

## **TRENT RADIO BoD AGENDA 21 June 2012 - 7pm**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Minutes - 22 April 2012
03. Operations Report
  - a) Financial Statements to 31 May 2012 - see attached
  - b) SOIM Report (Wes Grist) - see attached
  - c) PM/AGM/RRFG Report (J Staveley) - see attached
  - d) General Manager's Report
    - i. Municipal Grant  
Trent Radio was awarded \$2,500 for this end the next two years (\$7,500 total) a City of Peterborough Community Investment Grant to To assist with the delivery of Trent Radio's mission and annual programme for the benefit of the community.
    - ii. Exterior Repairs & Upgrades  
Awaiting word about the work to be done above the "front" door.  
Preliminary Stair Options Presentation (see attached) c/b \$50k for discussion only.
    - iii. Bell Canada is scheduled to install an replacement 6-pair from the west pole at the rear of the TRadio property, at their expense to ameliorate on-going cable failures for our telephone and audio link services.
04. Other Business
05. Next Meeting (Wed, 29 Aug 12)?
06. Adjournment

**Trent Radio BoD**

**22 April 2012**

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House, 715 George St. N., Peterborough, Ontario on 22 April 2012 at 8:15 pm.

P R E S E N T: Andrew Culkeen, Caileigh Morrison, Wes Grist, Steve McNabb (via Skype) and Meaghan Culkeen (via telephone)

R E G R E T S: Yolanda Ajak, David Grenon

Also Present: John K. Muir, General Manager

01. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at about 8:15 pm, with Caileigh Morrison acting as Chair, and Andrew Culkeen acting as Secretary. An agenda was agreed upon and discussion followed.

02. Previous Minutes: The minutes of the previous board meeting were presented.  
UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Meeting, held on 01 April 2012 were approved as amended.

03. Operations report

- a. Financial statements to 31 March 2012 (John K Muir) (attached)
  - b. Production Manager's Report (Jill Staveley) (attached)
  - c. Programme Director's Report (James Kerr) (attached)
  - d. General Managers report (John K Muir) (attached)
- Each report was presented, reviewed and fully discussed.

It was noted that the first draw

UPON A MOTION duly made, seconded and carried, the Operations Report, was accepted and approved as presented with Wes Grist declaring a conflict of interest and abstaining from voting or discussing the motion.

04. Other Business: The summer meeting dates were set for Wednesday 20 June, and 29 August at 7pm.

05. Next BoD meeting is scheduled for Wednesday 20 June 2012 at 7:00pm

06. There being no other business, the meeting was adjourned at 8:35pm.

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Caileigh Morrison, Chair

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Andrew Culkeen, Secretary

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

ASSETS	@ 31May12	@ 31May11	LIABILITIES	@ 31May12	@ 31May11
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	8,545.74	(1,454.26)
Boost & Freq Acct	0.00	5.93	Contract Obligation	0.00	0.00
General Funds Montreal	(786.61)	5,153.22	Deferred Income	850.00	20.00
ING Savings	50.77	10,152.72	Accrued Liabilities	0.00	0.00
Cash In Bank	(735.84)	15,311.87	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	(0.00)	28.86
Petty Cash: Admin	0.00	(2,006.69)	UIC Payable	0.00	15.34
Petty Cash: Summer Admin.	100.00	100.00	Income Tax Withholdings	0.00	(0.00)
Term Deposits	0.00	0.00	Receiver General Net	0.00	44.20
Accounts Receivable	278.80	1,484.35	Health Benefit Payable	0.00	0.00
Doubtful Accounts	(278.80)	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	1,484.35	<b>TOTAL CURRENT LIABILITIES</b>	<u>9,395.74</u>	<u>(1,390.06)</u>
Student Levy Receivable	2,733.23	0.00			
Prepaid Expenses	734.69	781.37	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>2,832.08</u>	<u>15,670.90</u>	CO Long Term Loan	54,272.21	56,425.67
			Deferred Contribution	4,252.88	8,505.95
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>58,525.09</u>	<u>64,931.62</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<u>67,920.83</u>	<u>63,541.56</u>
Buildings	121,056.36	94,439.07			
Office Equipment	20,758.37	20,774.21	<b>NON-SHARE EQUITY</b>		
Technical Equipment	229,804.11	237,339.40	Retained Surplus/(Deficit)	(43,977.10)	(37,686.33)
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	391,531.84	372,465.68	Net Retained Surp/(Def)	(43,977.10)	(37,686.33)
Accumulated Depreciation	(342,928.34)	(342,928.34)	Current Surplus/(Deficit)	27,491.85	19,353.01
<b>TOTAL FIXED ASSETS</b>	<u>48,603.50</u>	<u>29,537.34</u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>(16,485.25)</u>	<u>(18,333.32)</u>
<b>TOTAL ASSETS</b>	<u><u>51,435.58</u></u>	<u><u>45,208.24</u></u>	<b>LIABILITIES AND EQUITY</b>	<u><u>51,435.58</u></u>	<u><u>45,208.24</u></u>

