

**TRENT RADIO BoD AGENDA 19 April 2017 - 7:15pm
at Trent Radio House, 715 George Street North**

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Board Minutes - 15 February 2017
03. Business Arising
04. Operations Report - see attached where applicable
 - a) Financial Statements to 31 Mar 2017 *
 - b) Local Content Project Manager's (LCPM) Report - Matt Jarvis *
 - c) Community Outreach Development Manager's (CODM) Report - Maurico Interiano *
 - d) PM, DGM, RRFG Report - Jill Staveley *
 - e) General Manager's Report - JK Muir *
 - PIP "ChangeUp" app to Inspirit Foundation
 - 715U punch holes
 - Make Trent Safe campaign- letter endorsement request
 - Google form letter
- 05 Any Other Business: Levy Groups' Lunch & Meeting - A Paxton *
- 06 Next BoD meeting set for 21 June 2017 @ 7:15pm
- 07 Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,
715 George St. N., Peterborough, Ontario on Wednesday, February 15, 2017.

P R E S E N T: Shannon Culkeen, Matthew Poppleton, Scott Somerville (via phone), Geoff Barnes and Angelica Cooper.

R E G R E T S: Steve McNabb, and Zara Syed.

Also present: Jill Staveley, Deputy General Manager; and John Muir, General Manager.

1. 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 7:15 pm, with Shannon Culkeen acting as Chair, and Geoff Barnes recording the Minutes of the Meeting. The agenda was agreed upon and discussion followed.

2. 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 Meeting, held on January 18 were approved as presented.

3. Update on 715 Upper Rental Unit Tenants presented by John Muir (see attached): additionally

- a. If the hearing results in the tenants not being evicted and even if they pay the rent, Trent Radio will file another motion based on the behaviour issues with the intention of evicting the tenants
- b. Police have not been called yet - The Board suggests we still needs to go ahead with this to insure that we have done all we can to insure the safety of Trent Radio staff and volunteers. All supportive of this
- c. Since the last Board meeting, no other direct tenant interaction reported, however, it was observed that the police attended the apartment to deal with another issue The tenants have continued to be stompy though.

4. The General Manager and Deputy General Manager presented the Operations Report (including financial statements to 31 January 2017) see attached

5. Jill Staveley presented info on Community Radio Fund of Canada Progress Report / Story Machine

- a. Report submitted but not approved (yet)
- b. CRFC is quite busy (overwhelmed) so it might take a little while to get reply / cheque
- c. Everything on track from TR's end
- d. Meeting booked at Curve Lake and JS+Mauricio will be going to PTBO Square to promote/poll/survey people not currently involved / listen to Trent Radio

- 6. Jill Staveley presented info on CRFC Application
 - a. Exploring new ways of scheduling based on Trent U semester/student changes (no more 'full time' so we get a lot of changes between terms
 - b. Not to be cocky, but we probably will get this funding
 - c. "What does TR look like with less money?" How can TR expand/contract based on funding envt?
 - 7. John Muir related that Trent Radio has applied for Canadian Summer Jobs grant - Trent Radio may look different in the summer in that we probably will have paid staff.
- UPON A MOTION** duly made, seconded and carried unanimously, the Operations Report was approved as presented with the provision that a corrected and updated Balance Sheet and Income Statement be sent to Board Members.
- 8. Jill Staveley presented info on NCRC Conference in Abbotsford BC
 - a. Funding applications are available online - priority for funding is gicen to rural and community
 - b. There is interest in Trent Radio staff attending (Matt Jarvis, Mauricio Interiano)
 - c. JS: please communicate if you'd like to go so we send the right delegation and/or do a fundraiser - all are encouraged to apply but it would be great to go as a team. Coordinate through Jill
 - d. Deadline to apply is March 31
 - 9. The date of the next Meeting having been decided as 15 Mar 2017 at 7:15pm and there being no further business. Meeting was adjourned at about 8:00 pm.

Shannon Culkeen, President & Chair

Geoff Barnes, Secretary

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

ASSETS	@ 31Mar17	@ 31Mar16	LIABILITIES	@ 31Mar17	@ 31Mar16
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(4,480.41)	3,755.43
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	26,007.45	35,382.49	Deferred Income	0.00	830.00
ING Savings	435.86	30,360.88	Accrued Liabilities	40.00	0.00
Cash In Bank	26,443.31	65,743.37	Trillium StudioC	0.00	0.00
Petty Cash: Programming	(0.00)	0.00	CPP Payable	(8.52)	(0.00)
Petty Cash: Admin	1,233.21	(0.00)	UIC Payable	(17.04)	(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	(25.56)	(0.00)
Accounts Receivable	7,500.00	3,699.34	WCB Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Health Benefit Payable	0.00	0.00
Receivables Net	7,500.00	3,699.34	Other Withholdings Net	0.00	0.00
Student Levy Receivable	0.00	0.00	TOTAL CURRENT LIABILITIES	(4,465.97)	4,585.43
Prepaid Expenses	780.86	827.21			
TOTAL CURRENT ASSETS	35,957.38	70,269.92	LONG TERM LIABILITY		
			CO Long Term Loan	41,473.21	44,137.85
FIXED ASSETS			Deferred Contribution	0.00	0.00
Land	10,000.00	10,000.00	TOT. LONG TERM LIABILITY	41,473.21	44,137.85
Buildings	211,992.23	138,450.86	TOTAL LIABILITIES	37,007.24	48,723.28
Office Equipment	20,774.21	20,774.21			
Technical Equipment	258,563.13	258,563.13	NON-SHARE EQUITY		
Technical Renovations	9,913.00	9,913.00	Retained Surplus/(Deficit)	10,611.65	(1,133.81)
Fixed Assets at Cost	511,242.57	437,701.20	Net Retained Surp/(Def)	10,611.65	(1,133.81)
Accumulated Depreciation	(403,926.81)	(394,044.24)	Current Surplus/(Deficit)	95,654.25	66,337.41
TOTAL FIXED ASSETS	107,315.76	43,656.96	TOTAL NON-SHARE EQUITY	106,265.90	65,203.60
TOTAL ASSETS	143,273.14	113,926.88	LIABILITIES AND EQUITY	143,273.14	113,926.88

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

REVENUE	01Sep-31Mar17	01Sep-31Mar16	EXPENSE	01Sep-31Mar17	01Sep-31Mar16
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	0.00	0.00	Programming Wage	45,758.25	49,278.30
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	28,928.76	28,042.23
			TA Payroll	31,811.99	34,078.31
FUND RAISING			Benefits	2,440.66	3,362.27
Corporations	0.00	75.00	CPP Expense	4,063.50	4,736.52
Foundations	50,500.00	44,500.00	EI Expense	2,646.46	3,328.51
Private	487.33	2,407.63	Total Wages & Benefits	115,649.62	122,826.14
Leadership	0.00	0.00	Programming Fees	1,500.00	10,167.13
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	50,987.33	46,982.63	Publicity Fees	1,970.00	500.00
Trent Student Memberships	126,219.42	112,505.37	Administrative Fees	994.84	1,437.50
Commercial & Non-profit	0.00	0.00	Total Fees	4,464.84	12,104.63
Individual Memberships	740.00	720.00	TOTAL PERSONNEL	120,114.46	134,930.77
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	126,959.42	113,225.37	SUPPLY & EXPENSE		
Special Events	0.00	0.00	Publicity & Promotions	0.00	136.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	0.00	0.00	Line Rental	2,475.20	2,301.50
Fundraising	130.00	544.00	Rental Other	0.00	17.25
Fundraising Expense	0.00	(966.60)	Net Rentals	2,475.20	2,318.75
Net Fundraising	130.00	(422.60)	Postage & Delivery	55.70	67.80
TOTAL FUND RAISING	178,076.75	159,785.40	Office Supplies	401.92	56.83
			Telephone	527.76	460.39
EARNED REVENUE			Utilities	3,107.23	2,699.76
ON AIR Sponsorship	1,250.00	1,000.00	Programming & Licence	1,973.99	2,583.45
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	2,126.66	948.04
Net ON AIR Sponsorship	1,250.00	1,000.00	Building R & M Upper Apt	1,340.92	387.05
Net "RADIO PAPER"	0.00	0.00	Technical R & M	3,354.18	10,026.28
Net Other Sponsorship	1,350.00	148.84	Net Repair & Maintenance	6,821.76	11,361.37
Tape Sales	0.00	0.00	Professional Fees	0.00	500.00
Tape Sales Expense	0.00	0.00	Insurance	3,226.15	3,468.26
Net Tape Sales	0.00	0.00	Travel	0.00	0.00
Rental Income	3,660.00	6,272.00	Volunteer Expense	454.47	494.86
Mgmt Services Gross	59,240.74	61,251.03	Bank Charges	190.10	423.37
Mgmt Services Nonpersonnel Expense	0.00	0.00	Mbanx Loan Interest	1,733.46	2,196.75
Net Misc Sales & Services	45.19	(79.62)	Net Interest	1,733.46	2,196.75
TOTAL EARNED REVENUE	65,545.93	68,592.25	Depreciation	0.00	0.00
			GST Paid	6.89	0.00
MISCELLANEOUS REVENUE			HST Paid	7,647.85	1,027.98
Interest Income	59.25	308.59	Bad Debts	0.00	0.00
Micellaneous Revenue	709.26	748.76	Miscellaneous	0.00	371.25
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	28,622.48	28,166.82
TOTAL MISC REVENUE	768.51	1,057.35	TOTAL EXPENSE	148,736.94	163,097.59
TOTAL REVENUE	244,391.19	229,435.00	NET INCOME	95,654.25	66,337.41

for the Trent Radio BoD 170419 - LCPM Report 20170419 – prepared by Matt Jarvis

As of the writing of this report the Trent Radio Local Content Project contains (hh:mm)

		hh:mm	hh:mm	hh:mm
CRTC Category & Desc		Now	@20Nov16	ADDED
Category 2	Popular Music	885:44	805:39	80:05
Category 12	Spoken Word	117:39	00:00	00:00
Category 36	Radio Art	60:33	47:33	13:00
Totals		1,063:57	853:13	93:05

(That's about six-and-a-half weeks of straight listening time)

The new Trent Radio Live and Local Field Technician TWSP position was a huge success. During the 2017 Spring Season, Mike Lobovsky completed 8 full 2 hour episodes documenting local concerts in town. We do not archive these shows, they are deleted a week after broadcast in the spirit of ephemeral radio. The plan is to continue the position into the foreseeable future with the same model of my position taking care of all planning and admin and the student getting into the community. Really great community feedback on this one.

