

**ANNUAL GENERAL MEETING of T R E N T   R A D I O**  
- a corporation without share capital -  
**SUNDAY, 8 DECEMBER 2019, 11 A.M. at the John K Muir Dining Hall, Sadleir House Facility,  
751 George St North, Peterborough, Ontario**

**===      A G E N D A      ===**

- 1.) Call to Order, President's opening remarks and setting of the agenda.
- 2.) MOTION to approve minutes of last Annual General Meeting held on 25 November 2018.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.  
Namely: Radio Free Peterborough; Yearbook Management Report; Donations, Sponsorship & Earned Revenue;  
Local Content Project Manager / Broadcast Technology Advisor; Programme Director / Community Outreach and  
Development Manager; Production Manager/Deputy General Manager; Scapegoat, and President.

MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.

MOTION to confirm all resolutions of the Board.

- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2019 with an independent Financial Review. And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and an extraordinary MOTION, to appoint the accounting agents to prepare an independent Financial Review for the next fiscal year ending 31 August 2020.
- 5.) REPORT of the Nominating Committee and election of Directors. As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership. The Nominees in alphabetical order are;

**Alex Campagnolo (c), Shannon Culkeen (s), Brazil Gaffney-Knox (s), Michael Gray (s), Alissa Paxton (c), Katie Pedlar (s), & Bill Templeman (c)** (s = student & c = community member);

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. Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by a responsible Trent Radio representative, by **11 a.m., Sunday, 1 December 2019 at Trent Radio House, 715 George Street North.**

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected or qualified. Members of the Board of Directors shall be, capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 6.) Any other business

- 7.) MOTION to adjourn

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish.

Subject to review and amendment, Trent Radio by-laws state that "all full time Trent University students are members of Trent Radio"

**MINUTES OF THE MEETING OF MEMBERS at Sadlier House,  
751 George St. N., Peterborough, Ontario on Sunday November 25 2018**

Present: Alex Campagnolo, Paul Cleveland, Hannah Collins, Angelica Cooper, Shannon Culkeen, Will Dobbin, Phyllis Dobbie, Sean Eyre, Robert Farr, Julia Fenn, Blake Frazer, Brazil Gaffney-Knox, Robert Gibson, Rob Hailman, Mauricio Interiano, Daniela Leal, Matt Poppleton, Ryan Purdon, Jill Staveley, Nick Taylor, Bill Templeman, Morris Turner, Devon Wilkins, Tom Young

Regrets: Michael Gray, Steve McNabb, Zara Syed

Also present: None

1. Notice of the meeting having been duly published according to the bylaws of the Corporation, and a quorum of the members being present in person, the meeting was called to order and declared duly constituted at 11:12am, with Shannon Culkeen presiding and Alex Campagnolo recording the minutes of the meeting. The agenda was agreed upon and discussion followed.
2. The minutes of the previous Annual General Meeting from 19 November 2017 were presented. UPON a motion duly made, seconded and carried unanimously, the minutes were approved following date amendments at the bottom of Page 1.
3. The Reports of the Directors, Committee Chairs, Staff, and Officers were presented. The Summer Operations and Information Manager Report was presented by Hannah Collins. The Local Content Archivist Assistant Report was presented by Rob Hailman. The LCMP/Volunteer Support & Training Coordinator Report was presented by Matt Jarvis. The Sponsorship, Grants, Fundraising & Earned Revenue Report was presented by Jill Staveley. The Yearbook Management Report was presented by Jill Staveley. The Local Content Project Manager/Broadcast Technology Advisor Report was presented by Rob Hailman. The Community Outreach Development Manager's Report was presented by Mauricio Interiano. The Production Manager, Deputy General Manager, RRFG Report was presented by Jill Staveley. The General Manager's Report was presented by Jill Staveley. The Scapegoat Report was presented by Paul Cleveland. The President's Report was presented by Shannon Culkeen. UPON A MOTION duly made, seconded and carried unanimously, the Reports of the Committee Chairs, Staff, and Officers were approved.

All Board minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the Trent Radio website throughout the year. UPON A MOTION duly made, seconded and carried unanimously, it was resolved that all resolutions and acts of the Board since the last AGM held 19 November 2017 as set out in the Minutes of Directions of the Corporation or in the Annual Report of the Corporation submitted to this meeting were approved.

4. The Financial Review Engagement Report was presented for the fiscal year ending 31 August 2018 (dated 21 November 2018), as prepared by Grant Thornton Chartered Accountants, was presented. The Review consisted of a Statement of Position, Statement of Changes in Net Assets, Statement of Operations, Statement of Cash Flows, and Notes to the Financial Statements. Some clarifications were required and provided accordingly. UPON A MOTION duly made, seconded and carried unanimously, the Financial Review Engagement Report was approved. UPON AN EXTRAORDINARY MOTION duly made, seconded and carried unanimously, Grant Thornton Chartered Accountants were appointed as accounting agents to conduct the next Financial Review Engagement Report for the period ending 31 August 2019.
5. The Report of the Nominating Committee was presented. The Chair of the Board reported that no further nominations had been received, as provided by the bylaws of the corporation. The Chair asked Nominees present to confirm that they were Canadian citizens and age eighteen or older, as well as declared that a majority of nominees were enrolled as students of Trent University. The present Nominees introduced themselves and explained their reasons for interest in serving on the Board. UPON A MOTION duly made, seconded and carried unanimously, it was resolved that the Report of the Nomination Committee be accepted, and that the Nominees presented, namely; Alex Campagnolo (c), Angelica Cooper (s),

Shannon Culkeen (s), Julia Fenn (c), Brazil Gaffney-Knox (s), Michael Gray (s), and Bill Templeton (c) be appointed to the Board of Directors of the Corporation, and shall be considered duly elected to represent the Corporation and to hold office until the next annual election of Directors subject to provisions and bylaws of the Corporation. Note that (s) denotes student, and (c) indicates community member.

