

TRENT RADIO BoD AGENDA 15 June 2006

01. Chair's Opening Remarks and Agenda Approval

The 01 June 06 meeting was postponed due to lack of quorum and everyone being busy.

02. Presentation of Previous Minutes - 27 April 2006

03. Business Arising not covered in other reports (none)

04. Committee Reports

a) Sponsorship (A Kirkcaldy)

- i) Nine Summer Sponsors are; Bodywise; Catalina Hair; Have U Seen; Holiday Inn; Leatherbeaten; McWilliams; Night Kitchen; Renegade Apparel; & Scotia Bank: Kawartha, Portage & Summit
- ii) A new sponsorship flyer is being prepared by Laurel Paluck & Miriam Stucky

b) Trout Rodeo (D Mirabelli) – no report

c) Fundraising & Membership / Social Convenor (K Fielding, K Paul, L Paluck)

- i) End of Season Gathering & Knackwurst Sauerkraut Fundraiser Sun, 30Apr06 **\$788.78 Net**
- ii) Good 'n Country Fundraising Dance Sun, 28May06 **\$716.00 Net**

d) Potential Summer Activities & Workshops Ideas

(D Mirabelli/A Iliadis/J Staveley)

Some suggestions include; Radio on the Lawn and a Workshop with Brian Wagner & Han Finkledey

05. Operations Report

a) Summer Programme Coordinator's Report (A Iliadis)

b) General Manager's Report (JK Muir)

- i) SCP 2006 - \$6,200 Grant - \$2,200 net cost.
- ii) City of Peterborough Grant - **\$3,500**
- iii) Transmitter Inspection Wed, 10May06 successful
- iv) Trillium Application almost ready to go.
- v) Contributions to the NCRC conference.

c) Financial Statements to 30 April 06

06. Any Other Business

07. Next BoD meetings c/b Thu, 31 Aug 06 at 5pm

Director & Officer availability over the summer

08. Adjournment

Trent Radio BoD

27 April 2006

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Thursday, 27 April 2006, at Trent Radio House, 715 George Street North, Peterboro, Ontario.

P R E S E N T: Dahn Mirabelli, Kim Fielding, Steve McNabb, and Kerith Paul

R E G R E T S: Trevor Dunn, Al Kirkcaldy and Angela Teske.

Also present: Laurel Paluck, Programme Director & John Muir, General Manager

Notice of this meeting having been made to all the Directors, and a majority being present in person or by telephone, the meeting was declared duly constituted and called to order at 5:10pm, with Dahn Mirabelli acting as Chair, and John Muir taking notes for Angela Teske, Secretary. An agenda was agreed upon and discussion followed.

01. The minutes of the previous Board meetings were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board of Directors' meetings, held on 16 March 2006 were approved as presented.

02. Business Arising: There was no business arising.

03. Committee Reports

a) Sponsorship: The General Manager will talk with the Sponsorship Director to determine what needs to be produced and schedule for the summer season.

b) Trout Rodeo: Dahn Mirabelli passed around copies of the year's annual newsletter, "Trout Rodeo". Dahn was thanked for his efforts.

c) Fundraising & Membership / Social Convenor; It was reported that the End of Season Gathering had been combined with the Knackwurst Sauerkraut Fundraiser scheduled for Sunday afternoon, 30 Apr 06, and the third annual Good 'n Country Fundraising Dance was set for Noon - 5pm on Sunday, 28 May 06.

d) Publicity / Trout Rodeo: Dahn Mirabelli reported that the deadline for submission is 24 Mar 06. The progress of production and some of the submissions received so far was discussed.

e) Potential Summer Workshops Ideas: The idea of a RadioArt "reel-to-reel" tape deck based workshop with Brian Wagner was brought forwards, as was the proposal of a "deep listening" / "sound-walk" session. These and others would be coordinated by the Summer Programme Coordinator and Dahn Mirabelli.

04. Operations Report:

The General Manager presented the Operations Report comprising reports from the Production Manager, the Programme Director, the General Manager, as well as the financial statement to 31 Mar 06.

