

TRENT RADIO BoD AGENDA
25 SEPTEMBER 2019 – 6:00pm
at Trent Radio House, 715 George St North

- 01. Chair's Opening Remarks and Agenda Approval**
- 02. Presentation of Previous Board Minutes – August 28th, 2019**
- 03. Presentation of Financial Report**
- 04. Staff Reports**
 - **Director of Programming / RRFGM**
 - **Director of Operations**
- 05. CFGP Grant Opportunities**
- 06. Date of AGM**
- 07. Nomination Committee**
- 08. HR Committee**
- 09. Any other business**
- 10. Set date for next BoD meeting**
- 11. Adjournment**

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

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 20 Sep 2019 rhailman@trentradio.ca

ASSETS	@ 31Aug19	@ 31Aug18	LIABILITIES	@ 31Aug19	@ 31Aug18
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	612.88	52,352.84
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	7,947.41	5,643.28	Deferred Income	935.00	910.00
ING Savings	5,896.97	611.29	Accrued Liabilities	(3,250.00)	(3,250.00)
Cash In Bank	13,844.38	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	(287.30)	(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	(1,771.51)	50,012.84
Prepaid Expenses	3,006.27	1,815.16			
TOTAL CURRENT ASSETS	22,863.35	12,576.12	LONG TERM LIABILITY		
			CO Long Term Loan	32,014.04	35,871.73
FIXED ASSETS			Deferred Contribution	0.00	0.00
Land	10,000.00	10,000.00	TOT. LONG TERM LIABILITY	32,014.04	35,871.73
Buildings	213,566.01	213,566.01	TOTAL LIABILITIES	30,242.53	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)	65,929.27	60,161.41
TOTAL FIXED ASSETS	165,449.40	165,449.40	TOTAL EQUITY	158,070.22	92,140.95
TOTAL ASSETS	188,312.75	178,025.52	LIABILITIES AND EQUITY	188,312.75	178,025.52

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 20 Sep 2019 rhailman@trentradio.ca

REVENUE	01Sep18-31Aug19	01Sep17-31Aug18	EXPENSE	01Sep18-31Aug19	01Sep17-31Aug18
GOVERNMENT GRANTS			PERSONNEL		
Federal Grants	5,980.00	6,720.00	Programming Wage	86,078.18	82,674.40
Provincial Grants	0.00	5,668.17	Technical Wage	24,336.00	8,973.84
Municipal Grants	1,000.00	1,000.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	6,980.00	13,388.17	Administrative Wage	39,230.80	51,000.04
			TA Payroll	29,909.95	32,538.50
FUND RAISING			Benefits	3,562.89	3,223.26
Corporations	0.00	0.00	CPP Expense	7,617.58	7,031.36
Foundations	45,000.00	49,767.00	EI Expense	4,101.62	4,045.19
Private	9,421.78	5,241.84	Total Wages & Benefits	194,837.02	189,486.59
Leadership	0.00	0.00	Programming Fees	4,050.00	10,311.82
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	54,421.78	55,008.84	Publicity Fees	0.00	465.00
Trent Student Memberships	151,358.41	135,607.27	Administrative Fees	2,010.00	1,119.39
Commercial & Non-profit	700.00	650.00	Total Fees	6,060.00	11,896.21
Individual Memberships	1,650.00	1,260.00	TOTAL PERSONNEL	200,897.02	201,382.80
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	1,100.93	92.83
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	350.00	726.00	Line Rental	4,774.15	4,589.97
Fundraising	220.00	846.78	Rental Other	44.00	0.00
Fundraising Expense	(107.63)	(647.95)	Net Rentals	4,818.15	4,589.97
Net Fundraising	112.37	198.83	Postage & Delivery	21.70	148.09
TOTAL FUND RAISING	208,592.56	193,450.94	Office Supplies	538.16	527.60
			Telephone	993.23	1,262.17
EARNED REVENUE			Utilities	4,412.70	4,202.24
ON AIR Sponsorship	1,100.00	1,100.00	Programming & Licence	2,697.03	2,259.49
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	11,761.22	2,536.93
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	4,471.49	5,412.41
Net Other Sponsorship	0.00	0.00	Net Repair & Maintenance	16,342.71	8,344.75
Tape Sales	0.00	0.00	Professional Fees	3,670.10	(2,650.00)
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	10,992.00	Volunteer Expense	768.83	1,084.28
Mgmt Services Gross	87,790.44	74,348.99	Bank Charges	290.29	263.25
Mgmt Services Nonpersonnel Expense	(2,618.77)	517.26	Mbanx Loan Interest	3,564.18	6,254.97
Net Misc Sales & Services	1,774.95	317.89	Net Interest	3,564.18	6,254.97
TOTAL EARNED REVENUE	99,223.38	87,276.14	Depreciation	0.00	0.00
			GST Paid	0.00	0.00
MISCELLANEOUS REVENUE			HST Paid	4,488.58	2,497.39
Interest Income	276.80	174.74	Bad Debts	0.00	0.00
Micellaneous Revenue	25.00	(55.00)	Miscellaneous	25.70	172.00
Amortisatn Dfrd Contribtns	0.00	0.00	TOTAL SUPPLY & EXPENSE	48,271.45	32,690.78
TOTAL MISC REVENUE	301.80	119.74	TOTAL EXPENSE	249,168.47	234,073.58
TOTAL REVENUE	315,097.74	294,234.99	NET INCOME	65,929.27	60,161.41