6. No other business was presented.
7. There being no other business, the meeting was adjourned at 12:55pm.

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Shannon Culkeen, President

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Alex Campagnolo, Secretary

## **Yearbook Management Report for Trent Radio AGM 191208**

**prepared by Esther Vincent admin@trentannual.ca**

**Intro:** Student publications have a long and rich history at Trent University. Students have provided the Trent and Peterborough communities and the world beyond with a high quality, informative, and entertaining annual publication.

Yearbook publications serve not just as a record of the specific year, but remain as a physical memento that can be enjoyed for years to come. And while it is produced to a budget, it is done with skill, professionalism and creativity.

Trent Radio has been recruited and contracted to oversee the annual publication and to provide general support for the education as well as the artistic, research and administrative activities of those involved.

**Mission:** The yearbook mission is to tell the unique stories of each academic year. This means that the every yearbook is distinct. The staff of the yearbook has the formidable task of being story tellers, archivists and documentarians.

In carrying out that mission the following functions are performed:

- the provision of production equipment and related training, workshops, direction and facilities in support of yearbook production activities and staff development;
- the operation, maintenance of an office at 751 George Street North which houses production, storage and meeting facilities;
- the production and distribution of 2,000 hard copies of a 180-220 page, full colour yearbook
- the provision of salaried and contracted production personnel who provide photographic and design services along with staff oversight, mentoring and criteria based evaluation in the general areas of theme & concept, coverage, design, writing and photography.

**Planning and development:** This year's operations were managed by Caitlin Lewis as EiC, with Esther Vincent providing support as Chief Learning Officer. A further five design and photography staff produced the book covering the year's activities during the eight month (September - April) academic year. The finished books arrived in time for TrentU's summer convocation, and annual staff distributed it to the graduates. During intro week, books not handed out at convocation, provided to colleges and administration offices or kept in the archive are passed out at clubs and groups day encouraging new students to engage with Annual activities.

There was an issue in the printing of the 2018-19 book which was beyond the control of Trent Annual staff and management. Approximately half of the graduate photos were missing from the publication. This error occurred in the file exchange between the Trent photographer and the printer. Trent Annual staff and management arranged for the reprinting of the grad photos in what is called a "tip in," which is a set of pages that can be adhered to the book in place of the missing pages. Those pages were received and mailed out to graduates in the first week of December 2019. All graduates stated they were happy with this solution to the issue.

With Caitlin Lewis being finished as a student, Fareeda Imana was appointed as EiC, and she and Esther Vincent will form the management core 2019-20 production year.

[end]

## Sponsorship, Grants, Fundraising & Earned Revenue Report for Trent Radio AGM 191208

prepared by Rob Hailman

**Donations & Fundraising:** Private donations have increased significantly over previous years. We extended the Good and Country Radio Marathon into a 3-day event which raised \$5,001, which is a success worth attempting to repeat this year. Also, a number of donations were received in the summer in memory of John K. Muir. Between the two events we received a number of significant donations, from both individuals and organizations. As we work to increase our fundraising capacity, Trent Radio would do well to develop policies & procedures for donor acknowledgement and recognition.

**Memberships:** Student memberships continue to rise with enrolment. Also, the change in definition of “full-time” for the purpose of collecting and remitting levy fees, approved at referendum in September 2017, has resulted in more students paying levy fees. Community membership fees also continue to rise, in part due to an increase in the number of organizational memberships.

**Sponsorships:** This area does well in fits and starts, and works best in tandem with outreach. As noted at our last AGM, this is an area that has been due to be re-imagined, which began in earnest by building relationships with businesses through the Community Connections project and radio marathon. Rachelle Sauve has volunteered to take the lead on sponsorships for the coming year, with promising successes so far.

**Earned Revenue & Municipal Grant:** For the most part, earned revenue is derived as rent from the residential apartment, with production, management & recording fees and sponsorships making up the balance. Due to uncertainty about how “misc earned revenue net” was calculated in the past, this figure is not directly comparable between YE2019 and previous years. For 2019, it includes the net revenue from the Trent Annual management agreement, and all earned revenue not otherwise captured such as production & recording fees.

The table below shows a selection of revenue sources & totals for the last fiscal year and five years prior.

<b>Comparative Fundraising &amp; Earned Revenue</b>	<b>YE19</b>	<b>YE18</b>	<b>YE17</b>	<b>YE16</b>	<b>YE15</b>	<b>YE14</b>
Donations & Grants						
Donations: Corporations				5,314		
Donations: Private Net	9,422	5,242	1,953	3,078	5,759	11,204
Grants: Canada	8,717	6,720	2,706	7,052	2,640	-
Grants: Ontario &c	5,903	5,668	6,667	7,214	4,544	6,889
Grants: Municipal (Ptbo)	1,000	1,000	2,500	750	2,500	2,500
Grants: Foundations	45,000	49,767	59,904	62,000	41,500	20,000
<b>Donations &amp; Grants Total</b>	<b>70,042</b>	<b>68,397</b>	<b>73,729</b>	<b>85,408</b>	<b>56,943</b>	<b>40,593</b>
Memberships						
Trent Student Memberships	155,765	135,607	126,219	112,505	115,531	111,997
Community & Other Memberships	2,350	1,910	780	720	680	790
<b>Memberships Total</b>	<b>158,115</b>	<b>137,517</b>	<b>126,999</b>	<b>113,225</b>	<b>116,211</b>	<b>112,787</b>
Special Events & Fundraising Activities						
GeekDayPubNight 140203 & 130228; Door Rcpts					80	
TRadio Revue; 141120 & 131121; Door Rcpts					96	90
Queen of Geo St Bash 140131 Loose Rcpts						250
Radio Marathon	350	726	647	519	391	617
<b>Special Events Net</b>	<b>350</b>	<b>726</b>	<b>647</b>	<b>519</b>	<b>567</b>	<b>957</b>
Fundraising Net (TShirts & Buttons)	220	847	239	(363)	60	76
On Air Sponsorship, Earned Revenue & Misc						
Local Sponsorship Net	1,100	1,100	1,250	1,000	1,800	1,101
Other Sponsorship Net			1,555	149	372	217
Rental Apartment Net	11,067	10,955	10,955	10,077	10,584	10,451
Misc Earned Revenue Net*	56,776	35,749	36,316	26,218	27,308	24,336
<b>On Air Sponsorship, Earned Rev. &amp; Misc Total</b>	<b>68,943</b>	<b>47,804</b>	<b>50,075</b>	<b>37,443</b>	<b>40,064</b>	<b>36,104</b>
	<b>\$297,669</b>	<b>\$255,291</b>	<b>\$251,690</b>	<b>\$236,232</b>	<b>\$213,845</b>	<b>\$190,517</b>

