

TRENT RADIO BoD MINUTES

27 September 2021 – 6:00PM via teleconference

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

1. Chair's opening remarks and agenda approval

Bill Templeman chairs the meeting.

2. Approval of previous minutes

Minutes from July have not yet been presented to the board.

August minutes are presented to the board.

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

3. Operations reports

Jill Staveley presents programing reports.

So far, programmer have been working remotely but Trent Radio is hoping to return to in studio, with COVID19 accommodations in place.

4. Summer 2021 end-of-season reports

Jill Staveley and Rob Hailman present end of season report. TR programmer is balanced and in accordance with the CRTC through the 2021 Summer season.

Trent Radio Broadcast certificate and Broadcast licence expired in August 2021. The broadcast certificate renewed until 2028. Trent Radio has been granted two one-year extensions broadcast licences therefore it expires August 21, 2023.

Katie Pedlar makes a motion to approve the end of season reports, Alissa Paxton seconds the motion.

5. Financial statements

Trent Radio's financial statement have not yet been reviewed by an accountant.

Trent Radio has received its levy fees.

Brazil Gaffney-Knox makes a motion to approve financial statements, seconded by Bill Templeman.

6. Appointment of accountant for 2021 review engagement

Alissa Paxton moves that we appoint JD Watson and Associated as the 2021 Trent Radio accountant, seconded by Tim Snodden.

7. Any other business

There is some discussion regarding reforming the HR committee.

8. Date of next meeting

Next meeting is October 18th, 2021.

9. Adjournment

Meeting adjourns 7:10PM

TRENT RADIO
Board of Director MINUTES
29 November 2021 – 7:30pm via teleconference

In attendance: Rob Hailman (DoO), Alissa Paxton (minutes), Katie Pedlar (chair), Tim Snodden, Andréanna Sullivan, Bill Templeman

Regrets: Hannah McCammon, Ness Pringle

1. Chair's opening remarks and agenda approval

Rob Hailman leads Board through shortened post-AGM Board business

2. Election of Officers

President & Chair: Katie Pedlar

Secretary: Alissa Paxton

Treasurer: Andreanna Sullivan

Motion to elect officers: moved by Alissa & seconded by Tim, carried

3. Appointment of Signing Authorities

Confirmation of signing authorities for Trent Annual and Trent Radio accounts:

President & Chair: Katie Pedlar

Treasurer: Andreanna Sullivan

Motion to appoint signing authorities: moved by Bill & seconded by Katie, carried

4. Approval of Grant Application

Motion: "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."

Moved by Alissa & seconded by Bill, carried

5. Contact Information

Personal information needed for Canada Revenue Agency filing to be collected by Rob via Google form. Names of Directors of Charitable organizations are public information, other personal and contact information will be kept confidential.

6. Next Meeting

To be decided by Doodle poll

7. Adjournment:

Meeting adjourns at 7:44pm

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 29th 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>)

TRENT RADIO
Board of Director MINUTES
17 January 2022 – 6:30PM via teleconference

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

1. Chair's opening remarks and agenda approval

Katie Pedlar chairs the meeting and noted that Trent Radio is celebrating its 44th Anniversary! Here's to 1,000 more!

Motion to approve the agenda moved by Andréanna, seconded by Katie & carried

2. Approval of previous minutes (December 16, 2021)

Motion to approve the minutes moved by Bill, seconded by Hannah & carried

3. Operations reports

Operation reports presented by Director of Operations (Rob) and Director of Programming (Jill).

4. Financial statements to 31 December 2021

- Cashflow in a good position.
- Some of the large income items are down from larger than normal amounts last year, not core funding.
- Within budget.

5. Fall 2021 programming report

Overall, it is the opinion of the Director of Programming that:

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

- Question of genre definitions, all of which can be found at

<https://crtc.gc.ca/eng/archive/2010/2010-819.htm>

Motion to accept the reports moved by Alissa, seconded by Andréanna & carried

6. Staff vacation update

Due to the extraordinary nature of the last two years, the Board approves paying out the unused vacation time of our Directors for the 2020 and 2021 fiscal years totalling \$4,348.82.

Moved by Alissa, seconded by Bill & carried

7. Trent Radio committees

HR Committee: on break while Bylaws and Finance are doing their work. Katie to be the HR contact for any staff that want to speak to the Board about concerns

Nominating Committee: Katie, Hannah

Programming Committee: Bill, Ness

By-Law Review: Katie, Alissa, Andréanna

Financial Planning: Alissa, Andréanna

8. Schedule for meetings in 2022

Generally: 6:30pm on the third Monday of each month

BUT with February stat holiday our next meeting:

Monday, February 28th; 6:30pm

9. Any other business

a) Strategic Planning to be added to next agenda, Bill to prepare a specific proposal for discussion.

10. Adjournment

TRENT RADIO
Board of Director MINUTES
28 February 2022 – 6:30PM via teleconference

In attendance: Alissa Paxton (minutes), Katie Pedlar (chair), Ness Pringle, Andréanna Sullivan, Jill Staveley (DoP), Bill Templeman

Regrets: Rob Hailman (DoO), Hannah McCammon, Tim Snodden

1. Chair's opening remarks and agenda approval

Katie Pedlar chairs the meeting.