Director of Programming – September Report **20190925 – jstaveley**

Pre-Season, Notable Events:

Tue Sep 03 – Start of the Pre Season
Wed Sep 04 – Programme Proposal Workshop @ Trent Radio (D.Hawkins)
Wed Sep 04 – TTOK Remote Broadcast (Radio Drama)
Thu Sep 05 – Programme Proposal Workshop @ Sam's Place (B.Templeman, J.Staveley)
Mon Sep 09 – SCI Remote (OPIRG)
Tue Sep 08 – StudioA Training (A.Moniz)
Wed Sep 11 – Clubs & Groups Day
Wed Sep 11 – Met with NCC Youth, PSA Translation & Recording Project Organising
Thu Sep 12 – Programme Proposal Workshop @ Bata (D.Leal)
Fri Sep 13 – CUST4541H First Meeting (Maxwell Reid, Journalism Capstone Project @ Trent Radio, w/Jill Staveley hired by the university to fill the role of course supervisor)
Fri Sep 13 – PP Deadline @ High Noon, Open House 3-6pm, OPIRG Vegan BBQ Remote Broadcast (Sadleir House)
Sat Sep 14 – PP Selection Committee Meeting
Mon Sep 16 – Visit CUST 2035 (alternative class assignment project, ongoing relationship with Trent Radio)
Tue Sep 17 – picked up and deposited Levy Cheques for Trent Radio & TSAPC
Thu Sep 19 – Levy Council Monthly Meeting
Sun Sep 22 – First Day of Fall 2019 Broadcast Season

Programme Proposals Submitted: 78
Programmes Scheduled @ Start of Season: 75
Programmes to be Scheduled: 3
Total Number of Unique Programmers: 103
Programmers who are Trent U Students (Levy Fee): 28
Programmers who are making radio on behalf of a group: 15
Programmers who are Community Members: 60
Scheduled Operators: 15
On Call Operators: 5
Self Support Programmers: 13

Statement of Performance – to be presented in October. It is my opinion that Trent Radio is in compliance with all regulatory requirements.

Projects

Queen Mary PS: Trent Radio will be delivering a workshop series with the French language program at Queen Mary PS this year. They have secured a \$1000 grant to pay us for the project. It will include learning a bit about making radio, and setting up a remote broadcast studio at the school.

CFGP: 2019 Vital Community Grants (focus on building Community Connections). TTOK has agreed to partner with us to deliver a Radio Drama workshop & broadcast project. The goal would be to deliver radio and drama related workshops in the 2 downtown schools (Prince of Wales, Queen Mary) as well as at Trent. Each group would prepare a radio drama to perform live at TTOK, broadcast on Trent Radio, and they would happen all at the same time.

