

ANNUAL GENERAL MEETING of TRENT RADIO
- a corporation without share capital -
Sunday, 20 November 2022, 2 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 2021.

3.) PRESENTATION of Reports of the Directors, Staff and Officers.

Namely: Yearbook Management Report; Project Staff; 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 Trent Radio's Strategic Plan for 2023-2026

MOTION to accept the Strategic Plan as presented and/or amended.

5.) PRESENTATION of Financial Statements for One Year Ending 31 August 2022 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 2023.

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

The Nominees in alphabetical order are: **Henry Allen (s)**, **Sebastian Johnston-Lindsay (s)**, **Alissa Paxton (c)**, **Tim Snoddon (c)**, **Andréanna Sullivan (s)**, **Bill Templeman (c)** & **Trinity Torrejos (s)** (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.

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, Canadians 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.

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 13 November 2022 at Trent Radio House, 715 George Street North.

7.) Onwards and upwards: Staff Introductions & current projects

8.) Any other business

9.) Adjournment

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MINUTES of the ANNUAL GENERAL MEETING of TRENT RADIO
held via teleconference Monday, 29 November 2021, 6pm

Members Present: Katrina Creelman, Hazel Deslinks, Jocelyn Enright, Robert Farr, Rudy Fischer, Alisha Fisher, Brazil Gaffney-Knox, Robert Gibson, Mridul Harbajanka, Sebastian Johnston-Lindsay, Alex Karas, Chris Lawson, Roy Layer, Em Minthorn, Alissa Paxton, Katie Pedlar, Joel Porter, Andreanna Sullivan, Tim Snoddon, Bill Templeman, Skye Vasey

Non-Members Present: Alex Campagnolo, Rob Hailman, Lauren Hunter, Missy Knott, Sas Mueller, Laurel Paluck, Rachelle Sauve, Jill Staveley, Esther Vincent

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 6:03 PM, chaired by Bill Templeman and Alissa Paxton recording the minutes of the meeting. The agenda was agreed upon and discussion followed.
2. The minutes of the previous Annual General Meeting from November 29th, 2020 were presented. Upon a motion made by Robert Farr, seconded by Em Minthorn, and carried, the minutes were approved.
3. The Reports of the Directors, Committee Chair, Staff and Officers were presented:
Esther Vincent: Trent Annual Yearbook Management
Alex Campagnolo: Archives Manager
Skye Vasey & Rob Hailman (for Grayden Hatherly): Canada Summer Jobs
Laurel Paluck & Missy Knott: Radiometres projects
Rob Hailman: Director of Operations
Jill Staveley: Director of Programming
Rob Farr (for Michael Gray): President's report
Upon a motion made by Alissa Paxton, seconded by Robert Gibson, and carried, the reports of Directors, Committee Chair, Staff and Officers were approved.
4. All Board minutes since the last AGM were made available to the membership in the meeting package, in addition to being available to the general public on the Trent Radio website throughout the year. Upon a motion made by Skye Vasey, seconded by Alissa Paxton, and carried, it was resolved that all resolutions and acts of the Board since the last Annual General Meeting, held November 29th, 2020, were approved.
5. The Financial Review Engagement Report for the fiscal year ending 31 August 2021, with an independent financial review by JD Watson & Associates CPA, was presented by Rob Hailman. Upon a motion made by Katie Pedler, seconded by Alisha Fisher and carried, the Financial Review Engagement Report was approved.

6. Upon an extraordinary motion duly made by Alissa Paxton, seconded by Robert Gibson, and carried, JD Watson & Associates CPA were appointed to conduct an independent Financial Review for the next fiscal year, ending 31 August 2022.
7. 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 Jocelyn Enright, seconded by Alisha Fisher, and carried, it was resolved that the Report of the Nomination Committee be accepted, and that the nominees presented, namely **Hannah McCammon (student), Alissa Paxton (community), Katie Pedlar (student), Ness Pringle (student), Tim Snoddon (community), Andréanna Sullivan (student), and Bill Templeman (community)** were appointed to the Board of Directors, and are duly elected to represent the corporation and hold office until the 2022 annual election of Directors subject to provisions and bylaws of the Corporation.
8. Staff introductions and current projects were presented.
9. Any Other Business: Thank you to past Board Presidents Michael Gray & Brazil Gaffney-Knox were offered as they step away from the Board this year.
10. There being no other business, the meeting was adjourned at 7:26pm. Members were invited to stay online for social time while incoming Board Members met briefly in a break-out room.



2021-22 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 organization. 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.

2021-22 Board of Directors

Hannah McCammon

Alissa Paxton - Secretary

Alissa is the Office & Database Administrator at Kawartha Land Trust and brings over 15 years experience in local non-profit administration and governance to Trent Radio. 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, hiker, baker and gardener.



Katie Pedlar

Hi There Radio Lover, I'm a recent Trent graduate who has served as secretary and president on the 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!



Ness Pringle - President & Chair

Ness is a Trent Undergraduate student sitting on way too many boards!! They are a sitting board member and briefly took on the role of Board Chair! Ness grew up constantly listening to the radio and love the feeling of connection when a radio programmer plays a really obscure song that you never thought you'd hear on the radio. They cannot stand silence and constantly have the radio or music playing, and you can find them blasting metal music while rebuilding bicycles in their spare time.



Tim Snoddon

My name is Tim Snoddon and I am sitting on the Board of Directors at Trent Radio. I host "Corner of Hunter and George", which is a local arts and culture podcast, heard currently on Trent Radio Tuesdays at 8 and on main streaming devices. I believe in Trent Radio as a community source for the marginalized and often unheard voices of Peterborough/Nogojwanong. I have enjoyed my time at the Board of Directors and wish to continue.

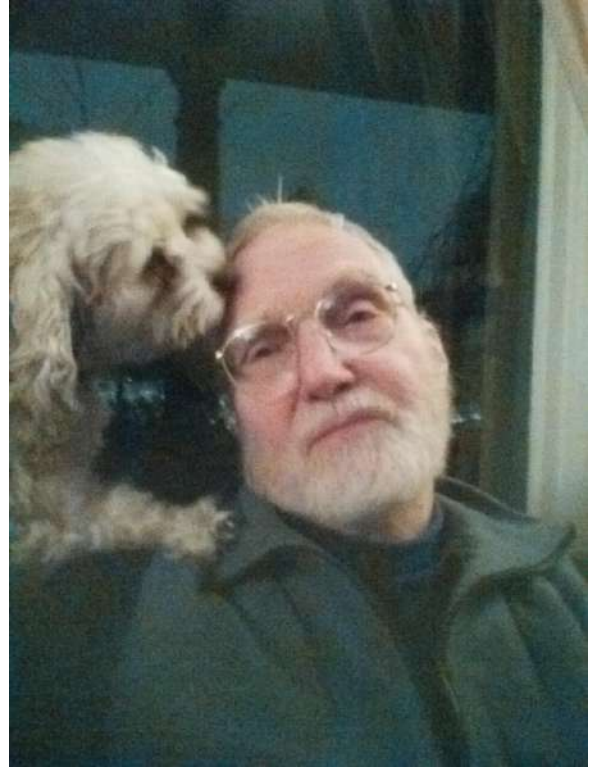
**Andreanna Sullivan - Treasurer**

My name is Andréanna Sullivan. I am a fourth-year student majoring in Geography. I am a mature transfer student; I previously studied at Ontario Tech University and Guelph University. I am a woman; I am queer; and identify as a student with a disability. I have been involved with Trent Radio for just a short year, serving as the treasurer. In this short time I have had the opportunity to contribute to Trent Radio's strategic planning process, to coordinate our nomination committee, and grow my understanding of the beautiful community that is Trent Radio.



Bill Templeman - Vice-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 2022 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 Rishabh Joshi as EiC and Anna Lasenko as Assistant Editor, with Esther Vincent providing support as Chief Learning Officer.

With the return to (mostly) in person learning, the Annual hired new junior staff late in first term. After a slow start, staff were able to include more photography for in person events, but the ongoing restrictions and closures proved challenging.

A full book was completed and, after several issues with FedEx, was delivered just in time for convocation which was in person for the first time since COVID.

The issue with delivery and the reduced uptake from graduates of copies of the book has led to reconsidering our printing process with changes planned for the ordering process for the 2022-23 book.