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

	01Sep11-31May12	01Sep10-31May11	EXPENSE	01Sep11-31May12	01Sep10-31May11
REVENUE			PERSONNEL		
GOVERNMENT GRANTS			Programming Wage	18,950.70	15,949.20
Federal Grants	0.00	0.00	Technical Wage	16,031.54	9,000.00
Provincial Grants	0.00	6,107.58	Publicity Wage	0.00	0.00
Municipal Grants	<u>2,500.00</u>	<u>2,500.00</u>	Administrative Wage	31,542.07	20,152.50
TOTAL GOVERNMENT GRANTS	<u>2,500.00</u>	<u>8,607.58</u>	Benefits	1,048.00	936.00
FUND RAISING			CPP Expense	2,980.73	1,974.15
Corporations	500.00	3,325.00	EI Expense	1,732.69	1,126.42
Foundations	2,900.00	0.00	Total Wages & Benefits	72,285.73	49,138.27
Private	4,890.00	4,235.85	Programming Fees	437.06	9,124.61
Leadership	0.00	0.00	Technical Fees	50.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	1,141.57	0.00
Net Donations	8,290.00	7,560.85	Administrative Fees	1,169.00	2,369.00
Trent Student Memberships	106,559.70	84,795.00	Total Fees	<u>2,797.63</u>	<u>11,493.61</u>
Commercial & Non-profit	150.00	300.00	TOTAL PERSONNEL	<u>75,083.36</u>	<u>60,631.88</u>
Individual Memberships	640.00	840.00	SUPPLY & EXPENSE		
Discretionary M'ship Exp	0.00	0.00	Publicity & Promotions	588.75	73.57
Net Memberships	107,349.70	85,935.00	Equipment Rental	0.00	0.00
Special Events	1,378.07	2,100.22	Line Rental	3,042.90	2,893.64
Special Events Expense	(40.21)	(598.97)	Rental Other	0.00	152.25
Net Special Events	1,337.86	1,501.25	Net Rentals	3,042.90	3,045.89
Fundraising	145.00	1,080.25	Postage & Delivery	137.50	478.82
Fundraising Expense	0.00	(699.00)	Office Supplies	420.22	602.51
Net Fundraising	<u>145.00</u>	<u>381.25</u>	Telephone	822.31	799.44
TOTAL FUND RAISING	<u>117,122.56</u>	<u>95,378.35</u>	Utilities	2,990.06	3,457.57
EARNED REVENUE			Programming & Licence	1,122.99	984.40
ON AIR Sponsorship	500.00	3,053.12	Building R & M	1,204.28	1,407.17
ON AIR Sponsorship Expense	0.00	0.00	Building R & M Upper Apt	321.64	5,365.05
Net ON AIR Sponsorship	500.00	3,053.12	Technical R & M	6,338.03	8,524.28
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	7,863.95	15,296.50
Net Other Sponsorship	826.28	2,063.15	Professional Fees	150.00	50.00
Tape Sales	0.00	0.00	Insurance	3,757.70	4,296.74
Tape Sales Expense	0.00	0.00	Travel	0.00	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	415.90	517.82
Rental Income	7,470.00	5,680.00	Bank Charges	117.00	207.44
Net Misc Sales & Services	<u>1,650.00</u>	<u>1,650.00</u>	Mbanx Loan Interest	3,610.49	3,587.79
TOTAL EARNED REVENUE	<u>10,446.28</u>	<u>12,446.27</u>	Net Interest	3,610.49	3,587.79
MISCELLANEOUS REVENUE			Depreciation	0.00	0.00
Interest Income	35.88	211.20	GST Paid	45.43	0.00
Micellaneous Revenue	544.73	0.00	HST Paid	3,005.68	3,207.54
Amortisatn Dfrd Contribtns	0.00	0.00	Bad Debts	0.00	52.69
TOTAL MISC REVENUE	<u>580.61</u>	<u>211.20</u>	Miscellaneous	(16.64)	(0.21)
TOTAL REVENUE	<u>130,649.45</u>	<u>116,643.40</u>	TOTAL SUPPLY & EXPENSE	<u>28,074.24</u>	<u>36,658.51</u>
			TOTAL EXPENSE	<u>103,157.60</u>	<u>97,290.39</u>
			NET INCOME	<u>27,491.85</u>	<u>19,353.01</u>

