

TRENT RADIO BoD AGENDA
28 AUGUST 2019 – 6:00pm
at Sadleir House, 751 George St North

01. Chair's Opening Remarks and Agenda Approval
02. Presentation of Previous Board Minutes – July 24th, 2019
03. Presentation of Financial Report
 - Financial Statements
 - YE2020 Draft Budget
04. Change in signing authorities – Tangerine
05. End of Season Reports
 - Programming & Volunteers
 - Archives & Technology
 - CODM
 - SOIM
06. Grant Reports
 - Community Radio Fund of Canada
 - Canada Summer Jobs
 - Peterborough Currents – Community Foundation of Greater Peterborough
07. 2019 / 2020 Staffing plans
08. Sponsorship committee update
09. JKM Donation Thank Yous
10. Any other business
11. Set date for next BoD meeting
12. Adjournment

Trent Radio BoD

July 24, 2019

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadleir House,
751 George St. N., Peterborough, Ontario on Wednesday, 24 July 2019.**

Present: Alex Campagnolo, Alissa Paxton, Michael Gray, Shannon Culkeen, Bill Templeman

Regrets: Brazil Gaffney-Knox, Angelica Cooper

Also present: Jill Staveley, DGM; Rob Hailman, BTA/LCPM

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 4:35pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
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 26 June 2019, were approved following changes to the spelling of Alissa's first name and the addition of signature lines at the bottom of the document.
3. UPON A MOTION duly made, seconded and carried unanimously, Alissa Paxton was appointed to the Board for the rest of the term.
4. The Financial Reports (Financial Statements and Projected Cashflow August-September 2019) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. Further, UPON A MOTION duly made, seconded and carried unanimously, payment from the Trent Annual to Trent Radio was authorized.
5. The Operations Reports (Parking Lot, Break In, TWSP/TIP, Canada Summer Jobs, Legal Consultation, and Trent Annual Operations) were presented. UPON A MOTION duly made, seconded, and carried unanimously, they were approved.
 - Actionable item: Rob is to follow up with Ester Vincent about Trent Annual operations
6. The 2019/2020 plan was presented. UPON A MOTION duly made, seconded and carried unanimously, it was approved. Within this discussion, UPON A MOTION duly made, seconded and carried unanimously, the Programming Plan was approved. Further, UPON A MOTION duly made, seconded and carried unanimously, Ester Vincent's contract extension was approved, with the intention to increase the contract to 12 months long.
 - Actionable item: Bring Ester Vincent's contract to the next Board MeetingMoreover, UPON A MOTION duly made, seconded and carried unanimously, advancing \$15,000 from the Trent Annual surplus in order to cover other cashflow and Rob's backpay was also approved.
 - Actionable item: Rob and Jill are to draft their restructured job descriptions for the next Board Meeting
7. The Sponsorship Committee is developing a 4x6 sponsorship package for potential Trent Radio sponsors. A Sponsorship Day is planned for August 7th.
8. There was one item of other business. The Trent levy opt-out period is now, ending on August 6th. We should know in early August what our opt-out percentage is.
9. The next Board meeting is scheduled for August 28th at 6pm.
10. There being no other business, the meeting was adjourned at 6:02pm.

Shannon Culkeen, President & Chair

Alexander Campagnolo, Secretary

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 27 Aug 2019 rhailman@trentradio.ca

