

TRENT RADIO BoD AGENDA 23 March 2009 - 17:30

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 23 February 2009
03. Operations Report
 - a) Financial Statements to 28 February 2009 - see attached
 - b) Production Manager's Report (J Staveley) - see attached
 - c) Rough Plan for the Summer 2009 - see attached
 - d) Trout Rodeo - the Year in Review prototype releasedNote: Next Meeting to include the Programme Director's Reports
04. Other Business
05. Next Meeting (Mon, 20 Apr 09)
06. Adjournment

Trent Radio BoD

23 February 2009

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Monday, 23 February 2009,
at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Vincent Bierworth, Meaghan Culkeen, Andrew French, Steve McNabb,
Jake Quinlan & Ariel Sharratt

R E G R E T S: Geoffrey Forrest.

Also present: John Muir, General Manager,

01. Notice of this meeting having been made to all the Directors, and a majority being present, the meeting was declared duly constituted and called to order at about 5:35pm, with Meaghan Culkeen acting as Chair, and John Muir recording the minutes of the Meeting.. An agenda was agreed upon and discussion followed.

02. The minutes of previous Board meetings were presented. **UPON A MOTION** duly made, seconded and carried unanimously the minutes of the Board Meetings held on 26 January 2009 were approved as presented and amended.

03. Operations Report and Other Business

a) Planning for 28 Feb 09 "KaraOinke" night at the Pig's Ear

Meaghan Culkeen reported that everything was set for the event initiated by Jill Staveley.

Aside from Jill and Meaghan, James Kerr, Geoffrey Forrest, Ariel Sharratt and Jake Quinlan will help out with the event.

b) It was reported that both the Canada Summer Jobs (federal) and Community Investment (municipal) grant applications are completed and sent in.

04. Staffing: Matters concerning revenues and staffing costs for the year were discussed, and agreed upon.

UPON A MOTION duly made, seconded, and carried unanimously, the staffing plan was approved as presented and discussed.

05. It was noted that the next Meeting is scheduled for Mon, 23 Mar 09 at 5:30pm. There being no further business the meeting was adjourned at 6:15pm.

Meaghan Culkeen, President & Chair

John K Muir, General Manager

Trent Radio Comparative Balance Sheet

ASSETS	As At 28Feb09	As At 29Feb08	LIABILITIES	As At 28Feb09	As At 29Feb08
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	653.98	2,199.15
Boost & Freq Acct	5.93	5.93	Contract Obligation	44,788.64	44,788.64
General Funds Montreal	5,431.87	3,759.49	Deferred Income	695.00	645.00
ING Savings	21,410.38	25,194.14	Accrued Liabilities	0.00	0.00
Cash In Bank	26,848.18	28,959.56	Trillium StudioC	16,781.10	27,923.96
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	0.00	(12.60)	UIC Payable	(0.00)	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	0.00	0.00
Accounts Receivable	(518.27)	735.96	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	(518.27)	735.96	TOTAL CURRENT LIABILITIES	62,918.72	75,556.75
Student Levy Receivable	4,907.61	0.00			
Prepaid Expenses	519.20	810.01	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	31,756.72	30,492.93	CO Long Term Loan	15,000.00	15,000.00
			Deferred Contribution	22,912.17	30,111.78
FIXED ASSETS			TOT. LONG TERM LIABILITY	37,912.17	45,111.78
Land	10,000.00	10,000.00	TOTAL LIABILITIES	100,830.89	120,668.53
Buildings	94,439.07	94,439.07			
Office Equipment	20,774.21	20,774.21	NON-SHARE EQUITY		
Technical Equipment	237,339.40	237,339.40	Retained Surplus/(Deficit)	(24,075.28)	(14,884.02)
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	372,465.68	372,465.68	Net Retained Surp/(Def)	(24,075.28)	(14,884.02)
Accumulated Depreciation	(293,185.06)	(265,684.20)	Current Surplus/(Deficit)	34,281.73	31,489.90
TOTAL FIXED ASSETS	79,280.62	106,781.48	TOTAL NON-SHARE EQUITY	10,206.45	16,605.88
			LIABILITIES AND EQUITY	111,037.34	137,274.41
OTHER ASSETS					
Deferred Charges	0.00	0.00			
TOTAL OTHER ASSETS	0.00	0.00			
TOTAL ASSETS	111,037.34	137,274.41			

