

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

1. Chair's Opening Remarks and Agenda Approval
2. Presentation of Previous Board Minutes – July 27<sup>th</sup>, 2020
3. Operations report
  - Donation from R. Layer & porch renovations
  - Archives policy & progress
  - Levy groups / Nona Robinson meeting update
4. Financial statements
5. Grant updates – CRFC, CFGP, CSJ, TWSP & TI
6. Re-opening (or not) & dates to revisit
7. Nominations for board vacancy
8. HR committee – contracts & job descriptions
9. Any other business
10. Date of next meeting
11. Adjournment

**Trent Radio BoD**

**July 27, 2020**

**MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,  
Various Locations in Ontario, on Monday, July 27, 2020**

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

Regrets: Alex Campagnolo, 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 13, 2020, were approved.
3. The Board accepted the resignation of Alex Campagnolo.
4. 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. Canada Summer Jobs positions have been hired with Jill, Rob, and Shan making up the hiring committee. Alexia Kambanis as full-time Summer Producer and Alex Campagnolo and Carmen Himma as part-time Archive Assistants. Changes to hours/terms being approved by Grantor. Alexia and Alex started today, allowing Rob and Jill to take vacation next week.
  - b. Parts for Studio B computer borrowed from Maars Music and automation should be back up this week.
  - c. Fence currently being erected by Gary Peeples.
  - d. Our 6 TWSP positions have been approved. Waiting to hear about TIP funding.
  - e. Working with Arthur on new student outreach and programming.
  - f. Supporting OPIRG Dis-Orientation Week programming.
  - g. TCSA Handbook ad has been purchased and submitted.
  - h. Jordan Cook has taken on garden and lawn maintenance – looking great!
  - i. Regular summer concerns about Trent Radio House (specifically the upstairs office) will only grow with climate change/global warming.
5. Board adopted COVID policy for re-opening Trent Radio House to staff, volunteers and contractors (attached below). Shan shared a list of recommended workplace PPE.
6. HR Committee:
  - a. Rob and Jill submitted a draft of the job descriptions and included a 2000 proposal for Fundraising and Membership Coordinators for information.
  - b. Brazil will forward latest/final contract draft and set meeting date for HR Committee to finalize Directors' contracts for goal deadline of August 31<sup>st</sup>.
  - c. Working on HR Policy drafts.
7. Board Vacancy: Alissa to draft call for volunteers with deadline of August 21.
8. The next Board Meeting will be August 10 at 6:00pm via online video chat
9. There being no other business, the meeting was adjourned at 7:01pm.

**Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 19 Aug 2020 rhailman@trentradio.ca**

ASSETS	@ 31Jul20	@ 31Aug19	LIABILITIES	@ 31Jul20	@ 31Aug19
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,560.92)	(1,281.03)
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	125,027.89	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	585.10	0.00	Trillium StudioC	0.00	0.00
Cash In Bank	125,616.61	13,844.38	CPP Payable	783.44	(24.60)
Petty Cash: Programming	0.00	100.00	EI Payable	303.36	(44.79)
Petty Cash: Admin	0.00	(287.30)	Income Tax Withholdings	1,249.84	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Receiver General Net	2,336.64	(69.39)
Term Deposits	0.00	0.00	WSIB Payable	18.40	0.00
Accounts Receivable	836.12	15,518.20	GST/HST Payable	(3,823.20)	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	(3,804.80)	0.00
Receivables Net	836.12	15,518.20	<b>TOTAL CURRENT LIABILITIES</b>	<u>1,130.92</u>	<u>2,834.58</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	606.34	2,105.17	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>127,059.07</u>	<u>31,280.45</u>	CO Long Term Loan	28,104.91	32,014.04
			Deferred Contribution	0.00	0.00
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>28,104.91</u>	<u>32,014.04</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<u>29,235.83</u>	<u>34,848.62</u>
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)	101,391.41	56,467.99
Accumulated Depreciation	(459,936.31)	(459,936.31)	<b>TOTAL EQUITY</b>	<u>225,627.25</u>	<u>124,235.84</u>
<b>TOTAL FIXED ASSETS</b>	<u>127,804.01</u>	<u>127,804.01</u>			
<b>TOTAL ASSETS</b>	<u>254,863.08</u>	<u>159,084.46</u>	<b>LIABILITIES AND EQUITY</b>	<u>254,863.08</u>	<u>159,084.46</u>

**Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 19 Aug 2020 rhailman@trentradio.ca**

	01Sep19-31Jul20	01Sep18-31Jul19		01Sep19-31Jul20	01Sep18-31Jul19
<b>REVENUE</b>			<b>EXPENSE</b>		
<b>GOVERNMENT GRANTS</b>			<b>SALARIES &amp; BENEFITS</b>		
Federal Grants	0.00	5,980.00	Programming Wage	41,584.00	77,580.58
Provincial Grants	0.00	5,902.79	Technical Wage	0.00	22,464.00
Municipal Grants	1,000.00	1,000.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<b>1,000.00</b>	<b>12,882.79</b>	Administrative Wage	41,584.00	39,230.80
			TA Payroll	33,217.20	29,909.95
<b>FUND RAISING</b>			Benefits	2,300.99	3,503.71
Corporations	500.00	0.00	CPP Expense	4,922.58	7,143.68
Foundations	19,788.00	45,000.00	EI Expense	2,599.47	3,866.46
Private	30,813.48	9,244.39	WSIB Expense	287.94	
Leadership	0.00	0.00	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>126,496.18</b>	<b>183,699.18</b>
Donations "In Kind"	0.00	0.00	<b>ADMINISTRATION</b>		
Net Donations	51,101.48	54,244.39	Contract Staff - Admin	2,675.75	1,880.00
Trent Student Memberships	135,186.26	155,764.64	Audit	3,948.17	3,670.10
Commercial & Non-profit	400.00	700.00	Bank Charges	270.83	265.62
Individual Memberships	1,100.01	1,650.00	Building R & M	14,954.68	11,383.79
Discretionary M'ship Exp	0.00	0.00	Building R & M - Upper	0.00	110.00
Net Memberships	136,686.27	158,114.64	Insurance & Security	4,133.93	4,371.81
Special Events	138.85	350.00	Interest Expense	2,311.07	3,339.51
Special Events Expense	0.00	0.00	Legal & Other Professional	415.76	
Net Special Events	138.85	350.00	Management Services Expense	6,850.73	2,618.77
Fundraising	0.00	220.00	Memberships & Subscriptions	1,211.11	
Fundraising Expense	0.00	(107.63)	Office Equipment & Software	1,011.72	
Net Fundraising	0.00	112.37	Office Supplies	167.70	538.16
<b>TOTAL FUND RAISING</b>	<b>187,926.60</b>	<b>212,821.40</b>	Postage & Courier	5.24	21.70
			Printing & Design - Admin	49.78	
<b>EARNED REVENUE</b>			Telephone	861.46	917.99
ON AIR Sponsorship	2,050.00	1,100.00	Utilities	4,227.87	4,094.16
ON AIR Sponsorship Expense	(83.15)	0.00	Volunteer Expenses	433.59	1,843.06
Net ON AIR Sponsorship	1,966.85	1,100.00	Misc. Admin Expense	120.29	4,746.66
Net Other Sponsorship	0.00	0.00	<b>TOTAL ADMIN</b>	<b>43,649.68</b>	<b>39,801.33</b>
On Air Time Sales - Local	800.00		<b>PROGRAMMING</b>		
On Air Time Sales - National	1,308.37		Contract Staff - Programming	500.00	11,505.70
Merch Sales	260.00		Artist Fees	4,000.00	
Merch Sales Expense	(457.86)		Hospitality & Reception	53.75	
Net Merch Sales	(197.86)		Licences & Tariffs	2,156.19	4,122.34
Rental Income	7,950.60	11,176.76	Programming Expenses	1,838.68	
Management Services	86,590.19	87,790.44	<b>TOTAL PROGRAMMING</b>	<b>8,548.62</b>	<b>15,628.04</b>
Production Services	1,183.89		<b>TECHNICAL</b>		
Net Misc Sales & Services	0.00	3,003.20	Contract Staff - Technical	187.09	
<b>TOTAL EARNED REVENUE</b>	<b>99,602.04</b>	<b>103,070.40</b>	Equipment Acquisition - Tech	3,445.65	
			Equipment R & M - Tech	261.30	3,224.54
<b>MISCELLANEOUS REVENUE</b>			Line Rental	4,195.56	4,457.20
Interest Income	7.50	272.59	<b>TOTAL TECHNICAL</b>	<b>8,089.60</b>	<b>7,681.74</b>
Micellaneous Revenue	0.00	681.86	<b>MARKETING &amp; PROMOTION</b>		
Amortisatn Dfrd Contribtns	0.00	0.00	Advertising	350.00	
<b>TOTAL MISC REVENUE</b>	<b>7.50</b>	<b>954.45</b>	Design & Printing	10.65	
<b>TOTAL REVENUE</b>	<b>288,536.14</b>	<b>329,729.04</b>	<b>TOTAL MARKETING &amp; PROMOTION</b>	<b>360.65</b>	<b>0.00</b>
			<b>TOTAL EXPENSE</b>	<b>187,144.73</b>	<b>246,810.29</b>
<i>Note: due to changes in bookkeeping software &amp; practices in YE2020, individual income and expense accounts may not be comparable with previous years.</i>			<b>NET INCOME</b>	<b>101,391.41</b>	<b>82,918.75</b>