[end]

## Broadcast Technology Advisor / Local Content Project Manager - Trent Radio AGM 191208

prepared by Rob Hailman, Director of Operations

Needless to say, many things this year did not go according to plan. As always, much of my time and energy went into learning new facets of Trent Radio, in this case as I transitioned into more responsibility for Trent Radio's governance and administration. I owe a great debt of gratitude to the entire Trent Radio community, and to Mauricio Interiano, Jill Staveley and, always, to John K Muir.

**Broadcast Technology:** There have not been many major changes or developments with our broadcast technology over the past season. Our internet studio-transmitter link proved more reliable than last year, and for the most part our equipment continues to serve us well. Incidents or developments of note:

- Logger failure: LGR01, our primary logger, failed on November 24. After being alerted to the problem, we signed off and turned off the transmitter until a replacement could be configured and installed on Nov. 26.
- Transmitter flip: On Feb. 21, our active transmitter switched from unit B to unit A after a brief power interruption at the transmitter site. We have a system in place to switch between transmitters remotely, but the exact reason why it activated at that time remains unknown. Since the two transmitters are configured identically, after a brief investigation & consultation with HP Services we determined this did not pose any problems. It is a good practice to "load balance" the transmitters periodically to ensure even wear on them, so we continue to be transmitting from unit A and may want to consider a schedule of switching the active transmitter, e.g. during shutdown periods.
- New antenna: After hanging precariously for a long time, our off-air monitoring antenna fell off the roof on Feb. 8. LR Brown installed a replacement on Mar. 25, as a donation to Trent Radio.
- Studio A board: The condition of the Studio A board was a challenge throughout the spring season, as ongoing issues – including an unreliable on-air phone line, intermittent monitoring, and a missing channel on turntable 2 – became more severe. Bill Hodgson did some maintenance during both the spring and summer shutdowns, and was able to fix most of these issues. He is working on sourcing some replacement parts, such as buttons and faders. His prognosis is that, with replacement parts and ongoing maintenance, the board could last at least another 10 years.
- Remote broadcast technology: This year, I took part in 13 remote broadcasts, both through the *Community Connections* project and as part of our marathon and fundraiser. These broadcasts continue to increased my comfort & confidence with our remote broadcast gear and its capabilities, through things like attempting to connect via the DBIA's public WiFi (didn't work) and via a mobile hotspot (worked great) from Pappas' Billiards. These are great 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.
- Broadcast outages: Overall, we had 14 broadcast outages between September 1, 2018 and August 31, 2019, for a total of 75 hours and 39 minutes. Over half of this was a result of the logger failure in November. This is a significant improvement from last year, when 28 outages totalled 118 hours and 52 minutes.

<b>Cause</b>	<b>Duration (Observed)</b>	<b>Occurrences</b>
<i>CableCable service down at TX site</i>	18:14	1
<i>LGR01 failure</i>	40:00	1
<i>Power loss at SX</i>	11:18	3
<i>Power loss at TX</i>	0:13	4
<i>RFP failure</i>	2:56	1
<i>Studio V automation failure</i>	2:43	1
<i>Unknown</i>	0:15	3
<b>Total</b>	<b>75:39</b>	<b>14</b>

**Local Content Management Project / Radio Free Peterborough:** Things remain somewhat quiet on the LCMP & RFP fronts, as we haven't had anyone fully dedicated to the project this year. From September 1, 2018 to August 31, 2019, 226 tracks were added to the LCMP, for a total duration of 13 hours, 35 minutes and 55 seconds:

<i>Category</i>	<i>Tracks</i>	<i>Duration (hh:mm:ss)</i>
<i>12 - Spoken Word</i>	0	0:00:00
<i>2x - Popular Music</i>	117	6:47:35
<i>3x - Special Interest Music</i>	109	6:48:20

- RPM Challenge: This year was Trent Radio's third go around with the RPM Challenge. We had 25 albums submitted, both from Peterborough artists and further afield, including one album recorded in Nicaragua by a local musician and another from Griffith, Ontario. We also hosted a live "kitchen session" featuring Connor Stinson, Erika Nininger and Matt Jarvis, which I edited into a Trent Radio RPM compilation.
- Archives & LCMP website: Eriq Anderson, one of our TWSP employees for the '18/'19 academic year, was our principal person on the archives this year, as we did not have an archivist over the summer through Canada Summer Jobs. He documented the current ingest process, which could serve as a guide to automating or improving parts of the process. More broadly, Trent Radio would benefit from picking up development on the LCMP website again and making the LCMP content more accessible in studio.
- In Concert grant: With the assistance of Jill Staveley and Shannon Culkeen, I wrote a successful application for the CRFC's Radiometres program for a series of live & in studio performances and recordings. Through the fall and spring seasons, we will be organizing 8 live shows and 10 in studio performances, featuring emerging and underrepresented artists, with a goal of making high quality recordings for broadcast and addition to the LCMP and Radio Free Peterborough. The recordings will be given to the participating artists for release or distribution as they see fit, and also compiled into an album to be distributed to campus and community radio nationwide.