The first annual RPM Challenge (make a record front to back in February) included two recording workshops, 31 community submitted records, and two completion events/listening parties. Incredible success. Plans for next year include more workshops and more marketing. I think without a stretch we can expect 100 records next run.

We expanded our current live stream portfolio by having our first producer initiated remote broadcast, a special live broadcast of "choose your own adventure" from the Spill using a laptop and Youtube Live. Although I did end up being the technician for the event, it was a great step in the right direction and a remote broadcast workshop explaining administrative and technical requirements for doing your show off site should be added to the training regime.

I had several music marketing sessions with local artists explaining/encouraging best practices for promoting music to community radio, one of which resulted in the Lonely Parade jumping to #12 on the Earshot charts and remaining in the top 50 for over 3 months (although most of this can probably be attributed to their being super awesome).

This year's tracked recording at Sadleir house was "People You Meet Outside Of Bars" and "Meowlinda". I try and do one high quality multi track recorded live concert per year. I try to focus on marginalised artists who are working really hard. It's also a great way to initiate newcomers/shy guys into our local arts community because of the time and focus I get to spend on them during the event.

This years grant project included developing "how to" documentation for our local archive project and disseminating the information to 30 C/C station across the country.

The success of pulling regions together document Canada in "local" fragments will be shown over the long term. I will continue/expand contact with the greater C/C radio community and hopefully we will see fruits from this seed over the next couple years.

**Community Outreach Development Manager's Report for the period:
Sep16 - Apr 17 for BoD Meeting 19 Apr 2017 prepared by Mauricio Interiano**

The CODM's job responsibilities include overseeing the responsibilities normally associated with the Programme Director's job description (in cooperation with other staff and support), as well as the CODM job description as outlined in our RM16/17 Story Machine Grant Application. This report primarily covers all things related to Programming, and a detailed report for the CODM Story Machine will be prepared and submitted to the board at the end of the May 2017.

The Direction of Programming

Trent Radio depends on submissions of programme ideas from students and community members at large. As such, the nature of what is broadcast from season to season changes greatly, as it represents a diversity of interests throughout the Trent and Peterborough and area communities.

In light of many recent events Spoken Word content was very concerned with politics, activism and social justice. I am encouraged that students and community members consider the airwaves a relevant and exciting medium for current issues.

Also, it is an increasing trend among programmers to download their shows from the logger and to redistribute their show through their own means across the Internet. Often referring their downloaded programme file as a "podcast", but also for promotion and to seek more listeners using other media forums.

Programme Selection occurs prior to the Fall and Summer seasons. Drawing from the membership and potential-membership, the Programme Director seeks to construct a full and balanced schedule. With help from a collection of generous Operators to act as a Programme Proposal Review Committee, the proposals are reviewed and evaluated based on the following criteria:

- a) Is the Proposal complete? If not what's missing?
- b) Comment on the Programme Outline. Note strengths, weaknesses, high points, low points etc.
- c) What suggestions or feedback do you have?
- d) Do you have confidence that they can and will do it? Comment on what potential there is.
- e) Do you recommend this show for scheduling?
- f) Do they need turntable training? Phone training?

Should the programmer fall short on one of these criteria, their proposal requires revision or redirection.

Characteristically, the potential programmer will meet with the Programme Director and together they'll review the programme ideas, and Trent Radio's approach and the nature of producer-oriented programming. The proposal is then redrafted with these ideas in mind, and generally the applicant is much happier with their second attempt.

Operators are volunteers who have chosen a particular time to come into Trent Radio, provide an executive presence and oversee day-to-day operations. An Operator's shift is generally five hours long and duties include: greeting and supporting programmers and other volunteers, producing promos and announcements, assisting in the use of the on-air-phone, providing technical support, acting as a tour guide, taking telephone messages, tidying up, making coffee, and representing Trent Radio to the general public. Operators are drawn from trusted Programmers from the past year and from Executive Producers of the previous summer season. Occasionally a volunteer will become an Operator when he or she has a strong interest in Trent Radio but no desire to programme directly. Operators are recruited by an articles published in the student newspaper "The Arthur", solicitation at "Clubs & Groups Day" on Symons Campus, or by the direct encouragement by Trent Radio staff.

Last year underscored the importance of having reliable Operators. An official call out for Operators was needed. A "Facebook" event and posters were made to spread the word. We also held an Operator's Information Session at Trent Radio House, prior to the planning meeting, to introduce and inform potential new operators about volunteering at Trent Radio.

With the incredible help of Matt Jarvis and Jill Staveley we were able to reach out to a variety of community members and students to bring together a fresh and strong group of Operators for this season. As a result we had almost 30 Operators this season.

Perceived Sea Changes This year I see our programmers using other internet forums to reach a greater audience. The shows continue to be live, candid, and sincere, as opposed to a more polished or commercial-like approach. However, they tend to edit and curate their shows before sharing it out to a greater audience.

Also, the transition between the Fall and Spring seasons of the broadcast year has become more pronounced as Trent University offers few year-long and more single term courses - a student's programming and volunteer availability now generally changes completely from one term to another. All parties were left scrambling to make accommodations for everyone and re-schedule programming. As is already the norm for the Fall Season, we may have to start the Spring Season with a week or two of "pre-season" programming before the regular Spring schedule can be put into place. The work to schedule the Spring Season needs to start right after reading in November, unfortunately and rather neatly displacing the radio reviews schedule for that same time. That is another story.

Trends 2016-17 · Guests in shows · Podcasting · Social Media

Smooth Operator is a thrice-daily local events calendar broadcast, and a space for interviews with many touring bands, local visual artists, theatre performers and various community groups. Smooth Operator provides first-time and rusty programmers an opportunity to practice their on-air Studio A skills, with the former encouraged to sign up for this opportunity after their initial training. It also acts as a venue for short-length programming to be broadcast outside the regular schedule, such as airing the Trent Central Student Association election speeches, City Council meetings, and special interviews concerning the hot topics of the day - or whatever we can record that is going on in student life, like this year's Trent University Music Society "Battle of the Bands" and the very popular Trent Central Student Association "Election Debates".

High school co-op students work together with TIP/TWSP staff to make sure the Smooth Op Binder is up to date and tidy; schedule and coordinate interview requests; and provide advance (warning and contact) information for Operators in prior of live interviews.

Smooth Operator is an essential link not only between Trent Radio and the Peterborough and Trent University communities, but between our volunteers and the community at large.

Goals & Results 2016-17

Goal #1: Story Machine Project - CODM: As part of Trent Radio's Story Machine Project, my main task was to seek information and input from a wide range of community members; promote Trent Radio as a vital community tool with the goal to increase knowledge of, and participation with our resources; and to develop and recommend methods to help Trent Radio regularly identify and engage with under-represented communities in our broadcast range.

Result: We created a Community Engagement Survey and promoted it both on-line and in person at information sessions. We have had significant support from the Peterborough Public Library, Kawartha Lakes Public Library, and Curve Lake First Nation. This is still a work in progress, as it has been a challenge to meet all of Story Machine Project goals as we balance new staff models, transitions and day-to-day facility needs. We will be analysing the data gathered to work on creating a solid plan to improve and increase Trent Radio's publicity and promotional capabilities in the future.

Plan for 2017-18: To use the information gathered through this experience and to increase our participation and ubiquity in places that will benefit from it.

Goal #2: Story Machine Project - PD Document : Provide Trent Radio a critical review with a step by step outline that describes what the PD position entails

Result: Hayley Raymond (PD Assist) and I have been working as a team to meet the needs of Trent Radio. Sometimes succeeding and failing. Failure allows us to have time and space to reflect, learn and evolve. We have created a document that outlines the significant tasks and responsibilities that the Programme Director should oversee. The document will be ready by the end of the season and it will be an important tool for future use.

Referenda Petition: With less than 2 weeks to put forward our referendum question on the ballot for the TSCA Spring Election, our dedicated volunteers were able to collect over 900 signatures. Despite volunteer support, and community engagement, we were not successful with our question. We took this information and opportunity to support the findings of our Story Machine Community Outreach survey - that we need to work on engagement with specific groups of people who we strive to support. The results have shown us that we need to improve our engagement with Trent Students, a relationship we believed to be strong, but one that obviously needs more work.

Do you support increasing the annual non-refundable Trent Radio 92.7 CFFF FM levy by \$3 from \$19.81 to \$22.81?

Yes:	533	38%
No:	876	62%
Total:	1409	100%

Studio A 2016-17: New programmers must sign up at a scheduled time for orientation and training in the on-air studio, before their first show. Studio A Training sessions are held 3 times a week during the Fall Season until the end of October (reading Break), then tapering off to once or twice a week thereafter to the end of the Fall term. Each session is two hours in length, and divided roughly into two one-hour sections. For the first hour we cover topics that help new volunteers and programmers understand who we are, why we are here, and how we are different from many other radio stations. We strive to cover topics such as the history of the organisation, 3 types of radio in Canada, our relationship with Peterborough, Trent and CORUS entertainment, and general compliance expectations.

For the second hour of training we lead the trainees through the technical aspects of the studio equipment (how each button and dial works), informing them of various legal concerns, operational procedures, and CRTC regulations. Trainees are then invited to create a bit of live programming in StudioA. By the end of the two-hour session the trainees are usually exhausted, excited, and eager to get started with their own programmes. They leave with a print out sheet with important reminders in a step-by-step format (show up on time, check the logger, fill out your music sheet) - and we encourage them to engage with their Operator for additional training and support during their time slot, or by signing up to practice on a Smooth Operator show.

****PD Assistant/Trout Rodeo editor 2016-17:** This position supports administrative and creative tasks associated with overseeing Programming. This past year Hayley Raymond returned to fill this position as a self-directed TWSP employee. She took the lead on maintaining and reconciling programme logs, writing and editing the seasonal broadcast schedule accordion pamphlet version of "Trout Rodeo", and producing and distributing of the "Year in Review" version "Trout Rodeo", and helping to make sure we weren't missing any important compliance tasks. We would have been lost without her, and will miss her very much next year.