ASSETS	@ 31Jul19	@ 31Aug18	LIABILITIES	@ 31Jul19	@ 31Aug18
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	59.18	52,352.84
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	24,195.10	5,643.28	Deferred Income	935.00	910.00
ING Savings	5,879.64	611.29	Accrued Liabilities	(3,250.00)	(3,250.00)
Cash In Bank	30,074.74	6,254.57	Trillium StudioC	0.00	0.00
Petty Cash: Programming	100.00	100.00	CPP Payable	(24.60)	0.00
Petty Cash: Admin	2,847.62	(4,787.42)	UIC Payable	(44.79)	(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	(69.39)	0.00
Accounts Receivable	8,495.00	11,488.81	WCB Payable	0.00	0.00
Doubtful Accounts	(2,295.00)	(2,295.00)	Health Benefit Payable	0.00	0.00
Receivables Net	6,200.00	9,193.81	Other Withholdings Net	0.00	0.00
Student Levy Receivable	0.00	0.00	TOTAL CURRENT LIABILITIES	(2,325.21)	50,012.84
Prepaid Expenses	2,728.25	1,815.16			
TOTAL CURRENT ASSETS	41,950.61	12,576.12	LONG TERM LIABILITY		
			CO Long Term Loan	33,631.15	35,871.73
FIXED ASSETS			Deferred Contribution	0.00	0.00
Land	10,000.00	10,000.00	TOT. LONG TERM LIABILITY	33,631.15	35,871.73
Buildings	213,566.01	213,566.01	TOTAL LIABILITIES	31,305.94	85,884.57
Office Equipment	20,774.21	20,774.21			
Technical Equipment	332,073.63	332,073.63	NON-SHARE EQUITY		
Technical Renovations	9,913.00	9,913.00	Retained Surplus/(Deficit)	92,140.95	31,979.54
Fixed Assets at Cost	586,326.85	586,326.85	Net Retained Surp/(Def)	92,140.95	31,979.54
Accumulated Depreciation	(420,877.45)	(420,877.45)	Current Surplus/(Deficit)	83,953.12	60,161.41
TOTAL FIXED ASSETS	165,449.40	165,449.40	TOTAL EQUITY	176,094.07	92,140.95
TOTAL ASSETS	207,400.01	178,025.52	LIABILITIES AND EQUITY	207,400.01	178,025.52

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 22 July 2019 rhailman@trentradio.ca

REVENUE	01Sep18-31Jul19	01Sep17-31Jul18	EXPENSE	01Sep18-31Jul19	01Sep17-31Jul18
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	5,980.00	0.00	Programming Wage	77,580.58	73,708.80
Provincial Grants	0.00	5,668.17	Technical Wage	22,464.00	7,652.16
Municipal Grants	1,000.00	1,000.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	6,980.00	6,668.17	Administrative Wage	39,230.80	47,076.96
			TA Payroll	29,909.95	32,538.50
FUND RAISING			Benefits	3,562.89	3,223.26
Corporations	0.00	0.00	CPP Expense	7,143.68	6,407.92
Foundations	45,000.00	42,267.00	EI Expense	3,866.46	3,714.97
Private	9,244.39	5,241.84	Total Wages & Benefits	183,758.36	174,322.57
Leadership	0.00	0.00	Programming Fees	1,825.00	10,311.82
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	54,244.39	47,508.84	Publicity Fees	0.00	465.00
Trent Student Memberships	151,358.41	135,607.27	Administrative Fees	1,520.00	1,003.14
Commercial & Non-profit	700.00	650.00	Total Fees	3,345.00	11,779.96
Individual Memberships	1,650.00	1,260.00	TOTAL PERSONNEL	187,103.36	186,102.53
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	153,708.41	137,517.27	SUPPLY & EXPENSE		
Special Events	350.00	726.00	Publicity & Promotions	1,274.23	71.80
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	350.00	726.00	Line Rental	4,457.20	4,205.37
Fundraising	220.00	846.78	Rental Other	44.00	0.00
Fundraising Expense	(107.63)	(647.95)	Net Rentals	4,501.20	4,205.37
Net Fundraising	112.37	198.83	Postage & Delivery	21.70	148.09
TOTAL FUND RAISING	208,415.17	185,950.94	Office Supplies	483.19	527.60
			Telephone	917.99	1,098.77
EARNED REVENUE			Utilities	4,094.16	3,813.79
ON AIR Sponsorship	1,100.00	1,100.00	Programming & Licence	3,047.03	2,259.49
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	11,383.79	2,376.96
Net ON AIR Sponsorship	1,100.00	1,100.00	Building R & M Upper Apt	110.00	395.41
Net "RADIO PAPER"	0.00	0.00	Technical R & M	3,219.54	5,162.42
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	14,713.33	7,934.79
Tape Sales	0.00	0.00	Professional Fees	3,670.10	600.00
Tape Sales Expense	0.00	0.00	Insurance	3,981.96	3,641.75
Net Tape Sales	0.00	0.00	Travel & Conference	557.20	0.00
Rental Income	11,176.76	10,064.00	Volunteer Expense	755.95	1,084.28
Mgmt Services Gross	87,790.44	74,348.99	Bank Charges	265.62	251.00
Mgmt Services Nonpersonnel Expense	(2,618.77)	517.26	Mbanx Loan Interest	1,717.72	5,314.26
Net Misc Sales & Services	1,984.50	317.89	Net Interest	1,717.72	5,314.26
TOTAL EARNED REVENUE	99,432.93	86,348.14	Depreciation	0.00	0.00
			GST Paid	0.00	0.00
MISCELLANEOUS REVENUE			HST Paid	4,063.39	3,121.11
Interest Income	268.35	174.27	Bad Debts	0.00	0.00
Micellaneous Revenue	25.00	(55.00)	Miscellaneous	0.20	172.00
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	44,064.97	34,244.10
TOTAL MISC REVENUE	293.35	119.27	TOTAL EXPENSE	231,168.33	220,346.63
TOTAL REVENUE	315,121.45	279,086.52	NET INCOME	83,953.12	58,739.89