Beatriz Bento was appointed Editor in Chief for the 2022-23 year. She, returning Assistant Editor Anna Lasenko, and Esther Vincent will form the management core 2022-23 production year.

Archive Manager Report

Alex Campagnolo

Over the last fiscal year, my goal as Archive Manager at Trent Radio was to research the finalized Archive of 2,971 records to make the collection as engaging and accessible as possible. For more information on the strategies used to bring the Archive from its original 8,123 records to its current state, please refer to my Archive Manager Report from 2020-2021.

Initially, the Trent Radio Vinyl Archive Master List ("Archive List" hereafter) only had data on artist, album, label, and CanCon (Canadian Content) status. Now, after extensive internet research, the Archive List features information about the genre(s), style(s), and original year of release. Information was mostly drawn from Discogs release pages. I was unable to find information on three records. If you have any knowledge of Keough - Keough, From the From - Sloane Rangers, or The Most Beautiful Sound Next to Silence - Various Artists, please reach out to me. The Archive List will be made available to the Trent Radio community upon the Archives' official reopening, which is to be determined.

With all research complete, an analysis of the Archives' LPs and 12" records was done. Below is an overview of the results. For the full list of subgenres, please reach out to me.

Original Year of Release

<u>LPs</u>			<u>12"s</u>		
1769 Records			993 Records		
49% CanCon			17% CanCon		
48 years represented between 1953 and 2003			29 years represented between 1972 and 2006		
<i>Rank</i>	<i>Year</i>	<i># Records</i>	<i>Rank</i>	<i>Year</i>	<i># Records</i>
1	1987	100	1	1985	113
2	1988	99	2	1986	96
3	1972	95	3	1987	92
4	1986	92	4	1984	81
5	1971	85	5	1988	72
6	1985	84	6	1991	56
7	1984	83	7	1990	55
8	1980	80	8	1996	55
9	1973	75	9	1994	52
10	1979	67	10	1995	50

Genre

<u>LPs</u>			<u>12"s</u>		
<i>Rank</i>	<i>Genre</i>	<i># Records</i>	<i>Rank</i>	<i>Genre</i>	<i># Records</i>
1	Rock	863	1	Electronic	472
2	Folk, World, & Country	475	2	Rock	330
3	Pop	273	3	Hip-Hop	172
4	Jazz	231	4	Pop	131
5	Electronic	196	5	Funk/Soul	103
6	Funk/Soul	119	6	Reggae	36
7	Blues	105	7	Folk, World, & Country	14
8	Reggae	58	8	Jazz	11
9	Non-Music	52	9	Blues	6
10	Stage & Screen	49	10	Stage & Screen	6
11	Classical	40	11	Latin	2
12	Latin	24	12	Non-Music	1
13	Children's	13			
14	Brass & Military	8			
15	Hip-Hop	5			

Subgenre

<u>LPs</u>			<u>12"s</u>		
203 unique subgenres represented			147 unique subgenres represented		
<i>Rank</i>	<i>Subgenre</i>	<i># Records</i>	<i>Rank</i>	<i>Subgenre</i>	<i># Records</i>
1	Folk	183	1	Synth-pop	220
2	Pop Rock	170	2	Pop Rock	112
3	Folk Rock	137	3	House	101
4	Country	100	4	Alternative Rock	61
5	New Wave	98	5	New Wave	56
6	Synth-pop	82	6	Disco	53
7	Blues Rock	71	7	Electro	41
8	Hard Rock	68	8	RnB/Swing	39
9	Classic Rock	61	9	Soul	38
10	Alternative Rock	59	10	Indie Rock	29
11	Psychedelic Rock	59	11	Euro House	27
12	Country Rock	57	12	Funk	27
13	Prog Rock	49	13	Downtempo	20
14	Experimental	48	14	Industrial	19
15	Art Rock	47	15	Hard Rock	16

Canada Summer Jobs

1) Summer Operations & Information Manager May8-Aug26 - Sas Mueller

I was responsible for day-to-day operations, communicating with programmers, onsite for live programming, general house management and programming for the Summer 2022 broadcast season.

- I also hosted community events; mini golf Saturday June 25th & a community picnic at Sadlier House Wednesday July 27th.
- Special radio programming days; Weird Music Day on Wednesday July 6th and A Day of Myths, Legends & Lore on Thursday August 11th.
- Assisted with live remote programming at Trent University on July 16th, July 22nd, and August 5th.
- Hosted programmer meetings fortnightly, on Tuesdays, from May 24th-August 16th.
- Officiated online information sessions with guest speakers; on July 19th - Ayesha Barmania and on August 2nd Grayden Hatherly.

I truly enjoyed my time working at Trent Radio this summer. I believe this job is valuable for Trent Radio because it allows management staff to take time off and work on other Trent Radio projects in the background (that aren't management related). It's also a great way for younger folks like myself to confidently step into a management role - which is something that young people usually don't get to experience years later into their career.

This is something that I believe Trent Radio does really well; to give younger folks a foot in the door from their transition from postsecondary education to an entry level employment opportunity. This job would be very beneficial for a summer employment opportunity, as stated above, it gives people like Jill and Rob the chance to take a backseat to work on other projects during the summer months, or even beyond summer, if possible.

When I started at Trent Radio I was a recent graduate who had been working in food service and retail jobs for the past few years. I was tired of poor employee rights, and the general lack of respect. I knew I wanted to work someplace creative that valued me as an employee and Trent Radio did just that. I was able to gain so much experience over this contract period whether it was from audio editing, event planning or radio engineering. These are all valuable skills that I plan on taking into further career paths. I am so grateful of the opportunities Trent Radio has given me over the past year.

2) Summer Producer May16-Sep02 - Katy Catchpole

Job Description: The role of the Summer Producer is to create radio content specifically for youth and young people in the community of Peterborough, Nogjiwanong. In my role specifically, I was responsible for producing two live weekly shows ("What Do YOUTH Think?" and Soundscapes") which were both aimed at getting young people interested in and aware of the goings-on within the city, and highlighting the voices and ideas of young people. I was also responsible for pre-recording one instance of Smooth Operator weekly, and for creating programming for special radio project days (Weird Music Day and Myths, Lore and Legends Day).

In addition to creating radio content, one of my regular duties included monitoring the radio in 3-4 hour blocks each week, to listen for static, scheduling issues and any other problematic concerns, such as inappropriate content. Another duty was providing support to Sas, the Operations and Information Manager, which included attending bi-weekly Programmer Meetings and engaging in the different educational workshops that took place.

Lastly, while I was not directly in charge of community engagement and outreach, I was expected to, whenever possible, inform folks about the opportunities to get involved with Trent Radio, as well as generally providing a friendly face for them to associate with our radio community!

In my role as summer producer I had the opportunity to reach out to various local organizations and businesses and community groups to produce local radio content for my programming, but also to spread the word about Trent Radio and reach out to people who might not have known about us previously. This aspect of the role is particularly valuable for Trent Radio because it makes folks aware of Trent Radio, but also breaks down the barriers that can make getting

involved in community radio seem overwhelming and not possible. The summer producer position is valuable to Trent Radio because it ensures the production of new content, and more specifically, content that is made for youth –an audience that might not have been Trent Radio’s primary target audience in the past. Since a part of Trent Radio’s mission is to reach segments of the community who might be underrepresented on the radio, the ability to work with kids and produce radio content for and by them, is a fulfillment of this goal. One of the highlights for me in this respect was working with the kids at the All Saint’s Day Camp through July and August. It was so cool to see kids getting excited about making radio and being able to witness their creative process, which is totally unfiltered, and unique to each individual voice - which is what Trent Radio is all about! Now there is a group of kids who know that Trent Radio exists, and that radio is not just for adults and that anyone can truly be a part of the Trent Radio community.