Programming, *Outreach & Events Highlights in Review

September 2016

- Wed 31 Aug TIP Camp Cultural Assistant workshop*
- Mon 05 Sep Arthur Newspaper begins publishing Trent Radio articles on a weekly basis*
- Mon 05 Sep Pre-Season began
- Fri 09 Sep Operators Info Session*
- Tue 13 Sep Programme Proposal Workshop held at the DBIA on Water St.
- Wed 14 Sep Clubs & Groups Day on campus
- Wed 14 Sep Programme Proposal Workshop held at Bata Library at Trent University
- Thu 15 Sep Dis-Orientation Welcome back BBQ*
- Thu 15 Sep Programme Proposal Workshop held at Sadleir House
- Thu 15 Sep Programme Proposal Workshop held at Trent Radio House.
- Thu 15 Trent Radio presented at the first Cultural Studies 2035 class to recruit students to participate in lieu of an written assignment
- Fri 16 Sep Programme Proposal Deadline & Programming Committee Meeting
- Sat 17 Sep Programming Committee Call Back & Training bookings
- Sun 18 Sep Programming Committee Call Back & Training booking
- Mon 19 Sep Fall 2015-16 Broadcast Season began and Co-op placements began
- Fri 23 Sep Pride Day at Trent Radio

October 2016

- Sat 01 Sadleir House Open House
- Mon 10 TCSA Fall Elections recording & broadcast
- Tue 13 Trout Rodeo schedule accordion pamphlets made available

November 2016

- Mon 07 Programmer Review meetings began
- Sun 20 Trent Radio Annual General Meeting & Community Feast
- Mon 21 Survey available online*
- Thu 24 Survey available in 6 different Libraries*

December 2016

- Fri 09 Fall 2016 Season ends at noon
- Mon 12 Entre Season /w Co-op Students & Jill Staveley directing

January 2017

- Mon 09 Spring 2016 Season began
- Fri 27 Spring Edition "Trout Rodeo" fold-out pamphlet made available

February 2017

- Wed 01 RPM Challenge begins
- Tue 14 Trent Radio Mugs w/ Candy available
- Wed 22 Social Justice event day held on-air
- Wed 22-23 NCRA National Homelessness Marathon
- Wed 22 Operators meeting & potluck held at Trent Radio House
- Mon 27 Curve Lake Council Meeting Presentation*
- Tue 28 Collecting signatures for Referenda Petition

March 2017

- Fri 03 Ptbo Square Information Session & Survey*
- Sat 04 RPM Celebration Event (Spill Cafe)
- Mon 13-23 Trent Radio Levy Increase Campaign*
- Wed 15 - 16 Recording & Broadcasting of TCSA Spring Elections Speeches
- Tue 28 Oh the Horror! Monster event day held on air
- Tue 28 Curve Lake First Nation Information Session and Survey*
- Fri 31 Trout Rodeo Year In Review distributed

April 2017

- Sun 09 Story Machine Radio Project Day with MMC Students from SSFC
- Sun 09 Summer Programme Proposals due at 12:00 noon
- Sun 09 End of Spring Season Open House
- Sun 09 Executive Producers Information & Outreach Session
- Fri 21 End of Spring 2017 Season at noon
- Fri 21 - 22 Good N Country 24hr Marathon
- Sun 23 Summer Season Planning Session noon Trent Radio House

TIP & TWSP Staff 2016-17

TWSP PD Assist. & Trout Rodeo Editor -
 Hayley Raymond
 TIP LCPA - Daniela Leal
 TWSP Physical Plant – Mercedes Mitchell
 TWSP StudioB Production Support- Jillisa
 Joshua
 TWSP LCPA - Mike Lobovsky

High School Co-op Students:

Fall 16 - Darby White-York (morning), Andie
 Rodda (afternoon), Lizeh Basciano
 (afternoon)
 Spring 17 - Shawn O'Neill (afternoon)

Regular Staff

Community Outreach Development
 Manager: Mauricio Interiano
 DGM/PM/RRFG : Jill Staveley
 Local Content Manager: Matt Jarvis
 GM & VP: John K Muir

Operators (ss = self-support)

Sun am: ss / aft: ss / eve: Geoff Barnes &
 Mike Barrett
 Mon am: Shannon Culkeen / aft: Ayesha
 Barmania & Darren McEwan / eve: Emily
 Minthorn & Christopher Lawson
 Tue am: Sarah McNeilly / aft: Rob Hailman &
 Felipe Cazar / eve: Dave Hawkins & Nick
 Sorrie
 Wed am: Joshua Skinner & Rachelle Sauve /
 aft: Zara Syed & Yumna Sawnya / eve:
 Matthew Poppleton, Dylan Mcdonald &
 Rhys Climenhage
 Thu am: Melinda Richter / aft: Bronwyn
 Huggins / eve: Wes Grist & Rick Sloukji
 Fri am: Theresa Chomko / aft: Dylan
 Flippance / eve: Sarah Milner & Angelica
 Cooper
 Sat am: ss / aft: ss / eve: Jeffrey Moore &
 Ayesha Barmania

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.
- Hard copy programme logs for each broadcast day are to be completed and kept for one year.
 Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is now kept for at least one year. Programmers are reminded to account for all music played noting Canadian content and other information.

Average weekly broadcast hours (excluding "Radio Free Peterborough")

Description	Spr12	Fall12	Spr13	Fall13	Spr14	Fall14	Spr15	Spr16	Fall16	Spr17
Totsl live b'casting hrs/wk	84	87	87	80	80	83	83	80	86	88
Number of Producers	110	110	111	101	102	106	123	94	111	115
Number of Programmes	98	86	92	84	85	88	97	81	92	91

***Content Category Stats will be available when Spring Season is over.**

PM, DGM, RRFG Report for Trent Radio, April 2017 - prepared by Jill Staveley

INTRO: We are a strong community of people working together to foster a positive environment where exceptional radio can be made by volunteer producers. This is an amazing thing that we succeed at each year. The landscape is shifting, and we need to renew our vows with our mission/mandate, aims & objectives. We also need to re-evaluate our methods and patterns to learn what we should reinforce, and what we can tear down. This past year has been a time of watching and learning, asking questions and listening to answers.

PROJECTS:

(i) Radio Free Peterborough/Local Content Project (Ongoing): Through the CRFC Radiometres 2016/17 "Story machine" grant, we have placed national outreach as a priority regarding our LCMP. Matt Jarvis was tasked with the responsibility to connect with other C/C Radio Facilities and like-minded community organisations to develop a network of resources who would be provided the support and information on how to build their own LCMP, and encourage them to become champions of local content for their distinct regions. The LCP team continues to collect and archive both new and existing audio artefacts for inclusion in the LCMP. Please see Matt Jarvis' report below for detailed information on the LCMP.

(ii) Production Projects – Current Primary Goals: Through the Story Machine grant we devoted time and energy to the production of broadcasts that feature stories to tell the history of our region. We worked in collaboration with the "Museum Management & Curatorship Program" at Fleming College, supported by Brian Mitolo, Ayesha Barmania and Deb Scott as our Craft mentors, with production efforts from Hilary Wear, Kemi Akapo, Jason Hartwick, Hayley Raymond and Jeffrey Moore. We hosted a successful Story Machine Radio Project Day on Sunday April 9th, and broadcast both mid-progress and completed segments. The final deadline for SM Community Participant projects is April 30th, and the project end date is May 30th.

(iii) Production Projects - StudioC: Both Matt Jarvis & I continue to inspire and facilitate production projects using the space &/or the gear from StudioC. These include Story Machine workshop sessions, RPM challenge recording workshops, radio drama production opportunities, live music event recordings, and live music project days. We have also been working to inspire and facilitate hands-on educational production opportunities by providing gear and guidance to volunteers, TWSP staff and project participants. This continues to be a priority, and I hope to see more live music, spoken word and radio drama broadcast production back at Trent Radio House next year.

(iv) Improved Levy Group Engagement: This engagement happened because of a change in the way that Trent Administration is charging tuition fees and defining student status, and the need for TrentU student groups to work together to pose and petition a question to make an administrative change to levy fee collection. Student groups, while in favour of this question, did not effectively engage and participate with the elections process – and the question did not go through. This speaks to a need to improve engagement and understanding of the role and responsibilities of the Trent student groups as distinct and separate from the TCSA (which is a common misconception). The experience during the TCSA Elections highlighted the need for improved communication between levy groups. Alissa Paxton, Sadleir House Steward, has initiated levy group meetings - and we held the first one on April 13th. I look forward to an increased connection between student groups, and a better network of resources for smaller groups to access support and knowledge from larger more stable student groups such as Trent Radio, OPIRG, KWIC and Sadleir House.

(v) TCSA Referenda Question – increase Trent Radio’s Levy: Under the leadership of Mauricio Interiano, as part of our Community Engagement Surveys, and with the hopes to increase Trent Radio’s annual budget to meet increasing costs associated with broadcast technology upgrades, physical maintenance/ improvements of our building, and growing staff costs, Trent Radio asked for a \$3 levy increase. It was a long shot – but it gave us an exceptional understanding of our relationship with Trent students and groups, and we gained insight into how we can better meet the needs of our core funders. We will increase our engagement with Trent student communities, specifically on campus, and we will work again next year to request a levy increase through TCSA Spring Elections.

(vi) Community Radio Workshop Sessions: We did not host a CRWS this past year. All of the planning/management resources are available for delivery of a CRWS easily in the future.

TWSP/TIP: We had a good blend of new and returning TWSP/TIP employees this year. In my opinion, we are using our TWSP hours effectively with the current distribution of hours. In general, when hiring new student - we try to find people with the right personality and outlook, and do our best to make the job fit the person. We have been very successful with this model so far, and have gained some excellent new staff this past year.

(i) ProdT/STUDIOB (TWSP): Jillisa Joshua was our StudioB trainer this year. She came to us with audio/visual editing skills, and has worked with these to develop her creative audio production abilities, as well as teaching and supporting our volunteer base. StudioB training numbers are steadily going down, with a total of 19 people trained and/or supported in StudioB this year. Jillisa also completed in-house editing of TCSA speeches & debates, PSA production for local events, and StudioB promos. Jillisa plans to return in the fall, and I look forward to working with her.