Trent Radio Draft Budget, Fiscal Year ending Aug 31 2020
prepared 20190826 RHailman

	YE2019 Projected	YE2020 Budget
REVENUE		
Memberships		
TrentU Levy	151,358.41	80,000.00
Other Memberships	<u>2,350.00</u>	<u>2,350.00</u>
Total Memberships	153,708.41	82,350.00
Grants		
CRFC	50,000.00	20,280.00
CFGP	2,500.00	-
CSJ	8,859.00	8,859.00
City	<u>1,000.00</u>	<u>1,000.00</u>
Total Grants	62,359.00	30,139.00
Fundraising		
Donations	9,340.00	10,000.00
Events & Fundraisers	<u>462.37</u>	<u>500.00</u>
Total Fundraising	9,802.37	10,500.00
Earned Revenue		
Sponsorships	1,100.00	1,100.00
Rental Income	11,176.76	11,316.60
Management Services	104,171.67	61,505.12
Net Misc Sales & Services	<u>4,007.15</u>	<u>4,000.00</u>
Total Earned Revenue	120,455.58	77,921.72
Misc Revenue		
Interest	268.35	268.35
Miscellaneous Revenue	<u>25.00</u>	<u>-</u>
Total Misc Revenue	293.35	268.35
TOTAL REVENUE	<u>346,618.71</u>	<u>201,179.07</u>

	YE2019 Projected	YE2020 Budget
EXPENSE		
Wages and Benefits		
Wages	149,644.98	91,301.60
Trent Annual Payroll	29,909.95	34,000.00
CPP	7,617.58	6,390.38
EI	4,101.62	2,841.84
Benefits	<u>3,562.89</u>	<u>2,500.00</u>
Total Wages and Benefits	194,837.02	137,033.82
Personnel Fees		
Programing Fees	3,850.00	2,500.00
Administrative Fees	2,770.00	3,000.00
Other Fees	-	-
Total Personnel Fees	6,620.00	5,500.00
Repair and Maintenance		
Building R&M	11,698.79	3,000.00
Upper Apt R&M	110.00	250.00
Technical R&M	<u>4,399.54</u>	<u>2,500.00</u>
Total Repair and Maintenance	16,208.33	5,750.00
Rentals		
Line Rental	4,774.15	3,803.40
Equipment Rental	-	400.00
Other Rental	<u>44.00</u>	<u>2,000.00</u>
Total Rental	4,818.15	6,203.40
Other Supply & Expense		
Publicity and Promotions	1,274.23	3,250.00
Postage and Delivery	21.70	275.00
Telephone	993.23	1,000.00
Office Supplies	483.19	500.00
Utilities	4,412.70	4,500.00
Programing & Licence	3,047.03	4,000.00
Professional Fees	3,670.10	3,700.00
Insurance	3,981.96	4,000.00
Travel & Conference	557.20	250.00
Volunteer Expense	755.95	750.00
Bank Charges	280.00	280.00
Loan Interest	2,847.98	2,506.15
Loan Principal	3,937.67	4,279.49
HST Paid	<u>4,176.48</u>	<u>4,443.19</u>
Total Other Supply & Expense	30,439.42	33,733.83
TOTAL EXPENSE	<u>252,922.92</u>	<u>188,221.05</u>
NET INCOME	<u>93,695.79</u>	<u>12,958.02</u>

Summer 2019 - End of Season Report: Programming & Volunteers

Prepared by Jill Staveley, August 28, 2019

Overall it has been a very successful summer. We have moved forward with courage and grace through great loss, financial instability and general uncertainty. This success is due entirely to a strong community of passionate people, working together with Trent Radio's Aims & Objects as our guiding light.