In terms of my own personal growth and experience, this job has given me many unexpected, but undeniably useful skills, which I will carry with me into future career opportunities. Firstly, I developed my time management skills, as throughout the summer I had to juggle the consistent responsibility of producing my show, alongside any other responsibilities that might be assigned week to week. I learned very quickly that a lot more goes into radio than just talking into a microphone, and I had to develop the ability to plan and work ahead - whether this meant scheduling an interview three weeks in advance to accommodate for the availability of the interviewee, or simply planning an outline for my show ahead of time to make it as intentional as possible – I honed the invaluable skill of managing my time. I also gained great experience in preparing for and conducting interviews, which I learned a lot about throughout the summer. Meeting with organizations and community members for interviews, also taught me how to be presentable and to represent my work in a professional manner. I learned how to communicate clearly with interviewees ahead of time so that they knew what was expected of them and were not surprised by any of my requests or questions; and I learned the value of following through on one’s plans and promises to those parties. In addition to a number of radio shows that I can add to my portfolio, I now have a number of skills in radio production including audio recording and audio editing. This job provided me with hands-on experience in radio production that I likely would not have been able to receive elsewhere without a degree in radio studies or radio production.

Ultimately, this job has given me a richer understanding of the Peterborough/Nogojiwanong community and its membership. The sheer number of people who were willing and eager to participate in radio with me was illuminating. It changed my understanding of what my role was and made me see that although my job was technically to produce radio content, it was really more about sharing the experience of radio making. I initially felt that the people I reached out to were doing me a favour, but in fact, each meeting I had with somebody was a mutually enjoyable experience! I would definitely suggest that Trent Radio hire for this position again. It is an excellent opportunity to get hands-on experience in producing radio, but also naturally facilitates community engagement which helps bring more folks into the Trent Radio fold.

Notable guests:

- Creating Space - Myria Raysallas
- Trent Vegetable Gardens
- Downtown Youth Space - Sarah Farley - Kelly Elliott - Program Coordinator
- Students in YLS - Emma and Ewen (founders/members of a local youth sustainability group)
- PTBO Museum and Archives - Jessica Ernest (Administrative Assistant) and Jon Oldham (Archivist)
- (All Saint’s Day Camp) (visited camp 6 times) - Cormac Culkeen
- B!KE - Community Bike shop - Jean Greig
- Irish Millie (local musician)
- Peterborough Currents / Brazil Gaffney-Knox (Creek Week newsletter)

Special Programming:

- Radio Project Days: Weird Music Day and Myths, Lore and Legends Day - produced shows for these two days
- Live Radio Project Broadcasts at Trent U Orientation events - four events (for one of these events I was working in Studio A taking over for the others when necessary and for the other 3 events it was live on campus, reaching out to people, conducting interviews, filling the live broadcast time!)

Events Attended:

- Peterborough Folk Festival - community outreach

3) Archives Clerk May16-Sep02 - Grayden Hatherly

Job Description: Collecting and categorizing submissions of local digital and physical content to our archive, highlighting a number of local artists and venues through broadcast interviews, and helping volunteer programmers find and access music resources for their programmes.

The Experience: I believe this job is valuable for Trent Radio because having one person whose job it is to focus on local music means that developing and maintaining the collection we have is recognized as one of the priorities of Trent Radio. It also means that there is someone around who can help connect programmers to music resources and connect local artists with Trent Radio.

This job is valuable for gaining work experience because it helps you to build up a lot of transferable skills. You learn about working well within a team as well as being independent, and you also learn a lot about communication and organization. You also learn a lot of tech skills through this job - like audio recording and editing.

If Trent Radio were able to hire for the same job next year, I would absolutely recommend it. It's a really good job for someone looking to get connected with their community in a way that's different from what you might normally be used to. It's also great for someone who might want to do archive and/or radio work later on, as you learn a lot about how each of those things work.

Music Submissions: 28 submissions from local artists / 2 submissions from touring artists

Artists Interviewed: 8 local and touring artists interviewed

Local Venues Interviewed: 2 local venues interviewed

I also created a new Google form for music submissions this summer in order to make the process more efficient for artists and for Trent Radio.

Community Radio Fund of Canada: Radiometres - Your Radio is Their Stage

Project Coordinator - Laurel Paluck

September 2021 - April 2022

This was a unique and ambitious project which we are very proud of. It succeeded to demonstrate that Trent Radio can be a resource, medium and stage for Artists of various disciplines. We engaged 6 Artists in new and exciting ways – providing them with training, equipment, mentorship and support in a new medium which they can now add to their toolkits and work with in future artistic projects. Each Artist had 6 weeks scheduled to explore and experiment with their new tools, towards creating an audio piece for broadcast. It was a sufficient amount of time for an introduction to the field, but not long enough to truly explore the capacity of audio and radio. Through our series of workshops, 4 renowned audio artists/educators - Ellen Waterman, Martin Arnold, Ellen Moffat and Bennet Bedoukian each created engaging sessions unique to this project. These sessions were offered free to the public and attracted audio-creators and radio-enthusiasts from across Canada. Public outreach was included in this project by introducing the works of Canadian audio artists (Hildegard Westerkamp, R. Murray Schaffer, Andra McCarthy) and works from our participating Artists to the students in the classrooms of our local Integrated Arts Program. The opportunity to guide gr5-7 art classes through creating an audio work for public presentation was an unexpected bonus to the project goals. This educational programming garnered plenty of enthusiasm confirming our belief that we should continue to create audio/radio arts programming for schools. This project did have some challenges : our facilities were closed during COVID outbreaks, one participant contracted COVID and had to reschedule, meetings and gatherings were canceled, but we managed to find ways to overcome these challenges and complete the project goals in meaningful ways.

6 local artists with little to no experience with audio production or radio broadcasting were given the opportunity to re-imagine their artistic practices through mentorship, equipment, training, and support towards creating an original work for broadcast. Along with these artist's colleagues, family and friends, other community members who are interested in the arts have had the opportunity to listen and learn about the processes these artists have undertaken through our weekly radio program that featured the audio works and interviews with each artist.

Through this residency each artist received mentorship, equipment, training, and support to each create an original work for broadcast

Textile artist Melanie McCall created a sound collage, which like her textile work was inspired by nature. She set out with her microphone to record and layer sounds from local woodlands, wetlands and a donkey sanctuary which she mixed with Morse code, harp and found objects. McCall's broadcasted on Sunday October 17, 2021

Jose Miguel Hernandez is a painter who works primarily in oils, his focus on simple images and feelings he calls "isolated realism". Through this residency, Miguel recorded and edited a variety of sounds from his current and remembered experiences to tell the story of how he came to Canada and the struggles he overcame. His work broadcasted on Sunday Nov 14, 2021

JoEllen Brydon's folkloric paintings and installations are based on the buried stories and long forgotten local histories, telling the day to day stories of people she meets. She is currently creating a mixed-media project dedicated to the work of her late mother, journalist Jean Armstrong Brydon, the advice columnist "Elizabeth Thompson". Through her residency, Brydon was able to record and edit professional and amateur actor's reading letters from her collection. Brydon's work was first broadcast on Sunday Dec 12, 2021

Gillian Turnham works with traditional and contemporary Islamic design. Through her residency she created a space for Islamic Artists to discuss a range of topics including: What is Islamic art and why is it experiencing a revival today? How are unity and diversity expressed within the tradition? Are figurative images banned in Islamic art? How does the way we conceptualize and teach number/geometry today differ from the past? Six international artists were interviewed by Turnham and broadcasted on January 6, 2022

Justin Million is a spoken word and performance artist and the founder of the Show and Tell Poetry Series and KEYBOARDS!, co-founder and poetry editor at bird, buried press, and is the author of EJECTA: The Uncollected KEYBOARDS! Poems. Through his residency, Justin honed in on the art of recording and presenting spoken word compositions as audio sculptures engaging sounds and noises from his everyday world.

John Marris is a community artist committed to engaging fellow artists and community members in projects that use the arts in community development and social change, with a significant part of his professional art practice involving programs that facilitate collaborative art-making with street-involved youth, mental health patients, and people living in poverty. Through his residency, John Marris discusses the importance of community arts projects, reflecting on his experience of running art programs in our community.

During the month of February '22, during the RPM challenge, artists, audio makers, community radio enthusiasts and the general public were invited to a series of 9 free workshops. These workshops were hosted by 4 renowned sound artists who explored a variety of topics were:

Ellen Waterman who invited participants to learn, explore and engage in an interactive sound/noise/ improv group; Martin Arnold shared his educational, artistic and practical knowledge of various international sound artists and their approaches to art making through his workshop Psychedelic Field Recording. He created a unique system of creating field recordings in our homes and welcomed participants to create and share their experiments. Ellen Moffat explored Musique Concrete with participants and invited each to create their own sound composition through learning to sample, stretch, and play with Audacity. Participants were invited to contribute their works. Bennett Bedoukian shared his experiences with the financial realities of being an Artist and explored the choices and repercussions of various aspects of choosing a life in the arts. He shared his knowledge and experiences in detail of the costs of recording and releasing a record. A selection of works created during these workshops were broadcast on Sunday February 27th. Through these projects Trent Radio has increased its reach to local artists and created opportunities for listeners to learn and know more about sound and broadcast arts.