Trent Radio Comparative Income Statement

	01Sep08 to 28Feb09	01Sep07 to 29Feb08		01Sep08 to 28Feb09	01Sep07 to 29Feb08
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	9,880.00	12,675.00
Provincial Grants	0.00	0.00	Technical Wage	1,000.00	7,053.38
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	0.00	0.00	Administrative Wage	20,228.00	19,500.00
			Benefits	0.00	248.00
FUND RAISING			CPP Expense	1,359.82	1,685.35
Corporations	0.00	0.00	EI Expense	753.34	976.64
Foundations	0.00	0.00	Total Wages & Benefits	33,221.16	42,138.37
Private	11,416.08	4,935.43	Programming Fees	0.00	4,590.76
Leadership	0.00	0.00	Technical Fees	5,700.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	11,416.08	4,935.43	Administrative Fees	850.00	879.00
Trent Student Memberships	83,845.38	80,160.17	Total Fees	6,550.00	5,469.76
Commercial & Non-profit	275.00	75.00	TOTAL PERSONNEL	39,771.16	47,608.13
Individual Memberships	520.00	755.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	84,640.38	80,990.17	Publicity & Promotions	0.00	93.00
Special Events	493.16	2,279.00	Equipment Rental	200.00	200.00
Special Events Expense	0.00	(996.98)	Line Rental	1,838.28	1,602.55
Net Special Events	493.16	1,282.02	Rental Other	100.00	40.00
Fundraising	20.00	0.00	Net Rentals	2,138.28	1,842.55
Fundraising Expense	0.00	0.00	Postage & Delivery	8.79	23.88
Net Fundraising	20.00	0.00	Office Supplies	162.88	406.27
TOTAL FUND RAISING	96,569.62	87,207.62	Telephone	623.20	476.87
			Utilities	2,163.20	2,409.51
EARNED REVENUE			Programming & Licence	7,232.41	840.00
ON AIR Sponsorship	2,500.00	4,400.00	Building R & M	1,098.76	342.30
ON AIR Sponsorship Expense	(450.00)	(615.00)	Building R & M Upper Apt	4.15	57.12
Net ON AIR Sponsorship	2,050.00	3,785.00	Technical R & M	7,762.64	3,006.31
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	8,865.55	3,405.73
Net Other Sponsorship	86.70	335.96	Professional Fees	50.00	60.00
Tape Sales	0.00	0.00	Insurance	4,373.62	4,150.61
Tape Sales Expense	0.00	0.00	Travel	176.95	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	191.56	157.60
Rental Income	4,170.00	3,960.00	Bank Charges	79.50	69.40
Net Misc Sales & Services	90.00	180.00	Mbanx Loan Interest	2,269.59	2,287.99
TOTAL EARNED REVENUE	6,396.70	8,260.96	Net Interest	2,269.59	2,287.99
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	693.78	546.82
Interest Income	152.68	399.68	Bad Debts	0.00	0.00
Micellaneous Revenue	0.00	0.00	Miscellaneous	36.80	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	29,066.11	16,770.23
TOTAL MISC REVENUE	152.68	399.68	TOTAL EXPENSE	68,837.27	64,378.36
TOTAL REVENUE	103,119.00	95,868.26	NET INCOME	34,281.73	31,489.90

Production Manager's Report - for Trent Radio BoD Meeting 23 Mar 09
prepared by Jill Staveley 22 Mar 09

Overview: Due to the nature of my work as a performing and touring musician, along with Trent Radio's current budget, the responsibilities of the Production Manager are fulfilled as a part-time position. Instead of working 1 or 2 days each week, the job is undertaken in two to three spurts of full-time employment.

