

**TRENT RADIO BoD AGENDA**  
**30 October 2018 – 6:00pm**  
**at Trent Radio House, 715 George Street North**

**01. Chair's Opening Remarks and Agenda Approval**

**02. Presentation of Previous Board Minutes –**

**03. Operations Reports**

- Monthly Report – Jill Staveley
- Financial Report – John Muir

**04. Nominating Committee Update & Action Items**

- upcoming deadlines, action items and relevant information

**05. Annual General Meeting – Confirmation of Dates & Roles**

**06. Next Board Meeting – 10:30am @ Sadleir House, 25 November 2018**

**07. Any Other Business:**

**08. Adjournment**

***\*Frequently used acronyms***

*DGM – Deputy General Manager*

*BTA – Broadcast Technology Advisor*

*CODM – Community Outreach Development Manager*

*LCAA (CSJ) – Local Content Archivist Assistant (Canada Summer Jobs)*

*SOIM (CSJ) – Summer Operations & Information Manager (Canada Summer Jobs)*

*CRFC – Community Radio Fund of Canada*

**MINUTES OF THE BARD OF DIRECTORES MEETING at Trent Radio House,  
715 George St. N., Peterborough, Ontario on Wednesday, 27 September 2018.**

Present: Shannon Culkeen, and Brazil Gaffney-Knox and

Regrets: Zara Syed; Alex Campagnolo; Angelica Cooper; and John Muir, GM

Also present: Jill Staveley, DGM; and Steve McNabb (phone in)

1. Notice of this meeting having been made to all the Directors, yet a quorum was not present at this time. The meeting was called to order 8:18 pm, with Shannon Culkeen acting as chair and Brazil Gaffney-Knox recording the minutes of the meeting. The agenda was agreed upon and discussion followed.
2. No motion was made to approve minutes of the previously Board Meeting, held on 15 August, 2018.
3. Operations Report (summer report) (DGM, staff reports, financial statements)
4. Roofing committee was created involving Jill Staveley and Steve McNabb to move forward on roofing decisions.
5. Jill Staveley enquired to the board about the Trent Levy Groups meetings and the Trent Radio's ongoing representation by Rob Hailman, Mauricio Interiano, and herself. Brazil, Shan and Steve were in favor.
6. AGM confirmed for 25 November, 2018 to accommodate Food Not Bombs Involvement.
7. Actionable item: Moving forward on Board of Directors Nominating Committee
8. OPT trust-sector wide not-for-profit pension.
9. Community Foundation of Peterborough, grant application on behalf of Ayesha Barmania and Community Currents

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Shannon Culkeen, President & Chair

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Alexander Campagnolo, Secretary

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,  
715 George St. N., Peterborough, Ontario on Wednesday, 15 August 2018.

Present: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, and Brazil Gaffney-Knox

Regrets: Steve McNabb; Zara Syed; Maya Gonzalez-Fuentes; and John Muir, GM

Also present: Jill Staveley, DGM

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 8:05pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting. The agenda was agreed upon and discussion followed.
2. 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 18 July 2018 were approved.
3. Operations Report (BTA report, DGM, Financial Report) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. The "No Parking" sign issue is in progress and it will be put up soon. Regarding the Financial Report, an aid for understanding its key information is needed. Alyssa Paxton was noted as a potential aid.
  - Two actionable items were suggested during this discussion:
    - o Break down specific questions regarding the Financial Documents for John Muir, which can be organized using a Google Doc
    - o Organize a time for a Trent Radio bowling event
4. Succession planning was discussed.
  - One actionable item was suggested during this discussion:
    - o Organize a time to meet with John Muir as a Board.
5. The next meeting has been tentatively scheduled for Wednesday September 26<sup>th</sup>, 2018 at 8pm.
6. Other business was discussed at the end of the meeting. A nominating committee meeting is scheduled for August 30<sup>th</sup>. A call for volunteers for the upcoming Programming Committee was made. It was determined that a replacement was not needed for Maya Gonzalez-Fuentes, who has resigned from the Board.
  - One actionable item was suggested during this discussion:
    - o Review the Trent Radio bylaws, Not for Profits Act, and Sadlier House bylaws
7. There being no other business, the meeting was adjourned at 9:12pm.

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Shannon Culkeen, President & Chair

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Alexander Campagnolo, Secretary

## **Operations Report, prepared by Jill Staveley DGM, 20181030**

**ROOF:** We are going ahead with the repairs & job as per the quote we received. The job started on Thursday October 25<sup>th</sup>, and they have completed 2 days of work before the snow/rain started on the weekend. All of the supplies are sitting in the parking lot, waiting for better weather.

It was noted that for future jobs, the board may wish to have a policy to get a specific number of quotes before selecting a contractor – but that in this instance, we are familiar with the contractor, have had good experiences with them, and have in fact recommended them for work to other organisations – AND – that the likelihood of another contractor guaranteeing to fit us in before the snow hits is very small.

**TI/TWSP:** We have filled all positions.

Physical Plant - Scarlett Palmer / LCPA1 – Eriq Anderson / LCPA2 – Mary Grace Murphy / Admin Assist – Jillian Kew / LCPA TI – Daniela Leal

**RM1819** – We've been working steadily to meet the requirements of the CRFC and to keep up with our project goals. These include media releases, public recognition, planning and outreach, as well as delivery of remote broadcasts and pre-recorded scenarios to determine recommendations for gear needs and purchase to fulfill technical goals and aspirations.