Motion to approve the agenda as presented moved by Ness, seconded by Bill & carried

2. Approval of previous minutes (17 January 2022)

Motion to approve minutes of January 17th moved by Ness, seconded by Bill & carried

3. Operations Reports

a) Director of Operations (Rob, presented by Jill)

b) Director of Programming (Jill):

- NCRA Radio Awards: new nomination guidelines are too onerous for the timeline this year, but would be great work for the Programming Committee in future years.

Motion to accept reports moved by Katie, seconded by Alissa & carried

4. Financial statements

Quick review of statements in Rob's absence

Motion to accept statement moved by Alissa, seconded by Ness & carried

5. Strategic Planning

Reviewing proposal from Arising Collective consultants to lead our strategic planning process. Bill, Jill, Ness and Andréanna will work to scale down the proposal and get a revised proposal for our next meeting.

6. Re-Opening & Rapid Testing

Covered under Operations reports – balancing reporting requirements, comfort of staff & volunteers and using testing as one of many layers of safety.

7. Payroll & Direct Deposit

Motion to approve setting up direct deposit for payroll moved by Katie, seconded by Alissa & carried

8. Any other business

Nominating Committee: Katie will meet with Jill to start building nominating committee.

Radio Fund: Jill is working on next year's grant, focusing on core programmer training, artist fees and skill-building.

9. Date of next meeting

Next meeting is March 21st, 2022

10. Adjournment

Meeting adjourns 7:40PM

TRENT RADIO
Board of Director MINUTES
21 March 2022 – 6:30PM via teleconference

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

Regrets: Tim Snodden, Jill Staveley (DoP)

1. Chair's opening remarks and agenda approval

Katie Pedlar chairs the meeting – Happy Spring!

2. Approval of previous minutes (28 February 2022)

One correction noted by Alissa

Motion to approve minutes of February 28th as amended, moved by Bill, seconded by Andréanna & carried

3. Operations reports

a) Director of Operations (Rob)

b) Director of Programming (Jill, presented by Rob)

Motion to accept reports moved by Katie, seconded by Hannah & carried

4. Financial statements

Budget update will be included in next month's report.

Motion to accept statement moved by Andréanna, seconded by Ness & carried

5. Strategic planning

Board Members working on revising proposal sent by Arising Consultants to send back in two weeks. Feedback sought from other clients and New Canadians' Centre responded positively. Will try to have revised proposal from Arising for April's Board meeting.

6. Any other business

Nominating Committee: Katie to connect with Jill re: non-Board committee members.

7. Date of next meeting

Next meeting: **Wednesday, April 20**, 6:30pm (moved from usual due to Easter Monday)

8. Adjournment

Meeting adjourns 7:25PM

TRENT RADIO
Board of Director MINUTES
25 April 2022 – 6:30PM via teleconference

In attendance: Rob Hailman (DoO), Hannah McCammon, Alissa Paxton (minutes), Katie Pedlar (chair), Ness Pringle, Tim Snodden, Jill Staveley (DoP), Bill Templeman

Regrets: Andréanna Sullivan

Absent:

1. Chair's opening remarks and agenda approval

Katie Pedlar chairs the meeting.

Motion to approve the agenda moved by Katie, seconded by Ness & carried

2. Approval of previous minutes (21 March 2022)

Motion to approve minutes of March 21st moved by Bill, seconded by Tim & carried

3. Operations reports

a) Director of Programming (Jill)

b) Director of Operations (Rob)

4. Financial Statements & Budget Update

Statement and budget update presented, current and projected surplus due to unbudgeted income and on-budget expenses.

5. Spring 2022 Programming Report

Jill Staveley presents end of season report. TR programming is balanced and in accordance with the CRTC license through the 2022 Spring season.

Motion to accept reports moved by Alissa, seconded by Hannah & carried

6. Strategic Planning

Revised proposal from Arising Consultant had three package options. Board chose to go with the original proposal for \$8,500 +HST

Motion to retain Arising Consulting to lead our strategic planning moved by Bill, seconded by Alissa & carried

7. Any other business

a) Katie will be away for summer work May-August, we will rotate the chair amongst our student members.

b) Board involvement in summer hiring needed – Hannah will join interviews.

c) *Motion to approve direct deposit process as presented moved by Bill, seconded by Katie and carried.*

d) NCRA's NCRC (c = conference) is happening May 2-6, those interested should connect with Jill.

e) Trout Rodeo (<https://www.trentarthur.ca/print/trout-rodeo-22>) is up on Arthur's website and Jill will email to our donors.

8. Date of next meeting

Next meeting is Monday, May 16, 2022 at 6:30PM

9. Adjournment

Meeting adjourns 7:30PM

TRENT RADIO
Board of Director MINUTES
20 June 2022 – 6:30PM via teleconference

In attendance: Rob Hailman (DoO), Alissa Paxton (minutes), Ness Pringle, Tim Snodden, Jill Staveley (DoP), Andréanna Sullivan, Bill Templeman (chair)

Regrets: Hannah McCammon, Katie Pedlar

1. Chair's opening remarks and agenda approval

Bill Templeman chairs the meeting.