**SOIM Report Trent Radio BoD 21 June 2012  
prepared by Wes Grist**

The SOIM and Trent Radio's Summer Season both commenced on Monday 30 April. At that time the Summer Programme Schedule was broadcasting 7 days a week with 32 Programmers and 36 Programmes.

First Summer Programming Committee meeting was held in May, and a printed "Trout Rodeo" programme guide has been prepared and will be distributed shortly.

We have successfully completed one Radio Project Day (Weird Music Day - 14 June), and have three more scheduled (Radio On The Lawn - 27 July; Food Day - 30 July; & History Day - 7 August).

Our first Summer Social was held at John, Yvonne and Iris' on 05 May with good cheer and good attendance, and the next one will be held at Bennett Bedoukian's house at a date TBD.

**Statement of Performance**

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.

[end]

## **PM/AGM/RRFG Report for Trent Radio BoD 21 June 2012**

**prepared by Jill Staveley**

**CRWS:** The final CRWS (Community Radio Workshop) sessions of the year are scheduled for Thursday & Friday, 21 & 22 June 12. We did not have sufficient registration to run the CRWS in May, so we revamped the programme one more time to stay cool (9am – 12noon), use Trent Radio facilities (rather than pay for Sadleir House), and focus on creating Organisational Profiles during the second day. Miriam Stucky, John K Muir, Anthony P Gulston, Matt Jarvis, Wes Grist, Dave Grenon, James Kerr and I will oversee the 2 day session.

**NCRC:** I attended the NCRC in Kingston on Thursday & Friday , 14 & 15 June. I found the intent of the gathering to be worthwhile, and the opportunity to meet other CC Radio Administrators and Programmers. The actual facilitation and scheduling of the conference could have been managed better, but over all I feel that it was a worthwhile adventure, and that our involvement in the NCRA will be a positive relationship for Trent Radio.

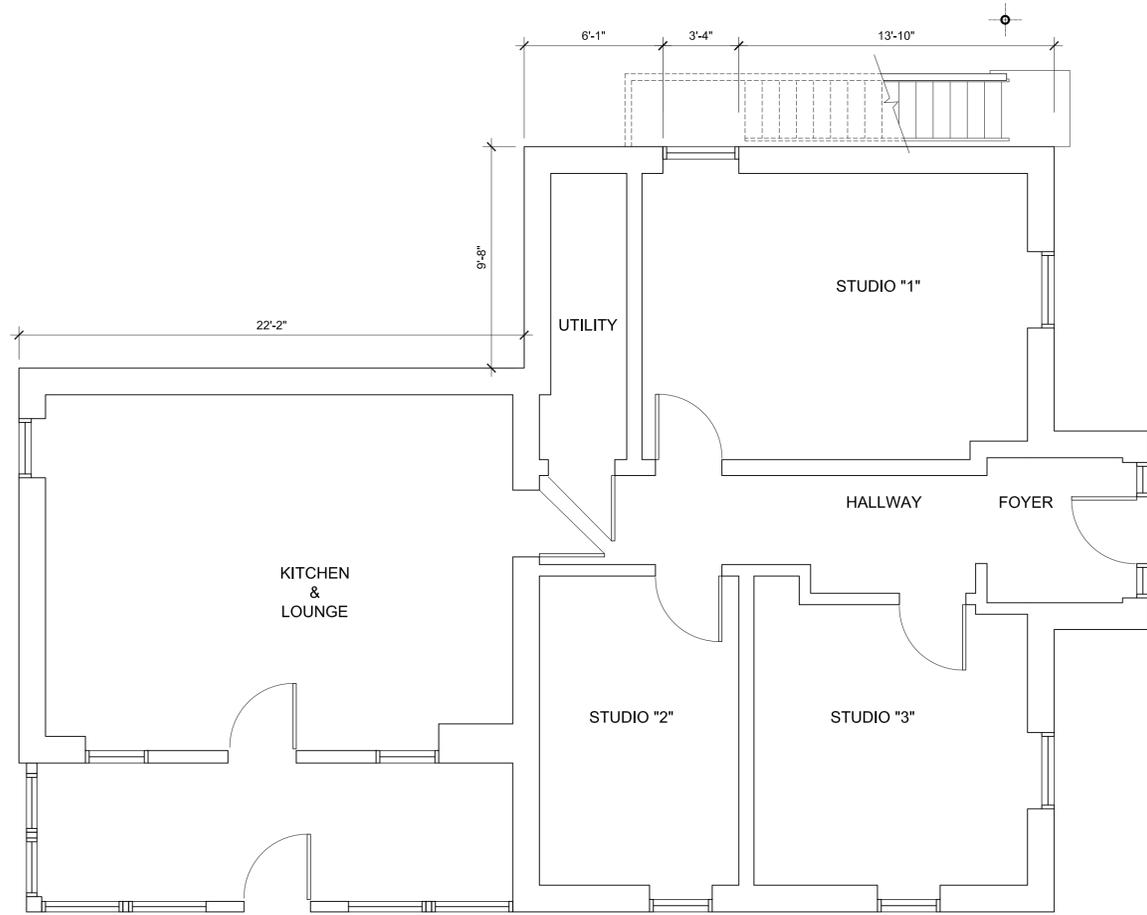
**SOIM:** Wes Grist has been working as our SOIM (Summer Operations & Information Manager) since the beginning of May, and he has been doing a great job. We were awarded a total of \$5,560 which breaks down as a subsidy of \$10.25/hr for 480 hours (12wks at 40hrs/wk), \$4,920; and a further \$640 to be put towards "Mandatory Employment Related Costs" - employer contributions to CPP, EI & vacation pay. Though Wes still requires a little work on keeping all aspects of the job description in order, and trying not to spend every waking hour at Trent Radio House, he takes the job very seriously and so far has been an active and accountable representative of Trent Radio to our members, volunteers and the community at large.

