

**TRENT RADIO BoD AGENDA**  
**15 June 2020 – 6:00PM**  
**to be held via teleconference**

1. Chair's Opening Remarks and Agenda Approval
2. Presentation of Previous Board Minutes – May 18<sup>th</sup>, 2020
3. Operations report, including:
  - Physical plant – gas leak repair
  - Canada Summer Jobs
  - In Concert grant update
4. Presentation of financial statements
5. Membership fees for Season Bizarre
6. Donations from John K Muir day
7. Programming complaints
8. Any other business
9. Date of next meeting
10. Adjournment

Season Bizarre started on March 23rd, 2020, and does not yet have a scheduled end date.  
Trent Radio continues to meet CRTC License requirements including:

- broadcasting a minimum of 126 hours of Local Programming (Broadcast week is Sunday – Saturday, 6am – midnight), which includes our personal minimum of 42 hours of local programming per week, plus the 24/7 stream of Radio Free Peterborough (music & spoken word)
- Minimum percentage locally-produced spoken word required: 15% of the broadcast week or 18.9 hours per week of the standard 126 hour broadcast week.

\*\* Note that locally produced programming is defined as programming produced “exclusively by or for” the station.

- Minimum percentage Canadian Content category 2: 35%
- Minimum percentage Canadian Content category 3: 12%
- Minimum percentage Canadian Content during musical selections ethnic broadcasting periods: 7%
- Minimum percentage of musical selections that must be from a category other than subcategory 21 (for community stations only): 20%
- Minimum percentage of category 3 musical selections required: 5%

**Trent Radio BoD****May 18, 2020****MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,  
Various Locations in Ontario on Monday May 18, 2020**

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Bill Templeman

Regrets: Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

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 6:07pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which were held on May 18, 2020, were approved.
3. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. A bird, whose official name will be Cristobal in accordance with the National Hurricane Centre's naming guideline, was found in the house. Season Bizarre continues to be a success. Some Programmers have bowed out, but we are receiving a steady flow of newly interested Programmers. In addition, we are playing Ontario Public Health advertisements.  
An update on Trent Radio's grants was given. We have received permission from the CRFC to reallocate the in-concert grant. The remainder of the budget is going toward hand-held recording equipment and artist fees. We are putting up \$1,000 for artist fees, and Sadleir House is matching the fee for a concert series at Sadleir House. We have also received a microgrant of \$2,000 from the CRFC to aid in the transition to remote radio.
4. The Financial Statements were presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Statements were approved. We are still waiting on the management fee from the Trent Annual. Further, we are awaiting communications from BMO for the Trent Radio credit card.
5. The HR Committee gave an update on the status of Rob and Jill's contracts. We have received contract revisions from Joe Grant. The Committee will follow up with some minor inquiries before they are finalized. The HR Committee will start meeting to develop Trent Radio HR policies. In addition, Job Descriptions will begin to be drafted for inclusion with the final contracts.
6. Jill requested the Board to become involved in Smooth Operator broadcasts by prerecording content. The Board obliged.
7. In other business, there was interest in hosting a Trent Radio social on Facebook. This task was delegated to the Social Committee. Shannon suggested hosting remote, live broadcasts downtown to offer the opportunity to go on air while socially distancing. June 3<sup>rd</sup> is the first anniversary of John K. Muir's death. There will be special programming in his honour.
8. Retroactively, the Board approved a motion. UPON A MOTION duly made, seconded and carried unanimously, the waiving of the upstairs tenant's rent for April 1<sup>st</sup>, and reduction of rent to 2/3 of what is owed for June, July, and August was approved.
9. The next Board Meeting will be Monday June 1<sup>st</sup> at 6:00pm at via online video chat.
10. There being no other business, the meeting was adjourned at 7:04pm.

**Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 11 June 2020 rhailman@trentradio.ca**

ASSETS	@ 31May20	@ 31Aug19	LIABILITIES	@ 31May20	@ 31Aug19
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,552.03)	(1,281.03)
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	64,811.94	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	65,327.45	13,844.38	CPP Payable	1,275.60	(24.60)
Petty Cash: Programming	0.00	100.00	EI Payable	502.37	(44.79)
Petty Cash: Admin	0.00	(287.30)	Income Tax Withholdings	1,874.76	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Receiver General Net	3,652.73	(69.39)
Term Deposits	0.00	0.00	WSIB Payable	132.08	0.00
Accounts Receivable	1,952.00	15,518.20	GST/HST Payable	(3,188.65)	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	(3,056.57)	0.00
Receivables Net	1,952.00	15,518.20	<b>TOTAL CURRENT LIABILITIES</b>	<b>3,204.13</b>	<b>2,834.58</b>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	606.34	2,105.17	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<b>67,885.79</b>	<b>31,280.45</b>	CO Long Term Loan	28,838.02	32,014.04
			Deferred Contribution	0.00	0.00
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<b>28,838.02</b>	<b>32,014.04</b>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<b>32,042.15</b>	<b>34,848.62</b>
Buildings	213,566.01	213,566.01			
Office Equipment	20,774.21	20,774.21	<b>NON-SHARE EQUITY</b>		
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)	39,411.81	56,467.99
Accumulated Depreciation	(459,936.31)	(459,936.31)	<b>TOTAL EQUITY</b>	<b>163,647.65</b>	<b>124,235.84</b>
<b>TOTAL FIXED ASSETS</b>	<b>127,804.01</b>	<b>127,804.01</b>			
<b>TOTAL ASSETS</b>	<b>195,689.80</b>	<b>159,084.46</b>	<b>LIABILITIES AND EQUITY</b>	<b>195,689.80</b>	<b>159,084.46</b>

**Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 14 May 2020 rhailman@trentradio.ca**

	01Sep19-31May20	01Sep18-31May19		01Sep19-31May20	01Sep18-31May19
<b>REVENUE</b>			<b>EXPENSE</b>		
<b>GOVERNMENT GRANTS</b>			<b>SALARIES &amp; BENEFITS</b>		
Federal Grants	0.00	0.00	Programming Wage	33,584.00	59,770.60
Provincial Grants	0.00	5,902.79	Technical Wage	0.00	18,720.00
Municipal Grants	0.00	1,000.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<b>0.00</b>	<b>6,902.79</b>	Administrative Wage	33,584.00	39,230.80
			TA Payroll	31,968.99	28,992.70
<b>FUND RAISING</b>			Benefits	2,300.99	3,405.31
Corporations	500.00	0.00	CPP Expense	4,088.92	6,149.68
Foundations	19,788.00	45,000.00	EI Expense	2,217.94	3,356.87
Private	28,109.32	7,332.73	WSIB Expense	328.58	
Leadership	0.00	0.00	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>108,073.42</b>	<b>159,625.96</b>
Donations "In Kind"	0.00	0.00			
Net Donations	48,397.32	52,332.73	<b>ADMINISTRATION</b>		
Trent Student Memberships	135,186.26	155,764.64	Contract Staff - Admin	2,488.66	1,520.00
Commercial & Non-profit	400.00	700.00	Audit	3,948.17	3,670.10
Individual Memberships	975.00	1,625.00	Bank Charges	233.28	210.87
Discretionary M'ship Exp	0.00	0.00	Building R & M	11,610.46	10,797.19
Net Memberships	136,561.26	158,089.64	Building R & M - Upper	0.00	0.00
Special Events	138.85	350.00	Insurance & Security	4,133.93	4,371.81
Special Events Expense	0.00	0.00	Interest Expense	1,913.24	2,337.46
Net Special Events	138.85	350.00	Management Services Expense	6,850.73	(389.30)
Fundraising	0.00	160.00	Memberships & Subscriptions	1,211.11	
Fundraising Expense	0.00	(107.63)	Office Equipment & Software	1,011.72	
Net Fundraising	0.00	52.37	Office Supplies	124.05	399.22
<b>TOTAL FUND RAISING</b>	<b>185,097.43</b>	<b>210,824.74</b>	Postage & Courier	5.24	21.70
			Printing & Design - Admin	49.78	
<b>EARNED REVENUE</b>			Telephone	705.76	766.68
ON AIR Sponsorship	2,050.00	1,100.00	Utilities	3,594.40	3,329.75
ON AIR Sponsorship Expense	(83.15)	0.00	Volunteer Expenses	433.59	1,741.18
Net ON AIR Sponsorship	1,966.85	1,100.00	Misc. Admin Expense	120.29	3,771.06
Net Other Sponsorship	0.00	0.00	<b>TOTAL ADMIN</b>	<b>38,434.41</b>	<b>32,547.72</b>
On Air Time Sales - Local	800.00				
On Air Time Sales - National	1,272.25		<b>PROGRAMMING</b>		
Merch Sales	240.00		Contract Staff - Programming	500.00	10,905.70
Merch Sales Expense	(457.86)		Artist Fees	900.00	
Net Merch Sales	(217.86)		Hospitality & Reception	53.75	
Rental Income	6,601.30	8,352.00	Licences & Tariffs	2,156.19	3,603.84
Management Services	0.00	57,530.87	Programming Expenses	1,838.68	
Production Services	1,183.89		<b>TOTAL PROGRAMMING</b>	<b>5,448.62</b>	<b>14,509.54</b>
Net Misc Sales & Services	0.00	2,838.70			
<b>TOTAL EARNED REVENUE</b>	<b>11,606.43</b>	<b>69,821.57</b>	<b>TECHNICAL</b>		
			Contract Staff - Technical	187.09	
<b>MISCELLANEOUS REVENUE</b>			Equipment Acquisition - Tech	1,586.42	
Interest Income	7.50	264.11	Equipment R & M - Tech	261.30	1,800.54
Micellaneous Revenue	0.00	681.86	Line Rental	3,297.64	3,733.35
Amortisatn Dfrd Contribtns	0.00	0.00	<b>TOTAL TECHNICAL</b>	<b>5,332.45</b>	<b>5,533.89</b>
<b>TOTAL MISC REVENUE</b>	<b>7.50</b>	<b>945.97</b>			
<b>TOTAL REVENUE</b>	<b>196,711.36</b>	<b>288,495.07</b>	<b>MARKETING &amp; PROMOTION</b>		
			Design & Printing	10.65	
			<b>TOTAL MARKETING &amp; PROMOTION</b>	<b>10.65</b>	<b>0.00</b>
			<b>TOTAL EXPENSE</b>	<b>157,299.55</b>	<b>212,217.11</b>
			<b>NET INCOME</b>	<b>39,411.81</b>	<b>76,277.96</b>

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