Programming: This season we saw great strength in our volunteer programming and operational crew. My main priority over the next 10 months is to encourage and empower volunteers to take accountable leadership roles in the day-to-day operations of Trent Radio House, while management staff ensures that all compliance requirements are met to maintain our Charitable status and Broadcast License.

In moving forward with this goal, the idea is to set Trent Radio up to operate on a model that can sustain financial restrictions and losses as we navigate the first few years of the Student Choice Initiative, impacting our student membership payments - collected through Trent University Undergraduate Levy Fees.

People Power:

14 Operators

68 Programmers (53 Community Members, 15 Trent U Ptbo Campus Undergrads)

48 Programmes

6 Smooth Operator Shows

5 Broadcasts of Red Morning Radio (as per JKM)

51.5 hours of Scheduled Local Programming each Broadcast Week (between 6am & midnight daily, including Red Morning Radio, not including RFP)

Administrative Compliance:

During the Programming Selection, care was taken to ensure a balanced programme schedule, meeting CRTC Content Category Requirements and Canadian Content Requirements

Programme Logs were prepared and reconciled for each broadcast day

Audio Logger was monitored 3 times each broadcast day to ensure compliance

Music Sheets were prepared by programmers, and reconciled for each programme

2019 Summer Broadcast Season STATEMENT OF PERFORMANCE 16wks, 06May-17Aug:

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 Stats (including RFP)

Content Category	CRTC Required	TRadio Required	SUMMER19/weekly stats	SUMMER19 TOTAL /15wk
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming	MIN 25% of all programming	30%	
11 – NEWS			-	
12 – S/W Other			38.15HRS	572.25
CATEGORY 2 – POPULAR MUSIC		MAX 60% of all music	46%/58.10HRS	871.5
21-pop rock & dance	At least 20% of CAT2 must be other than 21		42.8HRS	642
22 - country & country oriented			7.45HRS	111.75
23 – acoustic			4.10HRS	61.5
24 – easy listening			3.75HRS	56.25
CATEGORY 3 – TRAD & SPECIAL INTEREST	MIN 5% of all selections	MIN 5% of all selections	24%/29.75HRS	446.25
31 – concert			2.85HRS	42.75
32 – Folk & Folk Oriented			4.4HRS	66
33 – World Beat & International			1.1HRS	16.5
34 – Jazz & Blues			4.1HRS	61.5
35 – Religious			8.10HRS	121.5
36 – Audio Art			9.20HRS	138
HITS PLAYED	No specification	MAX 5%	Below TR MAX	Below TR MAX
Station Produced	Minimum 42hrs	Minimum 42hrs	51.5hrs (w/o RFP)	772.5hrs (w/o RPF)
Ad & Sponsorship		MAX 252 minutes	Below TR MAX	Below TR MAX
CAT1 total hrs			– 38.15HRS or 30% of programming	
CAT 2 total hrs			= 58.1HRS or 46% of all musical selections	
CAT 3 total hrs			= 29.75HRS or 24% of all musical selections	

Summer 2019 - End of Season Report: Archives & Technology

Prepared by Rob Hailman, August 28, 2019

Suffice it to say, many things this summer did not go as planned. Much of my summer was spent learning the ropes of new facets of Trent Radio as an organization and the responsibilities that go along with them, leaving much less time than expected for my previous core responsibilities.

Archives: The archives largely lay fallow this summer, we did not have an archivist assistant position through Canada Summer Jobs and much of my effort was spent transitioning into new responsibilities and keeping the ship afloat as well as possible.

We will have a music archivist through TWSP in the fall, and my hope is we will regain some momentum & awareness of our archives through that position.

Technology: A major technological triumph this summer was the launch of our new website in June, which was intended to be more modern, accessible, and mobile-friendly. There remains much to be done, but it has been well received.

On the whole, our broadcast technology served us well through the summer. Total broadcast outages were 13 hours 25 minutes, with 13 hours 10 minutes of that being two events that occurred outside live programming hours.

Bill Hodgson did maintenance on the Studio A console again during the current shutdown, primarily focusing on resolving issues with the on-air phone. If problems with it continue, the next step is to remove the on-air phone module and send it for service.