**CRFC Youth Internship Programme:** We were successful with our Youth Intern Application to the Community Radio Fund of Canada for the creation of our Summer Events Intern Correspondent (SEIC) - \$5,445 to cover wages. Caleigh Morrison, Wes Grist and I undertook the hiring process, and appointed David Grenon to the position. The SEIC started on 18 June and is scheduled to work for 11 weeks (to Aug.31) at the rate of \$12/hr and 37.5hrs/week. The SEIC will promote and cover local events, host Smooth Operator every weekday, and create a 5-part series on the history of the Peterborough Folk Festival.

**LWRC:** We have not received any official applications for LWRC, but have had some inquiries. I have distributed posters, registration forms and brochures (in small numbers) to the main offices at local secondary schools, and to a selection of local elementary schools. LWRC has been promoted online, and via email to community members and programmers. Keeping in mind the cost of the camp, the state of the economy, and the specific topic of the camp – I think we will be successful if we are able to fill one week of camp. \*\*Rock Camp 4 Girls just officially cancelled SESSION TWO of camp due to insufficient registration – FYI.

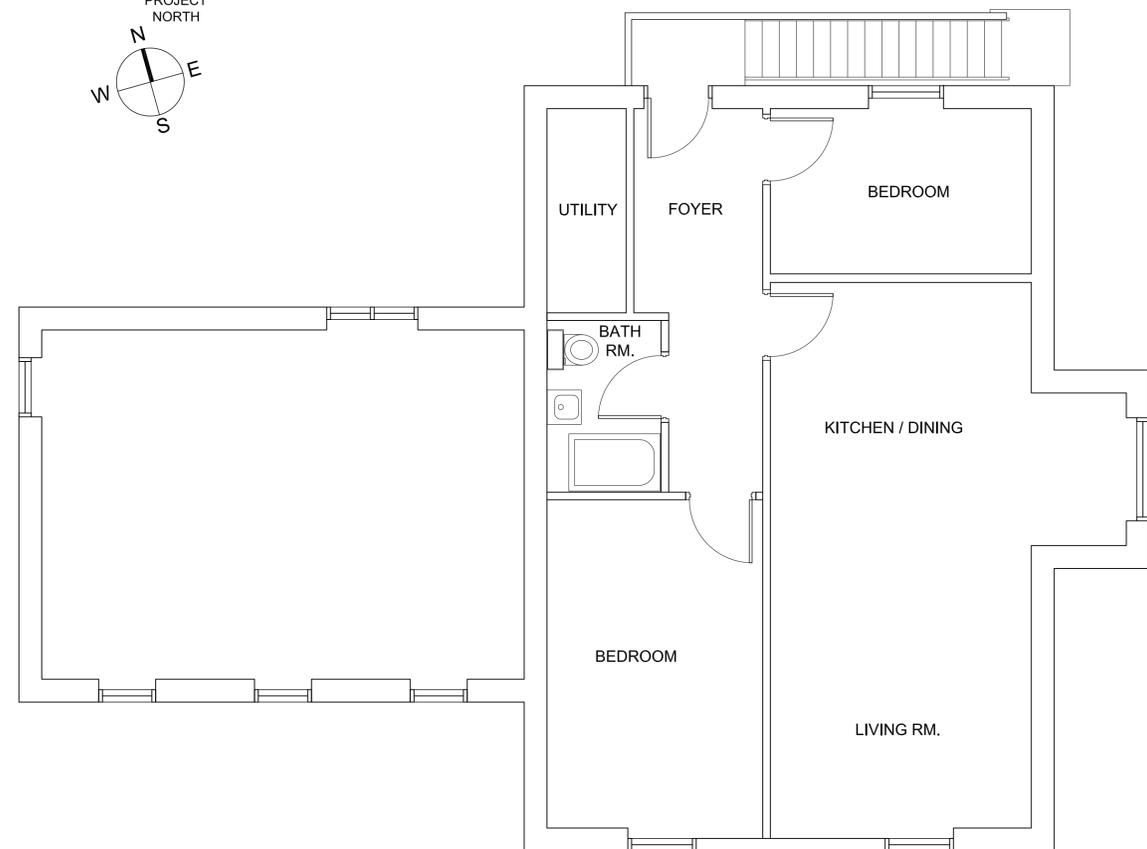
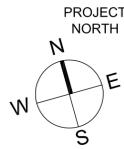
**CRFC Upcoming Grant Application - Radiometres:** The Community Radio Fund of Canada will be offering a new grant opportunity later this summer. The applications will be available July.3, with an application deadline of August.31, and a project start date of Nov.5 2012. The maximum amount payable is \$20,000 for each project. My hope is to apply for a part time staff position who can get the sponsorships up and running, and/or really get back on the ball with our Local Music Archives and relationship with RadioFreePeterborough. I am willing to prepare this application, pending good health and cooperative children (with assistance as required). Input from the board regarding the direction of this staff position would be appreciated.

[end]



EXISTING GROUND FLOOR PLAN

SCALE: 1/4" = 1'-0"



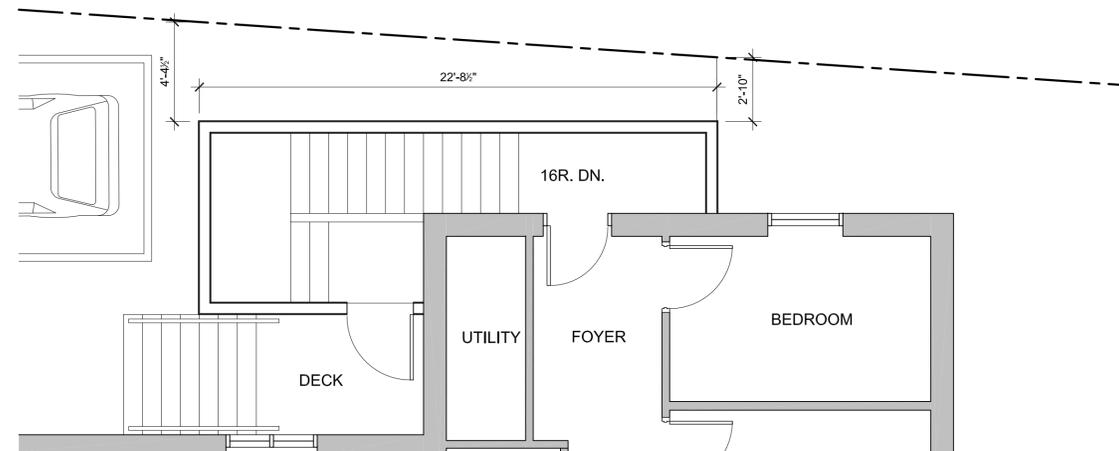
EXISTING SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"



PROP. NORTH ELEVATION OPT. "A"

SCALE: 1/4" = 1'-0"



PROPOSED SECOND FLOOR PLAN OPTION "A"

SCALE: 1/4" = 1'-0"

NOTES:

CONTRACTOR TO SUPPLY ALL LABOUR & MATERIALS REQUIRED TO COMPLETE THE INSTALLATION / CONSTRUCTION TO THE SATISFACTION OF THE OWNER.