**Production and Training:** Production of original content this year largely focused on editing and archiving the Community Connections broadcasts, as well the Kitchen Session RPM Challenge record mentioned above. I also provided some mentorship & training to Eriq Anderson for his post-production of "You Had to be There".

I was the primary staff member responsible for Studio B training & support. 21 new programmers were trained in Studio B this year, mostly at the start of each season. Studio B training is often a highlight of my day, as I can evangelize to programmers about the joys & wonders of the craft of audio production.

A major trend in Studio B is the increasing popularity of Audacity as a production tool with Trent Radio programmers, as it is free & open-source software available on all major computing platforms.

**IT at Trent Radio:** This is perennially an area where there is much to be done and little time or money to do it, so progress has been focused on a few core areas:

- New website: Trent Radio's much-needed new website launched in June. The new site is intended to be accessible and mobile-friendly. There remains much to be done with it, but all in all it has been well received.
- New off-air logger: Jeffrey Moore built us an off-air logger based on a Raspberry Pi, a small single-board computer. This is installed in the Studio A rack with a feed directly from the modulation meter, providing us a high-fidelity off-air recording without having to run additional cables through the building.
- Updated music sheets: In addition to adding new years to the music sheets, which previously ended at 2018, I added a real time tally and CanCon calculation statistics. This is for display only, but is handy for programmers to see in real time if they are meeting CanCon obligations or not.

## **Community Outreach and Development Manager - Report for Trent Radio AGM 191208**

**Mauricio Interiano, CODM – compiled from reports dated Jan 1, May 7 & Aug 28, 2019**

### **Fall 2018**

1. All programming Schedule Changes requests for Spring season submitted by December 7th were done on December 14th. The Web Schedule Changes txt. doc was also done and submitted to both John and Rob.
2. All new shows have been processed, schedules & all new Programmer and volunteers have been trained.
3. I made a new template for programme logs for our Spring Season 2019 - reflects new changes.
4. Programmers reviews are 95% done and am working on a small report for our records.

### **Programming, \*Outreach & Events Highlights**

#### **September 2018**

Fri 01 Sep Arthur Newspaper begins publishing Trent Radio content on a fortnightly basis.  
Mon 03 Sep Pre-season began  
Mon 04 Sep Facebook events are up and Social Media promotion began.  
Thu 06 Sep Training Sessions began.  
Mon 10 Sep Radio on the Lawn and Open House and Programme Proposal Workshop.  
Wed 12 Sep Clubs & Groups Day on campus Trent University  
Wed 12 Sep Remote Live Local Music Broadcast during C&G day at Trent University.  
Thu 13 Sep Clubs Craze on campus Fleming College  
Fri 14 Sep Programme Proposal Deadline & Programming Committee Meeting  
Fri 14 Sep Remote live broadcast of Sadleir House's Sad Fest  
Fri 14 Sep Deadline TWSP Staff  
Sat 15 Sep Programming Committee Meeting #2 Call Back & Training bookings  
Mon 17-19 Sep Web schedule & sending out confirmation email to programmers.  
Tu 18 Trent Radio presented at the first Cultural Studies 2035 class to attract students to participate briefly in Trent Radio in lieu of an assignment.  
Fri 21 Sep Pride Day at Trent Radio  
Sun 23 Sep Operators meeting and training session  
Sun 23 Sep Fall 2018-19 Broadcast Season Began

#### **October 2018**

Thu 04 New Programmer Orientation Session and Social with Sean Eyre  
Tue 09 TCSA fall by-elections recording  
Fri 19 Deadline for new shows  
Sun 28 Operators Meeting  
Tue 16 Arts Vote Peterborough  
Fri 19 Trout Rodeo schedule accordion pamphlets made available  
Fri 19 Renders & Claire de la Loopa Live broadcast from Sadleir House

#### **November 2018**

Sat 03 Borderless Festival Recordings  
Sat 10 Neil Young Evening  
Mon 05 Programmer Review meetings began  
Mon 05 CUST2030 Training & broadcast Began  
Wed 14 - Sat 17 SOCAN music survey  
Fri 23 Live remote broadcast Bluestreak Records  
Sun 25 Trent Radio Annual General Meeting & Community Feast  
Tue 27 Trent Radio Give Tuesday

#### **December 2017**

Fri 01 Farmers Market Pop up booth  
Fri 07 fall 2017 broadcast season ended at noon  
Mon 10 Entre Season  
Thu 21 The Longest Darkest Night, Vigil



## Fall 2018 Operators

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
Morning 0830- 1200	Loretta Sullivan  Erika Nininger	Rachelle Sauve	Rhys & Jillian Kew	Charleigh Chomko		SS	SS
Afternoon 1200- 1700	Nick Taylor  Alex Campagnolo	Patrick Walsh  Duncan Mckinnon		Aedan Shaughnessy	Jess Grover	SS	SS
Night 1700- 2300	Chris Lawson  Emily Minthorn	Scott Somerville  Anthony Moniz	Dave Hawkins  Robert Alley	Hannah Collins  Greg Conway	Alex Karas  Jeffrey Moore	SS	SS

## Average weekly broadcast hours (excluding "Radio Free Peterborough")

Description	Spr 14	Fall 14	Spr 15	Spr 16	Fall 16	Spr 17	Fall 17	Spr 18	Fall 18
Total live b.casting hours / week	80	83	83	80	86	88	83	83	<b>91</b>
Number of Producers	102	106	123	94	111	115	109	117	<b>121</b>
Number of Programmes	85	88	97	81	92	91	81	85	<b>87</b>

109	111	93	106	101	<b>121</b>	Producers, comprised of
41	55	42	46	44	<b>41</b>	TrentU students
68	56	51	60	57	<b>80</b>	Community Members
6	7	5	4	4	<b>7</b>	TrentU & Community Groups

## Spring 2019

It seems like it was a very busy season for Trent Radio and the community. The student choice initiative, levy policy meetings, and a more pronounced TCSA election had a lot of programmers busy and this was reflected on attendance and programme content.