This project was a wonderful reminder that radio is only restricted by our perception of it, and that it is a powerful tool for self exploration, community presentation and content engagement. These types of projects bring life to our community, and remind current and potential radio programmers that anything can happen on the radio - and that we are only limited by our imagination.

Operations Report – ye22 (September 2021 – August 2022)

Prepared by Rob Hailman, Director of Operations

Presented on November 20, 2022

After a year and a half of Trent Radio house being a very quiet place, the year just past has seen more and more activity in the building and live programming on the airwaves. While our capacity to shift to remote models was a great success and should be a point of pride for everyone involved in Trent Radio, the gradual return of the immediacy and vitality of live radio has been very welcome. Starting in summer 2022, we have our staff - both myself and Jill, and our summer & student staff - on site regularly each week. As always, my heartfelt thanks & gratitude goes out to all our members, our board, and my colleagues on our staff for your support of, and dedication to, this amazing organization.

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: Libertime, implemented to manage automated broadcasts in summer 2020, continues to serve us well. It is not without its quirks and hiccups - but having been in service for four full broadcast seasons now, we are comfortable and confident with its capabilities.

Starting with the Fall 2021 season, we began to gradually open our doors to more programmers producing their shows in person. This remains a gradual process - but the trusty console in Studio A remains a joy as ever.

The general aging of our technical infrastructure is slowly becoming more of a challenge. While our transmitter equipment is fairly new, much of the studio equipment - both analog audio equipment and computer infrastructure - is nearing (or past) its expected lifespan. We continue to get by with replacing or repairing individual components as they fail, but a more significant & deliberate technical renewal is needed in the coming years.

In August, we (myself, Jill, Sas Mueller, Katie Catchpole and Grayden Hatherly) produced a series of live remote broadcasts from Trent University for new student orientation. This was a project we had done prior to the pandemic, so doing it again was a major personal milestone in our reopening. Producing radio live on location remains a joy and a great way to raise Trent Radio's profile in the community.

Broadcast license: After two successive one-year administrative renewals, our broadcast license is due for renewal on August 31, 2023. In August 2022, we filed for a renewal, which was published for public comments by the CRTC in September. After receiving two interventions in support of our renewal, the application is currently with the CRTC for consideration.

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, and

- Trent University, through the Trent Work Study Program, Trent International Program, and Student Work Placement Program

Physical plant: Completing physical improvements to Trent Radio House continues to be a challenge with the pandemic impacting the availability of contractors and materials. We were able to make some progress by hiring Chris Culgin for the first half of 2022 to manage and oversee maintenance projects around the building.

Most significantly, we now have central air conditioning, installed just in time for the heat this summer! Anyone who's been around Trent Radio in the summer knows how oppressive the heat can get, so this is a very welcome improvement making Trent Radio a much better place to make radio in the summer season.

Donations & Fundraising: Fundraising revenues decreased modestly compared with last year. As in the past two years, we were once again unable to hold our annual radio marathon and fundraiser in spring 2022. While we didn't hold an online spring fundraiser as last year, we conducted another successful mailout campaign in the fall on the initiative of treasurer Alissa Paxton.

Memberships: Thankfully, the spectre of the Student Choice Initiative has not returned to haunt us since the government's appeal was dismissed right at the end of the 2021 fiscal year.

As with last year, the feared impacts to student enrollment as a result of the pandemic have not materialized. Enrollment - and with it, student memberships paid as a levy fee - continues to rise at the same rapid pace as in the past few years.

Individual & organizational community memberships fluctuate from year to year, but have broadly remained stable.

Sponsorships: This area does well in fits and starts, and works best in tandem with outreach. Thanks to the effort of Steven J. May, we brought on the Silver Bean Cafe as a new sponsor in September 2021.

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 remains 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.

Michael & Sonja Barker	Blake Frazer	Alissa Paxton
Ayesha Barmania	Scott Gordon	Deb Scott
Ferne Cristall & Robert Clarke	Dave Hawkins	Brian & Jane Smith
Shannon Culkeen	John Hoffman	Margaret Sumadh
Cormac Culkeen	James Kerr	Laura Thompson
James Doran	Roy Layer	Barbara Woolner
Sean Eyre	Emily McClung	
Robert Farr	Thomas Miller	

Programming Report – ye22 (September 2021 – August 2022)

Prepared by Jill Staveley, Director of Programming

Presented on November 20, 2022

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 2021 – August 2022:

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: As we continue to navigate the reality of living through a pandemic that isn't over, and juggle a roster of programming that is both pre-recorded and live-to-air, produced by returning programmers and staff alongside new programmers and staff - we continue to thrive overall. Despite small moments of panic, the odd instance of the wrong thing playing at the wrong time, and a hefty learning curve for most of us - we thrive, not because we're amazing - but because we're a strong community of radio makers.

Over the past year we have slowly and cautiously opened the studios for limited projects, staff shifts and programming. We've moved ultra slowly so that we aren't continuously opening & closing. We chose to create a consistent platform for participation and production, rather than an erratic and unreliable support structure. We have generally received positive feedback from our communication, choices and process. We will continue to open cautiously with the support of an incredible team of student staff members.

THANK YOUS: I'm grateful to the programmers who are inspired to create and share their ideas and perspectives on the radio. To put in the effort to produce exceptional radio for broadcast through the facilities of 92.7 CFFF-FM in Peterborough-Nogojiwanong. I'm grateful to the contract & student staff who have shown up to build community connections, explore the possibilities of radio, revitalise the physical space and airwaves with caution and patience while we learn how to thrive and succeed with each new curve ball that is thrown at us. I'm grateful to our board of directors, who have quietly with strength and determination kept this radio ship on its course with confidence, transparency, accountability and grace. I'm grateful to Rob Hailman, for his kindness, deep love for all things tech, radical opinions and political leanings, and -above all else- for his true dedication to the power & potential of radio. I simply would not be here at Trent Radio in a capacity to thrive in both life and community without him.

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. We have found that the job is more than a 2-staff team can manage - but we continue to engage with the notion, and prioritise learning by doing, and providing employment for Trent U students and other community members. We seek to add a 3rd full-time position in the 2023 Spring Broadcast Season.

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	FA'19	SP'20	SEASON BIZARRE	FA'20	SP'21	SU'21	FA'21	SP'22	SU'22
VOLUNTEERS & PRODUCERS (OPS, BOD, VOLUNTEERS)	107	105+	80+	71	90	65	76	105	49
PROGRAMMES	77	74	55+	65	56	39	73	74	42
TRENT U	30	28	~25	20	26	13	17	25	9
COMMUNITY MEMBERS	59	54	~55	45	60	43	41	41	39
CLUBS/GROUPS	7	7	~5	6	7	2	9	9	5
OPERATORS/SELF-SUPPORT	25	31	10	n/a	n/a	n/a	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	6	6 (+25 CUST Students)	n/a

Clubs/Groups/Organisations making Radio: During the 2021/22 year programming was produced by Champlain College, Traill College, All Saints Anglican Church, CCB, Habitat PKR, NCC, NCCYL, TCSA, CUST3139H, TTOK, RC4G* Peterborough, Trent Alumni Association, ASC Students (KPR), IFTC, KYO, ASTC, ArtsVOTE.

Special Projects & Community Projects

Your Radio Is Their Stage - Funded by The Community Radio Fund of Canada, a project to engage with local artists to provide a mentorship and residency opportunity where they could reimagine their works in the form of a radio/audio presentation. The project was led by Laurel Paluck, and you can learn more through the project report.

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

OPIRG DIS-O - Participated by producing a Family Recipe Radio Project Day as part of Dis-O Week

Trent U Alumni Association - Collaboration with Alumni to produce a Homecoming Live Simulbroadcast featuring performances by musicians with a Trent/Local connection, hosted by Jill Staveley & Stephen Stohn.

