

TRENT RADIO BoD AGENDA 12 January 2011 @ 1900

01. Chair's Opening Remarks and Agenda Approval

02. Presentation of Previous Minutes - 24 November 2010

03. Operations Report

- a) Presentation of Financial Statements to 30 Nov 2010
- b) General Manager's Report
 - i) Transmission Status (see attached)
 - ii) Emergency Fundraising Events and Activities (see attached)
 - iii) 715 Upper.
 - iv) Server Donation
 - v) Minor Upgrades .

04. Other Business

- a) Planning further fundraising event dates and referendum campaign.
TRadio Community & Fundraising Committees Meeting Thu 13Jan 2011 @ 5pm
- b) Board Orientation Meeting - Wed 19 Jan 11 at 1900.
- c) Next BoD Meeting (16 Feb 11) to include reports from the Earned-Revenue Committee, the Community Committee and the Production Manager.

05. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held on Wednesday, 24 November 2010, at Trent Radio House, 715 George Street North, Peterborough, Ontario.

P R E S E N T: Andrew Culkeen, Meaghan Culkeen, David Grenon, Matthew Jarvis, Steve McNabb, Caileigh Morrison, and Jacob Quinlan

R E G R E T S: none.

Also present: James Kerr, PD; and 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 7:15pm, with Jacob Quinlan 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 21 Nov 2010 were approved as presented.

03. Availability: Discussion followed about each Board Member's availability over the next few months and the coming summer. Steve McNabb will available by telephone as usual, while the rest of the Board members indicated that they intend to be in Peterborough over the summer.

The following dates were set for Board Meetings:

Wed 12 Jan 11	Wed 22 Jun 11
Wed 16 Feb 11	Wed 31 Aug 11
Wed 23 Mar 11	Wed 28 Sep 11
Wed 20 Apr 11	Wed 19 Oct 11

with times to be set later.

Annual General Meeting of Members (AGM) Sunday, Sun 20 Nov 11

The first Board Development session was set for 7:30pm on 19 Jan 2010

04. Appointment of Committees & Officers: The work and roles of various committees and officer duties were discussed. A staff report on committee composition was brought forward – see attached.

The duties and roles of the Chair, Vice-chair, and Secretary were discussed. It was noted that the President, Vice-president and Secretary act as signing officers. Directors volunteered to take on various tasks.

UPON A MOTION duly made, seconded and carried unanimously; Meaghan Culkeen, David Grenon, Caileigh Morrison, and Jacob Quinlan. were appointed to the Trent Radio Community Committee; David Grenon, Matthew Jarvis, Caileigh Morrison, and Jacob Quinlan were appointed to the Sponsorship, Earned Revenue, and Grants Committee; Andrew Culkeen will join Steve McNabb and Jill Staveley on the RFP Committee; Andrew Culkeen was appointed Secretary, Matt Jarvis was appointed Vice-Chair; and , Caileigh Morrison was appointed President and Chair.

It was noted that appointment of the Nominating Committee will be made at the 31 Aug 2010 Meeting.

Confirmation of Officers: **UPON A MOTION** duly made, seconded and carried unanimously, Susan Newman was confirmed Bookkeeper, and John Muir was confirmed as Vice-president, and General Manager.

05. A discussion followed about sponsorships, the need for increased revenues, and the lay-off of the GM.

UPON A MOTION duly made, seconded and carried unanimously, the was resolved to amend and restate the GM lay-off motion passed at the Board Meeting held on Sunday, 21 Nov 2010, directly following the AGM, to read "that due to a shortage of funds, the General Manager be placed on temporary layoff for a period of no more than 12 weeks commencing Friday, 26 Nov 2010. During this time he will be paid an honorarium of \$100 per week as compensation for about six hours of work per week, and shall continue to hold the positions of GM and VP.

It was noted that the GM is schedule to return work no later than 21 Feb 2011.