Towards the end of the season there were more no-shows, backups, and op outs then previous years.

We got three Target contracts this season. This was something new to me. With a collective effort we will be able to schedule and play, both manually and automatically, all requested spots. We have a better understanding of our relationship with Target and how to work with them. Moving forward I think this is something Trent Radio Can keep doing to get more income.

Programmers have been doing more outreach and promotion of their own. Using many social media platforms, posters, stickers, business cards or just by making a few buttons they are trying to engage with listeners and share what they do at Trent Radio House. This summer I will be looking on ways Trent Radio Can help with that - specially by creating a guide on how Trent Radio's social media should be managed.

Our engagement with the community seems to be getting stronger. I have truly enjoyed working on many aspects of our Community Connections grant this year. Whether is by hosting workshops, pop-up info booths, remote broadcasts, covering events or working directly with artist and business we are building healthy and hopefully long-lasting relationships.

## **Programming, \*Outreach & Events Highlights**

### **January 2019**

Mon 07 Spring 2019 Season began  
Wed 09 Clubs and Groups Day Trent University  
Thu 24 RPM Challenge Launch  
Fri 25 Pappas Billiard Remote Broadcast

### **February 2019**

Fri 01 RPM Challenge begins  
Mon Levy Booklet Feedback Survey  
Tue 05 Online Schedule updated  
Tue 12 Trout Rodeo call for submissions  
Sat 16 DIY home recording workshop  
Fri 22 Winter Radio on the Lawn  
Sun 24 – 26 Socan Survey

### **March 2019**

Sat 02 Levy Groups Workshop Day  
Mo 04 Target ISED spots begin airing  
Wed 06 Recording of TCSA Election Candidates  
Fri 08 International Women's Day Remote Broadcast  
Thu 07 CUST 3139 Radio Drama Remote Broadcast  
Wed 20 Student Walk out  
Mar 28 - April 3 CUST 3139 Radio/Podcast Workshop Final Project

### **April 2019**

Mon 01 Trout Rodeo Year In Review distributed  
Mon 01 Target IDS Outreach spots begin airing  
Thu 04 Student Center pop up outreach session  
Thu 08 Target GCT Revenue Canada Spots begin airing  
Fri 12 End of Spring Season  
Fri 12 Summer Programme Proposals due at 12:00 noon  
Fri 12 Good N Country 12hr Marathon  
Fri 12-15 Community Radio Marathon Fundraiser  
Sun 14 Summer Season Planning Session noon Trent Radio House  
Mon 15 Remote Broadcast from Tiny Greens, Ritual Apothecary & Sam's Place

## Spring 2019 Operators

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
Morning 0830-1200	Loretta Sullivan & Erika Nininger	Rachelle Sauve	Daniela Leal Robert Alley*	Charleigh Chomko	Sabine Dixon	SS	SS
Afternoon 1200-1700	TBA	Patrick Walsh & Duncan Mckinnon	Robert Alley & Danielle Falconer	Aedan Shaughnessy	Jess Grover & Rudy Fischer	SS	SS
Night 1700-2300	Chris & Emily Minthorn	Anthony Moniz & Scott Somerville	Dave Hawkins & Ryan Purdon	Hannah Collins & Alex Campagnolo	Alex Karas Jeffrey Moore	SS	SS

## Average weekly broadcast hours (excluding "Radio Free Peterborough")

Description	Fall 14	Spr 15	Spr 16	Fall 16	Spr 17	Fall 17	Spr 18	Fall 18	Spr 19
Total live b.casting hours / week	83	83	80	86	88	83	83	91	93
Number of Producers	106	123	94	111	115	109	117	121	111
Number of Programmes	88	97	81	92	91	81	85	87	83

<b>111</b>	Programmers, comprised of
<b>42</b>	TrentU students
<b>69</b>	Community Members
<b>7</b>	TrentU & Community Groups

## Summer 2019

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, was 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 Fyrefly**

prepared by Allie Heigh-Roper 12 July 2019

We had a very successful outreach workshop at Camp Fyrefly 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.

## **Director of Programming, RRF - Report for Trent Radio AGM 191208**

2019 December 08, Jill Staveley

It is with great admiration and respect that I acknowledge the contributions of our Trent Radio Community as a whole. I would like to extend my personal gratitude to my colleagues Mauricio Interiano and Rob Hailman who remained dedicated, optimistic and connected to the Power & Potential of Radio, and to the reasons that we return to Trent Radio House each day throughout a tough year. I would also like to recognise the work and dedication of the Board of Directors: Shan, Alex, Angelica, Brazil, Bill, Michael & Alissa in supporting staff and volunteers with true dedication and commitment to the organization.

It is with a heavy but healing heart that I acknowledge the passing of our friend, colleague and mentor, and Trent Radio's long-time General Manager John K Muir. As we sit here today in the John K Muir Dining Hall at Sadleir House, I would ask that you raise your caffeinated beverage in a toast to honour his kindness, dedication and passion for this radio community.

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The following report outlines activity during Trent Radio's last fiscal year. During this time my position at Trent Radio was Deputy General Manager, Production Manager and Rock & Roll Fairy Godmother. In these roles I supported the overall management of Trent Radio, facilitated special programming and production projects, and completing Broadcast Programming related activity both in support of the CODM (Fall/Spring), and as lead (Summer). This includes Fall 2018, Spring 2019, and Summer 2019 Programming Statistics, reports for the Fall'18/Spring'19 Season (as PM/RRFG), and Summer'19 (Programming).