****POSITION FILLED FALL 2017 pending funding.**

****The LCPA positions have been written as the same general outline to widen the pool of applicants for assistant positions for the Local Content Manager and the Production Manager. The exact nature of the job is dependent on the applicant, their skill set, and experience.**

(ii) LOCAL CONTENT PRODUCTION ASSISTANT (TWSP): We hired Mike Lobovsky to fill this position as the LCM assistant (managed by Matt Jarvis), and designed the specific job tasks to fit Mike’s skill set. The priority of the LCPA (TWSP) was to produce a show called “You Had To Be There” - live music events recorded, and broadcast a week later on Trent Radio. This is an important aspect of Trent Radio’s programming that has existed in many forms over the year, and I’m very happy to see it revitalised under the direction of our Local Content Manager. ****POSITION VACANT FALL 2017 pending funding**

(iii) LOCAL CONTENT PRODUCTION ASSISTANT (TIP): We hired Daniela Leal to fill this position as the PM assistant (managed by Jill Staveley), and designed the specific job tasks to fit Daniela’s skill set. The priority of the LCPA (TIP) was to create written content for Arthur, fulfill student outreach activities, build a confident production based skill set, and learn about Trent Radio as a whole organisation. Daniela was not able to commence her work at Trent Radio until January (there were hold-ups with work permit documentation), and has worked very hard to make up for that time, and learn the skills required to successfully complete anticipated task assignments in the Fall of 2017 (pending funding). ****POSITION FILLED FALL 2017 pending funding**

(iv) PHYSICAL PLANT (TWSP): Mercedes Mitchell returned for her third year with Trent Radio, and will be graduating in June. Her ability to communicate and work independently has been excellent, appreciated and duly recognised. We will miss her, and wish her best of luck in all future endeavours. ****POSITION VACANT FALL 2017 pending funding**

(v) PD ASSISTANT: Hayley Raymond oversaw the compliance aspect of programming for the Fall 16 & Spring 17 Seasons. She helped to guide us through the responsibilities associated with the PD job, so that we had a full, positive and successful experience this year. Hayley will be moving on from her post at Trent Radio, and we will miss her dearly. With any luck – we can convince her to volunteer as an Operator in the Fall! ****POSITION VACANT FALL 2017 pending funding**

EDUCATIONAL/FOR-CREDIT PARTICIPATION OPPORTUNITIES:

CUST2035: Facilitated a 2 week training, support & production opportunity to CUST 2035 students as a for-credit project option. We had 5 students complete the project, with great success. We moved the opportunity to the winter term, as we had too many commitments to fulfill in the Fall term. We intend to continue with this relationship in the future, and expand promotion of on-air opportunities for academic credit projects.

HIGHSCHOOL COOPERATIVE EDUCATION: We welcomed 3 co-op students this past Fall (Sep – Jan), and one for the Winter/Spring placement opportunity (Feb – June). Darby White-York (Fall-morning), Andie Rodda (Fall-afternoon) and Lizeh Basciano (Fall-afternoon) collectively oversaw maintenance of the PSA email account, scheduling Smooth Operator interviews, processing incoming music for distribution and programmer access, and produced weekly radio shows. Shawn O’Neill is our current co-op student, and is in the middle of their placement overseeing the same responsibilities.

JILL’S VOLUNTEER WORK AT QUEEN MARY: I continue to volunteer my time to play music and inspire creative opportunities in 4 of the classes at Queen Mary Public School. This is a project of personal benefit - as I am able to participate in the education of my children, but I have also been working to create content that will be broadcast on Trent Radio, mostly in the form of songs that are written, and introduced by the students. I feel that this project is successful on a number of levels as it is a great promotional resource for Trent Radio as a community resource, but also inspires possibility and creativity in young people in our community.

GRANT APPLICATIONS and PROJECTS:

(i) Community Radio Fund of Canada – Radiometres 2016/17 (\$50,000): The goals of the project are that (1) LCMP will create a ‘how to’ book on the LCMP, and will initiate contact and communication within the national c/c radio community, (2) Trent Radio will survey and perform outreach activities to a wider geographical region for new participants and community contributors, (3) Trent Radio will edit and publish updated and relevant user manuals and support documents for volunteers, staff and community participants, and (4) Trent Radio will work with Community Craft Mentors and the Museum Management & Curatorship Program at Sir Sanford Fleming College to deliver a two-tiered workshop based production opportunity (distinct and different expectations for SSFC students and Trent Radio Community Participants) to learn about, produce and broadcast audio projects featuring specific or distinct aspects of Peterborough’s History. (May 31, 2016 – May 31, 2017). The project has been very successful so far, and final reports will be prepared and submitted for reference at the end of May.

(ii) Community Radio Fund of Canada – Radiometres 2017/18 (\$50,000): An application for a project called Trent Radio Foundations - Building a Sustainable Model for Succession & Growth. The goal of this project is to provide Trent Radio staff and volunteers with the opportunity to reflect and reference the skills, information and resources developed through Radiometres projects since 2013, and to develop and implement sustainable structures and resources to meet changing volunteer, staff and organisational needs, as well as reflect the organisation founders and the original Aims and Objectives set out by them.

Trent Radio will increase our capacity to train new volunteer Programmers; to increase our skill building workshop opportunities for returning Operational volunteers; and improve our ability to preserve and transfer organisational history within our broad, and regularly changing membership.

(iii) Community Radio Fund of Canada – Youth On Air: Not Available in 2017 as the CRFC wants to concentrate its resources in the "Radiometres" programme.

(iv) NCRA/La Fondation canadienne pour le dialogue des cultures – Rendez-vous de la Francophonie – We did not apply for this opportunity as we already felt that we had more jobs/responsibilities on our plates than we could successfully manage.

(v) Canada Summer Jobs: We submitted an application for [1] full-time position to manage Trent Radio House, our Summer Executive Producers and Programmers as Summer Operations & Information Manager. We have been granted 210 hours for this summer, which would amount to about 6 weeks. It is my understanding from speaking with Marisa at MP Maryam Monsef's office that most local grants were of a similar amount, that CSJ has shown a pattern of only providing partial funding for the CSJ projects, and that we should carefully identify the funding priorities each year, and write our grant application towards those key investment priorities to improve our chances for increased funding allotment.

(vi) City of Peterborough Community Grant (\$2,500/year for 3 years): This year we applied for a \$2,500 Operating Grant. Last year we applied for a 3-year Operating Grant (\$3,000/year) and were awarded \$750 for 1-year. It is our inference that the city won't increase our funding because it sees us as being part of Trent University. We will continue to explore opportunities to clarify that we are, in fact, not associated with Trent University, and that we are a Community Broadcast Facility with a not for profit Charitable status, who happens to be funded by Trent University Students through an annual levy. We should hear about this in early May.

(vii) Precarious: an ArtsWork Festival: Trent Radio has written a letter of support for a local group of artists (Kate Story & Ryan Kerr) who are applying for Canada Council for the Arts, and Ontario Arts Council funding. Trent Radio would provide on-air promotion, as well as recording and broadcast functions for relevant performance events throughout the festival in October & November 2017.

(viii) PRIDE Radio Day: Trent Radio has once again written a letter of request to Peterborough Pride for \$500 in funding that would allow us to hire 2 producers and 1 operator/manager to oversee a Radio Project Day to celebrate and highlight Peterborough's LGBTQ2 community during Pride Week.

(ix) ARTSWEEK PETERBOROUGH: Trent Radio has applied for funding from Artsweek Peterborough for the past two years, and has only been successful once (2015). The application opportunity usually comes out in June, and we will likely propose a project once again. If anyone has any spectacular ideas for an Artsweek Project at Trent Radio – please communicate with me directly before June.

SPONSORSHIPS: We have talked about the need to revitalise our Sponsorship efforts to really focus on the Community Contribution aspect of supporting Trent Radio. This summer we plan to move forward with a new model and information brochure, so we can connect with potential sponsors over the summer to start in the Fall. This past year we had: St. Veronus (\$250), Sam's Place (\$500), Renegade Apparel (\$500), and Sadleir House (In-Kind).

**

Operations Report for the Board of Director's Meeting 19 April 2017 - prepared by John K Muir

a Financial Statements to 31 Mar 2017 (see attached)

b Local Content Project Manager's (LCPM) Report - Matt Jarvis (see attached)

c Community Outreach Development Manager's (CODM) Report - Maurico Interiano (see attached)

d PM, DGM, RRFG Report - Jill Staveley (see attached)

e General Manager's Report

i. 2017 Rough Plan /w dates s/b confirmed. <http://www.trentradio.ca/17sumpln.pdf>. Aka, the Executive Producer's Handbook, it explains the role of the Summer Season and the various tasks and responsibilities needed to be undertaken to make the place work. Included are this year's important summer dates;

- 09 Apr 2017: Summer Season PLANNING Meeting Sunday, & 1st deadline for SUMMER programme proposals
- 01-07 May 2017 Summer Training Week
- 08 May - 18 Aug Summer Season - (15 wks)
- 18 Aug 2017: Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers
- 19 Aug - 05 SEP 2017: SHUTDOWN (No Programming. No Studio Access. Clean! Clean! Clean!)
- 05 - 17 Sep 2017: Fall Pre Season
- 15 Sep 2017 @ NOON: Deadline for Fall 2017 Programme Proposals
- 18 Sep 2017: Regular Fall Season Start

ii. IT and Technical support. Rob Hailman has been contracted a block of 20 hours to sort out some computer problems, to create a topography of our current systems, and to migrate data and server functions to our new equipment. His first report is to include an estimate of further needed to achieve the above. Meanwhile, Ben Maynard has been hired on an ad hoc bases to prepare a tech and plant manual of our RF, audio, building systems, and help in repair and maintenance. So far he had completed six hours, which included cleaning transmitter equipment at the CHEX site and replacing a defective cooling fan in our rack.

iii. In renewing our RF and audio infrastructure, work starts (or ends) with our FM transmitter. Our current transmitter is now more than ten years old and needs to be replaced. I will be working with Gary Hooper to install a modern transmitter with some minimal remote control and monitoring. We will also review the audio connection between Trent Radio House and the transmitter.

