00	0.00
2240 Accrued Liabilities	3,750.00	3,750.00	0.00
2500 Payroll Liabilities - Rec Gen			
2530 CPP Payable	1,757.18	1,370.94	386.24
2550 EI Payable	827.08	538.99	288.09
2570 Income Tax Payable	1,983.13	1,393.92	589.21
<b>Total 2500 Payroll Liabilities - Rec Gen</b>	<b>4,567.39</b>	<b>3,303.85</b>	<b>1,263.54</b>
2510 WSIB Payable	172.15	66.84	105.31
25500 GST/HST Payable	-3,393.54	-2,503.80	-889.74
<b>Total Current Liabilities</b>	<b>\$14,352.41</b>	<b>\$16,704.15</b>	<b>\$ -2,351.74</b>
<b>Total Liabilities</b>	<b>\$14,352.41</b>	<b>\$16,704.15</b>	<b>\$ -2,351.74</b>
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	267,399.83	267,399.83	0.00
Net income	-11,604.86		-11,604.86
<b>Total Equity</b>	<b>\$365,833.57</b>	<b>\$377,438.43</b>	<b>\$ -11,604.86</b>
<b>Total Liabilities and Equity</b>	<b>\$380,185.98</b>	<b>\$394,142.58</b>	<b>\$ -13,956.60</b>

# Trent Radio

## Income Statement (subject to review & adjustment)

September - December, 2021

	TOTAL		
	SEP - DEC., 2021	SEP - DEC., 2020 (PP)	CHANGE
<b>INCOME</b>			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs	9,130.00	8,971.00	159.00
<b>Total 4090 Federal Grants</b>	<b>9,130.00</b>	<b>8,971.00</b>	<b>159.00</b>
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>9,130.00</b>	<b>8,971.00</b>	<b>159.00</b>
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	29,880.00	45,777.20	-15,897.20
<b>Total 4230 Foundations &amp; Service Groups</b>	<b>29,880.00</b>	<b>45,777.20</b>	<b>-15,897.20</b>
4240 Individual Donations	2,581.16	23,178.66	-20,597.50
4310 Trent Student Memberships	94,520.09	91,067.97	3,452.12
4330 Commercial & Non-profit Mships	200.00	300.00	-100.00
4340 Individual Memberships	700.00	825.05	-125.05
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>127,881.25</b>	<b>161,148.88</b>	<b>-33,267.63</b>
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	2,000.00	1,500.00	500.00
<b>Total 4630 Net On Air Sponsorship - Local</b>	<b>2,000.00</b>	<b>1,500.00</b>	<b>500.00</b>
4660 On Air Time Sales - National	54.19	4,629.04	-4,574.85
4725 Net Merchandise Sales			
4720 Merchandise Sales	112.00	360.00	-248.00
4722 Merchandise Sales Expense		-287.40	287.40
<b>Total 4725 Net Merchandise Sales</b>	<b>112.00</b>	<b>72.60</b>	<b>39.40</b>
4750 Rental Income	3,792.91	3,813.68	-20.77
4770 Production Services	900.00		900.00
<b>Total 4500 EARNED REVENUE</b>	<b>6,859.10</b>	<b>10,015.32</b>	<b>-3,156.22</b>
<b>Total Income</b>	<b>\$143,870.35</b>	<b>\$180,135.20</b>	<b>\$ -36,264.85</b>
<b>GROSS INCOME</b>	<b>\$143,870.35</b>	<b>\$180,135.20</b>	<b>\$ -36,264.85</b>
<b>EXPENSES</b>			
5000 SALARIES & BENEFITS			
5010 Programming Wage	42,465.80	32,227.20	10,238.60
5030 Technical Wage	2,040.30		2,040.30
5070 Administrative Wage	23,143.26	26,007.48	-2,864.22
5075 Trent Annual Payroll	22,120.84	12,596.56	9,524.28
5080 Employee Benefits	4,641.52	3,605.39	1,036.13
5082 CPP Expense	3,762.53	2,944.22	818.31
5084 EI Expense	1,965.45	1,566.78	398.67
5086 WSIB Expense	216.91	169.21	47.70
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>100,356.61</b>	<b>79,116.84</b>	<b>21,239.77</b>