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 produced an Interview Series with key members of the IFTC cast and crew to highlight the work of the artists and community members.

Kawartha Youth Orchestra - With a goal to highlight young musicians, we recorded and broadcast 2 concerts featuring the KYO orchestras (December & June)

Anne Shirley Theatre Company - Broadcast of their Radio Drama presentation of “It’s A Wonderful Life”

Arts Alive - Collaboration with RC4G* Peterborough, funded by Arts Alive, to deliver an online Songwriting Mentorship Workshop Series, and Radio Presentation. Generous support of the project was provided by Maars Music & Tascam.

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 strengthen our relationship with the New Canadians Centre through engagement with the NCCYL, 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. We initiated a collaboration with NCC Youth Leadership to facilitate the production of a monthly broadcast produced by youth leaders.

RPM Challenge: As avid promoters and participants in the annual RPM challenge, continues to promote and facilitate a local RPM “hub” where Trent Radio promotes the project and idea with a local spin, and international participation. We created locally focused programming and support, and hosted a local RPM listening party through the International RPM online resources.

TTOK/Family Business: A Collaborative project to bring a 7-part, locally written, voiced and produced Radio Drama series to life and the airwaves.

ARTSVOTE Coalition: Trent Radio is an active member of the local ArtsVote Coalition, a group of like minded community organisations seeking to create meaningful engagement opportunities with local candidates during election periods.

TrentU Summer Orientation: Back on Campus, Trent Radio is an active part of the Summer Orientation Open Houses for new students.

Notable Dates/Activities:

AUG21-SEP07 SUMMER/FALL 2021 Shut Down (2 weeks)

SEP07-DEC18 FALL 2020 BROADCAST SEASON (15 weeks)

DEC19-JAN02 ENTRE SEASON (3 weeks)

JAN09 – APR23 SPRING 2021 (15 weeks)

APR25-MAY01 Spring Shut Down (1 week)

SUN May 01 to SAT Aug 20 (16 weeks)

AUG21 – SEP6 Summer/Fall 2022 Shut Down (2 weeks)

FALL 2021 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)

SPRING 2021 SEASON

Jan 09 - Spring Season Start
Jan 10 - Trent Classes Start
Jan 20 - Virtual Clubs & Groups Day
Feb 01 - RPM Challenge Starts
Feb 07-24 - YRITS Sound Art Workshops (virtual)
Feb 09 - SOTOW switch to in-studio live production
Feb 12 - Christopher's Country Classics switch to in-studio live production
Feb 18 - Levy Council Meeting
Feb 19-27 - Reading BreakFeb 23 - NCCYL Virtual Training
Feb 28 - RM22/CRFC Midterm Report Due
Mar 01 - Start RAT program through Chamber of Commerce (for staff)
Mar 01 - RPM Challenge Ends
Mar 02 - All Angles starts in-studio live production
Mar 03 - RM23/CRFC Application Due
Mar 03 - Lava Lamp Listening Lounge switch to in-studio live production
Mar 10 - Emergency Levy Council Meeting
Mar 13 - YRITS Project Manager Contract End
Mar 27 - RPM Local Hub Listening Party (gathertown)
April 01 - Trout Rodeo submitted to Arthur for online publication
April 01 - SU'22 Programme Proposals Open
April 08 - CUST 3139H Radio Project Day
April 17 - Family Business Radio Drama Marathon
April 17 - Final Installment of YRITS Artist Residency Broadcasts
April 17 - Last Day of the Spring Season

April'20 - SU'22 Programme Proposals Due (@ High Noon)

SUMMER 2022 SEASON

May 01 - Summer Season Start
May 8 - SOIM Start
May 10 - Programmer Virtual Meetings (fortnightly via Zoom)
May 16 - SP & AC Start
May 21-26 - Derecho Storm hits Peterborough and Trent Radio loses internet
May 24 - YRITS Radio Project Day (Cancelled due to storm)
May 26 to June 01 - Broadcast TRadio Produced Elections Coverage (Zoom Interviews with Candidates)
May 25 - Artsvote Event & Recording
May 29 & 31 - Broadcast Artsvote
May 31 - June 03 - NCRC Conference (virtual attendance)
Jun 12 - Broadcast of Durham CUST3139H (RCousins) Radio Projects
June 25 - Summer Social #1 Mini Golf
July 6 - Radio Project Day #1 - Weird Music Day from 10AM-8PM
July 16 July - Trent U Summer Orientation Remote Broadcast #1
July 19 - Programmer Workshop #1 (Zoom) w/Ayesha Barmania
July 21 - MAPL Shot show canceled
July 22 - Trent U Summer Orientation Remote Broadcast
July 27 - Summer Social #2 Community Picnic at Sadleir House
Aug 2 - Programmer Workshop (Zoom)w/Grayden Hatherly
Aug 5 - Trent U Summer Orientation Remote Broadcast #3
Aug 11 - Radio Project Day #2 - A Day of Myths, Legends and Lore 2PM-9PM
Aug 13 - Trent U Summer Orientation Remote Broadcast #4
Aug 20 - Last day of programming for the summer season
Aug 20/21 - PFF Community Booth
Aug 26 - SOIM End
Sep 02 - SP & AC End

It's busy. It's awesome. And you can find Programming Stats, volunteer demographics and notable dates from our last Broadcast Year in my seasonal Programming Reports.

President's Report

by Ness Pringle

Hi! My name is Ness Pringle, I have been a sitting board member at Trent Radio for one year, and with several transitions in board members in the past few months, I've ended up taking on the role of Chair of the board over the last month!

The last year at Trent Radio has seen us pull through the pandemic and slowly reopen to in-person programming again! The board also took on the large task of completing a Strategic Plan with the help of Arising Collective – This was undertaken to ensure that from now until 2026 (and hopefully well beyond), Trent Radio will be riding both the airwaves and the waves of time, through focusing on organizational vitality, accessible and supportive opportunities, and deepened connections with our many communities. This plan will help Trent Radio be sustainable through the ups and downs that come from being a small, local radio station. I would like to thank all of the staff & board members who were involved in the many strategic planning meetings and document reviews, Bill, Alissa, Andreanna, Rob, Jill and Tim – your time and effort is greatly appreciated and will continue to be appreciated as we see the benefits of the strategic plan in future years!

I would like to thank everyone who made the return to in-person programming safe and accessible, the staff, volunteers and board members, and for always caring about the health and wellbeing of our community. A big thanks in particular to Rob and Jill for their dedicated work in keeping Trent Radio up and running and airing fantastic programming!

I have enjoyed my time as a sitting board member (and my brief time as Chair), getting to see the work and passion that goes into this amazing radio station. Unfortunately, as a fourth year university student, I do not have the necessary time needed to give to the board, and I will be stepping down. I would like to thank the other board members for being so welcoming, accommodating, and supportive, especially with this last minute role shift – thank you for believing in me!

Here's to the resiliency and longevity of Trent Radio!

- Ness

Current Staff Members & Upcoming Projects

Reese Andison - Local Content Production Assistant

Hi! My name is Reese Andison (she/her) I am a Trent University undergrad student currently producing/broadcasting my show 'TU Sports'. This is my first year as a programmer and I am very passionate about the love for the game and hope to share Trent's sports and passion for sport throughout the community. I love watching local games and enjoying the atmosphere with my friends and classmates in my spare time.



Kendall Boissoneau - Indigenous Student Producer

Aanii/hi my name is Kendall Boissoneau and I am an undergraduate student at Trent majoring in Indigenous environmental studies. I am an Anishinabe/Jamaican woman and host the Indigetivity radio show which is about amplifying Indigenous voices and sharing Indigenous joy, conversations, and teachings!



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.



Hazel Dreslinski - Community Outreach & Programming Assistant

I'm a third-year Cultural Studies major and this is my second year at Trent Radio - it feels great to be back! This time around I'm focusing more on creating strategies for outreach to get as many students on the radio as possible. It's great seeing people connect over cultural interests, whether it's radio itself or the subject matter of the shows, so I'm hoping to contribute as much as I can to a vibrant student arts community!



