

Trent Radio BoD

September 25, 2019

MINUTES OF THE BOARD OF DIRECTORS MEETING and Sadleir House,
751 George St. N., Peterborough, Ontario on Wednesday September 25, 2019

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Bill Templeman (arrived at 6:39pm)

Regrets: 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 6:16pm, 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 28 August 2019, were approved.
3. The Financial Reports (Financial Statements and Income Statements) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. It should be noted that this is a preliminary draft, and some areas are not fully accurate at this point.
4. The Staff Reports (Director of Programming and Director of Operations) were presented. UPON A MOTION duly made, seconded, and carried unanimously, they were approved. The Trent Radio Levy opt-out percentage for this semester is actually 33%, rather than the 37% we were told initially because of late student registration. In terms of total levy funding, our opt-out rate represents a 25% cut from last year because enrollment at Trent increased this year.
5. Jill is in the process of applying for a CFGP Grant in collaboration with the Theatre on King.
6. The date of Trent Radio's Annual General Meeting (AGM) was determined to be November 17, 2019 at 11am. It will feature a community feast at 1pm.
7. Shannon and Brazil are heading the Nomination Committee. All Board Members present at the meeting confirmed their interest in continuing their service on the Board in the upcoming fiscal year. Thus, the Board is in need of one new recruit, who must be a Trent student. There was talk of putting a call out for Board Members, and potentially using TWSP staff to help recruit new Members.
8. Shannon, Alex, and Bill are heading the Human Resources Committee. They are in the process of drafting contracts for Rob and Jill for the upcoming year. When a draft is made, they will be consulting Joe Grant, LLC before presenting it. UPON A MOTION duly made, seconded and carried unanimously, spending for a lawyer to review the contracts was approved. They will also be reaching out to Kat Dickinson, an HR professional from the Sadleir House Board for advice. It was also brought to the attention to the Board that Trent Radio has no HR policies, which will be a goal to rectify moving forward.

9. There were five items discussed in other business. The Board would like to give an official thank you to Yvonne, Cora, and Iris for the weeks' worth of Girl Guide cookies they donated to Trent Radio. Rachelle Sauve has been committing 3-5 hours a week speaking with and recruiting potential sponsors. She has connected with the Sponsorship Committee through email. Loretta Sullivan has agreed to help Rachelle. Renegade Apparel and Sam's Place are returning as sponsors for the upcoming year. Durable Fencing has been contacted as a potential contractor for the parking lot fencing issue.
10. The next Board meeting is scheduled for October 23rd at 6pm.
11. There being no other business, the meeting was adjourned at 7:04pm.