Our remote broadcast capabilities continue to be a source of joy, presenting opportunities to get out in the community, develop our technical capacity, and make great radio. An exceptional highlight of this is was our broadcast of the celebration of life for John in June.

Trent Annual: Work continues with Esther to reprint the missing grad photos. Miranda Studios has provided us with a complete list of all the names and files which should have appeared in the yearbook, so next steps are to determine to (re)print and estimate the costs of printing & distribution, and then to find a mutually workable system to prevent these problems next year.

Community Outreach Development Manager's Report

prepared by Mauricio Interiano

My last summer season at Trent Radio House as CODM has been extraordinary in many different ways. My primary responsibilities included day-to-day Programmer & Office Support, Community Outreach and helping oversee the work of the Canada Summer Jobs staff.

I was also able to do create succession / training documents that would help potential volunteers that might want to help with outreach activities related to Trent Radio.

1. Trent Radio Social Media Guide for Instagram, Facebook and Twitter.
2. Outreach Kit / Info Booth Guide
3. General PSA Guide
4. Folder with: Poster Examples - Logos - Images - Promotion Materials
5. Chronological guide for PD related activities
6. Workshop Templates

Alex Roper and Jonathon McKinney joined Trent Radio Staff as the Summer Operations and Information Manager (SOIM). It was great working with them as they were out in the community (or in the studio)

covering events, celebrations and festivals in the Peterborough region.

Alex Roper, a previous programmer, were very capable and carry themselves very confident with their work out and in the station. Their show Radio, Waves at the End of the Rapids, was well structured and covered many events and showcases many community members.

Alex also hosted Nogo/Ptbo 2030 Day at Trent Radio.

Jonathon McKinney was completely new to Trent Radio. So his time and work at the Trent Radio was complemented with a lot of training. Jonathon helped out with many outreach sessions and Trent Radio on the Lawn at Sadleir House this season.

Other highlights of the summer:

Levy Booklet: I have previously helped out with the Levy Booklet for the last couple of years. During the spring season Angelica Cooper and I created a feedback survey to decide if this was needed for the upcoming year. With some mixed reviews on the booklets approach, design and purpose we decided to move forward and keep doing it with help from other folks.

I did not join the committee this year and provided the new committee with all the information they would need. I recommended Trent Radio doing this again this year as is another way to share the work that we do.

Trent Radio Staff Meetings: Throughout the summer we held a few weekly staff meetings to catch-up and check in with everyone and plan for the fall. I found these to be very helpful and it was a great way to share information about my work for the last couple of years.

Trent University's Orientation Session: This was a great opportunity to share with parents and new students what Trent Radio is and what we do. Jill's idea of a remote broadcast during this event was great in that people could see us in action.

Other Programming, *Outreach & Events Highlights

Summer 2019

Sat May 4 Doors Open Peterborough*

Fri May 29 Peterborough Arts Awards *

Thu May 30 Star Stuck at Trent Radio

Thu May 30 - Thu Jun 6 Convocation Live Broadcast Trent Radio

Target PSA Campaign / Contracts

Sun Jun 2 Trent Radio Summer Social*

Wed Jun 05 National Community Radio Conference

Wed Jun 14 St. Joseph's at Fleming Workshop / Recordings

Mon Jul 01 NCC Multicultural Canada Day*

Trent University's Orientation for New Student and Parents*

Thu Jul 4 TISA multilingual programming Collaboration / Workshop*

Thu Jul 11 Multilingual PSA Recording*

Sun Jul 21 Nogo/Ptbo 2030 Day at Trent Radio

Thu Aug 08 Trent Radio on the Lawn at Sadleir House

Community Connections: As part of the Community Connections: Trent Radio Remote & Satellite Studio Project this summer I was in charge and helped in some of the Remote Broadcasts from local business and other outreach and workshop sessions:

Live Broadcast of 1938 War of the Worlds - Theatre on King
Evangeline Gentle - Meta4 Gallery
NCC Multicultural Canada Day
Kate Story & Tim Wilson - Watson and Lou
Peachykine - Maar's Music
TISA multilingual programming Collaboration / Workshop / Recording
St. Joseph's at Fleming Workshop / Recordings
Trent University's Orientation for New Student and Parents

All of these events have helped us explore Trent Radio's capacity to produce live and local broadcasts from remote locations, and to curate a workshop and production series that can be delivered within a wide variety of community organizations and local gathering spaces.