Financial request would be:

\$1000 Trent Radio

\$1000 TTOK

\$3000 Workshop Leaders and Radio Play Directors

Director of Operations – September Report

20190925 – rhailman

Trent U Levy: Levy cheques for the fall term are now available, and Jill picked up and deposited ours last week. Trent Radio received \$56,493.28. As the structure for distributing levies changed to a per-term basis, this is difficult to directly compare with previous years, but assuming next term is similar we can expect about \$113,000 for the year, which is comparable to the levy fees received in the 2013-2014 academic year.

TCSA Health Benefits: Health and dental benefits have increased in cost this year. The total payable for this year is \$2300.99, which includes \$400.73 for Esther to be reimbursed by Trent Annual.

Year-end & Financial Review: Susan Newman and I are working towards preparing for our year end financial review. While things are mostly in order, there are some things in our books that may need clarification or correction before we can prepare a definitive year-end statement.

John West at Grant Thornton will require our materials for the fiscal review by Oct. 21 at the latest to prepare the financial review in time for our AGM. He is understanding that Jill & I are new to this process, and has sent us a checklist of materials needed for the review and is willing to provide further guidance as needed.

Annual General Meeting: Trent Radio's annual general meeting is tentatively scheduled for Sunday, November 17th, pending board approval. Jill has booked the John K Muir Dining Hall at Sadleir House, and we are planning for Food Not Bombs organize a community feast as in years past.

Trent Annual: Fareeda Imana is this year's editor-in-chief, after serving as lead designer last year. She, Esther and myself met on Sept 16 for a kickoff meeting for the 2020 yearbook, and while it is early in the process things are well underway with the Annual for this year. She is interested in becoming more familiar with Trent Annual's finances and governance, which is a welcome development in my opinion.

With respect to reprinting the grad photos from last year, the graduating class has been contacted (through the Convocation department) to request the reprint. So far, the number is lower than expected, with a final count (and thus a cost estimate) anticipated by the end of the month.

Nominating Committee

Trent Radio By-Laws:

Nominating Committee - Ballot on Contention

3.03. At annual meetings a Nominating Committee consisting of two members of the Board and not less than three other members of Trent Radio, appointed by the Board, will submit nominations to fill vacancies of the Board for consideration by the membership. Nominations must be posted on a Notice Board, in a prominent place in each college of Trent University at least ten (10) days before the annual meeting, or published as hereinbefore provided. Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting. No member shall be eligible for re-election until one year has elapsed from the date of his resignation or removal from the Board.

Nominating Committee Policy:

Individual Eligibility:

Each Nominee MUST be;

1. Eighteen years of age or older, [CorpAct 286(4)]
2. And EITHER,
 - a) a student who shall be enrolled at Trent University at the time of the AGM, OR,
 - b) someone otherwise from the community at large.note that (a) and (b) are not mutually exclusive
3. And a Member of Trent Radio
 - a) at the time of their election, OR,
 - b) within ten (10) days thereafter and throughout their term of office. [CorpAct 286(1 & 2)]
4. And capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage
5. And not normally employed by Trent Radio.

Group Eligibility:

1. Members of the Board SHALL be drawn from among
 - a) the student body of Trent University,
 - b) Trent Radio volunteers,
 - c) members of the community at large.and MAY include members drawn from Trent University [CRTC]
2. Members of the Board shall be at all times Canadian citizens [TRB] normally resident in Canada, except when non-Canadian participation is seen to be of exceptional benefit to Trent Radio and its direction in which case; the President and not less than 80% of the members of the Board shall be Canadian citizens, and all members of the Board shall be normally resident in Canada. [Requirements of the Direction to the CRTC (Ineligibility of Non-Canadians) P.C. 997-486] & [TRB]
3. A majority of the Board shall be enrolled students of Trent University at the time of their election or appointment. [TRB]
4. Taken together the Board shall be balanced at all times [CRTC] [TRB]

The Nominating Committee is charged with recruiting nominees who taken together reflect a balance of skills and aptitude, of experience and passion, of those who are instrumental and those who are thoughtful, without regard to sex, occupation, or any other characteristic prohibited by the Human Right Code of Canada.

Note:

TRB refers to Trent Radio By-law #1

CorpAct refers to Corporations Act Revised Statutes of Ontario, 1990, Chapter C.38

CRTC refers to Public Notices, Decisions and other Policy as promulgated by the Canadian Radio-television and Telecommunications Commission or the Privy Council of Canada