# Trent Radio

## Income Statement (subject to review & adjustment)

September - December, 2021

	TOTAL		
	SEP - DEC., 2021	SEP - DEC., 2020 (PP)	CHANGE
<b>6000 ADMINISTRATION</b>			
6010 Contract Staff - Admin	1,370.73	634.04	736.69
6030 Audit	4,105.63	4,170.60	-64.97
6040 Bank Charges	755.81	91.10	664.71
6045 Bldg Repair & Maint - TR	3,760.99	1,973.91	1,787.08
6050 Bldg Repair & Maint - Upper Apt	1,404.90		1,404.90
6060 Insurance & Security	3,842.92	4,157.61	-314.69
6065 Interest Expense		382.42	-382.42
6072 Management Services Expense	19,789.56	797.60	18,991.96
6075 Meeting Expenses	180.00		180.00
6080 Memberships & Subscriptions		2,037.34	-2,037.34
6085 Office Equipment & Software	479.25	375.72	103.53
6090 Office Supplies	551.58		551.58
6100 Printing & Design - Admin	11.50		11.50
6110 Telephone	311.59	312.34	-0.75
6115 Travel & Conference		50.00	-50.00
6120 Utilities	1,248.29	1,259.43	-11.14
6130 Misc. Admin. Expense		138.02	-138.02
<b>Total 6000 ADMINISTRATION</b>	<b>37,812.75</b>	<b>16,380.13</b>	<b>21,432.62</b>
<b>6500 PROGRAMMING</b>			
6510 Trent Univ Student Payroll		4,462.32	-4,462.32
6515 Artist Fees	9,000.00		9,000.00
6540 Workshop Fees & Expenses	1,920.00		1,920.00
<b>Total 6500 PROGRAMMING</b>	<b>10,920.00</b>	<b>4,462.32</b>	<b>6,457.68</b>
<b>7000 TECHNICAL</b>			
7010 Contract Staff - Technical	493.71		493.71
7020 Equipment Acquisition - Tech	2,126.52	299.35	1,827.17
7040 Equipment Repair & Maint - Tech		415.70	-415.70
7050 Line Rental	1,812.46	1,795.84	16.62
<b>Total 7000 TECHNICAL</b>	<b>4,432.69</b>	<b>2,510.89</b>	<b>1,921.80</b>
<b>7500 MARKETING &amp; PROMOTION</b>			
7520 Advertising	2,078.80		2,078.80
7530 Design & Printing	33.12		33.12
7540 Postage - Marketing	191.24		191.24
<b>Total 7500 MARKETING &amp; PROMOTION</b>	<b>2,303.16</b>		<b>2,303.16</b>
Uncategorized Expense	-350.00		-350.00
<b>Total Expenses</b>	<b>\$155,475.21</b>	<b>\$102,470.18</b>	<b>\$53,005.03</b>
<b>NET INCOME</b>	<b>\$ -11,604.86</b>	<b>\$77,665.02</b>	<b>\$ -89,269.88</b>



## **Fall 2021 STATEMENT OF PERFORMANCE (September - December 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.

### **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.

### **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.

#### **CFFF**

- 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.

#### **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.

Total Stats	Hrs/week (average)	%	CAT 21 maximum factor stats	Hrs/week (average)	%			Music Stats	Hrs/week (average)	%
CAT 1	37.55	30%	CAT 21	29	33%			CAT 2	57.2	65%
CAT 2	57.2	45%	2x	28.2	32%			CAT 3	31.25	35%
CAT 3	31.25	25%	CAT 3	31.25	35%					
	126	100		88.45	100				88.45	100

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

Content Category	CRTC Required	TRadio Req	Weekly Average
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming (19hrs)		30% (37.55hrs)
<b>11 – NEWS</b>			-
<b>12 – S/W Other</b>			37.55 hrs
<b>CATEGORY 2 – POPULAR MUSIC (35% CanCon)</b>			45% (57.2hrs)
<b>21-pop rock &amp; dance</b>	At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS		33% of all musical selections (29hrs)
<b>22 - country &amp; country oriented</b>			18hrs
<b>23 – acoustic</b>			9.7hrs
<b>24 – easy listening</b>			0.5hrs
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST (12% CanCon)</b>	MIN 5% of all Musical Selections		35% of all musical selections (31.25hrs)
<b>31 – concert</b>			1hrs
<b>32 – Folk &amp; Folk Oriented</b>			4hrs