### **PM/RRFG 2018/19 Spring Season Report for Trent Radio, April 2019 - Prepared by Jill Staveley**

**INTRO:** A year of transition and change. We have seen many internal changes, and face new hurdles with the Student Choice Initiative, and the way that it will impact the collection of our Levy Fees. We continue to be a strong community of radio makers, malleable and willing to change, with the core goal of Producer Oriented Community Radio in mind.

#### **PROJECTS:**

**(i) Radio Free Peterborough/Local Content Project (Ongoing: See BTA/LCPM)**

**(ii) Production Projects:** Generally focused through TWSP & TI student positions (Local Content Production Assistants), to expand coverage and production opportunities in the student community.

**(iii) Community Radio Workshop Sessions:** We have been developing and delivering Radio Workshops in our community through the RM1819 Community Connections Project, funded by the Community Radio Fund of Canada. There will be a full report on these activities at the end of the grant. To date we have completed workshops with Trent Levy Groups, Gr.6 class at St. Anne's Catholic School.

#### **TWSP/TIP:**

Student positions at Trent Radio are vital to expanding outreach opportunities, and providing core staff with support and extra hands for the project we aim to complete.

**(i) LOCAL CONTENT PRODUCTION ASSISTANT #1 (TWSP):** Eriq Anderson. Under the direction of Rob Hailman, Eriq supported archiving and LCMP projects, as well as produced a version of "You Had To Be There" as part of the content created for Community Connections..

**(ii) LOCAL CONTENT PRODUCTION ASSISTANT #2 (TWSP):** MG Murphy was a new hire this year. Having never set foot in Trent Radio before, MG learned the space, gear and community very quickly. Working under a self-directed schedule, MG developed recording and production skills during the Fall, and was able to create Student Focused content for our Community Connections project during the Spring.

**(iii) LOCAL CONTENT PRODUCTION ASSISTANT (TI):** We hired Daniela Leal to fill this position again this year. Her position is a balance between CODM support attending events, graphic design, and independently driven production projects featuring students and community members. It is a real joy to have her capabilities and spirit return to Trent Radio.

**(iv) PHYSICAL PLANT (TWSP):** Scarlett Palmer joined us as PP this year. A truly capable, independent and inspired community members – she very capably kept the space in a clean and organised state for the academic year.

**(v) ADMIN ASSISTANT:** Jillian Kew supported Mauricio for CODM and admin jobs this year. She helped with Trout Rodeo, general outreach, Programming Admin tasks, and oversaw [the psa@trentradio.ca account](mailto:psa@trentradio.ca) for Smooth Op.

#### **EDUCATIONAL/FOR-CREDIT PARTICIPATION OPPORTUNITIES:**

**CUST2035:** Facilitated a 2 week training, support & production opportunity to CUST 2035 students as a for-credit project option. We had students complete the project, with great success.

**HIGHSCHOOL COOPERATIVE EDUCATION:** We welcomed 1 co-op students this past Fall (Sep – Jan), Giana Chaulk. She was an incredible addition to our team, and helped with tonnes of production tasks (creating PSAs, downloading logger files for backup shows etc), and was an incredible independent learner/worker. A very successful Co-Op Placement. We did not accept a Co-Op Student for the Spring as our transition to Summer Schedule leaves the student working on a schedule outside of our broadcast schedule.

**TEACH OUTSIDE THE BOX – PLACEMENT STUDENT:** This year Trent Radio welcomed a participant from the TEACH Social Justice certificate program. The placement was based around the production of a fortnightly radio show called Teach Talk. Daniella Codeluppi was our placement student; Mauricio & I worked together to oversee her placement; it was a great success all around.

### **COMMUNITY COLLABORATIONS**

**JILL'S VOLUNTEER WORK AT QUEEN MARY:** I continue to volunteer my time to play music and inspire creative opportunities at Queen Mary Public School. This is a project of personal benefit – as I am able to participate in the education of my children, but I have also been working to create content that will be broadcast on Trent Radio, mostly in the form of songs that are written, and introduced by the students. I feel that this project is successful on a number of levels as it is a great promotional resource for Trent Radio as a community resource, but also inspires possibility and creativity in young people in our community.

**PETERBOROUGH CURRENTS:** This is a podcast created by members of PIP. The content focuses on issues within Peterborough. The producers utilise Trent Radio production facilities, and in exchange all programming is made available for broadcast during Smooth Operator. This arrangement has been made official with a Programme Proposal. Peterborough Currents has also designed a workshop series to inspire Grassroots Journalism in our community, for which Trent Radio was awarded a grant through the CFGP.

**PETERBOROUGH INDEPENDENT PODCASTERS:** (PIP) Trent Radio continues to work with PIP to provide resources to our programmers and the community at large.

PIP continues to produce a weekly programme on Sundays showcasing content produced by PIP members.

During this time, Ayesha Barmania oversees access to StudioB for PIP member usage and workshops.

We have had some issues of community members booking in to StudioB during regular hours for Podcast and non-Trent Radio project production. This is not necessarily a problem, but is not the arrangement we initially made.

### **GRANT APPLICATIONS and PROJECTS:**

**(i) Community Radio Fund of Canada – radiometers 2018/19 (\$50,000):** (September 2018 – August 2019)

Community Connections is the name of the CRFC grant we are currently working within. The goals are to determine and dismantle access barriers to radio. The idea of accessibility isn't just about power doors and physical accessibility, but rather – how can we connect with more community members, people who may not be able to make it in to Trent Radio House on a weekly basis to produce radio. We are producing Remote Broadcasts, delivering workshops, engaging in community outreach activities, and purchasing new gear that will enable us to produce off-site broadcasts more easily. **(completed)**

**(ii) Community Radio Fund of Canada – radiometers 2019/20 (\$20,000):** Rob Hailman completed a CRFC application to the Radiometres Program this year, with the support of Shan Culkeen and me. The funding request is much smaller than previous years, and focuses on the production of local music, live music, events based programming, and new recorded content for our community and our archives. (in-progress)

**(iii) Community Radio Fund of Canada – Youth On Air: Not Available in 2017/18**

**(iv) NCRA/La Fondation Canadienne pour le dialogue des cultures – Rendez-vous de la Francophonie –**

We did not apply for this opportunity as we already felt that we had more jobs/responsibilities on our plates than we could successfully manage.