Mridul Harbhajanka - International Student Correspondent

I'm an international student from India, currently in my fourth year of Cultural Studies at Trent. This is my second year at Trent Radio as the International Student Radio Correspondent, and I produce a weekly radio show called "Being International" which highlights the Trent international community. I've gotten to interview a lot of amazing folks and learnt so much about different cultures, cuisines, and stories in the process. My journey at Trent Radio is almost coming to an end, and I feel grateful for the experience and the community we have built. "Being International" only has a few more weeks left, but still so much left to share and learn. If you've got a story to share about the international student experience, email mridulharbhajanka@trentu.ca - I would love to hear from you!



Gray Hatherly - 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



Izzy Lloyd - High School Co-op Student

Hi, I'm Izzy. I'm a grade 12 TAS student doing my co-op placement at Trent Radio this semester. My main priority here is producing Smooth Operator in the afternoons. Aside from radio, I like plants, improv, and making music.

**Skye Vasey - Community Outreach & Programming Assistant**

I'm a fourth year Environmental Science student currently studying at Trent University and working primarily as on-site support staff this fall, after working mostly asynchronously and virtually at Trent Radio since fall 2020. My responsibilities include opening and closing Trent Radio for live programmers, on site admin, PSA creation and management, and outreach. Last winter I participated in the February RPM challenge and would encourage anyone else to do the same!



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 and passes the remainder of his free time by making music or tinkering with electronics...or by tinkering with electronics to make music.



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
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming (19hrs)		30% (37.55hrs)
11 – NEWS			-
12 – S/W Other			37.55 hrs
CATEGORY 2 – POPULAR MUSIC (35% CanCon)			45% (57.2hrs)
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		33% of all musical selections (29hrs)
22 - country & country oriented			18hrs
23 – acoustic			9.7hrs
24 – easy listening			0.5hrs
CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)	MIN 5% of all Musical Selections		35% of all musical selections (31.25hrs)
31 – concert			1hrs
32 – Folk & Folk Oriented			4hrs

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

Spring 2022 STATEMENT OF PERFORMANCE (January - April 2022):

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 provides 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	SP22 hr/wk	%	FA21 hr/wk	%	CAT 21 maximum factor stats	SP22 hrs/wk	%	FA21 hrs/wk	%	Music Stats	SP22 hrs/wk	%	FA21 hrs/wk	%
CAT 1	35.2	28%	37.55	30%	CAT 21	29.55	32%	29	33%	CAT 2	54.55	60%	57.2	65%
CAT 2	54.55	43%	57.2	45%	2x	25	28%	28.2	32%	CAT 3	36.25	40%	31.25	35%
CAT 3	36.25	29%	31.25	25%	CAT 3	36.25	40%	31.25	35%					
TOTAL	126	100	126	100		90.8	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
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming (19hrs)		28% (35.2hrs)
11 – NEWS			-
12 – S/W Other			35.2 hrs
CATEGORY 2 – POPULAR MUSIC (35% CanCon)			43% (54.55hrs)
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		32% of all musical selections were drawn from CAT21 selections. 68% of all musical selections were drawn from categories other than CAT21.
22 - country & country oriented			19.25hrs
23 – acoustic			5.25hrs
24 – easy listening			0.5hrs

CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)	MIN 5% of all Musical Selections		40% of all musical selections (36.25hrs)
31 – concert			0hrs
32 – Folk & Folk Oriented			.5hrs
33 – World Beat/International			1.5hrs
34 – Jazz & Blues			4.5hrs
35 – Religious			11hrs
36 – Audio Art			18.75hrs
HITS PLAYED	No specification	MAX 5%	Below TR MAX
Station Produced			126HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX

Description	Fall 2021
Total “live” b.casting hours / week (average)	77.5hrs
Number of Regular Producers	55
Number of Programmes (excluding repeats, TRadio archive & produced)	43
*Red Morning Radio	10hrs
*Local Music Playlist (new, not RFP) (average)	48.5hrs

Prepared by Jill Staveley. 20220414_js

The Programmes

7 New Shows

2 withdrawals

4 modifications

The People

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

Archive Series: 3

Red Morning Radio: 5/week

Smooth Op LIVE: 1/week

Smooth Op Pre-Record: 13/week
New Programme Repeat: 8/week
Programming Instances Total: 74
Programmers: 60+

41 Community Members
3 TWSP Employees
2 TrentU Student Employees
1 TI Employee
25 Trent Student Volunteer Producers
1 RM Project Employee
1 CSJ Employee
5 Community Groups (NCC, TCSA, All Saints, CCB, TTOK)
21 TrentU Students *for credit participation (cust2035 / cust3139H)
6 Project Participants (CRFC)
+ ~ 12 others (bod, Operators, group participants, special contributors/supporters)

New Programmers (Programmer Orientation Completed)

Baz Conlin
Wendy Walker
Tamara Mustafa
Sirisha Vedala
Marina Kydd
Krystal Liu
Ray O'Keefe

Sponsorship & Advertising

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 Programming Dates: Spring 2022 Broadcast Season

Jan 09 - Spring Season Start
Jan 10 - Trent Classes Start
Jan 20 - Virtual Clubs & Groups Day
Feb 01 - RPM Challenge Starts
Feb 07-24 - YRITS Sound Art Workshops (virtual)
Feb 09 - SOTOW switch to in-studio live production

Feb 12 - Christopher's Country Classics switch to in-studio live production
Feb 18 - Levy Council Meeting
Feb 19-27 - Reading BreakFeb 23 - NCCYL Virtual Training
Feb 28 - RM22/CRFC Midterm Report Due
Mar 01 - Start RAT program through Chamber of Commerce (for staff)
Mar 01 - RPM Challenge Ends
Mar 02 - All Angles starts in-studio live production
Mar 03 - RM23/CRFC Application Due
Mar 03 - Lava Lamp Listening Lounge switch to in-studio live production
Mar 10 - Emergency Levy Council Meeting
Mar 13 - YRITS Project Manager Contract End
Mar 27 - RPM Local Hub Listening Party (gathertown)
April 01 - Trout Rodeo submitted to Arthur for online publication
April 01 - SU'22 Programme Proposals Open
April 08 - CUST 3139H Radio Project Day
April 17 - Family Business Radio Drama Marathon
April 17 - Final Installment of YRITS Artist Residency Broadcasts
April 17 - Last Day of the Spring Season
April'20 - SU'22 Programme Proposals Due (@ High Noon)

Summer 2022 STATEMENT OF PERFORMANCE (May - August 2022):

Overall, it is our 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.

Prepared by Jill Staveley, (DoP) & Saskia Mueller (SOIM)

Reference:

The Commission's primary objective for the community radio sector is that it provides 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.

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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.

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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	SU22 hr/wk	%	SP22 hr/wk	%	CAT 21 maximum factor stats	SU22 hrs/wk	%	SP22 hrs/wk	%	Music Stats	SU22 hrs/wk	%	SP22 hrs/wk	%
CAT 1	24.7	17.80%	35.2	28%	CAT 21	46.45	48%	29.55	32%	CAT 2	76.8	76%	54.55	60%
CAT 2	76.8	62.70%	54.55	43%	2x	30.35	28%	25	28%	CAT 3	24.5	24%	36.25	40%
CAT 3	24.5	19.50%	36.25	29%	CAT 3	24.5	24%	36.25	40%					
TOTAL	126	100	126	100				90.8	100		101.3		90.8	

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

Content Category	CRTC Required	TRadio Req	Weekly Average
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming (19hrs)		17.8% (24.7hrs)
11 – NEWS			-
12 – S/W Other			24.7 hrs
CATEGORY 2 – POPULAR MUSIC (35% CanCon)			62.7% (76.8 hrs)
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		48% of all musical selections were drawn from CAT21 selections. 52% of all musical selections were drawn from categories other than CAT21.
22 - country & country oriented			21.5hrs
23 – acoustic			8.6hrs
24 – easy listening			0.25hrs

CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)	MIN 5% of all Musical Selections		19.5% of all musical selections (24.5hrs)
31 – concert			.5hrs
32 – Folk & Folk Oriented			2.25hrs
33 – World Beat/International			7hrs
34 – Jazz & Blues			3.25hrs
35 – Religious			1.5hrs
36 – Audio Art			10hrs
HITS PLAYED	No specification	MAX 5%	Below TR MAX
Station Produced			126HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX

Description	Summer '22
Total "live" b.casting hours / week (average)	52.25hrs
Number of Regular Producers	55
Number of Programmes (excluding repeats, TRadio archive & produced)	43
*Red Morning Radio	7hrs
*Local Music Playlist (new, not RFP) (average)	66.75hrs

