

TRENT RADIO BoD AGENDA

20 January 2014 at 7:00 pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 02 Dec 2013
03. Business Arising not covered in other reports (none)
04. Committee Reports
 - a) ? ?
05. Operations Report - see attached where applicable.
 - a) Financial Statements to 31 Dec 13 - subject to Financial Review.
 - b) General Manager's Report
 - i) Canada Summer Job application filed, Payroll T4s complete, and Charity Return still outstanding - due no later than 28 Feb 2014.
 - ii) A new round of Community Radio Fund of Canada grants has been announced with the maximum eligible amount per individual project going up from \$20,000 to \$30,000. In addition to developing fuller data for the local content collections that we have, the emphasis of our application will be on the production of drama, monologue, and other spoken word projects. The deadline is 14 Feb 2014.
Needed Motion: "BIRT an application to the Community Radio Fund of Canada, due by 14 Feb 2014, for support under their "Radiometres" programme to carry out the projects as articulated in the application is duly authorised, and that John Muir, as General Manager & Vice-president, is duly designated as the "official signer" who will be responsible for the project as provided for in the Community Radio Fund of Canada 2014 Guidelines."
06. Any Other Business
07. Next
 - BoD Orientation 7pm, Monday, 27 January 2014.
 - General Manager's Personnel Committee, 03 February 2014
 - BoD meeting 7pm, Monday, 24 February 2014.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on 02 December 2013 at 7 pm.

P R E S E N T: Shannon Culkeen, Tracy Elliott, Wes Grist, Steve McNabb (via VoIP), Caileigh Morrison,
and Matthew Poppleton

R E G R E T S: Jane Atkinson

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 7:10 pm, with Caileigh Morrison acting as Chair, and John Muir recording the Minutes of the Meeting. 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 Board Meetings, held on 10 November 2013 were approved as presented.
03. Discussion followed about each Board Member's availability over the next few months and the coming summer. **UPON A MOTION** duly made, seconded and carried unanimously, the following dates and times were set for Board Meetings and the AGM;

Board Meetings	
Mon 20 Jan 14 @ 7pm	Mon 23 Jun 14 @ 7pm
Mon 24 Feb 14 @ 7pm	Mon 25 Aug 14 @ 7pm
Mon 24 Mar 14 @ 7pm	Mon 22 Sep 14 @ 7pm
Mon 14 Apr 14 @ 7pm	Mon 20 Oct 14 @ 7pm
AGM Sun 09 Nov 14 @ 11am with a BoD Meeting just prior @ 10:30 am	

The first Board Development session was set for Wednesday, 13 Jan 2014 at 7pm.

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; Jane Atkinson, Caileigh Morrison, Wes Grist, Tracy Elliott, Matt Poppleton were appointed to the Trent Radio Community Committee, with Shannon Culkeen appointed co-chair of the committee (with the PD); Stephanie Cann was appointed Social Convenor; Shannon Culkeen was appointed to and the PM (AGM) and GM were confirmed to the Sponsorship, Earned Revenue, and Grants Committee; Wes Grist is appointed to the RFP committee, and along with the PM (AGM) and GM, and Steve McNabb is confirmed as chair; Tracy Elliott was appointed Secretary, Matthew Poppleton 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 25 Aug 2014 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. Any other business;
 - a) It was noted that the Culkeens are planning another "polar plunge" fundraising dunk at the BEL Rotary
 - b) **UPON A MOTION** duly made, seconded and carried unanimously; The General Manager's Personnel Committee shall be Shannon Culkeen, Tracy Elliott & Caileigh Morrison.
06. - 07 The date of the next Meeting having been already decided and there being no other business, the Meeting was adjourned at about 7:35pm.