06 – 07. It was noted that the next Meeting is scheduled for Wed, 12 Jan 10 at 7:00pm. There being no further business the meeting was adjourned at about 8:15pm.

Trent Radio Comparative Balance Sheet (subject to adjustment and review)

ASSETS	@ 30Nov10	@ 30Nov09	LIABILITIES	@ 30Nov10	@ 30Nov09
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,043.59)	3,003.84
Boost & Freq Acct	5.93	5.93	Contract Obligation	0.00	3,433.69
General Funds Montreal	428.81	591.32	Deferred Income	710.00	695.00
ING Savings	24,252.10	20,061.23	Accrued Liabilities	0.00	2,050.00
Cash In Bank	24,686.84	20,658.48	Trillium StudioC	0.00	5,638.26
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	(0.00)
Petty Cash: Admin	548.08	(84.36)	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	(191.04)	1,740.66	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	(191.04)	1,740.66	TOTAL CURRENT LIABILITIES	(333.59)	14,820.79
Student Levy Receivable	26,598.75	28,100.62			
Prepaid Expenses	515.70	756.10	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	52,158.33	51,171.50	CO Long Term Loan	57,437.00	55,903.99
			Deferred Contribution	8,505.95	15,712.57
FIXED ASSETS			TOT. LONG TERM LIABILITY	65,942.95	71,616.56
Land	10,000.00	10,000.00	TOTAL LIABILITIES	65,609.36	86,437.35
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)	(37,686.33)	(32,607.14)
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)	(37,686.33)	(32,607.14)
Accumulated Depreciation	(342,928.34)	(319,567.95)	Current Surplus/(Deficit)	53,772.64	50,239.02
TOTAL FIXED ASSETS	29,537.34	52,897.73	TOTAL NON-SHARE EQUITY	16,086.31	17,631.88
TOTAL ASSETS	81,695.67	104,069.23	LIABILITIES AND EQUITY	81,695.67	104,069.23

Trent Radio Comparative Income Statement (subject to adjustment and review)

	01Sep10-30Nov10	01Sep09-30Nov09		01Sep10-30Nov10	01Sep09-30Nov09
REVENUE			EXPENSE		
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	4,712.00	4,864.00
Provincial Grants	0.00	0.00	Technical Wage	2,000.00	4,400.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	0.00	0.00	Administrative Wage	10,552.50	10,080.00
			Benefits	936.00	524.00
FUND RAISING			CPP Expense	786.02	913.98
Corporations	0.00	0.00	EI Expense	435.15	507.47
Foundations	0.00	0.00	Total Wages & Benefits	19,421.67	21,289.45
Private	248.97	375.00	Programming Fees	0.00	3,273.35
Leadership	0.00	0.00	Technical Fees	0.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	248.97	375.00	Administrative Fees	354.00	362.50
Trent Student Memberships	82,500.00	82,500.00	Total Fees	354.00	3,635.85
Commercial & Non-profit	225.00	0.00	TOTAL PERSONNEL	19,775.67	24,925.30
Individual Memberships	360.00	200.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	83,085.00	82,700.00	Publicity & Promotions	73.57	165.00
Special Events	601.49	0.00	Equipment Rental	0.00	0.00
Special Events Expense	(598.97)	0.00	Line Rental	1,104.80	826.74
Net Special Events	2.52	0.00	Rental Other	132.25	40.00
Fundraising	0.00	0.00	Net Rentals	1,237.05	866.74
Fundraising Expense	(499.00)	0.00	Postage & Delivery	0.00	0.00
Net Fundraising	(499.00)	0.00	Office Supplies	130.01	52.46
TOTAL FUND RAISING	82,837.49	83,075.00	Telephone	255.53	259.78
			Utilities	928.54	530.57
EARNED REVENUE			Programming & Licence	406.60	210.00
ON AIR Sponsorship	1,750.00	0.00	Building R & M	468.43	789.41
ON AIR Sponsorship Expense	0.00	0.00	Building R & M Upper Apt	1,415.04	0.00
Net ON AIR Sponsorship	1,750.00	0.00	Technical R & M	2,433.79	2,437.43
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	4,317.26	3,226.84
Net Other Sponsorship	880.72	1,037.93	Professional Fees	50.00	0.00
Tape Sales	0.00	0.00	Insurance	4,296.74	4,418.16
Tape Sales Expense	0.00	0.00	Travel	0.00	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	177.24	257.31
Rental Income	2,130.00	2,085.00	Bank Charges	44.50	29.00
Net Misc Sales & Services	270.00	350.00	Mbanx Loan Interest	1,206.30	1,245.45
TOTAL EARNED REVENUE	5,030.72	3,472.93	Net Interest	1,206.30	1,245.45
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	0.00	174.62
Interest Income	60.27	52.70	HST Paid	1,204.14	0.00
Micellaneous Revenue	0.00	0.00	Bad Debts	52.69	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	Miscellaneous	0.00	0.38
TOTAL MISC REVENUE	60.27	52.70	TOTAL SUPPLY & EXPENSE	14,380.17	11,436.31
TOTAL REVENUE	87,928.48	86,600.63	TOTAL EXPENSE	34,155.84	36,361.61
			NET INCOME	53,772.64	50,239.02