Prepared by Jill Staveley & Saskia Mueller. 20220831

The People

Staff Programmes: 4
 Archive Series: 2 (WDRCP & Coraline)
 Red Morning Radio: 7/week
 Smooth Op LIVE: 2/week
 Smooth Op Pre-Record: 16/week
 New Programme Repeat: 4/week
 Programming Instances Total: 66
 Programmers: 39

- 30 Community Members
- 9 Trent U Students
- 3 Summer Employees
- 4 Community/Student Groups (Champlain College, All Saints, CCB, Habitat PKR)
- ~ 10 others (bod, Operators, group participants, special contributors/supporters)

New Programmers (Programmer Orientation Completed)

Cameron Noble
Leah Borsa

Sponsorship & Advertising

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 Programming Dates: Spring 2022 Broadcast Season

May 01 - Summer Season Start
May 8 - SOIM Start
May 10 - Programmer Virtual Meetings (fortnightly via Zoom)
May 16 - SP & AC Start
May 21-26 - Derecho Storm hits Peterborough and Trent Radio loses internet
May 24 - YRITS Radio Project Day (Cancelled due to storm)
May 26 to June 01 - Broadcast TRadio Produced Elections Coverage (Zoom Interviews with Candidates)
May 25 - Artsvote Event & Recording
May 29 & 31 - Broadcast Artsvote
May 31 - June 03 - NCRC Conference (virtual attendance)
Jun 12 - Broadcast of Durham CUST3139H (RCousins) Radio Projects
June 25 - Summer Social #1 Mini Golf
July 6 - Radio Project Day #1 - Weird Music Day from 10AM-8PM
July 16 July - Trent U Summer Orientation Remote Broadcast #1
July 19 - Programmer Workshop #1 (Zoom) w/Ayesha Barmania
July 21 - MAPL Shot show canceled
July 22 - Trent U Summer Orientation Remote Broadcast
July 27 - Summer Social #2 Community Picnic at Sadleir House
Aug 2 - Programmer Workshop (Zoom)w/Grayden Hatherly
Aug 5 - Trent U Summer Orientation Remote Broadcast #3
Aug 11 - Radio Project Day #2 - A Day of Myths, Legends and Lore 2PM-9PM

Aug 13 - Trent U Summer Orientation Remote Broadcast #4

Aug 20 - Last day of programming for the summer season

Aug 20/21 - PFF Community Booth

Aug 26 - SOIM End

Sep 02 - SP & AC End



Trent Radio

Strategic Plan 2023-2026

Approved November 18, 2022 by the Board of Directors

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Message from the Board

From our beginnings as a Trent University student club in 1968, Trent Radio has been a fixture of the Trent University and Nogojiwanong/Peterborough community. Trent Radio operates a producer-oriented broadcast facility with a focus on building community, offering skills development, and amplifying diverse voices for students and non-student members of the community. It was incorporated as a registered charity in 1978, and was granted a Campus/Community Broadcast license in 1984. Throughout its history, Trent Radio has been sponsored and designed by students from Trent University, and is a resource that is shared with the whole Nogojiwanong/Peterborough communities.

This will be the first official strategic plan for Trent Radio. It comes at a time when our organization has achieved some stability after a period of significant and rapid change. In many ways, change is in our nature. We have always navigated the fluctuating demands and transiency inherent in university life as we work hard to empower students to make the most of Trent Radio. We move along with the ebbs and flows of this shifting tide, welcoming and orienting new producers and volunteers, reaching out to new or new-to-us potential producers, and making room in our schedule for the next great ideas to come forward.

That said, our recent changes have been starker. The loss of John K. Muir, one of Trent Radio's founders and our long-time general manager, in June 2019 is something we still grapple with today. A strong leader and passionate radio maker, John inspired, mentored, innovated, and educated so many, and in his own way, built community in and around Trent Radio.

As we came to terms with that profound loss, Trent Radio quickly faced dire financial consequences from the 'Student Choice Initiative' of the Ontario government in the fall of 2019 that allowed the opting-out of levy fees collected by Trent University for student groups and clubs. Thankfully the initiative was struck down in the courts in December 2019 and has not been in effect since then. In early 2020, the COVID-19 pandemic arrived to sweep us out of Trent Radio house and solidly into the remote broadcasting world.

This strategic planning process has helped us reflect on what we do and how we do it. We know we want to keep strengthening our financial position while making thoughtful investments to further our purpose. While Trent Radio has made great strides forward in recent years, staffing sustainability and the well-being of the staff team are top-of-mind as we continue to rely heavily on two core staff members with significant experience and knowledge. And although Trent Radio has existed for many years and has a strong reputation among those attracted to us, it will take work to deepen our connections and strengthen our relationships with diverse communities, particularly Indigenous peoples.

We are grateful for the time and energy of everyone who helped us put this plan together, including current and former staff, producers, and operators, as well as our community partners and supporters. I am also thankful for the Board members who helped to shape and frame this plan. I'm hopeful that they will see their input reflected in this new plan and that they'll help us bring it to life.

Over the next three years, Trent Radio will focus its efforts on three strategic priorities. Working on our **organizational vitality, accessible and supportive opportunities, and deepened connections** will enable us to keep building community through radio. We are excited to be opening this next chapter in Trent Radio's important history.

Sincerely,

Bill Templeman
Vice-Chair, on behalf the Trent Radio Board of Directors

The Purpose of Trent Radio

Although our work is guided by the aims and objects associated with our application to the Canadian Radio and Telecommunications Commission for a broadcast license, this strategic planning process helped us to define our purpose more concisely. Our purpose, which is our core work and what we are trying to achieve, is:

To build community and empower a diverse collection of people to amplify their voices through radio by providing access to broadcasting facilities as well as training and mentorship opportunities.

Our Strategic Priorities

Through our strategic planning process, we have identified three strategic priorities that will guide our work over the next three years. Each priority includes a set of objectives, which outlines the work that we hope to do to achieve that priority.

Our priorities and objectives are intentionally broad to maximize flexibility in how they are implemented. They will guide the creation of annual operational plans that more closely define specific tactics, timelines, and measurements.

Together, the priorities and objectives will help focus our work, direct our resources, and guide our decision-making.

Strategic Priority 1: Organizational Vitality

Trent Radio is a small organization that exists in a world of constant change, with more recent upheavals offering an opportunity to revisit how we operate. We need to carve out time to strengthen our foundation so we can continue to serve our purpose. This includes being an employer that prioritizes the short and long-term well-being of our staff, being thoughtful about how we invest in our facilities and equipment while creating a reasonable cushion of savings, strengthening our Board, rethinking how members and volunteers engage in our work, and sharing our values.

Our goal is to be a sustainable organization that is a desirable place to work, that balances revenues and expenses, and that has a strong Board of Directors.

Objectives:

1. Enable an **immediate shift to a 3-staff model and continue to expand staff benefits** (e.g., professional development, retirement contributions).
2. **Create a financial plan** to move to a 4-staff model by 2027, invest in our equipment and facility, and create an operating reserve.
3. Continue to **develop our Board** and make the most of student leadership.
4. Explore a **formal fundraising model**.
5. **Engage members and volunteers** to reinvent their roles and provide meaningful connection.
6. Consider ways to **articulate, demonstrate, and communicate our values**.
7. Promote the development of Trent Radio as a **highly desirable employer** among Trent University students and in the broader Nogojiwanong/Peterborough community.

Strategic Priority 2: Accessible and Supportive Opportunities

Trent Radio is at its best when people with diverse opinions and backgrounds, as well as a breadth of interests and passions can participate in the joy that is community radio. We want to ensure that the opportunities we offer are accessible to as many people as possible while also providing the supports for volunteers to develop new skills, learn from each other, and feel included and empowered.

This means we need to work towards minimizing barriers to involvement, bolstering our training options, and fostering connection and mutual support among volunteers so they can create dynamic community radio at diverse programming locations. We also need to keep the physical space and materials of Trent Radio in good working order, while staying up-to-date with the latest changes and trends in the media landscape.

Our goal is to be a welcoming environment that allows our community to amplify their voices, interests, and skills.