Understandably, it has been difficult to maintain sufficient contact and management over archiving efforts with the current working schedule. At this point in the year it is not possible to take care of, or fix any problems that have arisen. The plan is to leave things in the hands of the OWSP Staff, and note what types of failures and successes arose with a view to the future.

I will be meeting with Andrew French & Karina Daukaeva this week to get basic reports of how things went this year, and where we are in the Archiving Battle. I will also be meeting with Alistair Rathbone to make plans for next September.

Completed Projects:

- (i) Radio Free Peterborough (Ongoing): After the last round of encoding and transferring local music to Steve @ RadioFreePeterborough, the RFP archive reached 4100 tracks (which doesn't seem like all that much compared to our 17,000 CD archive...but really, it's huge.) I still keep coming across the odd album that is marked local, but is not tagged local on the M: = this will still be a long process of inclusion.

During the last transfer, we saw approximately 330 Local Music Tracks by 33 different Local Artists, including 8 projects that were recorded and produced in StudioC, one project where half of the recorded tracks were produced in StudioC, and one project where recorded tracks were brought into the facility to be mixed.

There are always more Local Albums recorded and available that we still have not yet received – so please remember to tell all your friends and any local musicians that you meet that WE WANT THEIR MUSIC!

- (ii) Cannery Holiday Companion (DEC 2008): Mike and I have yet to settle up from the funds raised from this initiative, but regardless, we were able to create a Local Compilation album that involved: 4 studio/recording spaces; the participation of over 20 musicians; 15 original compositions; and cover art created by local graphic artist Julia Fenn. The Album was released and sold at Focus Fair, a local Arts & Crafts initiative that was held at The Spill Café on December 13/14.
- (iii) Incoming Music Archivist Assistant (Dec 08 - April 09): As far as I Know, Alistair and Andrew have been working well in tandem. Things seem to be running smoothly on the archiving side of things, despite a few small organizational and procedure discrepancies. I will be meeting with both of them to get reports on the flow of the archives this year, and to make plans for next September.
I feel that the addition of this position at the halfway point in the year is a wonderful way to keep our staff motivated, and to add extra hands and brains to the task during our "Graceful Decay". I recommend that we continue on a similar system come next year, pending funding, as it is also a great opportunity to train future Archiving Staff and volunteers.
- (iv) Pig's Ear KaraOinke - TR Fundraiser (Feb 09): We hosted the Pig's Ear KaraOinke on Saturday February 28th, and it was a total success! I'm not sure of the final take from the door – but it's probably the easiest way, and the most fun you can have putting on a fundraiser.
- (v) Theatre Trent Funding Application (Winter 09): Theatre Trent awarded us the full \$275 requested. Thanks Theatre Trent!

Goals & Planned Projects:

- (i) I had hoped to see a Live Music Radio Project Day happen in March, but with so many other Radio Project Days happening, it seems in our best interest to wait until the Summer.
- (ii) I will be overhauling the LMAD Computer that currently lives at Sadleir House later this spring. I have been culling Local Music Tracks, and updating the LMAD so that once we get the computer back, it will be a quick(ish) and relatively painless process. I also believe that the resource would be of more use to our programmers and the community at large if it were located here at Trent Radio.
- (iii) The Cannery Crew hopes to produce another Local Compilation Album later this spring (June). I imagine that StudioC will play some role in the production of the album.
- (iv) Since we were granted the Theatre Trent funding, we will be seeing some trials of Live Radio Drama performance in StudioC. I am very much looking forward to working with James Kerr on this project!!!
- (v) I am planning on opening up the studio for another 3 song/15 minute recording StudioC Project. Instead of posting it as an open invitation - I am planning on pulling in some community members who are still at the beginning stages of performing live/in front of people...and who will appreciate the experience of recording - and who aren't just trying to get their material recorded for promo etc. I'm still working on this - as emerging artists tend to need a bit more encouragement to perform in a recording environment.
- (vi) I am still working on getting a rock block up and happening between RC4G and Sadleir House...and would like to find a way to utilise StudioC as an educational resource. This might also be the case during Jam Camp at RC4G this summer. We are planning on streamlining the campers through focus sessions (prior to the first day of camp, each camper will pick a focus from a selection of activities - one being audio technology).
- (vii) I would like to spend more effort encouraging programmers and volunteers to record live music events in and around Peterborough. It is an excellent way to improve basic editing skills, create new and unique material for our archive, and provide performing bands with free recordings of their live shows..
- (viii) My main goal - before the end of March, is to clean out and clean up the years of items that belong in the "I have no idea what to do with this pile" that has been added to by OWSP Archiving Staff, myself and Laurel Paluck. I plan on being ruthless - and bringing attention to all the doubles that are available in the basement & office for fundraising efforts.