Operations Report for the Board of Director's Meeting 12 January 2011

Prepared by John K Muir

a Financial Statements to 30 November 10 - please see attached

b General Manager's Report

- i. Transmission Status: In the early hours of Tuesday, November 30th, Trent Radio went "off-air" due to a hardware malfunction with our transmitter equipment. Our transmitter system is comprised of an exciter and power amplifier. The exciter is the low-power stage and includes the oscillator, modulator, and audio processor and provides an output of 20 to 30 watts. The power amplifier is used to increase the power of the signal to our prescribed output. It was the power amplifier that failed, so the exciter was rewired to directly feed the antenna, giving about an output of 15 watts. While the power amp was being assessed, we borrowed a 100 watt mono transmitter to finish the fall season. In the meantime it was determined that it was the third-party power supply section of the power amplifier which was at fault and needed to be replaced. This has been done and we're now at full power. We have been advised that we should secure a spare power supply as they may be difficult to obtain in the future. It has also been recommended that we obtain our own back up transmitter. We have ordered a spare power supply, and will undertake a review our transmission needs. My thanks to Paul Ward, Gary Hooper and Bill Hodgson. In addition to all this the wiring for StudioB was reorganised such that the use of the appliances using the kitchen counter outlets won't trip various circuit breakers.

Costs and provisions relating to transmission equipment - to date:

1,000	Repair cost for PA-1000
550	Spare APC Power Supply for PA1000
500	HP Services Consultation & Loaner Transmitter
500	Load-out and reinstall of SBS FM TX1000-1/S
5,500	Provision for transmission equipment improvements
750	Provision for transport & other related sundries
<u>\$ 8,800</u>	Total to date

- ii. Fundraising Events and Activities: We have done extremely well.

1,064	Radio Marathon 10 Dec 2010
1,310	Cannery Event 11 Dec 2010
	Drop-in, Mail-in and Web
<u>6,365</u>	Donations
<u>\$8,739</u>	Total to date

A letter is being prepared to be sent out to our donors and supports, as well as a letter to the editor of the Ptbo Examiner.

- iii. 715 Upper: The tenants have paying their rent late, and not responding to communications. After taking advice, they've been served with a Landlord and Tenant Board Form N4 - Notice to End a Tenancy Early for Non-payment of Rent. The pay or move out date (termination date) is 26 Jan 2011. If they wish to challenge the notice, we've been strongly advise to obtain assistance from someone experienced in these matters.

- iv. Server Donation: We received a donation of a very robust server from Steve McNabb.

- v. Minor Upgrades: Each hard disk, PSU, CPU fan and UPS is being inspected for wear and possible replacement. The first candidate is the GM computer.

[end]