(see attached). Everyone thanked Jill Staveley and Laurel Paluck for their work over the last two seasons.

UPON A MOTION duly made, seconded and carried unanimously, the all Committee and the Operations Report were approved and accepted as presented.

05 06 07 It was decided that the Board will meet again on Thu, 01 Jun 06 & on Thu 31 Aug 06.

There being no further business the meeting was adjourned at 6:25pm.

Dahn Mirabelli, President & Chair

Angela Teske, Secretary

**Report of the Summer Programme Coordinator for BoD Meeting 15Jun06
prepared 15 Jun 06 / Andrew Iliadis**

1) The ripples in the summer schedule finally got smoothed out. New additions include Ray Barker's "Still Thinking" on Tuesday nights at 5:30 (fortnightly) and John Annen's "Hip Hop and Conformity: Diametrically Opposed" on Friday nights at 9:00. John's show replaced Chris Paulson and Brad Ferren's "B & C's Smooth Hour" due to the fact that Chris and Brad found summer jobs and were unable to do a show anymore. The only "open" slot left is on Wednesdays from 9-9:30. There are no more proposals to fill this slot.

2) "Smooth Operator" is going well and is hosted by our summer co-op student Will Snyder. 5-5:30 Mon-Thurs and 4:30-5 on Fri.

3) We held a potluck/promo party on May 27th with a weak turnout. We will be having programmers in to record promos again next week, Mon/Tues from 4-6.

4) The printed summer schedule is due out at any moment.

5) Summer executives are supportive and helpful.

**General Manager's Report – for BoD Meeting 15Jun06
prepared by J K Muir, GM & VP 12 Jun 2006**

i) Summer Career Placement (SCP) grant application (SCP06) yielded a grant subsidy of \$6,200 to hire our Summer Programme Coordinator (SPC) and a Tourist Information Coordinator (TIC). The two positions will have a net cost of about \$2,200. Andrew Iliadis (who is doing a great job) was hired as SPC, and the posting for the TIC, which starts on 26 June 06 will follow in the next few days.

ii) The City of Peterborough has awarded us a grant of \$3,500. I recommend an allocation of \$1,000 for Radio Free Peterborough for expenditures to be made early in the next fiscal year.

iii) On Wednesday, 10 May 2006 made a final inspection of our new transmission facilities and we are now at full power. We are going to need to install a rack fan to dissipate the extra heat generated as a result of the power increase.

iv) Miriam Stucky has been working hard on preparing the Trillium application which will help Trent Radio develop its fundraising capacities. The deadline is on or before July 1st, and the application will have to be signed by the President and General Manager.

iv) On invitation, Steve McNabb and I prepared and presented two workshops (recording gear & DIY Internet Radio respectively) for the National Campus/Community Radio Conference held at the beginning of June in Ottawa

[end]

Trent Radio Balance Sheet As At 30 April 2006 - subject to adjustment & financial review

ASSETS		LIABILITIES	
CURRENT ASSETS		CURRENT LIABILITIES	
Raffle & Bingo Acct	0.00	Accounts Payable	0.00
Boost & Freq Acct	5.93	Contract Obligation	29,793.03
General Funds Montreal	8,874.36	Deferred Income	645.00
ING Savings	4,172.06	Accrued Liabilities	0.00
Cash In Bank	13,052.35	Trillium StudioC	50,209.68
Petty Cash: Programming	0.00	CPP Payable	(0.00)
Petty Cash: Admin	(1.00)	UIC Payable	0.00
Petty Cash: Summer Admin.	0.00	Income Tax Withholdings	0.00
Term Deposits	0.00	Receiver General Net	0.00
Accounts Receivable	788.60	Health Benefit Payable	0.00
Employee Advances	75.37	Other Withholdings Net	0.00
Doubtful Accounts	0.00	TOTAL CURRENT LIABILITIES	80,647.71
Receivables Net	863.97		
Student Levy Receivable	4,900.74	LONG TERM LIABILITY	
Prepaid Expenses	662.73	Deferred Contribution	28,865.40
TOTAL CURRENT ASSETS	19,478.79	TOT. LONG TERM LIABILITY	28,865.40
		TOTAL LIABILITIES	109,513.11
FIXED ASSETS			
Land	10,000.00	NON-SHARE EQUITY	
Buildings	94,439.07	Retained Surplus/(Deficit)	(1,391.29)
Office Equipment	20,774.21	Current Surplus/(Deficit)	35,424.50
Technical Equipment	219,062.86	TOTAL NON-SHARE EQUITY	34,033.21
Technical Renovations	24,431.00	LIABILITIES AND EQUITY	143,546.32
Fixed Assets at Cost	368,707.14		
Accumulated Depreciation	(244,639.61)		
TOTAL FIXED ASSETS	124,067.53		
OTHER ASSETS			
Deferred Charges	0.00		
TOTAL OTHER ASSETS	0.00		
TOTAL ASSETS	143,546.32		

