

Trent Radio BoD

August 24, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting, Various Locations in Ontario, on Monday, August 24, 2020

Present: Shannon Culkeen, Brazil Gaffney-Knox, Alissa Paxton, Bill Templeman

Regrets: Michael Gray, 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 6:09pm, with Brazil Gaffney-Knox acting as Chair, and Alissa Paxton 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 was held on July 27, 2020, were approved. Notes from the August 10, 2020 meeting without quorum were presented for information.
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. Season Bizarre is complete! Kudos to all (especially Rob and Jill) who made it happen.
 - b. Policy for evaluation of vinyl archive being implemented.
 - c. Alex Campagnolo is coordinating painting of Studio C while it is empty of records.
 - d. Fence along north property line is finished!
 - e. Porch: Rob is working with Gary Peeples on initial plans and quote. Our major donor is looking at a 2020 donation which may help fund this.
 - f. Rob updating "Studio V" during shutdown.
 - g. Levy Groups getting regular updated from Trent VP Nona Robinson. Enrollment looks pretty stable, but many students choosing part-time course loads.
 - h. Trent Radio will be added to Trent Portal.
 - i. Fall Season proposals starting to come in (rolling deadline with season set by September 30th)
 - j. Entre-Season Programming includes: past Arthur editors, clubs and groups interviews, NCC Living Library.
4. The financial statements to July 31, 2020 were presented. UPON A MOTION duly made, seconded and carried unanimously the financial statements were approved.
 - a. Questions regarding long-term loan were raised, including the interest rate (8%) and possibility of lump-sum repayment. Decisions were postponed until at least after fall levy payment is confirmed.
5. Grants:
 - a. Canada Summer Jobs: 3 full-time positions with modified hours approved.
 - b. Trent Work Study: all positions approved. Postings are up and applications are coming in.
 - c. Trent International Program: one production position, waiting on funding decision.

- d. Community Foundation of Greater Peterborough: We were granted \$550 from an anonymous donor for our “wish list” project: *Funds to deliver in-class radio & communication-arts based programming for KPRDSB students in downtown Peterborough*. Laurel Paluck, a local artist, arts educator and former Trent Radio Programme Director, will deliver project for \$500 - so we could keep \$50 for admin expenses:

From Laurel:

I propose to work with one class of students from Highland Heights P.S. to explore and create stories inspired by "The Longest Night of the Year".

The Winter Solstice is an event near and dear to my work as an community-artist, and I would very much like to explore ways to celebrate this year's occasion through sharing stories created by children made specifically for broadcasting on Trent Radio.

Over 3 sessions in the classroom, a series of stories will be developed, rehearsed and recorded. I would take this recording and edit for broadcast asking to schedule the first broadcast on December 21 2020.

I have brought art projects to Highland Heights on a few occasions and think this school deserves and would benefit from art programming such as this.

- e. Community Radio Fund of Canada: funding “Producer Oriented” which included a paid position to bring workshops and programming to Curve Lake First Nations with support from Band Councillor, Sean Conway.
6. Fall COVID plan: continuing remote programing for near future. Current protocols will remain in place for staff in Trent Radio House.
 - a. Creating plan for select producers (who CAN’T produce remotely) to access Trent Radio House/studios on limited basis, starting around Thanksgiving.
7. Board Vacancy: two applications from community members. We will leave the posting up until our next meeting and try posting on Trent platforms in hopes of attracting a Trent student.
8. HR Committee: presented finalized Contracts and Job Descriptions for Director or Operations and Director of Programing. UPON A MOTION duly made, seconded and carried unanimously, the contracts and job descriptions were approved. Brazil will coordinate printing and signing of the contracts with Rob and Jill before September 1, 2020. Rob and Jill will coordinate filing of Trent Radio’s copies (hard and digital).
9. The next Board Meeting will be TUESDAY, September 8, 2020 at 6:00pm via online video chat
10. There being no other business, the meeting was adjourned at 7:01pm.