**(v) Canada Summer Jobs:** We submitted an application for [2] full-time positions to fulfill the job description of SOIM. We have been awarded 2 x 8 week positions (35 hrs/week). Jonathan McKinney & Allie Heigh-Roper filled the two positions (see reports attached)

**(vi) City of Peterborough Community Grant** We are currently in year 2 of a 3 year agreement, being funded at a rate of \$1000/year.

**SPONSORSHIPS:** We are building our relationship with local businesses through the Community Connections Remote Broadcasts, and have acknowledged the businesses who have welcomed us into their spaces during the project with Thank You Cards and "Sponsor" Stickers. In general, the Sponsorship initiative needs work, and with a small amount of focus and energy, I am confident we could secure between \$3000 - \$5000 in annual sponsorship agreements. Current Sponsors: Renegade Apparel (\$550 annual), Sam's Place (\$550 annual).



## **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

**2018FALL Broadcast Season STATEMENT OF PERFORMANCE:**

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.

Content Category	CRTC Required	TRadio Required	FALL18/weekly stats	FALL18 total stats (11weeks)
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	42% (OF ALL PROGRAMMING)	
11 – NEWS			-	
12 – S/W Other			53.77HRS/WEEK	591.47HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	68%/49.58HRS (OF ALL MUSICAL SELECTIONS)	546.48
21-pop rock & dance	At least 20% of CAT2 must be other than 21		26.93HRS	296.23HRS
22 - country & country oriented			10HRS/WEEK	124.85
23 – acoustic			7HRS/WEEK	67.65HRS
24 – easy listening			3HRS/WEEK	57.75HRS
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	29% (OF ALL MUSICAL SELECTIONS)	
31 – concert			1.25HRS/WEEK	
32 – Folk & Folk Oriented			5HRS/WEEK	20.9HRS
33 – World Beat & International			.25HRS/WEEK	22.55HRS
34 – Jazz & Blues			1HRS/WEEK	24.20HRS
35 – Religious			5.4HRS/WEEK	113.85HRS
36 – Audio Art			8.6HRS/WEEK	77.55HRS
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	93.5HRS w/o RFP 32HRS OF RFP	1028.5PROG, 352HRS RFP
<b>Ad &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			53.65HRS or 45% of programming	
<b>CAT 2 total hrs</b>			48.55HRS or 40% of all musical selections	
<b>CAT 3 total hrs</b>			18.25HRS or 15% of all musical selections	

**Average weekly broadcast hours (6:00 – midnight daily)**

Description	FALL18
Total live b.casting hours / week (average)	93.5HRS
Number of Producers	121
Number of Programmes	87
*RFP b.casting hours/week (average)	32HRS

Prepared by Mauricio Interiano & Jill Staveley, February 2019

**2019SPRING Broadcast Season STATEMENT OF PERFORMANCE:**

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.

Content Category	CRTC Required	TRadio Required	SPRING19/weekly stats	SPRING19 total stats (14weeks)
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	40% (OF ALL PROGRAMMING)	
11 – NEWS			-	
12 – S/W Other			52.47HRS/WEEK	734.58HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	67% (OF ALL MUSICAL SELECTIONS)/49.78HRS	696.92
21-pop rock & dance	At least 20% of CAT2 must be other than 21		26.03HRS	364.42HRS
22 - country & country oriented			11.85HRS/WEEK	165.9HRS
23 – acoustic			6.15HRS/WEEK	86.1HRS
24 – easy listening			5.75HRS/WEEK	80.5HRS
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	33% (OF ALL MUSICAL SELECTIONS)23.75	332.5
31 – concert			.45HRS/WEEK	6.3HRS
32 – Folk & Folk Oriented			2HRS/WEEK	28HRS
33 – World Beat & International			1.75HRS/WEEK	24.5HRS
34 – Jazz & Blues			1.75HRS/WEEK	24.5HRS
35 – Religious			10.25HRS/WEEK	143.5HRS
36 – Audio Art			7.55HRS/WEEK	105.7HRS
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	93HRS PROG / 33HRS RFP	1302PROG 462 RFP
<b>Ad &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			52.47HRS or 41.7% of programming	
<b>CAT 2 total hrs</b>			49.78HRS or 39.5% of all musical selections	
<b>CAT 3 total hrs</b>			23.75HRS or 18.8% of all musical selections	

**Average weekly broadcast hours (6:00 – midnight daily)**

Description	Spring2019
Total live b.casting hours / week (average)	93 HRS
Number of Producers	111
Number of Programmes	83
*RFP b.casting hours/week (average)	33HRS

Prepared by Mauricio Interiano & Jill Staveley, May2019

**2019SUMMER Broadcast Season STATEMENT OF PERFORMANCE:**

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.