2. Approval of previous minutes (24 April 2022)

May meeting skipped due to storm damage and staff conflicts.

Motion to approve minutes of April 24th moved by Andréanna, seconded by Alissa & carried

3. Operations reports

a) Director of Programming (Jill)

- Important Dates for Board Participation:

Saturday June 25 - Mini Golf @ Milltown

Wednesday July 6th - Weird Music Radio Project Day

Tuesday July 19th - Radio Workshop: Fake News w/Ayesha Barmania (online, 7pm)

Wednesday July 27 - Summer Social @ Sadleir House (details to follow)

Saturday August 13th - Myth, Legends & Lore!

We have lost another member of our Trent Radio & Audio Art community. B.P. Hughes was a long-time producer, volunteer, supporter and member of Trent Radio. Guiding our audio artists with much kindness and care, B.P. Hughes will be dearly missed. There is a memorial planned for BP Hughes on Friday, June 24, from 7pm-midnight, to be held at Sadleir House.

b) Director of Operations (Rob)

Summer staff hired & on-boarded. Rob & Jill have strategically planned their vacation time.

4. Financial statements

On track with both income and expenses.

Motion to accept reports & statement moved by Alissa, seconded by Ness & carried

5. Preliminary SU22 report

Current schedule meets aims & objects and CRTC obligations.

6. COVID-19 protocol

Continuing current policy through Summer season, will revisit for Fall season to see if we want align with Trent's move to optional masking starting today, prioritizing staff's safety.

7. Board commitment for 2022-2023

At least one, maybe two, student vacancies to be filled at AGM. Should start reaching out for interest now.

8. 2021-2022 student staff reports

Received for Board information. Excellent record and reflections. Thank you to all staff for their hard work!

9. Any other business

Strategic Planning: excellent first meeting to outline process and for consultants to get to know Trent Radio and our current challenges and successes. Dates pushed back to fall with goal of final plan to present to membership at AGM.

Indigenous Connections: past years' successes due to Trent Radio investment (staff, commissioned programs, etc.), good to keep in mind for strategic planning.

10. Date of next meeting

Next meeting is Monday, August 29th, 2022.

No July meeting due to staff vacations & Board conflicts. Please keep an eye on email in case Board input is needed. Rob hoping to send a draft budget for feedback in July and approval at August meeting.

11. Adjournment

Meeting adjourns 7:43PM

TRENT RADIO
Board of Director MINUTES
29 August 2022 – 6:30PM via teleconference

In attendance: Rob Hailman (DoO), Alissa Paxton (minutes), Tim Snodden, Jill Staveley (DoP), Andréanna Sullivan, Bill Templeman (chair)

Regrets: Hannah McCammon, Katie Pedlar, Ness Pringle

1. Chair's opening remarks and agenda approval

Bill Templeman chairs the meeting.

2. Approval of previous minutes (20 June 2022)

Motion to approve minutes of June 20th moved by Alissa, seconded by Bill & carried

3. Operations reports

a) Director of Operations (Rob)

Congrats to Rob on his 5 Year Anniversary as Trent Radio staff! (August 29, 2017)

b) Director of Programming (Jill)

4. Financial statements

All numbers and transactions are routine, have enough cash on hand to carry through to fall levy payment. A major donation came in last week, with much gratitude to the donor! Discussion of plans for surplus as we move out of "Student Choice Initiative" contingency planning.

Motion to accept reports moved by Alissa, seconded by Bill & carried

5. 2022/2023 Budget

Motion to budget as presented moved by Alissa, seconded by Andréanna & carried

6. Strategic Planning – engagement plan & retreat dates

- Pre-Retreat - **Thursday, September 29** from 7 PM - 8 PM (this is the 'teaser' preview of the Engagement Report, to get folks excited about reading it, and the internal scan, so we go into the retreats with all of the information needed to start making decisions)
- Retreat 1 - **Thursday, October 6** from 6 PM - 8 PM (one week after the pre-retreat)
- Retreat 2 - **Thursday, October 13** from 6 PM - 8 PM (one week after retreat 1)
- Retreat 3 - **Thursday, October 27** from 6 PM - 8 PM (two weeks after retreat 2)

Possible key informant interviews: Sean Conway (Curve Lake FN), Barb Woolner (former staff), Stephen Stohn (founder, Trent U Chancellor), Angela Cooper (past programmer, current CBC), NCRA, Andrew Fograsse (past Board chair), Shan Culkeen (past board chair), Funders (CFGF, Radio Fund)

7. COVID-19 Safety Plan

Plan amended for Fall Season with staff input.

Motion to approve amended COVID-19 Safety Plan moved by Andréanna, seconded by Bill & carried

8. Nomination Committee

Andréanna and Jill to reach out to Katie and Ness and have a report on committee's progress for next meeting.

9. Confirming date of AGM – November 20, 2022**10. Schedule for fall 2022 board meetings & Date of next meeting**

Rob to send Doodle to set date for September meeting for a new standing day/time.

12. Adjournment

Meeting adjourns 8:05PM