

Trent Radio BoD

August 28, 2019

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadleir House,
751 George St. N., Peterborough, Ontario on Wednesday, 28 August 2019.**

Present: Brazil Gaffney-Knox, Michael Gray, Shannon Culkeen, Bill Templeman, Alex Campagnolo (via phone).

Regrets: Alissa Paxton, and Angelica Cooper.

Also present: Jill Staveley, AGM; Rob Hailman,

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 6:12 pm, with Shannon Culkeen acting as Chair, and Brazil Gaffney-Knox recording the minutes of the meeting. Angelica Cooper was collectively congratulated on her recent career accomplishment!
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 24 July 2019, were approved.
3. Rob presented the financial reports and draft budget. The Board noted their intention to review the budget every quarter. The “fundraising” amount on the draft budget was changed from \$500 to \$2,500 to reflect sponsorship goals. UPON A MOTION duly made, seconded and carried unanimously, they were approved with this change.
4. UPON A MOTION duly made, seconded, and carried unanimously, the Board approved the change of signing authority and signed documents to be sent to Tangerine.
5. Presentation of End of Season Reports (Jill Staveley). Trent Radio is in compliance with CRTC, broadcast license requirements and meeting or exceeding broadcast goals.
6. Presentation of the End of Season Reports (Rob Hailman).
7. Presentation of the Grant Reports (Canada Summer Jobs, Community Radio Fund of Canada, and Community Foundation of Greater Peterborough for Peterborough Currents).
8. UPON A MOTION duly made, seconded, and carried unanimously, the reports from the staff were approved.
9. Presentation of the Staffing plans (Rob and Jill). Staff requested that contracts be prepared by the Board and asked that an HR Committee be created. UPON A MOTION duly made, seconded, and carried unanimously, the board agreed to strike an HR Committee. Actionable item to arrange a meeting time for the HR Committee.
10. Discussion of the Sponsorship Committee, Jill noted that the Board may benefit from the administrative help of Rachelle Sauve, who intends to volunteer for 5 hours per week. Actionable item, to set up a meeting time for the Sponsorship Committee.
11. Actionable item, get three quotes for building the parking lot fence.
12. Actionable item for Jill, schedule meeting time for the Programming Committee.
13. The next Board meeting is scheduled for 25th September at 6pm.
14. There being no other business, the meeting was adjourned at 7:22pm.

Shannon Culkeen, President & Chair

Brazil Gaffney-Knox, recording minutes