Content Category	CRTC Required	TRadio Required	SUM19/weekly stats	SUM19 total stats (15weeks)
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	30% (OF ALL PROGRAMMING)	
11 – NEWS			-	
12 – S/W Other			38.15HRS/WEEK	572.25HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	46% (OF ALL MUSICAL SELECTIONS)/ 58.10HRS	871.5HRS
21-pop rock & dance	At least 20% of CAT2 must be other than 21		42.8HRS	642HRS
22 - country & country oriented			7.45HRS/WEEK	111.75HRS
23 – acoustic			4.1HRS/WEEK	61.5HRS
24 – easy listening			3.75HRS/WEEK	56.25HRS
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	24% (OF ALL MUSICAL SELECTIONS)/29.75HRS	446.25
31 – concert			2.85HRS/WEEK	42.75
32 – Folk & Folk Oriented			4.4HRS/WEEK	66HRS
33 – World Beat & International			1.1HRS/WEEK	16.5HRS
34 – Jazz & Blues			4.1HRS/WEEK	61.5HRS
35 – Religious			8.10HRS/WEEK	121.5HRS
36 – Audio Art			9.20HRS/WEEK	138HRS
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	51.5HRS PROG/74.5RFP	772.5HRSPROG
<b>Ad &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			38.15HRS or 30% of programming	
<b>CAT 2 total hrs</b>			58.1HRS or 46% of all musical selections	
<b>CAT 3 total hrs</b>			29.75HRS or 24% of all musical selections	

Description	FALL2019
Total live b.casting hours / week (average)	51.5HRS
Number of Programmers	#68
Number of Programmes	#48
Trent U	30
Community Members	53
Operators & Self Support Programmers	14
*RFP b.casting hours/week (average)	74.5HRS

## 2019FALL Broadcast Season STATEMENT OF PERFORMANCE:

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.

Content Category	CRTC Required	TRadio Required	FALL19/weekly stats	FALL19 total stats (15weeks)
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	40% (OF ALL PROGRAMMING)	
11 – NEWS			-	
12 – S/W Other			50.5HRS/WEEK	HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	45% (OF ALL MUSICAL SELECTIONS)	
21-pop rock & dance	At least 20% of CAT2 must be other than 21		34HRS (63% OF CAT 2 SELECTIONS)	HRS
22 - country & country oriented			10HRS/WEEK	
23 – acoustic			7HRS/WEEK	HRS
24 – easy listening			3HRS/WEEK	
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	29% (OF ALL MUSICAL SELECTIONS)	
31 – concert			1.25HRS/WEEK	
32 – Folk & Folk Oriented			5HRS/WEEK	HRS
33 – World Beat & International			.25HRS/WEEK	HRS
34 – Jazz & Blues			1HRS/WEEK	HRS
35 – Religious			5.4HRS/WEEK	HRS
36 – Audio Art			8.6HRS/WEEK	HRS
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	126HRS	126HRS
<b>Ad &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			50.5HRS or 40% of programming	
<b>CAT 2 total hrs</b>			54HRS or 43% of all musical selections	
<b>CAT 3 total hrs</b>			21.5HRS or 17% of all musical selections	

Description	FALL2019
Total live b.casting hours / week (average)	87HRS
Number of Volunteers & Producers	#107
Number of Programmes	#77
Trent U	30
Community Members	59
Clubs/Groups	7
Operators & Self Support Programmers	25
TWSP, TI & Placement	6
Red Morning Radio	4hrs
*RFP b.casting hours/week (average)	35HRS

## **President's Report for Trent Radio AGM 191208**

### **Shannon Culkeen**

This has been an extraordinary year, for better and worse. Naturally most events have been covered in other reports. Mostly I want to talk about the people who have made a difference for this organization this year. Unfortunately, also a little about Doug Ford's Student Choice Initiative.

The student Choice Initiative put us in the difficult position. Suddenly, we were unable to effectively plan our finances. After the initial opt-out period, we breathed a collective sigh of relief when the semester's funding was approximately equal to 2014-2015. We could work with that kind of support from the Trent student body. Sadly, that data point of one has no bearing on opt-out numbers in future semesters. I am cautiously optimistic about the recent decision in Ontario's divisional court to strike down the law. Nevertheless, your board has had to be more conservative financially. Now, more than ever, Trent Radio needs us, the membership, to show love and support in whatever way we can. Can you afford a monthly donation? Even \$9.27 cents a month would add up to supporting the community you love. Do you have a knack for gardening, finances, or social events? Now is the time to join a committee. I am giving you permission to grow in radio, and to support our city's opportunity to find their voices and stories through the medium of broadcast.

We miss John. I miss John. As an organization, we were becoming ready for John's retirement. As a community, we could never be ready to lose him. I find myself missing his opinions on everything, and how prescient and relevant our conversations were. John embodies the opposite of cancel culture. He listened to shows he couldn't stand, persistently brought people into the fold that he disagreed with, and affirmed with every action that *no one* was disposable. In 2019, this is intensely unfashionable. If we keep nothing else about John K Muir in this organization, let's keep that part. As I finished my last semester in nursing at Trent, I miss not hearing him opine about vaccines in relation to his boarding school days. When Roy Layer made a generous donation to Trent Radio to help us get a much-needed floor and a fence, I miss the fact that John would have a strange story from 1972 that would indicate that we just COULDN'T have this kind of fence or tile. Jill Staveley and Rob Hailman have been incredible at sorting out Trent Radio after John, working to keep the organization healthy even amidst their own complicated grief. John's last months of work were by turns awe-inspiring, heart-rending, and even infuriating. He just wouldn't quit. His love and passion for Trent Radio are evident in every arcane program he wrote into the wires, every turn of his complex accounting system. Rob and Jill had the difficult task of correcting some of John's mistakes in the finances, made in part because John couldn't see in the last months of his life. I take comfort that, in this room, we are surrounded by his vision, his brilliance. It helps me to feel brave about what is next for Trent Radio.

I owe an immense debt of gratitude to the board: Brazil, Alex, Bill, Michael, Alissa, and Angelica. The board has done late nights, extended meetings, difficult conversations, and intense planning amid crisis. I have been with this organization for nearly ten years, and I have never seen a more hardworking board. I am excited to continue to work with them as we transition towards what we're going to become.

Every member needs to thank Jill and Rob, Mauricio, and all the staff for their extraordinary work this year. I grow in respect and esteem for them daily. I don't want to think about where we would be if we didn't have such competent people bringing their gifts to the fore.

This is my last term as president, and I want to thank each of you for supporting me when I was less than stellar, and for making me a part of the best educational charity in Nogojiwanong.

With love for the airwaves;

Shannon Culkeen