iv. We have agreed to act as the "lead" organisation for a "ChangeUp" grant from the Inspirit Foundation through an application put forward by Ayesha Barmania and Jeff Moore as "Peterborough Independent Podcasters" - see attached. According the Inspirit Foundation blurb, "ChangeUp grants create opportunities for people aged 18-34 to initiate creative solutions-focused projects that address issues of discrimination and prejudice in their local communities. The \$10,000 one-time grants are for projects that implement creative strategies to open minds and shift attitudes that perpetuate prejudice and exclusion based on ethnicity, race or religion. Through the grants, Inspirit Foundation is particularly interested in supporting the development of effective, connected and influential young change leaders."

v. 715U (landlord/tenant) court results and subsequent tenant performance. The were to move out end of March, and start paying what they owe us 15 April 2017 (enforceable at small claims court). During their last weeks, they continued not to respond to our agent, who was trying to setup "showings". The place was discover abandoned on 04 April 2017. Aside from leaving the place in a mess (dog poop, broken furniture, food, dirty clothes, filth and garbage strewn in every corner and on every surface), six punch hole sites were left behind (see attached), a screen window cut and a pair bifold doors ripped down. Cleaning and repairs have commenced to make the place ready for May 1st.

vi. An unexpected gift of \$709.90 was rcvd from Canada Revenue Agency for increasing employment in 2016.

vii. Special financing arrangements will be re-established this summer to provide for expenditures relating to paying for improvements & grant projects.

viii. Jill Staveley has been exploring a new grant under a federal "Canada Cultural Spaces Fund" scheme; <http://canada.pch.gc.ca/eng/1455203896312/1455204007503>. According to their blurb:

The Canada Cultural Spaces Fund (CCSF) supports the improvement of physical conditions for artistic creativity and innovation. The fund supports the improvement, renovation and construction of arts and heritage facilities, as well as the acquisition of specialized equipment.

By supporting improvements to our country's cultural spaces, the CCSF increases access for Canadians to performing arts, visual arts, media arts, museum collections and heritage displays..

- ix. Make Trent Safe campaign- letter endorsement request: On 07 April 2017 we received an email request from Maddy Macnab (see attached) to endorse and sign an "Open Letter to Trent's Administration" relating to safety and violence concerns both on and off the Trent University campus. The open letter to be signed is a Google form (see attached). While individuals may wish to advocate for or against a variety of concerns, Trent Radio as membership corporation without share capital and as registered charity is not competent to participate to political activity or tell another entity, such as Trent University, what to do. Ultimately, any response will have to be initiated by the Board and they so desire, scrutinised by the Membership at the next general meeting. A possible draft response has been prepared for the Board to consider, amend or dismiss as is seen fit as follows;

**

WHEREAS, due to certain current actions and events, some members of Trent University are feeling threatened and vulnerable, and

WHEREAS, Trent Radio was born of imaginations inspired by the aspirations and reality of Trent University, as founded and allied within Peterborough and area communities, and to the world beyond, in the University's pursuit of its objects and purposes, namely;

(a) the advancement of learning and the dissemination of knowledge; and;

(b) the intellectual, social, moral and physical development of its members and the betterment of society, and

WHEREAS, Trent Radio's governance and operations are entirely independent of Trent University, as an institution, all full-time students of Trent University are members of Trent Radio, and

WHEREAS, Trent Radio recognises the reality and impact of inequalities for individuals and groups especially for those who hold less power and privilege within our society as a consequence of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, a conviction for which a pardon has been granted or a record suspended, and as a consequence, Trent Radio must take a strong stand against any and all forms of violence, harassment, discrimination, and intimidation, and, promote freedom, equality, security and justice, while being alive and adapting to changing circumstances, and

WHEREAS, Trent Radio embraces as its organising principles the fundamental freedoms guaranteed and enshrined in the Canadian Charter of Rights and Freedoms, which includes the freedom of thought, belief, opinion and expression, together with freedom of the press and other media of communication, and

WHEREAS, Trent Radio aims to support and promote community disclosure and accountability for individuals and groups in Peterborough and area communities, and in its own internal operations, and

WHEREAS Trent Radio acknowledges the work of others outside of our organisation in helping us craft this resolution.

BE IT RESOLVED THAT; Trent Radio reaches out to Trent University, as an institution, to continue to maintain, review, and revitalise its approaches to promote the safety and well being of vulnerable individuals and groups who identify as its members.

The Board may also wish to further discuss or consider the following motion;

BE IT RESOLVED THAT; in reference to Trent Radio's "Aims and Objects as a Broadcast Licensee" (1984), formal opportunities will be developed and scheduled to provide Trent Radio programmers, staff and volunteers participation in activities relating to these "Aims" and understandings of anti-oppression and privilege theory.

[end]

for Trent Radio BoD 170419

From: inspiritfoundation <cleo@inspiritfoundation.org>

Date: Tue, Apr 18, 2017 at 1:35 AM

Subject: Copy of your Inspirit Change Up Grant Application

To: info@ptbopodcasters.ca

Thank you for applying to Inspirit's ChangeUp Grants program.

If you have been selected for a shortlist round, you will be notified by April 30th. All other applicants will be notified by May 30th. Please be aware that we may still ask you for further information.

If you have any questions about your application, please contact Chris Lee, Manager, Grants and Media Impact Funding. [SNIP]

Name of Organization/Group Peterborough Independent Podcasters

Organization Purpose Peterborough Independent Podcasters provides accessible education and professional resources to people from all walks of life to get their stories out into the podcast world. Podcasts are little episodic radio shows that you can download to your phone and listen to whenever you want - kind of like Netflix, but just for listening. They're a great storytelling medium and their popularity is bringing about a renaissance of the audio art form. Through our work, we hope to promote podcasting as a culturally inclusive, tolerant, and celebratory medium with the potential to foster great freedom of speech and creative expression.

Organization Website ptbopodcasters.ca

*Social Media Handles (Facebook, Twitter, Instagram, etc.)

* On Facebook, Twitter and Instagram: @ptbopodcasters

Current annual organizational/group operating budget (CAN \$) \$0-\$99,999

Registered Charity Number Trent Radio will be our charitable partner. 11926 8910 RR 0001

Name of Project Stories of Resilience

Please describe the project in two sentences Led by and composed of young people, Stories of Resilience will be a practical learning experience for youth from at-risk, Indigenous, Muslim, and settler backgrounds to grapple with stories of oppression and resistance while learning the production skills needed to turn these stories into a podcast and radio broadcast.

Which best describes the primary scope of your project? Local-Municipal

Which community or municipality? Peterborough and the Kawarthas

Anticipated Start Date 2017-08-16

Is this project led and/or developed by people aged 18-34? Yes

How many people aged 18-34 are on the leadership team? 2

Does anyone on your team identify as Muslim or Indigenous (Please check all that apply): Muslim

Why is this project necessary? What issues or challenges will it address? Our community has an exceptionally high unemployment rate - especially among youth. Prospects for a lot of young people are limited to call centres, and even those opportunities are rare. At the same time, affordable opportunities for professional development are often limited. This project will provide much needed employable skills training geared towards jobs in media and the arts, broadening prospects for participants and improving the cultural health of our community. Second, Peterborough has an unsettlingly high rate of hate crimes per capita. Divisions between community members with post-secondary opportunities and those without could be bridged and understanding fostered with an opportunity to speak together and explore difficult issues in a safe environment. Peterborough is a crossroads for various diverse groups of people, such as international students, local First Nations and disenfranchised blue-collar families - all struggling in a changing and uncertain economy. There are a number of systemic issues that need to be unpacked and contextualized through personal stories, rather than unemployment or hate crime statistics. This project would present these stories in a creative and participant-driven format, and engage the larger Peterborough community in this conversation to remove barriers and hatred.

Please describe the key project activities. The Stories of Resilience project spans a 12-week period with 12 participants and comprises three overlapping phases: Weeks 1-5: Community Conversations Community leaders, Elders, and experts will engage with participants in conversations about race, colonization, ethnicity, and power. This will broaden the perspectives

of participants to ease their engagement with similar material during the project. Weeks 2-6: Skills Development Participants will gain confidence in recording and sharing the voices of the community during these hands-on production skills workshops. Topics include: pitching and planning a story, recording audio in the field and in the studio, and how to edit audio. At the mid-point in this phase, each participant will pitch a Story of Resilience, and as the production workshops continue they will learn the skills to develop that idea into a professional radio piece suitable for portfolios or even for submission to local and national radio stations. By the end of this phase, participants will have all the skills needed to script, record, and edit their stories. Weeks 6-12: Production and Broadcast Participants will present and discuss collected interviews and sounds in the style of a production meeting. These discussions will be mediated in order to help participants grow from the difficult stories that emerge from their research. The last few weeks will be production time for participants. They will collaborate to host, produce and package their stories for podcast and radio distribution. Their finished stories will then be broadcasted on local community radio station and project partner Trent Radio. *How many people are you aiming to have participate in this project?* 12 participants, 3 guest speakers, 1 project lead/workshop facilitator, 1 workshop facilitator. Total: 17

What will have changed as a result of this project? What is your vision of success? Our vision of success is a group of young people who can work as a team and independently to create critical, incisive, and artistic broadcasts that challenge the status quo of the city and spark a larger discussion that improves our understanding of each other. This project will create a group of people well-equipped to facilitate critical conversations, and to challenge problematic ideas as they arise in day-to-day life. At the start of this project, the project leaders will facilitate difficult conversations about oppression and change, but by the end of Stories of Resilience, our participants will be the ones leading these conversations in the community. Tangibly, we will also have a 12 episode podcast that will be available through the Peterborough Independent Podcasters website, and broadcast on Trent Radio CFFF 92.7 FM.

