

TRENT RADIO BoD AGENDA
24 FEBRUARY 2020 – 6:00PM
at Trent Radio House, 715 George St N, Peterborough

1. Chair's Opening Remarks and Agenda Approval
2. Presentation of Previous Board Minutes – January 15th, 2020
3. Financial Report
4. Operations Report
5. Committees
6. Fundraising & Marathon
7. Any other business
8. Adjournment

Trent Radio BoD

January 15, 2020

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadleir House,
751 George St. N., Peterborough, Ontario on Wednesday January 15, 2020**

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Katie Pedlar, Bill Templeman

Regrets: Michael Gray, Alissa Paxton

Also present: 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 6:09pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the two most recent Board Meetings were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the two most recent Board meetings, which were both held on December 8 2019, were approved.
3. Officers were elected for the fiscal year. Brazil Gaffney-Knox was elected Board President and Chair. Bill Templeman was elected Board Vice-Chair. Alex Campagnolo was elected Board Vice-President. Alissa Paxton was elected Board Treasurer. Katie Pedlar was elected Board Secretary. UPON A MOTION duly made, seconded and carried unanimously, the newly elected Officers were approved for their roles.
 - Actionable Item: Brainstorm potential Committee roles that Board Members may wish to be a part of for the fiscal year.
4. The Financial Report was presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Report was approved.
5. The Fall End of Season Reports of the Director of Programming and Director of Operations were presented. UPON A MOTION duly made, seconded and carried unanimously, the Fall End of Season Reports were approved. Of note, Jill is teaching her Cultural Studies course again, and the seminar is Monday morning. Further, the standing desk from Studio C has been moved to the Kitchen and can be used for inputting Music Sheets.
6. Trent Radio's letter of support for the Kawartha Sexual Assault Centre's Odenabe Youth Centre and Outreach Hub was presented. The Board was in agreement that it is certainly a worthwhile project to support.
7. In other business, Brazil, Alissa, Jill, and Rob were recognized as signing authorities for the fiscal year. UPON A MOTION duly made, seconded and carried unanimously, the designation of Signing Authorities was approved. Further, the date of the Trent Radio Marathon is scheduled to be from April 17 to April 22, 2020. UPON A MOTION duly made, seconded and carried unanimously, the date was approved. In addition, Theremin Day, a special project day, is being scheduled for February 14, 2020.
8. The next Board Meeting date is to be determined by the result of a when2meet poll sent out to the Board and Directors.
9. There being no other business, the meeting was adjourned at 7:13pm.

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 18 Feb 2020 rhailman@trentradio.ca