<b>33 – World Beat/International</b>			0.25hrs
<b>34 – Jazz &amp; Blues</b>			5hrs
<b>35 – Religious</b>			8hrs
<b>36 – Audio Art</b>			13hrs
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX
<b>Station Produced</b>			126HRS
<b>Adv &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX

Description	Fall 2021
Total “live” b.casting hours / week (average)	62hrs
Number of Regular Producers	59
Number of Programmes (excluding repeats, TRadio archive & produced)	40
*Red Morning Radio	5hrs
*RFP & Archive b.casting hours/week (average)	64hrs

*Prepared by Jill Staveley. 20220107\_js*

### **The People**

Staff Programmes (CSJ/TWSP/RM/SmoothOp/RMR): 7

Archive Series: 3

Red Morning Radio: 5/week

Smooth Op LIVE: 3/week

Smooth Op Pre-Record: 12/week

New Programme Repeat: 3/week

Programming Instances Total: 73

Programmers: 59

41 Community Members

3 TWSP Employees

2 TrentU Student Employees

1 TI Employee

17 Trent Student Volunteer Producers

1 RM Project Employee

1 CSJ Employee

2 Community Groups  
6 Project Participants (CRFC)  
+ ~ 12 others (bod, Operators, supporters)

**New Programmers (Programmer Orientation Completed)**

Trevor Schleihauf (C)  
August Anderson (C)  
Jose Miguel Hernandez (C/RM)  
Gillian Turnham (C/RM)  
Joel Porter (S)  
Keigan Lasch (C)  
James Cullingham (C)  
Tamara Mustafa (S)  
Saskia Mueller (C/CSJ)  
Justin Million (C/RM)  
Katrina Creelman (S/Staff)  
Hazel Dreslinski (S/Staff)  
Neal Retke (C)  
Megan Ward (S)  
Melanie McCall (C/RM)  
Mridul Harbhajanka (S/TI)  
Celeste Ubell (S)  
JoEllen Brydon (C/RM)  
Krystal (TISA)  
Annabel Obot (S)

**Sponsorship & Advertising**

Extra special thank you goes out to Steven J May who helped us out in securing a new sponsorship with The Silver Bean this year.  
BIRCH x 2/week for Full Year (In Kind) Silver Sponsor  
Silver Bean x 2 (25 Sep/Oct'21) + x 2 (25 June/July'22) Silver Sponsor  
Sam's Place x 3/week for Full Year (Nov'21 - Oct'22) Gold Sponsor  
Renegade Apparel x 3/week for Full Year (Nov'21 - Oct'22) Gold Sponsor  
Target Broadcasting x Contracts to broadcast government messages during Indigenous programming blocks