Do you plan to use media and arts-based strategies to help achieve your goals? Yes

Which of the following age ranges will this project primarily engage? Under 18

Please tell us about you and your team. Ayesha Barmania is a radio producer, podcast maker, and the founder of Peterborough Independent Podcasters. They are a recent graduate of Trent University and have decided to make Peterborough home for the foreseeable future. As the project lead, Ayesha will bring first-hand experiences of confronting racism, transphobia, class jealousies and expressions of resistance. In the past, as a writer of for the student newspaper, Ayesha grappled with how to write about their own experience having racial comments yelled from cars, and how to tell others=E2=80=99 stories. Jeffrey Moore will be bringing a wealth of experience as a professional teacher and mentor, including experiences teaching in a Dene community, mentoring novice bike mechanics, guiding student organization boards, and acting as a community and volunteer liaison for Peterborough Independent Podcasters. He=E2=80=99s got a deep love of community and of helping others achieve their goals, and he is happy to bring those passions to this project. *Please list any organizational partners you plan to work with, and the nature of the partnership.* The primary organization running Stories of Resilience will be Peterborough Independent Podcasters. We are a grassroots organization that helps our members develop podcasts through one-on-one mentoring, web services, and workshops. Our main partner will be Trent Radio, an organization that we=E2=80=99ve worked with closely in the past. = Trent Radio will act as the CRA-accredited charity overseeing the project funds administration. They will also provide broadcast facilities for the project, and help mentor Peterborough Independent Podcasters staff in how best to manage a grant-funded project.

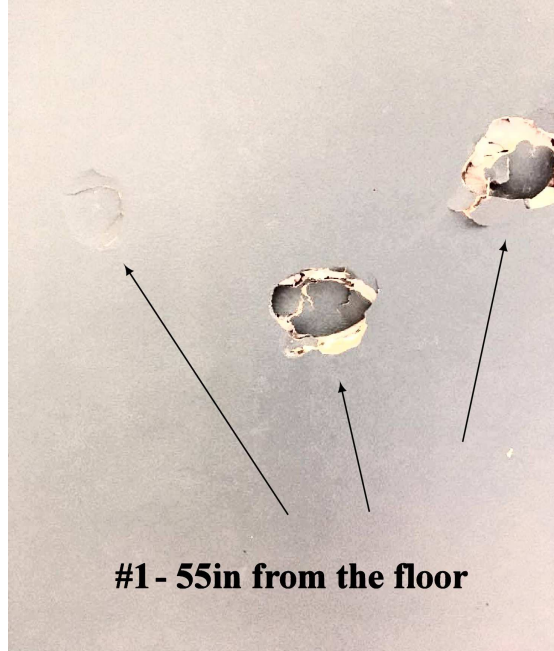
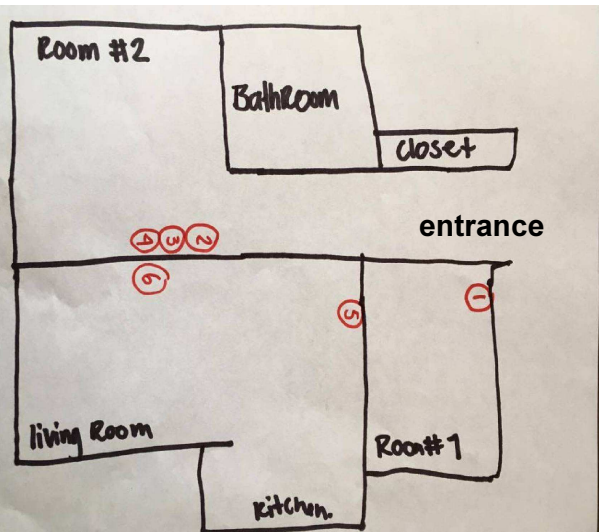
*What project costs will the grant be used to cover?

Lead staff	4,500.00
Workshop facilitator	1,500.00
Trent Radio overhead and administration	500.00
Space rental	1,440.00
Snacks and other meeting expenses	300.00
Equipment	1,140.00
Honoraria for speakers	620.00

Does the ChangeUp Grant (\$10,000) cover the project's total budget?* Yes *

(OPTIONAL) Is there anything else you would like to tell us about you or your project? nope

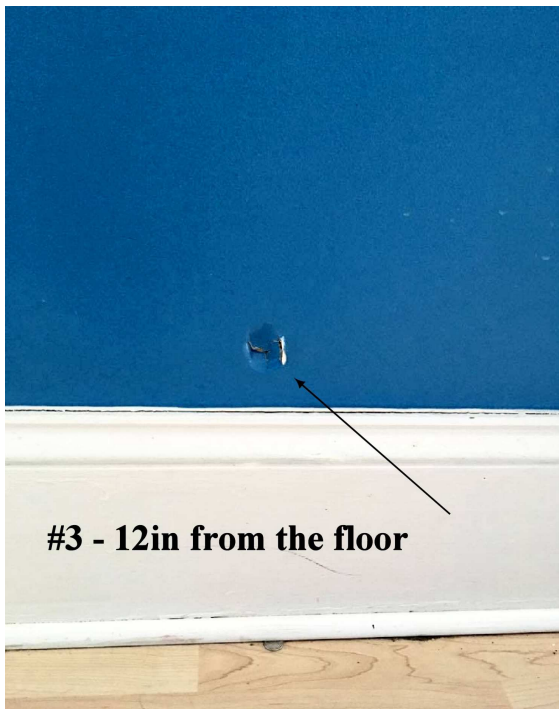
for TRadio BoD 170418- 715U punch-holes documented MI 2017-04-06



#1 - 55in from the floor



#2 - 22in from the floor



#3 - 12in from the floor



#5 - 60in from the floor



#6 - 50in from the floor

Make Trent Safe campaign- letter endorsement

On 07 Apr 2017 5:02 PM, "Madeline Macnab" <madelinemacnab@trentu.ca> wrote:
Hello good people of Trent Radio,

Hope all's well! I'm getting in touch on behalf of the Make Trent Safe campaign.

Some context: the Make Trent Safe campaign began in November 2016, following incidents of discrimination/harassment on campus. Since then organizers have been working toward addressing to the administration's inadequate response to the incidents, working with affected students/student orgs to get a sense of their experiences and barriers to accessing support, and coming up with some recommendations to improve safety services, among other things.

Where Trent Radio comes in: organizers are seeking endorsements/signatures on an Open Letter to Trent's Administration that will be published this month responding the Administration's inadequate response to violence on campus. The more endorsements from student-affiliated orgs this letter has, the better. We think that an endorsement from Trent Radio would be a powerful one, and hope you'll consider it.

In terms of deadline to endorse, the turnaround is rather quick: ideally, Make Trent Safe is looking to have everyone sign by April 15th, in advance of a community gathering on April 22nd where they will present the letter to community. The letter will be officially presented to the administration at the Senate meeting on May 2nd.

The letter (and form to "endorse" electronically) is here:

https://docs.google.com/forms/d/e/1FAIpQLSeRbNx_KSVVzNWMbgTWmU_2ArIMhWRKoCIsisaY5eDAp8YmnQ/viewform?c=0&w=1

Thanks for your patience with this long email ;) Let me know what you think! And let me know if the April 15th deadline poses any problems...

Take care and see you all soon,
Maddy

Sign On: Letter from student members of Community Against Discrimination for Senate

The recommended response time for organizations and individuals to sign on to this is April 15, 2017 as we will be presenting this at the Make Trent Safe Community Gathering on April 22. Thank you!

ABOUT THE MAKE TRENT SAFE CAMPAIGN

Make Trent Safe (MTS) is a grassroots campaign that was initiated by Trent University students with the support of student organizations, faculty members, and community members in late 2016. The campaign emerged in response to increasing experiences of incidents of overt racism, harassment and discrimination on the campus and in the Peterborough community following the November 2016 American Presidential elections. Over the past six months the campaign has organized a rally on Trent's Symons Campus as well as a number of meetings and discussions in efforts to facilitate discussion and organize a response to these most recent incidents in order to create a safe and inclusive Trent University and Peterborough community.

To date the campaign has resulted in:

1. A review of historical documents regarding reports and responses to discrimination on campus
2. An outreach strategy to include the voices and perspectives of affected students and student organization in order to better understand their own unique experiences and barriers they have faced in accessing support on campus
3. The creation of an Open Letter to Trent's Administration responding to the Administration's inadequate response to violence on campus.
4. The creation of a list of recommendations to improve the Administration and broader community services regarding safety on campus

We believe that this campaign can act as a catalyst and support system to implemented tangible and cultural changes at Trent in order to create and maintain Trent University and its campus as a more open and welcoming place, while shaping the wider Peterborough community where we live, work and learn. The campaign is supported by OPIRG Peterborough and Community and Race Relations Committee of Peterborough. For more information please contact either organization's coordinator at opirg@trentu.ca or racerelement@gmail.com

REQUEST FOR ORGANIZATIONS AND INDIVIDUALS

We are asking you or your organization to sign on to the Open Letter to Trent's Administration, this being one of several actions the Make Trent Safe Campaign is taking to address the incidents of overt racism, harassment and discrimination.

LETTER

We the undersigned, endorse the following response to Leo Groarke's "Statement on Events at Trent After the American Election" published November 22, 2016 (see link below) the subsequent recommendations.

Section 1: Framing of the President's Statement

The incidents of overt racism, misogyny, and discrimination on campus and in the community that occurred after the U.S. Presidential election displayed an eruption of opinions that already exist. We know that these are not new problems, but that they are systemic issues that require our attention and sustained effort to change, in order to create a university environment where all students feel safe, included, and respected - especially those most vulnerable to discrimination and historically denied access to these educational institutions.

President Leo Groarke's public statement of November 22nd 2016 responded to students' concerns regarding violence and safety on campus in the weeks following the election. We acknowledge this response and commend it for stating that "the university does not tolerate discriminatory behaviour," and is "determined to ensure that it provides a campus which

displays a commitment to marginalized groups which include women, Indigenous people, Muslims, and visible, sexual, and Faith minorities".

That said, of the eleven short paragraphs in the President's statement, only one specifically addressed the reality that there are marginalised groups on the campus, and acknowledged that discrimination does, in fact, exist. The rest of the letter was concerned with upholding free speech and civil debate; thus completely missing the point, and instead conflating the issues of racism and discrimination with those of political debate and discussion. These are, of course, fundamentally different because in order to have civil debate, parties need to enter such discussion with mutual respect and good faith, not with the explicit intent to harm, demean, and discriminate against people and groups on the basis of race, ethnicity, religion, culture, class, gender, sexuality, or ability. The framing of the President's response to racist and misogynist incidents on campus as an issue of "free speech" was thus felt by many students, faculty, and staff to be shockingly unaccountable. In fact, Trent faculty wrote an open letter in the *Arthur* published on November 24, 2016 titled "A call for faculty support for students organizing to make Trent Safe in the wake of U.S. election" in response to multiple conversations they had with administration, and in solidarity with students who wanted to bring these issues to Trent's attention.