DRAWINGS ARE DIAGRAMMATIC, SHOWING THE GENERAL INTENT OF WORK AND DO NOT SHOW ALL DETAILS, OR REQUIRED MATERIALS OR FASTENINGS.

MISCELLANEOUS ITEMS NOT SPECIFICALLY SHOWN ON DRAWINGS, BUT REQUIRED FOR ACCEPTABLE INSTALLATION, OR REQUIRED BY THE OBC FORM PART OF THIS CONTRACT.

CONTRACTOR SHALL INSPECT THE PREMISES TO SATISFY HIMSELF AS TO THE SCOPE OF WORK.

CONTRACTOR SHALL REMOVE ALL GARBAGE & LEAVE THE PREMISES CLEAN AND ORDERLY.

CONTRACTOR SHALL MEASURE ALL EXISTING CONDITIONS & ADJUST GENERAL DIMENSIONS SHOWN ON DRAWINGS TO SUIT EXACT SITE CONDITIONS.

ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE, OREG. 350/06 AS AMENDED BY SUBSEQUENT AMENDMENTS ISSUED THEREAFTER.

ALL PERTINENT SAFETY REQUIREMENTS OF FEDERAL & PROVINCIAL GOVERNMENTS SHALL APPLY.

BARRIER FREE FIXTURES REQUIRED IN THIS DRAWING TO COMPLY WITH RELEVANT AND LATEST BUILDING CODE DEALING WITH BARRIER FREE ACCESSIBILITY, AND TO BE INSTALLED AS OBC MOUNTING HEIGHT REQUIREMENTS.

ARCHITECTURAL DRAWINGS TO BE READ AND INTERPRETED AS PART OF AND IN CONJUNCTION WITH ELECTRICAL, MECHANICAL AND STRUCTURAL DRAWINGS AND REQUIREMENTS, IF THERE ARE SUCH.

ALL DRAWINGS ARE THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED UPON REQUEST.

THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL COUNTERSIGNED BY THE ARCHITECT.