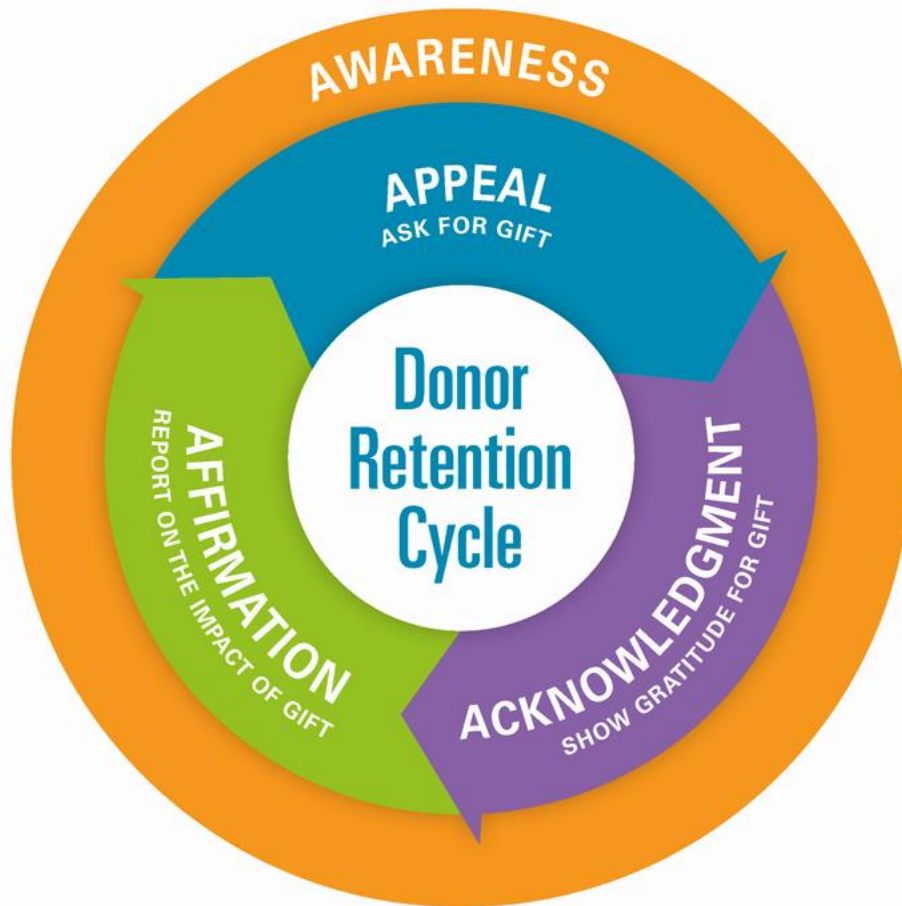
ASSETS	@ 31Jan20	@ 31Aug19	LIABILITIES	@ 31Jan20	@ 31Aug19
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,387.98)	(1,281.03)
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	29,206.30	7,947.41	Deferred Income	910.00	935.00
ING Savings	3.62	5,896.97	Accrued Liabilities	3,250.00	3,250.00
Paypal	511.89	0.00	Trillium StudioC	0.00	0.00
Cash In Bank	29,721.81	13,844.38	CPP Payable	841.30	(24.60)
Petty Cash: Programming	100.00	100.00	UIC Payable	398.41	(44.79)
Petty Cash: Admin	0.00	(287.30)	Income Tax Withholdings	903.17	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Receiver General Net	2,142.88	(69.39)
Term Deposits	0.00	0.00	WCB Payable	26.24	0.00
Accounts Receivable	794.75	15,518.20	GST/HST Payable	(2,605.22)	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	(2,578.98)	0.00
Receivables Net	794.75	15,518.20	TOTAL CURRENT LIABILITIES	<u>2,335.92</u>	<u>2,834.58</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	500.85	2,105.17	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>31,117.41</u>	<u>31,280.45</u>	CO Long Term Loan	30,274.08	32,014.04
			Deferred Contribution	0.00	0.00
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>30,274.08</u>	<u>32,014.04</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>32,610.00</u>	<u>34,848.62</u>
Buildings	213,566.01	213,566.01			
Office Equipment	20,774.21	20,774.21	NON-SHARE EQUITY		
Technical Equipment	333,487.10	333,487.10	Retained Surplus/(Deficit)	124,235.84	67,767.85
Technical Renovations	9,913.00	9,913.00	Net Retained Surp/(Def)	124,235.84	67,767.85
Fixed Assets at Cost	587,740.32	587,740.32	Current Surplus/(Deficit)	2,075.58	56,467.99
Accumulated Depreciation	(459,936.31)	(459,936.31)	TOTAL EQUITY	<u>126,311.42</u>	<u>124,235.84</u>
TOTAL FIXED ASSETS	<u>127,804.01</u>	<u>127,804.01</u>			
TOTAL ASSETS	<u>158,921.42</u>	<u>159,084.46</u>	LIABILITIES AND EQUITY	<u>158,921.42</u>	<u>159,084.46</u>

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 18 Feb 2020 rhailman@trentradio.ca