We are aware that workshops on managing conflict in the classroom were recently held for faculty and graduate teaching assistants. We are also aware that there was a workshop open to students in February around civil discourse, dealing with disruptive behaviour and supporting marginalized students. We think this is a good step forward. However, the feedback from the workshops was that they generally focused around how to handle potentially difficult subjects in class, thus bypassing the underlying issues that students face. Structural racism, misogyny, microaggressions, and acts of discrimination are present within the classrooms here at Trent and these workshops did not sufficiently address these issues.

It is, of course, important to learn how to manage conflict. However, it is also vital that we acknowledge that some individuals enter classrooms and other campus spaces (including Bata Library and social spaces) not in a spirit of "good faith" or to engage in dialogue or academic debate, but with the specific intention of disrupting the classroom and students' learning experience by verbally attacking specific marginalised individuals or groups. Furthermore, the academic experience of each student is not the same, therefore making the need to listen to the voices of marginalized and racialized students paramount when they voice their concerns.

The framing of President Groarke's statement, and the efforts made by Trent University to address some of these issues through workshops on "managing difficult conversations in the classroom" has made it clear that Trent needs to do much more to publicly - and internally - recognise the day to day vulnerability of the members of marginalised groups, which precludes them from participation in any kind of 'civil' or political debate on an "equal playing field".

To make it clear, we do not expect, nor feel it would be appropriate for Trent to "police" the campus or to be able to completely prevent such incidents from occurring. However, by not making it absolutely clear in official statements that you recognise this inequality of power; to aspire for "political neutrality" in the face of discrimination and violence; and to construct such incidents (that are ongoing, prevalent, and pervasive on our campus) as part of the political debate, is to be complicit in furthering the marginalization of students already facing tremendous barriers in accessing their education.

Section 2: Administration's Role in Addressing Violence Within the Trent Community.

The President's statement unfortunately reduced legitimate experiences and incidents of discrimination and harassment to rumours. Ultimately the statement responded to the idea of pervasive rumours rather than addressing the actual incidents that were reported through various channels. Addressing just the rumours and downplaying the actual reports does a great disservice to students who have experienced and/or witnessed violence and discrimination on campus and continue to feel unheard and dismissed. Framing the incidents that did occur as

happening “on both sides” of a political spectrum only serves to compound the non-recognition of discrimination on campus and does not take into account multiple aspects of a situation, reducing the situation into binary poles of an argument.

Additionally, to overemphasize the lack of evidence in these recent incidents is to assume that not only do these incidents of hate always result in evidence, but also that current safety measures offered by the administration will adequately collect this evidence. There are many ways to report these violent incidents, including the administrations reporting process, campus security, students & community organizations, the Peterborough Police and by speaking publicly, telling your friends and the greater community about the incident ultimately recording it in public knowledge - an archive that shapes feelings of safety and security. People choose how to report these experiences based on their past experiences and their perception of the adequacy of existing reporting structures.

Unfortunately the structures put in place by the Administration to promote a safe environment have proven to be inadequate. These include the University's formal reporting process, campus security, the yellow emergency poles etc. Students have reported broken emergency poles, poor and unprofessional treatment from Trent security, barriers in completing the formal reporting process, and overall limited knowledge and faith in Trent University's ability to promote and respond to issues of safety on campus.

Trent does not exist in a bubble. Trent was founded as a community university; members of the Peterborough community initially funded its very construction. Not only is Trent deeply accountable to the wider community, but students, faculty and staff live and work in the community and many events and services are directed towards Trent students-- most of whom live off-campus and access downtown University spaces. Dismissing these issues as “not happening at Trent” is an attempt to make invisible the violence that does occur around us, both on and off campus. It also implies that broader systemic issues of racism faced by members of the Peterborough community are somehow separate from concerns of safety on campus.

In 2016 we witnessed and experienced intimidation, harassment and threats on the unofficial facebook page of Trent University. The University's response in addressing such behaviour revealed that Trent administration is more concerned with the University's reputation rather than the need to truly address student's concerns about the safety on campus, despite the inclusion of “online spaces” in the University's anti-harassment policy.

Several community organizations & members as well as Trent students attempted to reach out and pressure the administration to be accountable to its anti-harassment policy but were met with bureaucratic barriers, an inability to recognize the inadequacies with Trent's formal reporting process and a situation that was considered more of a concern in terms of marketing rather than safety on campus. The American election did not create a hostile environment on campus, it is a continuation of the issues marginalized students have identified in the past and Trump's leadership has simply granted permission for hateful attitudes to adopt even more unapologetic, visible tactics.

Ultimately, it seems as though Trent University's policies regarding harassment and discrimination are covered under the veil of marketing and academic freedom, the latter tactic utilized by those perpetuating violence on campus to minimize the intent and impacts of their actions. The origin and principle of freedom of speech was intended to protect the expression of academic and public works that challenge dominant ideologies. The fundamental principle of freedom of speech is undermined when it is used as a tool to justify violence that maintains the status quo.

We have no intention or desire to censor or silence genuine political dialogue or debate. We also recognise it is neither possible nor desirable to silence or censor opinions, no matter how abhorrent they may be. However, we refuse to stand idle when a concept that exists to protect

our participation in academic and public discourse is mobilized to create a climate of permission for harmful discriminatory attitudes and behaviour.

Incidences of harassment and discrimination experienced by marginalized students, staff and visitors to the Trent community are often dismissed as hearsay, framed as ‘off-campus’ issues, and/or framed as conflicts between freedom of speech and “politically correct” attitudes. These responses function to further marginalize those already facing all forms of discrimination and violence within the Trent and Peterborough communities.

Section 3: Reporting

We recognize that it would be optimal for the Trent University administration if students were able to report experiences of violence, harassment, or discrimination, and that resolution would occur through the University's existing channels. Unfortunately, for extremely valid reasons, many students find reporting through existing channels to be ineffective. Many feel as though they personally have experienced or witnessed the ineffectiveness of the University's reporting procedures and, in some circumstances, even feel as though their concerns have not been taken seriously.

The communications released by the Office of the President regarding the post-US Election incidents have reinforced such fears for some students. We therefore feel that the University must make greater efforts to recognize the barriers around reporting of harassment and discrimination and increase sensitivity, awareness, and capacity to more effectively respond to issues of safety on campus.

Section 4: Recommendations

We do not wish to simply identify and name the very real experiences of marginalised individuals and groups, or to draw attention to the issues with the administration's response and issues with reporting. We also bring tangible feedback and specific recommendations forward for your attention, consideration, and response.

1. If Trent truly wants to uphold its core values of safety and security, freedom of expression, and fair treatment of everyone, then this institution needs to acknowledge that racism is real, that it is real on Trent campus, and in the community. We need the institution to take that seriously and not shy away from publicly acknowledging racism and discrimination exists. We need Trent University to take a clear public position denouncing discriminatory behaviour.
2. Students recommend that Trent Administration take concrete steps to support those most vulnerable by providing mandatory anti-oppression training for upper administration. This training is also highly recommended for all staff and campus security, as well as ALL Orientation Week Leaders, Dons, College Cabinets and the TCSA Board of Directors. We ask that upper administration show their full commitment to and support of the development and implementation of anti-oppression training for all members of the Trent community. This training MUST be developed with meaningful and extensive student consultation and advisement, particularly in partnership with more vulnerable members of the Trent community. In addition, any voluntary training offered to faculty, sessional instructors and TAs by Trent should be developed using an anti-oppression framework, in meaningful consultation with individuals from these groups and TUFA, CUPE, and OPSEU.
3. Students request that Trent makes public the details of any existing staff/faculty training that might be called anti-oppressive or conflict resolution-based related to creating safer spaces on campus, and open this training to student, staff, and faculty feedback, suggestions and recommendations.
4. Review and revise the incident reporting system, carried out with meaningful student consultation, including:
 - a) Review and revision of the complaint process.
 - b) Provide extra support and training to Campus Security explicitly outlining the power

dynamics that are inevitable in reporting of incidents, and explaining that all reports must be taken seriously and responded to promptly and with care.

c) Increase campus knowledge of reporting processes as well as community and student services related to discrimination and safety.

For context, please see:

<https://www.trentu.ca/president/sites/trentu.ca/president/files/documents/After%20the%20Election.pdf> (Published on November 22, 2016)

<http://www.trentarthur.ca/make-trent-safe-protest-success-campus/> (Published November 24th, 2016)

<http://www.trentarthur.ca/call-faculty-support-students-organizing-make-trent-safe-wake-u-s-election/> (Published November 24th, 2016)

<http://www.trentarthur.ca/trent-safe-follow-president-groarke-community/> (Published Dec 11, 2016)

<http://www.trentarthur.ca/an-open-letter-to-nona-robinson-and-trent-administration/> (Published November 8th, 2016)

The undersigned includes students, faculty, staff, student groups, community organizations and community members. We hope you can appreciate the time we have taken following President Leo Groarke's Official Statement to conduct a reflexive, participatory and meaningful process for contribution in the creation of this statement. We expect a timely response from the Trent University President's Office and expect to be included in the process of consultation to move forward with the recommendations listed above..

*Required

caitlincurrie77@gmail.com *



Name of Individual or Organization



Are you signing as a:

Student

Faculty

Staff

Student Group

Community Organization

Community Member

Community Member and Contract Faculty Member

I or my group would like to sign on but remain anonymous in the letter to Senate

Yes, I or my group wishes to remain anonymous

No, my or my group's name can appear on the letter

Click here to confirm that you are able to endorse the call out on behalf of your organization *

Yes

Appendix

KEY CONCEPTS:

The following is a list of concepts adapted from Community and Race Relations Committee's Anti-Racism Resource Centre, which can be accessed at <http://www.anti-racism.ca/node/1>.