Work Schedule for 2009 *(9 weeks contract)*

19-29 Jan(completed)
26-29 Jan(completed)
13 Feb (completed)
16-20 Feb (completed)
23-27 Feb (completed)
09-13 Mar (completed)
16-20 Mar (completed)
23-27 Mar (in progress)
25-29 May (scheduled)
01-05 Jun(tentative dates, may be moved a week later)

Summer/Fall Dates to be Determined.

[ends]

**A ROUGH PLAN for the 2009 Summer Season
for consideration by the BoD 23 March 2009**

NEED

- There are no full-time staff people for the summer
- With volunteers fulfilling some programming and other tasks we can continue for the Summer Season with limited hours and reduced operations.

THE PLAN

- Trent Radio will be on the air from Mon 04 May 09 to Fri, 14Aug09 (fifteen weeks); 5pm to Midnight, up to seven evenings per week.
- The actual days will be determined at the Summer Programming Planning meeting to be held on Sunday, 19 April 09 at Noon, at the Trent Radio House kitchen.
- During the summer OPERATORS have the enhanced responsibility of recruiting Programmers and determining the content of their evening, this is why they are called EXECUTIVE PRODUCERS.
- A SUMMER OPERATIONS & INFORMATION MANAGER (SOIM) shall be responsible for organising and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that Office Hours shall be 1pm to 4pm, with the SOIM in attendance from Noon to 7:30 when possible and this is subject to change. (NOTE: A grant application has been made to fund this position)
- As the SUMMER PROGRAMME COMMITTEE, the SOIM in concert with *all* the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 5pm - Midnight period.
- (NOTE: Programmers wanting to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS to see the General Manager - John Muir.)
- Studio A will be a "daytime" production facility, while StudioB and StudioC will be closed.
- The PD contract will be extended such that the PD will work on "packaging" previously broadcast programmes for future use from 17 May to 26 June 2009, exclusively using StudioB.

FORMAT, CONTENT & SUPPORT

The format for each evening is suggested as follows to comply with Trent Radio's license.

17:00 - 17:30	smooth operator" announcements &c
17:30 - 19:30	music show
19:30 - 21:00	music show
21:00 - 22:00	spoken work or foreground programming
22:00 - 00:00	show

- 35% of all music selections played must be Canadian Content
- it is suggested that at least one of the music programmes be FOREGROUND format (see attached for a description)
- CONTENT is to varied and comprehensive.
- EXECUTIVE PRODUCERS shall provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (ie 5pm-Midnight).

DATES

- Summer Season PLANNING Meeting Sunday, 19 April 2009 and first deadline for SUMMER programme proposals
- Summer Season 04 May to 14 Aug 09 @ noon - fifteen weeks
- Potential Summer Radio Camps Weekends Not this year
- Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers - Friday, 14 Aug 09
- No REUNION WEEKEND is planned for this year
- SHUTDOWN from 15 Aug until 07 Sep 09 (Labour Day)
- FALL PRE SEASON commences on Tuesday, 08 Sep 09
- The REGULAR SEASON starts two weeks later on Monday, 21 Sep 09
- Deadline for Fall 2009 Programme Proposals: Friday, 18 Sep 09 @ noon