Caileigh Morrison, Chair

Tracy Elliott, Secretary

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

ASSETS	@ 31Dec13	@ 31Dec12	LIABILITIES	@ 31Dec13	@ 31Dec12
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	9,825.53	2,153.13
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	10,891.05	8,847.53	Deferred Income	15,870.00	830.00
ING Savings	51.57	51.09	Accrued Liabilities	0.00	0.00
Cash In Bank	10,942.62	8,898.62	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	0.00	0.00
Petty Cash: Admin	0.00	(314.91)	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	0.00	0.00	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0.00	0.00
Receivables Net	0.00	0.00	TOTAL CURRENT LIABILITIES	<u>25,695.53</u>	<u>2,983.13</u>
Student Levy Receivable	34,761.20	35,825.54			
Prepaid Expenses	426.47	431.56	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>46,130.29</u>	<u>44,840.81</u>	CO Long Term Loan	50,473.86	52,930.71
			Deferred Contribution	0.00	0.00
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>50,473.86</u>	<u>52,930.71</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>76,169.39</u>	<u>55,913.84</u>
Buildings	121,256.44	126,736.77			
Office Equipment	20,758.37	20,758.37	NON-SHARE EQUITY		
Technical Equipment	228,565.94	224,941.81	Retained Surplus/(Deficit)	(49,345.38)	(45,200.19)
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	390,493.75	392,349.95	Net Retained Surp/(Def)	(49,345.38)	(45,200.19)
Accumulated Depreciation	(342,928.34)	(342,928.34)	Current Surplus/(Deficit)	66,871.69	83,548.77
TOTAL FIXED ASSETS	<u>47,565.41</u>	<u>49,421.61</u>	TOTAL NON-SHARE EQUITY	<u>17,526.31</u>	<u>38,348.58</u>
TOTAL ASSETS	<u>93,695.70</u>	<u>94,262.42</u>	LIABILITIES AND EQUITY	<u>93,695.70</u>	<u>94,262.42</u>

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

REVENUE	01Sep-31Dec13	01Sep-31Dec12	EXPENSE	01Sep-31Dec13	01Sep-31Dec12
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	15,385.26	7,612.80
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	0.00	0.00	Administrative Wage	13,600.24	13,400.24
			Benefits	1,490.69	1,310.00
FUND RAISING			CPP Expense	1,284.38	933.52
Corporations	0.00	0.00	EI Expense	766.67	538.24
Foundations	0.00	15,000.00	Total Wages & Benefits	32,527.24	23,794.80
Private	1,769.40	725.00	Programming Fees	100.00	4,019.83
Leadership	0.00	0.00	Technical Fees	200.00	0.00
Donations "In Kind"	0.00	0.00	Publicity Fees	0.00	0.00
Net Donations	1,769.40	15,725.00	Administrative Fees	534.00	533.00
Trent Student Memberships	109,000.00	107,500.00	Total Fees	834.00	4,552.83
Commercial & Non-profit	0.00	150.00	TOTAL PERSONNEL	33,361.24	28,347.63
Individual Memberships	600.00	300.00			
Discretionary M'ship Exp	0.00	0.00	SUPPLY & EXPENSE		
Net Memberships	109,600.00	107,950.00	Publicity & Promotions	644.00	573.05
Special Events	711.50	1,243.56	Equipment Rental	0.00	0.00
Special Events Expense	0.00	0.00	Line Rental	1,240.70	1,250.70
Net Special Events	711.50	1,243.56	Rental Other	20.00	20.00
Fundraising	105.00	160.00	Net Rentals	1,260.70	1,270.70
Fundraising Expense	499.00	0.00	Postage & Delivery	414.20	157.45
Net Fundraising	604.00	160.00	Office Supplies	71.58	61.33
TOTAL FUND RAISING	112,684.90	125,078.56	Telephone	436.50	385.94
			Utilities	1,329.90	1,276.59
EARNED REVENUE			Programming & Licence	911.18	502.73
ON AIR Sponsorship	1,250.00	0.00	Building R & M	274.38	1,319.04
ON AIR Sponsorship Expense	(499.00)	0.00	Building R & M Upper Apt	29.99	332.97
Net ON AIR Sponsorship	751.00	0.00	Technical R & M	4,026.11	3,723.49
Net "RADIO PAPER"	0.00	0.00	Net Repair & Maintenance	4,330.48	5,375.50
Net Other Sponsorship	0.00	765.00	Professional Fees	50.00	75.00
Tape Sales	0.00	0.00	Insurance	3,625.09	3,591.44
Tape Sales Expense	0.00	0.00	Travel	0.00	0.00
Net Tape Sales	0.00	0.00	Volunteer Expense	373.29	508.74
Rental Income	3,500.00	3,420.00	Bank Charges	204.57	38.00
Net Misc Sales & Services	180.00	575.00	Mbanx Loan Interest	1,732.62	1,627.43
TOTAL EARNED REVENUE	4,431.00	4,760.00	Net Interest	1,732.62	1,627.43
			Depreciation	0.00	0.00
MISCELLANEOUS REVENUE			GST Paid	0.00	0.00
Interest Income	0.78	0.78	HST Paid	1,499.64	2,497.13
Micellaneous Revenue	0.00	0.00	Bad Debts	0.00	0.00
Amortisatn Dfrd Contribtns	0.00	0.00	Miscellaneous	0.00	1.91
TOTAL MISC REVENUE	0.78	0.78	TOTAL SUPPLY & EXPENSE	16,883.75	17,942.94
TOTAL REVENUE	117,116.68	129,839.34	TOTAL EXPENSE	50,244.99	46,290.57
			NET INCOME	66,871.69	83,548.77