We have included these terms because we acknowledge that fundamental to our list of recommendations is the need to work towards a common knowledge and understanding of power and marginalized in our communities.

Anti-Oppression Strategies, theories and actions that challenge socially and historically built inequalities and injustices that are ingrained in our systems and institutions by policies and practices that allow certain groups to dominate over other groups

Anti-Racism An active and consistent process of change to eliminate individual, institutional and systemic racism as well as the oppression and injustice racism causes.

Discrimination The denial of equal treatment, civil liberties and opportunity to individuals or groups with respect to education, accommodation, health care, employment and access to services, goods and facilities. Behaviour that results from prejudiced attitudes by individuals or institutions, resulting in unequal outcomes for persons who are perceived as different. Differential treatment that may occur on the basis of race, nationality, gender, age, religion, political or ethnic affiliation, sexual orientation, marital or family status, physical, developmental or mental disability. Includes the denial of cultural, economic, educational, political and/or social rights of members of nondominant groups.

Ethnocentrism The tendency to view others using one's own group and customs as the standard for judgement, and the tendency to see one's group and customs as the best.

Hate Group Activity Representing some of the most destructive forms of human rights-based discrimination in that they promote hatred against identifiable groups of people.

Hate Propaganda Ideologies and beliefs transmitted in written, verbal or electronic form in order to create, promote, perpetuate or exacerbate antagonistic, hateful and belligerent attitudes and action or contempt against a specific group or groups of people.

Homophobia Disparaging or hostile attitude or negative bias towards gay, lesbian, bisexual or transgender person(s). The fear and persecution of queer people, rooted in a desire to maintain the heterosexual social order.

Oppression Patterns of mistreatment of racialized groups and acceptance of the negative stereotypes created by the dominant group become established in their cultures and lock members of racialized groups into roles as victims of oppression.

Intersectionality The interconnected nature of all forms of oppression (cultural, institutional and social) against particular groups, and the way they are embedded within existing systems such that they operate in insidious, covert and compounded ways (e.g. gender and colour; religion and race; sexual orientation and race)

Intolerance Bigotry or narrow mindedness which results in refusal to respect or acknowledge persons of different racial backgrounds.

Marginalization With reference to race and culture, the experience of persons who do not speak the majority group's language, cannot find work or gain access to social services and therefore, cannot become full and equal participating members of society. Refers also to the process of being "left out" of or silenced in a social group.

Oppression The unilateral subjugation of one individual or group by a more powerful individual or group, using physical, psychological, social or economic threats or force, and frequently using an explicit ideology to sanction the oppression.

People of Colour A term which applies to all people who are not seen as White by the dominant group, generally used by racialized groups as an alternative to the term visible minority. It emphasizes that skin colour is a key consideration in the "everyday" experiences of their lives.

Prejudice A state of mind; a set of attitudes held by one person or group about another, tending to cast the other in an inferior light, despite the absence of legitimate or sufficient evidence;

means literally to "pre-judge"; considered irrational and very resistant to change, because concrete evidence that contradicts the prejudice is usually dismissed as exceptional.

Privilege The experience of freedoms, rights, benefits, advantages, access and/or opportunities afforded members of the dominant group in a society or in a given context, usually unrecognized and taken for granted by members of the majority group, while the same freedoms, rights, benefits, advantages access and/or opportunities are denied to members of the minority or disadvantaged groups.

Racism A mix of prejudice and power leading to domination and exploitation of one group (the dominant or majority group) over another (the non-dominant, minority or racialized group). It asserts that the one group is supreme and superior while the other is inferior. Racism is any individual action, or institutional practice backed by institutional power, which subordinates people because of their colour or ethnicity.

Sexism Sexism stems from a set of implicit or explicit beliefs, erroneous assumptions and actions based upon an ideology of inherent superiority of one gender over another and may be evident within organizational or institutional structures or programs, as well as within individual thought or behaviour patterns.

Systemic Discrimination The institutionalization of discrimination through policies and practices which may appear neutral on the surface but which have an exclusionary impact on particular groups, such that various minority groups are discriminated against, intentionally or unintentionally. This occurs in institutions and organizations where the policies, practices and procedures (e.g. employment systems – job requirements, hiring practices, promotion procedures, etc.) exclude and/or act as barriers to racialized groups. Systemic discrimination also is the result of some government laws and regulations.

Tokenism Presence without meaningful participation. For example, a superficial invitation for participation without ongoing dialogue and support, handpicked representatives who are expected to speak for the whole (socially oppressed) group (e.g. 'tell us how women experience this issue'). Tokenism is often used as a band-aid solution to help the group improve its image (e.g. 'we're not racist, look there's a person of colour on the panel.').

Xenophobia An unreasonable fear or hatred of foreigners or strangers, their cultures and their customs.

Glossary Adapted From the Following Sources:

African Canadian Legal Clinic. (2004) Fact Sheet: What is Anti-Black Racism?

Chartand, P. (1992) "Terms of Division: Problems of 'Outside-Naming' for Aboriginal People in Canada. *Journal of Indigenous Studies*, 1.

Canadian Council for Refugees.

Council on Interracial Books for Children, New York

Endicott, Fran and Mukherjee, Alok, (1987) A Glossary of Terms developed for a workshop on anti-discriminatory organizational change.

Lee, E., (1985) *Letters to Marcia: A Teacher's Guide to Anti-racist Education, Cross Cultural Communication*. Toronto.

Lewis, Stephen (1992) Letter to Ontario Premier Bob Rae, June 9, 1992.

Lockhart, A. R., (1986) *Human Rights Training*, Ontario Ministry of Correctional Services. Toronto.

Mock, Karen R., (1988) *Race Relations Training: A Manual for Practitioners and Consultants*, Ontario Race Relations Directorate, Ministry of Citizenship, Toronto.

Mock, Karen R., (1992) *A Glossary of Terms. Race and Ethnocultural Equity in the Justice System*. Western Judicial Education Centre, Saskatoon.

Ontario Human Rights Commission. (2003) *Paying the Price: The Human Cost of Racial Profiling*. Toronto.

Ontario Ministry of Citizenship, (1988) *Intercultural Communications Workshop*.

Peel District School Board (2000) *The Future We Want: Building an Inclusive Curriculum*. Mississauga, Ontario.

Sierra Youth Coalition Sustainable Campuses Project

Thomas, B., (1987) *Multiculturalism at Work*, YWCA of Metropolitan Toronto.

Toronto District School Board (2003) *Teaching About Human Rights: 9/11 and Beyond*. Field Test Edition.

University of Guelph (2002) *Human Rights at the University of Guelph*. www.uoguelph.ca/hre

Wood, D., (1988) *Cultural Heritage... Your Neighbourhood*, Alberta Educational Communications Corp.

Youth Action Network, www.youthactionnetwork.org/rac/Fireitup/Fireitup.

Youth Environmental Network, *Green Justice Resource Kit* Last updated: January 2005
For more information, please visit
https://www.notohate.ca/index.php?option=com_content&view=article&id=1&Itemid=8

----- Forwarded Message -----

Subject: Invitation: Levy Groups' Lunch & Meeting
Date: Tue, 18 Apr 2017 19:33:20 -0400
From: Alissa Paxton <apaxton@prcsa.ca>
To: all student levy groups

Hi all, Thanks to everyone who came out last Thursday (a brown-bag lunch meeting Thursday, April 13, 12pm in the Sadleir House Dining Hall)

We had 21 people from 14 different groups. We split in to three groups:

Refundable Levies:

Groups spoke about best practices in handling levy refund requests and refund payments. They will continue to coordinate next year.

Part-Time Students:

Group discussed logistics for a referenda question to include part-time students in all levy groups. Also discussed how we need more general promotion of what levy groups are and what we add to the University community.

Training & Orientation:

Brainstormed lots of training ideas and prioritized a couple (finance, governance, event planning, accountability) for the fall. Sadleir House will take the lead on the first workshop around finances and governance for late September.

Next Meeting:

Thursday, June 15th; 12pm at Sadleir House Dining Hall* another brown-bag lunch meeting. We'll provide coffee and tea.

Topics:

- report back from April 19th meeting with Donna Hoard at Trent Finance
- TCSA deadlines for handbook, O-Week, Clubs & Groups Day, etc.
- TWSP and TIP funding applications
- details about first skills workshop

* the Dining Hall is not wheelchair accessible. Please let me know if you have mobility concerns so we can move the meeting if needed.

Tasks:

Review your group's listing at <http://trentcentral.ca/clubs-levy.php> and update as needed by e-mailing clubs@trentcentral.ca

Thanks, Alissa (Sadleir House Steward)

----- Forwarded Message -----

Subject: Re: Levy Referendum Update: not enough signatures
Date: Wed, 19 Apr 2017 14:40:44 -0400
From: Alissa Paxton <apaxton@prcsa.ca>
To: all student levy groups

Hi all, Thanks to everyone who made it out to this morning's meeting. We had eight folks representing eight different levy groups and got to meet with four members of Finance office staff.

What we learned is that - to all our knowledge - there is no written agreement between the university and the levy groups that outlines the parameters of how the university collects and remits levy fees on our behalf. Donna Hoard (finance office) remembers a draft being worked on out of the Office of Student Affairs (OSA) years ago, that she will try to find and forward to us. This may be something we want to work on with the university over the long term, so what is now governed by historic practice is solidified in a document we can refer to in the future.

The only document which outlines the terms of how levies are collected is the TCSA's By-laws
(<http://trentcentral.ca/documents/policy/PolicyByLaws1617.pdf>) IV.5.1. which defines levies as applying to students enrolled in 3.5 or more credits. This can be changed at the TCSA's AGM and does not require a referendum question

Plan to Change Billing:

- things will stay the same for 2017-2018
- at the TCSA AGM (October 2017), the TCSA will amend their by-laws to a more general language describing levies as applying to full-time students as defined by Trent (or OSAP or the TCSA). Tracy will work on language to bring to the June 15th levy group meeting*
- per term billing will come in to effect for the 2018-2019 year.

Task for all groups:

- is this plan okay with your board/executive/etc.? Please bring concerns, questions, objections, and suggestion to the June 15th meeting.
- review your own by-laws: how is membership, etc. defined? Will you need to also update bylaws at your next AGM?

Thanks, Alissa