It has been a wonderful project that allowed us to have a better understanding of our potential and resources to be more accessible to the community that we serve.

TISA and Trent Radio: Trent Radio and TISA joined forces to deliver two sessions this summer:

1. Multilingual Programming Information Session
2. PSA Recording Session at Trent Radio House

The hope was that the activities completed this summer will help enable TISA volunteers to support multilingual programming and programmers in the fall.

TISA has agreed to:

- Work as a liaison student group to support multilingual opportunities at Trent Radio House.
- Keep paper copies of Programme Proposals at their office for students who are interested in doing a show at Trent Radio.
- Assist with connecting and communicating with multilingual programmers/students for Volunteer opportunities at Trent Radio House.
- I have started a list of current students and languages with their contact information so both organizations can have access to it. I will send it later today.
- Host TISA Hour on Trent Radio (pending confirmation) this upcoming academic year to promote TISA, Trent University, Student events to the community.

I am very excited to see TISA joining forces with Trent Radio and I am looking forward to seeing your many future accomplishments.

This was my last season at Trent Radio. I can't leave this place without formally thanking some people:

Jill Staveley: thank you for all your advice, mentorship, understanding and patience with me. You taught me very important skills that will help me moving forward - not only how to wrap cables and edit audio files but also how to take ownership of my actions. I also hope that one day I could be at least half of the parent that you are. I am very confident that your resilience, energy and care will take Trent Radio to great places.

John K. Muir: thank you for sharing your passion with me. It was a real honour and privilege to work under your wing. Your conversations, guidance, insight and stubbornness is something that I am taking with me and will never forget.

Matt Jarvis & Rob Hailman: Thank you for always sharing with me alternative and creative ways to approach any situation - and for opening my ears to a variety of sweet local content.

Special mention to: **Sadleir House Staff & Trent Radio's Board.**

SOIM #1 - Report from Workshop Outreach at Camp Firefly

prepared by Allie Heigh-Roper 12 July 2019

We had a very successful outreach workshop at Camp Firefly on behalf of Trent Radio. 4-5 youth members attended as well as 2-3 adult attendees of the camp. Of the youth only 1 of them was not local, the others lived in the region and were interested in the workshop as well as future work with Trent Radio. The youth were aged 12-18 years and the adults ranged much more widely.

In regards to the structure of the workshop, I began by introducing myself and my position at Trent Radio. We then discussed the aims of Trent Radio, its unique structure and organization. We discussed explicitly what Trent Radio does to provide a safe and welcoming space for queer youth. We discussed the aims of Trent Radio as a broadcaster, spoke of volunteer opportunities at Trent Radio. From this point we moved on to a brief overview of the Trent Radio Program Proposals to encourage the youth to develop shows of their own, many seemed interested, and the one from out of town lamented not being able to have a show here. Following this we provided the youth a chance to get involved with radio by helping record content for my Radio Project Day.

The Radio Project Day, Nogo2030/PTBO2030 is a speculative fiction radio day meant to look at a better future for our region. Three of the folks participated in the recording including one of the youths, allowing me to capture 8 minutes of content. In addition to being involved in radio, I introduced the idea of pitch shifting and the youth requested I do that for their voice to help alleviate dysphoria.

Overall the workshop was a success and I believe we were able to address the power and potential of radio for those who attended!

SOIM #2 – Jonathon McKinney

prepared by Jonathon McKinney 23 August 2019

When I first began working at the station, I knew nothing about Trent Radio. After now working there for 8 weeks, I feel as though I have become a member of the Trent Radio community, as well as a more active member in the Peterborough community. Through Trent Radio, I have gained experience regarding live broadcasting, audio recording and editing, and general maintenance of a radio station from a management perspective.

Through the training I received regarding audio editing, I feel as though I have become more creative when it comes to the creation of music and other projects. Most importantly, I value the connections I have made within the Trent Radio community in addition to the other connections I have made within different aspects of Peterborough. Specifically, the interactions I have had with local musicians have broadened my knowledge of the Peterborough music scene, and I have developed a more detailed understanding of the radio perspective regarding local music. My overall experience at Trent Radio was positive and I hope to continue to be active in the Trent Radio community.