Objectives:

1. Continue to examine how to **minimize physical and other barriers to participation**.
2. **Expand training and educational opportunities** for programmers and operators, including methods to connect with listeners if desired.
3. **Foster mutual learning, feedback, and mentorship** among volunteers.
4. Continue to **support in-studio programming, while enabling more remote broadcasting** by training volunteers.
5. **Invest in renewal** of Trent Radio house, its studios, and equipment.
6. Explore current and new **digital opportunities and digitization** to augment our analogue radio operation.

Strategic Priority 3: Deepened Connections

While Trent Radio has always made strong efforts to reach out to our diverse communities, including those who attend Trent University and the broader Nogojiwanong/Peterborough region, we recognize that we need to recommit ourselves to this work. We want to strengthen and deepen the connections we have with those who are interested in Trent Radio, by focusing our outreach practices on relationships of importance, by reaching out to Trent University students, and by cultivating pathways for listeners to connect with us.

Our goal is to be thoughtful and deliberate about our outreach to diverse communities, particularly those who are under-represented in radio, to encourage participation and ownership.

Objectives:

1. Continue and, where possible, **strengthen existing outreach practices**.
2. Continue to **focus on relationship-building** with Indigenous peoples, new Canadians, international students, and the arts community.
3. Continue to explore innovative ways and partnerships to **engage students**
4. **Develop an engagement strategy** to encourage listeners to deepen their involvement as members, volunteers (including Board members), and donors.
5. **Develop an integrated, multi-media approach** to building and enriching Trent Radio's connection and outreach to the Nogojiwanong/Peterborough community and our global digital communities.

Appendix: Overview of the Planning Process

Setting out with the goal of creating a meaningful first strategic plan, Trent Radio made engagement with the Board of Directors and key stakeholders an important part of the process.

Engagement Overview

Between September 5 and 16, 2022, a total of 32 individuals participated in focus groups and interviews, and 20 responses were received to an online survey. Some survey respondents may have also joined a focus group or participated in an interview.



Three virtual focus group sessions were held with a mix of different Trent Radio stakeholders. Many participants identified as members of multiple stakeholder groups, with 23 people identifying themselves as programmers, eight (8) as operators, five (5) as former staff members, four (4) as past Board members, three (3) as community partner representatives, three (3) as current Board members, and one (1) as a donor.

Three key informant interviews were held with individuals with strong knowledge of Trent Radio. Stephen Stohn (Chancellor of Trent University), Sean Conway, and Barb Woolner were interviewed, with Paul Cleveland joining Barb on the phone during the interview.

Twenty respondents answered the questions in an online survey, hosted on Survey Monkey. The survey was open during the full engagement period. It was promoted by Trent Radio via email and social media, and was shared with participants from the focus group and interviews, in case they had additional comments to share.

Plan Development

To craft this plan, **four strategic reflection and retreat sessions** were held with Board members and the two core staff members of Trent Radio. Participants were engaged in facilitated discussions to articulate Trent Radio's purpose, develop priorities, and identify goals and objectives.

Trent Radio
Financial Statements
(Unaudited)
Year ended August 31, 2022



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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, 2022 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 management 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. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, the Organization derives revenue from 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, 2022 and August 31, 2021, current assets and net assets as at August 31, 2022 and August 31, 2021. 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.

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT (Continued)

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, 2022, 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 10, 2022**

Trent Radio
Statement of Financial Position
August 31, 2022
(Unaudited)

	<u>2022</u>	<u>2021</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 208,222	\$ 267,175
Accounts receivable	105,053	13,851
Prepaid expenses	3,318	2,997
HST receivable	<u>7,198</u>	<u>3,017</u>
	323,791	287,040
Property and equipment (note 4)	<u>98,517</u>	100,032
	\$ 422,308	\$ 387,072
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 11,197	\$ 9,587
Employee remittances payable	3,991	3,304
Deferred contributions (note 5)	<u>960</u>	<u>7,030</u>
	16,148	19,921
Unrestricted	307,643	257,034
Invested in capital assets	<u>98,517</u>	110,117
	406,160	367,151
	\$ 422,308	\$ 387,072
On behalf of the Board		
_____	Member	
_____	Member	

See accompanying notes

Trent Radio

Statement of Operations Year ended August 31, 2022 (Unaudited)

	2022	2021
REVENUE		
Membership fees	\$ 188,636	\$ 184,289
Production & management fees (note 6)	101,987	127,548
Community Radio Fund of Canada	60,900	67,811
Donations, grants and fundraising	21,331	32,865
Federal - Canada Summer Jobs	13,338	11,959
Rental	11,503	11,462
Provincial - Trent Work Study Program	10,398	6,974
Municipal - Community Investment Grants	9,250	7,500
Sponsorships and on-air time sales	6,350	10,236
Merchandise sales	554	535
Miscellaneous	60	60
	424,307	461,239
EXPENDITURES		
Salaries and related benefits	271,660	231,507
Management fees	21,191	3,576
Repairs and maintenance	20,606	7,255
Artist fees and honoraria	19,000	13,100
Office and general	13,576	7,947
Amortization	9,240	10,087
Professional fees	6,517	4,568
Subcontract	4,359	1,798
Insurance	4,344	4,158
Utilities	4,186	3,518
Dues and subscriptions	3,247	2,858
Advertising	2,680	116
Memberships	2,645	2,876
Bank charges	1,039	725
Merchandise	1,008	331
Freight	-	19
	385,298	294,439
EXCESS OF REVENUE OVER EXPENDITURES	\$ 39,009	\$ 166,800

See accompanying notes

Trent Radio

Statement of Changes in Net Assets Year ended August 31, 2022 (Unaudited)

	Unrestricted	Invested in capital assets	Total 2022	Total 2021
BALANCE, BEGINNING OF YEAR	\$ 267,119	\$ 100,032	367,151	200,351
Excess (deficiency) of revenue over expenditures	48,252	(9,243)	39,009	166,800
Capital contributions	(7,728)	7,728	-	-
BALANCE, END OF YEAR	\$ 307,643	\$ 98,517	406,160	367,151

See accompanying notes

Trent Radio

Statement of Cash Flows

Year ended August 31, 2022

(Unaudited)

	<u>2022</u>	<u>2021</u>
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 39,009	\$ 166,800
Adjustment for Amortization	<u>9,240</u>	<u>10,087</u>
	48,249	176,887
Change in non-cash working capital items		
Increase in accounts receivable	(91,202)	(3,142)
Increase in prepaid expenses	(321)	(2,086)
(Increase) decrease in HST receivable	(4,181)	986
Increase in accounts payable and accrued liabilities	1,613	5,580
Increase (decrease) in employee remittances payable	687	(221)
(Decrease) increase in deferred contributions	(6,070)	6,070
Decrease in current portion of long-term debt	<u>-</u>	<u>(4,651)</u>
	(51,225)	179,423
INVESTING ACTIVITY		
Purchase of property and equipment	(7,728)	-
FINANCING ACTIVITY		
Repayment of long-term debt	<u>-</u>	<u>(23,004)</u>
(DECREASE) INCREASE IN CASH	(58,953)	156,419
CASH, BEGINNING OF YEAR	<u>267,175</u>	<u>110,756</u>
CASH, END OF YEAR	<u><u>\$ 208,222</u></u>	<u><u>\$ 267,175</u></u>

See accompanying notes

Trent Radio

Notes to the Financial Statements

August 31, 2022

(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 requires 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, 2022

(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, 2022

(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 approximates 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 \$105,053 (2021-\$13,851). 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 \$11,197 (2021-\$9,587). 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, 2022

(Unaudited)

4. Property and equipment

	<u>2022</u>		<u>2021</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>	<u>Net</u>
Land	\$ 10,000	\$ -	\$ 10,000	10,000
Buildings	213,566	156,332	57,234	59,619
Equipment	343,400	319,070	24,330	30,413
Office equipment	28,500	21,547	6,953	-
	<u>\$ 595,466</u>	<u>\$ 496,949</u>	<u>\$ 98,517</u>	<u>100,032</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.

	<u>2022</u>	<u>2021</u>
Production and management fees	\$ 101,087	\$ 127,548
Production and management expenses	(76,087)	(41,281)
	<u>\$ 25,000</u>	<u>\$ 86,267</u>

Trent Radio

Notes to the Financial Statements

August 31, 2022

(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 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