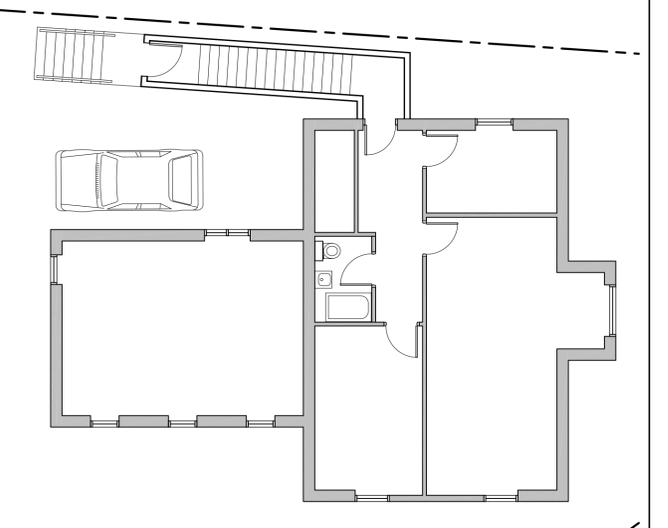
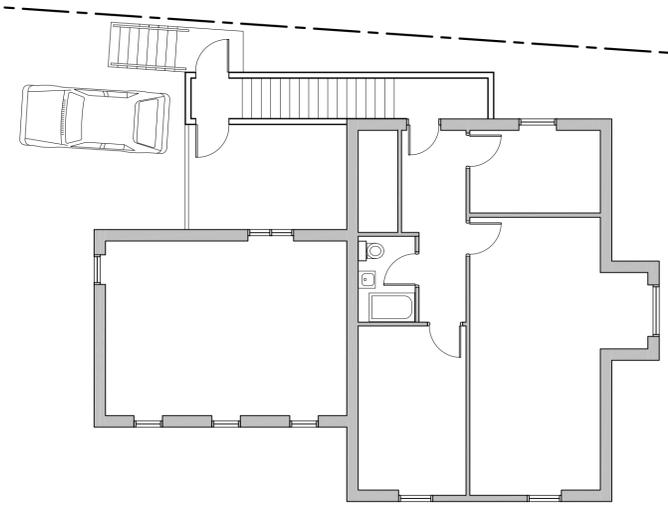
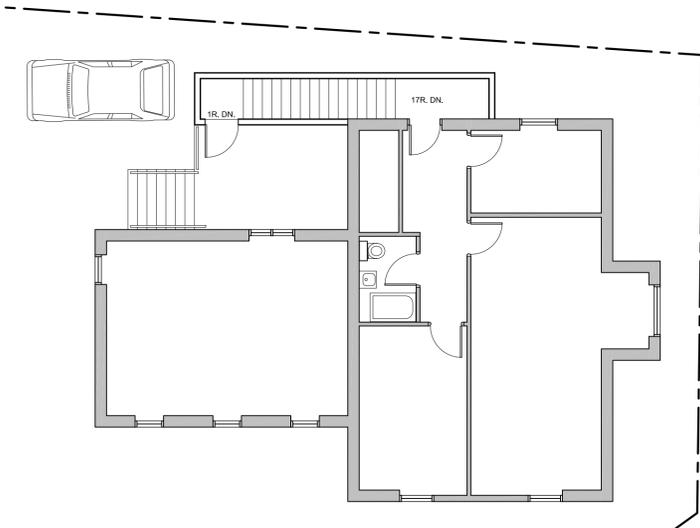
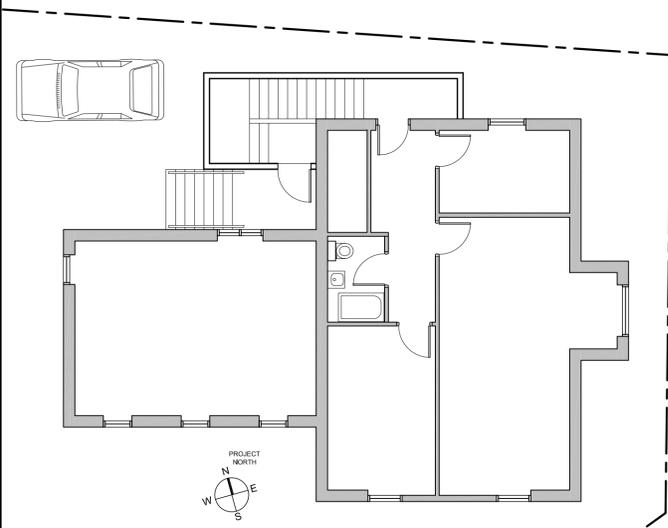
REVISED BY	REV No	DESCRIPTION OF REVISION	APPROVED BY	DATE
		xxxx		June 20, 2012

**Barrada Architects Inc.**  
 260 MCGILL STREET, PETERBOROUGH, ONT. K9J 1W5  
 Tel./Fax (705) 743-8292  
 Email: abarrada@rogers.com

CLIENT: TRENT RADIO  
 LOCATION: 175 George Str. North  