	01Sep19-31Jan20	01Sep18-31Jan19		01Sep19-31Jan20	01Sep18-31Jan19
REVENUE			EXPENSE		
GOVERNMENT GRANTS			SALARIES & BENEFITS		
Federal Grants	0.00	0.00	Programming Wage	17,589.00	32,313.27
Provincial Grants	0.00	0.00	Technical Wage	0.00	10,296.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
TOTAL GOVERNMENT GRANTS	0.00	0.00	Administrative Wage	17,589.00	21,576.94
			TA Payroll	20,436.75	19,645.30
FUND RAISING			Benefits	2,300.99	3,288.41
Corporations	500.00	0.00	CPP Expense	2,200.23	3,419.88
Foundations	12,168.00	32,500.00	EI Expense	1,255.32	1,930.65
Private	27,285.73	1,929.50	WSIB Expense	141.80	
Leadership	0.00	0.00	TOTAL SALARIES & BENEFITS	61,513.09	92,470.45
Donations "In Kind"	0.00	0.00			
Net Donations	39,953.73	34,429.50	ADMINISTRATION		
Trent Student Memberships	56,493.28	121,740.15	Contract Staff - Admin	1,563.59	700.00
Commercial & Non-profit	400.00	500.00	Audit	3,948.17	3,670.10
Individual Memberships	900.00	975.00	Bank Charges	130.25	123.50
Discretionary M'ship Exp	0.00	0.00	Building R & M	11,362.07	10,246.54
Net Memberships	57,793.28	123,215.15	Building R & M - Upper	0.00	0.00
Special Events	108.00	0.00	Insurance & Security	4,133.93	4,371.81
Special Events Expense	0.00	0.00	Interest Expense	1,087.42	1,862.61
Net Special Events	108.00	0.00	Management Services Expense	6,224.44	(389.30)
Fundraising	0.00	120.00	Memberships & Subscriptions	1,211.11	
Fundraising Expense	0.00	0.00	Office Equipment & Software	961.33	
Net Fundraising	0.00	120.00	Office Supplies	124.05	258.46
TOTAL FUND RAISING	97,855.01	157,764.65	Postage & Courier	5.24	19.80
			Printing & Design - Admin	49.78	
EARNED REVENUE			Telephone	393.74	462.31
ON AIR Sponsorship	2,050.00	1,100.00	Utilities	1,965.50	1,823.12
ON AIR Sponsorship Expense	(83.15)	0.00	Volunteer Expenses	358.37	807.12
Net ON AIR Sponsorship	1,966.85	1,100.00	Misc. Admin Expense	120.29	2,919.53
Net Other Sponsorship	0.00	0.00	TOTAL ADMIN	33,639.28	26,875.60
Merch Sales	180.00				
Merch Sales Expense	(457.86)		PROGRAMMING		
Net Merch Sales	(277.86)		Contract Staff - Programming	500.00	5,731.23
Rental Income	4,715.20	4,640.00	Artist Fees	550.00	
Management Services	0.00	23,069.82	Licences & Tariffs	2,034.47	2,937.85
Production Services	31.89		Programming Expenses	1,838.68	
Net Misc Sales & Services	0.00	200.45	TOTAL PROGRAMMING	4,923.15	8,669.08
TOTAL EARNED REVENUE	6,436.08	29,010.27			
			TECHNICAL		
MISCELLANEOUS REVENUE			Contract Staff - Technical	187.09	
Interest Income	7.50	230.28	Equipment Acquisition - Tech	46.75	
Micellaneous Revenue	0.00	25.00	Equipment R & M - Tech	261.30	1,656.06
Amortisatn Dfrd Contribtns	0.00	0.00	Line Rental	1,652.35	2,039.05
TOTAL MISC REVENUE	7.50	255.28	TOTAL TECHNICAL	2,147.49	3,695.11
TOTAL REVENUE	104,298.59	187,030.20			
			TOTAL EXPENSE	102,223.01	131,710.24
			NET INCOME	2,075.58	55,319.96

Note : due to changes in bookkeeping software & practices in YE2020, individual income and expense accounts may not be comparable with previous years.

**Fundraising & Donor Stewardship Plan
Trent Radio – 2020**



Appeal:

Spring 2020: Radio marathon & fundraiser

Fall 2020: Fundraising letter mailed to past donors with fall print schedule

Acknowledge:

All donors should receive a quick "Thank You!" call or e-mail from staff within a couple days of their donation.

February/March 2020 & January 2021: Board Thank-a-Thon, gather for an evening to write thank you cards and make calls to our donors. Could coincide with year-end charitable receipts.

Affirmation:

Spring 2020: Send Trout Rodeo to donors.

Fall 2020: Invite donors to AGM, offer to send reports to major donors.

Event Sponsorship Outline

Programmers can solicit sponsors. They must register with managers, and take a letter with them.

Marathon Sponsor Opportunities include:

Food for Operators/Programmers

Food Sponsorships should be approved in advance.

Limit, 1 per shift.

Live acknowledgement from sponsorship script during shift.

GNC Marathon Sponsor

\$25 for 12 spots (\$2.00/spot plus free production).

Sponsor on-air listing (owner & business name acknowledgement only) throughout the Community Radio Marathon

Community Radio Marathon Sponsor

Package #1: \$25.00 Sponsor on-air listing (owner & business name acknowledgement only) throughout the Community Radio Marathon, plus acknowledgment on our FB Page & website

Package #2: \$50.00 Sponsors will receive recorded acknowledgement broadcast 4 times during the marathon, Sponsor on-air listing (owner & business name acknowledgement only) throughout the Community Radio Marathon, plus acknowledgment on our FB Page & website

Package #3: \$250.00 Marathon & Summer Season Combo - become a Marathon Sponsor and a Season Sponsor for one low price. Sponsors will receive recorded acknowledgement broadcast 4 times during the marathon, Sponsor on-air listing (owner & business name acknowledgement only) throughout the Community Radio Marathon, plus acknowledgment on our FB Page & website. Their Sponsorship Spot will also be played 2xs per week for the Summer 2020 Season (16 weeks)

Package #4: \$500 In-Store Live Broadcast - Plus be the host location for a remote live broadcast featuring a performance by a local artist during the marathon. Also receive acknowledgement during Sponsor on-air listing (owner & business name acknowledgement only) throughout the Community Radio Marathon, plus acknowledgment on our FB Page & website