Trent Radio Statement of Revenue & Expense 01 Sep 05 to 30 April 06 - subject to adjustment & financial review

REVENUE		EXPENSE	
GOVERNMENT GRANTS		PERSONNEL	
Federal Grants	7,656.00	Programming Wage	16,919.25
Provincial Grants	0.00	Technical Wage	14,643.20
Municipal Grants	0.00	Publicity Wage	0.00
TOTAL GOVERNMENT GRANTS	<u>7,656.00</u>	Administrative Wage	24,877.22
		Benefits	0.00
FUND RAISING		CPP Expense	2,454.03
Corporations	0.00	EI Expense	1,510.84
Foundations	0.00	Total Wages & Benefits	60,404.54
Private	3,142.00	Programming Fees	500.00
Leadership	0.00	Technical Fees	0.00
Donations "In Kind"	0.00	Publicity Fees	250.00
Net Donations	3,142.00	Administrative Fees	1,595.00
Trent Student Memberships	93,456.96	Total Fees	<u>2,345.00</u>
Commercial & Non-profit	0.00	TOTAL PERSONNEL	<u>62,749.54</u>
Individual Memberships	300.00		
Discretionary M'ship Exp	0.00	SUPPLY & EXPENSE	
Net Memberships	93,756.96	Publicity & Promotions	85.00
Special Events	883.97	Equipment Rental	1,400.00
Special Events Expense	0.00	Line Rental	2,237.88
Net Special Events	883.97	Rental Other	150.00
Fundraising	234.25	Net Rentals	3,787.88
Fundraising Expense	0.00	Postage & Delivery	44.77
Net Fundraising	<u>234.25</u>	Office Supplies	583.82
TOTAL FUND RAISING	<u>98,017.18</u>	Telephone	1,003.83
		Utilities	3,397.96
EARNED REVENUE		Programming & Licence	1,720.91
ON AIR Sponsorship	6,225.00	Building R & M	894.98
ON AIR Sponsorship Expense	0.00	Building R & M Upper Apt	16.96
Net ON AIR Sponsorship	6,225.00	Technical R & M	5,922.63
Net "RADIO PAPER"	0.00	Net Repair & Maintenance	6,834.57
Net Other Sponsorship	0.00	Professional Fees	50.00
Tape Sales	0.00	Insurance	3,766.57
Tape Sales Expense	0.00	Travel	151.06
Net Tape Sales	0.00	Volunteer Expense	222.94
Rental Income	5,160.00	Bank Charges	159.03
Net Misc Sales & Services	<u>4,758.36</u>	Mbanx Loan Interest	1,513.89
TOTAL EARNED REVENUE	<u>16,143.36</u>	Net Interest	1,513.89
		Depreciation	0.00
MISCELLANEOUS REVENUE		GST Paid	921.81
Interest Income	167.21	Bad Debts	0.00
Micellaneous Revenue	760.00	Miscellaneous	<u>325.67</u>
Amortisatn Dfrd Contribtns	0.00	TOTAL SUPPLY & EXPENSE	<u>24,569.71</u>
TOTAL MISC REVENUE	<u>927.21</u>	TOTAL EXPENSE	<u>87,319.25</u>
TOTAL REVENUE	<u>122,743.75</u>	NET INCOME	<u><u>35,424.50</u></u>