 PETERBOROUGH ONTARIO

PROJECT TITLE: STAIR ADDITION TO EXISTING BUILDING  
 DRAWING DESCRIPTION: EXISTING PLANS PART. OPTION A ELEVATION

DRAWN BY:	A.B.	DATE ISSUED:	JUNE 18 2012
DESIGNED BY:	A.B.	DATE DRAWN:	JUNE 12, 2012
CHECKED BY:	A.Barrado B.Sc. OAA, MRAC	DWG. No.	1 OF 2
SCALE:	1/4" = 1'-0"	PROJECT No.	2012-7
FILE No.	N/A		

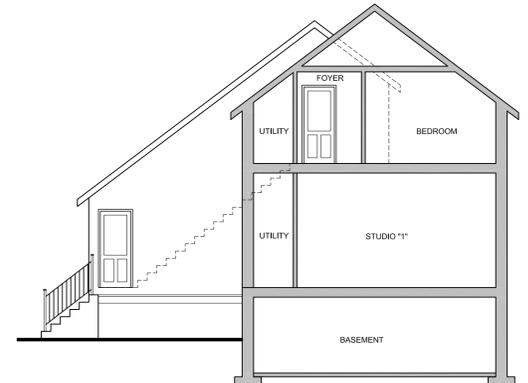
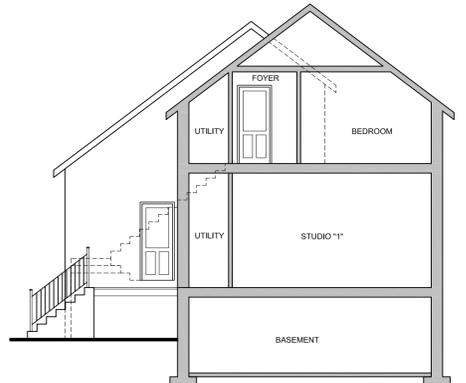
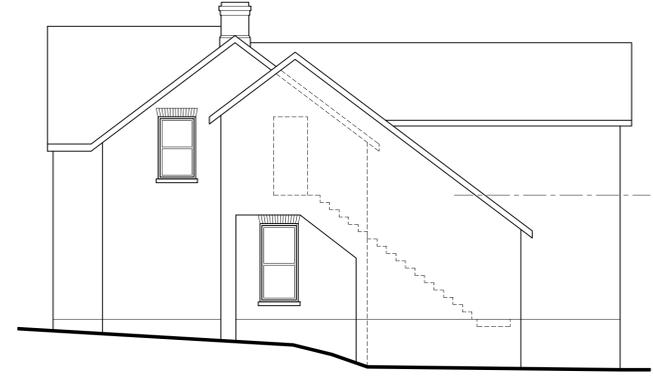