Proposed Staffing Model & Job Descriptions

2 x Management Staff, 26 Aug 2019 to (end date to be determined)

Salary paid biweekly: \$1,537.50 + vacation pay & TCSA family health benefits
(salary calculated as \$20.50/hr for 37.5 hours)

Director of Operations:

Director of Operations will report directly to the Trent Radio Board of Directors, and work in cooperation with the Director of Programming to oversee and ensure the completion of all tasks required to maintain Trent Radio's Broadcast License, Charitable Status, and Physical Assets. The Director of Operations will be charged with responsibilities specifically pertaining to: IT Equipment, Broadcast Technology, ISED Compliance, LCMP, Music Archives, Financial Planning and Monthly Book Keeping Sessions, Governance support and guidance, Physical Plant, Landlord relations, and Production Projects.

- Manage Financial Accounting & Bookkeeping for Trent Radio & Trent Annual
- Oversee Special Projects
- Manage & Maintain Physical Space & equipment (safety & studios)
- Report to the Board of Directors
- Oversee & renew Broadcasting License & reporting requirements
- Attend Board Meetings
- Oversee all communications through email, post & phone
- Plan, Propose & Oversee Annual Schedule/Dates
- Governance and Board Communication
- Train & Support Volunteer Programmers & Operational Staff
- Pay Bills
- Landlord/Tenant relations
- Hire & communicate with regular services (ORKIN, J Byrne etc.)
- Organise AGM
- Financial Review
- Truth & Beauty
- Trent Annual Management
- Grant Writing
- Archives
- Microphone Placement

Director of Programming:

Director of Programming will report directly to the Trent Radio Board of Directors, and work in cooperation with the Director of Operations to oversee and ensure the completion of all tasks required to maintain Trent Radio's Broadcast License, Charitable Status, and Physical Assets. The Director of Programming will be charged with responsibilities specifically pertaining to: CRTC Compliance, Volunteer recruitment & training, Grant Applications and reporting, Weekly Programming documentation, Hiring and overseeing TWSP & TI Staff, High School Coop Placement Students, Sponsorship Engagement, Promotion and Outreach, Membership Communications, SOCAN reporting and Trent University Levy Group engagement.

- TWSP - Student Staff
- Coop Students
- Volunteers
- Operators / Programmers
- Report to the Board of Directors
- Hire, Train & Oversee all part-time staff
- Attend Board Meetings
- Arrange and oversee monthly volunteer meetings
- Oversee all communications through email, post & phone
- Train & Support Volunteer Programmers & Operational Staff
- Communicate with and report to Granting Bodies and donors
- Promote, Schedule & Oversee Programming Schedules each Broadcast Season
- SOCAN Reporting
- CRTC Communication
- Sponsorship Committee
- Sponsorship
- Programming Projects
- Grant Writing
- Community Engagement
- Microphone Placement

Esther Vincent – Chief Learning Officer Job Description (Trent Annual)

The book: While its presentation and structure changes over the years, a yearbook's purpose remains the same. It is the job of each yearbook to cover historical moments on an annual basis and through copy, photographs and design make the book unique to the year. Since each year is different, the CLO will stimulate yearbook staff to create a storybook unique to their year, and to strive to be imaginative and creative while maintaining sound journalistic principles.

The function of the yearbook is to be a

- a) Reference book
- b) Memory book
- c) History book, and

To be an outlet for student points of view (student spin)

Honest, Relevant, Thorough, Accurate, of the Highest Quality

The Participants: Educate, Encourage, Inspire

Increase professional value of the participants

There are four types of learning techniques that may be employed by chief learning officers (CLOs):

Coaching: coaching refers to the training and development process wherein the CLO will support and train an individual or team in achieving a specific skill, competence, or goal.

Engagement: engagement refers to the process of being psychologically invested in the learning process. It is often seen as an indicator of success in learning and the CLO will often attempt to maximize engagement of the participants and measure engagement during a variety of different learning tasks in order to rate their effectiveness.

Mentoring: mentoring refers to a personal development relationship in which one of more experienced individuals will assist a less experienced learner in acquiring a new skill, ability, or competency. The process involves communication and is relationship based. It may be said to include formal transfers of knowledge, social capital, and psychological support.

Management training: Management training activities are those which specifically relate the improving the management of people. CLOs may also be responsible for providing training and measuring success of skills and competencies related to management functions.