## **Notable Dates: Fall 2021 Broadcast Season**

SEP 07 Fall 2021 Season Start  
SEP 07 TWSP Student Positions Start (Scarlett Palmer, Skye Vasey, Grayden Hatherly)  
SEP Candidates Interview Series (produced by Skye Vasey)  
SEP KAST (AGP) Promo Series  
SEP 12 Artsvote (EC3)  
SEP 14 Family Recipe Radio Project Day (Dis-O Week)  
SEP 15 Clubs & Groups  
SEP 17 Fall 2021 Deadline #2  
SEP 19 RM22 Artist #1 Introduction - Melanie McCall  
SEP 20 Levy Council Meeting  
SEP 20 CUST2035 video presentation  
SEP 22 @ 7pm: Interviewing Musicians w/ Dave Hawkins (The Antidote)  
SEP 24 @ 1pm: Online Music Resources (for Programmers) w/Gray Hatherly (Music Archivist)  
SEP 27 - CSJ Position Start (Sas Mueller)  
~~SEP 28 @ 1pm: Engaging With Your Audience w/Sean Eyre (The Sean Eyre Show)~~  
SEP 29 @ 1pm: Podcasting your Radio Broadcast w/Ayesha Barmania (Ptbo Currents, PIP)  
OCT 02 Homecoming Live Simulbroadcast  
OCT 03 LCPA (2) Start (Hazel Dreslinski, Katrina Creelman)  
OCT 04 Levy Council Meeting  
OCT 10 RM22 Artist #2 Introduction - Jose Miguel Hernandez  
OCT 11 TI Position Start (Mridul Harbhajanka)  
OCT 17 RM22 Artist #1 Presentation - Melanie McCall  
OCT 21 Fridge Schedule!!!! (courtesy Brazil Gaffney-Knox)  
NOV 07 RM22 Artist #3 Introduction - JoEllen Brydon  
NOV 10 NCCYL Training Session  
NOV 14 RM22 Artist #2 Presentation - Jose Miguel Hernandez  
NOV 26 Levy Council Meeting  
NOV 29 AGM  
Nov 28-30 SOCAN Music Survey  
DEC 03 Community Grants Application Deadline  
DEC 06 Hot Water Tank in 715 Upper Leaked All The Way To The Basement  
DEC 07 Trent Radio purchased a new Hot Water Tank for 715 Upper  
DEC 10 Staff (Virtual) Partay  
DEC 12 RM22 Artist #3 Presentation - JoEllen Brydon  
DEC 18 - Jan 08 Entre Season including special broadcasts and projects

- In From The Cold Community Interview Series (Dec19-24)
- In From The Cold 2021 livestream re-broadcast (Dec 24/25)
- KYO Festive Concert (Dec 12) field recording broadcast (Dec 25)
- ASTC Radio Drama Presentation of "It's A Wonderful Life" (Dec31)
- Arts Alive Songwriting Mentorship Presentation Interview #1 (Dec31)

Staff Vacation Reconciliation								
YE	Employee	Entitlement	Taken	Remaining	Pay / day	Carry forward	To pay	\$ Owing
ye20	Rob Hailman	10	5	5	\$140.42	0	5	\$702.10
ye21	Rob Hailman	10	5	5	\$200.00	5	0	\$0.00
ye22	Rob Hailman	10						
							<b>TOTAL</b>	<b>\$702.10</b>
ye20	Jill Staveley	21	5	16	\$140.42	0	16	\$2,246.72
ye21	Jill Staveley	22	10	12	\$200.00	5	7	\$1,400.00
ye22	Jill Staveley	23						
							<b>TOTAL</b>	<b>\$3,646.72</b>

## Trent Radio Committees

Existing committees:

- **Nominating Committee:** Per Trent Radio's bylaws, the Nominating Committee is responsible for nominations to fill vacancies of the Board for consideration by the membership at each Annual General Meeting. The nominating committee must consist of two board members, and at least three other members of Trent Radio.
- **Programming Committee:** This committee is responsible for Trent Radio's programming policies, and supports the Director of Programming, as needed, in developing a balanced broadcast schedule and addressing concerns or complaints relating to Trent Radio's broadcasts.
- **Human Resources Committee:** This committee is responsible for developing HR policies and procedures, drafting and negotiating employment contracts for senior staff, and addressing human resources issues as they arise.

Proposed special committees for the current fiscal year:

- **Bylaw Review Committee:** This committee would review Trent Radio's by-laws and propose amendments to ensure compliance with the newly enacted *Not-for-Profit Corporations Act*, to be presented for approval at the 2022 Annual General Meeting. The committee could also use this opportunity to conduct a more fulsome review of Trent Radio's bylaws and governance.
- **Financial Planning Committee:** This committee would research and prepare a financial plan for Trent Radio, including short-term and long-term investments for Trent Radio's financial reserves, and make a recommendation for a chequing account for Trent Radio including more "modern" banking conveniences, such as online bill payment and direct deposit, than is offered by our current account.

Other committees have existed in the past, which may or may not be relevant this year. The board may wish to consider appointing a representative for these areas, rather than forming a committee:

- Trent Radio Community Committee
- Sponsorship, Grants & Earned Revenue Committee
- Radio Free Peterborough Committee
- Board Development Committee
- Trent University & TCSA Liaison Committee
- Property, Plant & Equipment Committee