PROPOSED SECOND FLOOR PLAN OPTION "A"  
SCALE: 3/8" = 1'-0"

PROPOSED SECOND FLOOR PLAN OPTION "B"  
SCALE: 3/8" = 1'-0"

PROPOSED SECOND FLOOR PLAN OPTION "C"  
SCALE: 3/8" = 1'-0"

PROPOSED SECOND FLOOR PLAN OPTION "D"  
SCALE: 3/8" = 1'-0"

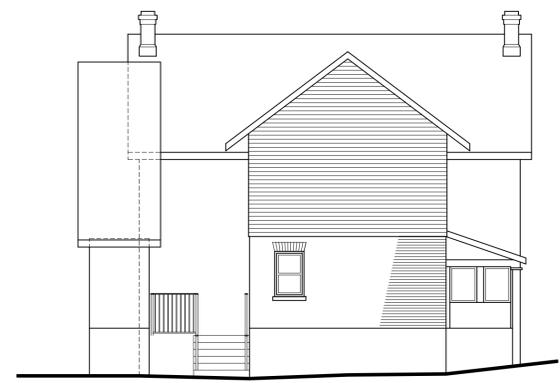
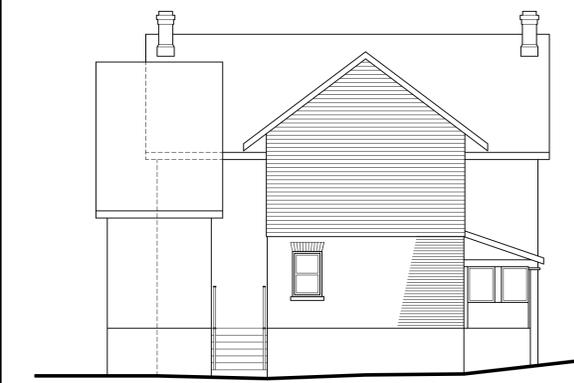


PROP. NORTH ELEVATION OPT. "A"  
SCALE: 1/4" = 1'-0"

PROP. NORTH ELEVATION OPT. "B"  
SCALE: 1/4" = 1'-0"

SECTION AT DECK OPT "A"  
SCALE: 3/8" = 1'-0"

SECTION AT DECK OPT "B"  
SCALE: 3/8" = 1'-0"



PROP. WEST ELEVATION OPT "A"  
SCALE: 3/8" = 1'-0"

PROP. WEST ELEVATION OPT "B"  
SCALE: 3/8" = 1'-0"

PROP. EAST ELEVATION OPT. "A"  
SCALE: 1/4" = 1'-0"

REVISED BY	REV No	DESCRIPTION OF REVISION	APPROVED BY	DATE
		xxxx		June 20, 2012

**Barrada Architects Inc.**  
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CLIENT: TRENT RADIO  
LOCATION: 175 George Str. North  
PETERBOROUGH ONTARIO

PROJECT TITLE: STAIR ADDITION TO EXISTING BUILDING  
DRAWING DESCRIPTION: PLAN OPTIONS, ELEVATIONS, SECTIONS

DRAWN BY:	A.B.	DATE ISSUED:	JUNE 18 2012
DESIGNED BY:	A.B.	DATE DRAWN:	JUNE 12, 2012
CHECKED BY:	A.Barrada B.Sc. OAA, MRAC	DWG. No.	2 OF 2
SCALE:	1/4" = 1'-0"		
FILE No.	N/A	PROJECT No.	2012-6