**Financial Review** – John has indicated that once all bookkeeping for September 01, 2017 – August 31, 2018 has been completed, that he will contact John West to move forward with a financial review. The Financial Review shall be presented to the membership at our AGM.

**Pests** – As a community facility with over 120 volunteer programmers though each week, we feel that it is important to educate our staff and volunteers on preventative action regarding pests, including rodents and bugs. We have hired ORKIN to monitor our facilities for pests, and have engaged in a 12 month contract. We are also working to discourage headphone sharing as it is a simple step to prevent sharing germs and bugs within our community, and to discourage storage of personal items in the facility as we are working within limited space and already have a hard time finding enough functional storage for Trent Radio gear and supplies.

**Shoes/Accessibility** – As the inclement weather arrives, the doorway in the kitchen starts to pile up with shoes and boots. This presents accessibility concerns for people entering the space in general. At our Operator's meeting it was suggested that we clean up the porch entrance, and provide some outdoor shoe storage beside the door, as well as rearrange the kitchen space to create space for shoes that does not block the entrance and high traffic areas.

## **Notes from John K Muir, GM**

**Registered Charity Report:** The following information for all Board Members for the AGM is needed for registered charity report John working on -  
full name , date of birth, phone number, SIN, address, citizenship, occupation/vocation

We'll be able to transmit almost everything to Grant Thornton electronically. That way Shannon Culkeen and Jill Staveley can do the actual meet up with John West at his office, if that meets your and their approval.

**Summer Loan:** Each year John Muir loans money to Trent Radio to afford operations. John is requesting that the loan be paid off now that we have received our Trent Student Levy cheque. Please see attached details.

## **AGM Planning –**

**Financial Review** – underway. John will send files electronically. Shannon & Jill will schedule meeting with Grant Thornton.

**Notice of AGM** – as per our bylaws, Trent Radio is required to provide our membership with 10 days notice prior to the AGM. We will be publishing a notice in Arthur, scheduled to run November 14<sup>th</sup>, creating a PSA to be played regularly on Smooth Operator, and will do a run of posters.

## **Preparation of Reports for AGM**

Reports of the Directors, Committee Chairs, Staff and Officers. Namely:

Summer Operations Information Manager – Hannah Collins

LCAA – Michael Gray

Radio Free Peterborough – Steve McNabb

Donations, Sponsorship & Earned Revenue – John K Muir

Local Content Project Manager/BTA – Robert Hailman

Programme Director / Community Outreach and Development Manager – Mauricio Interiano

Production Manager/DGM – Jill Staveley

General Manager – John K Muir

Scapegoat – Paul Cleveland (?)

and President – Shannon Culkeen

## **Schedule of Events – Sadleir House Dining Hall**

**10:00** – arrive to set up

**10:30** – BoD Meeting

**11:00** – AGM (Followed by first meeting of the new board)

**13:00** – Community Feast

**14:30** – Clean Up

**15:00** – End

**\*Volunteers are needed to help Rachelle with Feast. Plan to have coffee/tea & snacks pre-feast.**

**Trent Radio Vendor Aged Detail****As at 2018-10-22 prepared 25 Oct 2018 /jkmuir@trentradio.ca****Muir, JK OpsLoan per BoD 110831****Balance**

Opening Balance @ 01 March 2018				0.00
1st Draw	18-03-21	Invoice	2,000.00	2,000.00
2nd Draw	18-03-22	Invoice	2,000.00	4,000.00
3rd Draw	18-04-03	Invoice	2,000.00	6,000.00
4th Draw	18-04-05	Invoice	2,000.00	8,000.00
5th Draw	18-04-12	Invoice	1,000.00	9,000.00
6th Draw	18-04-18	Invoice	2,000.00	11,000.00
7th Draw	18-04-19	Invoice	2,000.00	13,000.00
8th Draw	18-04-20	Invoice	1,000.00	14,000.00
9th Draw	18-04-27	Invoice	1,000.00	15,000.00
10th Draw	18-05-01	Invoice	2,000.00	17,000.00
11th Draw	18-05-02	Invoice	2,000.00	19,000.00
12th Draw	18-05-04	Invoice	1,000.00	20,000.00
13th Draw	18-05-17	Invoice	2,000.00	22,000.00
14th Draw	18-05-18	Invoice	2,000.00	24,000.00
15th Draw	18-05-22	Invoice	1,000.00	25,000.00
16th Draw	18-06-08	Invoice	2,000.00	27,000.00
17th Draw	18-06-18	Invoice	2,000.00	29,000.00
18th Draw	18-06-21	Invoice	2,000.00	31,000.00
19th Draw	18-06-25	Invoice	2,000.00	33,000.00
20th Draw	18-07-12	Invoice	2,000.00	35,000.00
21st Draw	18-07-12	Invoice	2,000.00	37,000.00
22nd Draw	18-07-23	Invoice	2,000.00	39,000.00
23rd Draw	18-07-24	Invoice	2,000.00	41,000.00
24th Draw	18-07-24	Invoice	2,000.00	43,000.00
25th Draw	18-08-01	Invoice	2,000.00	45,000.00
26th Draw	18-08-01	Invoice	2,000.00	47,000.00
27th Draw	18-08-01	Invoice	2,000.00	49,000.00
28th Draw	18-08-01	Invoice	2,000.00	51,000.00

**Balance due: \$51,000.00**