

TRENT RADIO BoD AGENDA
5 October 2020 – 6:00PM
to be held via teleconference

1. Chair's opening remarks and agenda approval
2. Presentation of previous board minutes – September 8th, 2020
3. Appointment of new board member
4. Ratification of decisions from previous unofficial meeting
 - Approval of reports – end of season reports, financial statements
 - Setting date of Annual General Meeting as November 29, 2020
 - Katie Pedlar to chair Nomination Committee
5. Operations report
6. Update on donation from Roy Layer / debt repayment
7. HR committee – wage increase policy
8. Board radio project day
9. Re-opening (or not) & dates to revisit
10. Any other business
11. Date of next meeting
12. Adjournment

Trent Radio BoD

Sept. 8, 2020

**MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Tuesday, September 8, 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 6:10pm, with Brazil Gaffney-Knox acting as Chair, and Bill Templeman 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 August 24, 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. The archiving of Trent Radio's extensive vinyl & CD collection is proceeding. Options for disposing of the surplus items are being researched
 - 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. Porch: Rob is working with Gary Peebles on initial plans and quote. Our major donor is looking at a 2020 donation which may help fund this.
 - e. TWSP hiring is complete. International job still open. No applicant for physical plant job yet
 - f. Spencer Wells wants to help part-time.
 - g. 31 program proposals received.
 - h. Good & Country show not happening; Wild Willy wants to do a country show on Saturdays
 - i. Need for a poster campaign was explored; Rob's graphic may be recycled. The need for consistency in public imagining was expressed.
 - j. Motion to accept Operation Report moved by A. Paxton & seconded by S. Culkeen
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. grants were reviewed.
 - b. Student choice initiative still pending. Numbers will be stable this fall but January's numbers still in question due to unknown result of hearing
 - c. Fundraising needs to be explored, including the possibility of Radio Bingo
 - d. Board members liked the investments in the physical plant and the concept of a buffer year, given all the budgetary unknowns Gov't
 - e. S. Culkeen to explore municipal lottery licence

- f. Motion to accept the Financial Report moved by A. Paxton & seconded by S. Culkeen
- 5. Two budgets were presented – a “best case” representing no decrease in university enrolment, and a “worst case” with a drop in enrolment and a successful appeal of the Student Choice Initiative. UPON A MOTION duly made, seconded and carried unanimously the budgets were approved.
- 6. Re-opening date still unknown. Tentative consideration may be given to Thanksgiving weekend, infection numbers dependent.
- 7. Board Vacancy: One student has applied and will be approached
- 8. Other business:
 - a. Fundraising plan was discussed
 - b. Alumni will be taking over programming on Oct. 3rd – possible fundraising opportunity
 - c. J. Staveley & B. Templeman to draft a fundraising letter
- 9. The next Board Meeting will be MONDAY, September 21, 2020 at 6:00 pm via online video chat
- 10. The H.R. Committee will meet on MONDAY, September 28, at 6:00 pm via online video chat
- 11. There being no other business, the meeting was adjourned at 7:13 pm.

Director of Programming
End of Season Report for Season Bizarre Trent Radio,
March – August 2020
Prepared by Jill Staveley
September 17, 2020

INTRO: We are a strong community of people working together to foster a positive environment where exceptional radio can be made by volunteer producers. This is an amazing thing that we succeed at each season, especially since March this year. Trent Radio continues to thrive due to the contributions and commitment from an extensive and brilliant community of radio makers. It has been an honour to be part of something that really feels like a significant achievement. Not once have we felt doubt or decay – it has always been energy, optimism and possibility.

NEW DEVELOPMENTS: As you are aware, Season Bizarre has not only been the longest Season in the recent history of Trent Radio, but it has also been the only season that has been produced remotely, and broadcast almost exclusively through pre-scheduled playlists via computer automation at Trent Radio House. All content was produced at home by our staff and volunteers, and uploaded and organised through the magic of the internet and computer servers. We have been hesitant to push moving back onsite for a number of reasons, primarily due to the size of our facility, and the nature of our day-to-day operations that do not make physical distancing and sufficient sanitation easy to achieve. We were also mid-project for the renovation of the main floor (new flooring) and re-shelving of a reduced physical Vinyl Archive. The opportunity to take this time, and do that job as well as possible is one that we have chosen to prioritise.

NOTABLE OCCURANCES: With more people staying at home, we found that there was more engagement with the Radio in general. The feedback from our community was enhanced – both with positive support and critical complaints. We found that we became more aware of what we were playing on the radio and when, to be mindful of our obligation to respect our “Community Standards”, but also worked with our programmers to maintain connection with their accountability – which seemed to shift as the productions were happening at home, rather than in the studio.

PROGRAMMERS & PROGRAMMES: During this season we saw a lot of change – both with new programmers joining in, radio friends sending in one-time radio shows, participation in radio projects. Smooth Operator was produced by volunteers who shared an online “Smooth Op Binder” through the psa@trentradio.ca google docs. These were each played twice on their broadcast day. Some programmers required audio editing assistance, and we made arrangements for those programmers to send in their unedited content in advance with notes for editing/production support to get on air. We also purchased some new handheld recorders to add to our collection of gear that we have been loaning out to our community of Radio Makers for specific projects – both long term, and one-time.

NOTABLE DATES:

Friday March 13th @ 4pm – Trent Radio House Closed

Tuesday March 17th – I moved my work computer and yellow ball to my home

Monday March 23rd - Season Bizarre started with 3 blocks of Programming

0800 – Red Morning Radio 1100 – Daytime Block 2000 Evening Block

April – Call for Live & Local DIY Radio Sessions (6 were submitted!)

Monday April 13th – CUST 3139H Broadcast of Apocalypse Radio Final Assignment

Monday April 20th – Friday May 22nd – [1900] Pandemic Update w/Ptbo Currents through FB Funding

Monday April 27th – Live CYOA (w/ Rob Hailman in StudioA broadcasting a live stream)

Wednesday May 06th - Betty Taylor 100th BDay Party on the Radio!

Thursday May 28th - gas leak, repaired

Saturday May 30th - Drone Day (BP Hughes)

Wednesday June 03rd - JKM Radio Project Day

Saturday June 6th - Rick & Gaylie Live Stream - In Concert from Sadleir House (RM1920 – Hailman)

Saturday June 13th – Trent U Grad From Your Pad (w/Jill Staveley & Meara Watson in StudioA broadcasting the live stream)

Saturday June 20th - Mayhemingways Live Stream- In Concert from Sadleir House (RM1920 – Hailman)

Friday June 28th – Kim Krenz 100th BDay Party on the Radio!

Saturday June 29th - In Concert Radio Project Day (RM1920 – Hailman)/ *StudioV starts a slow disintegration

Thursday July 9th – First Weekly “Campus Media Zoom Session” With Arthur

Thursday July 9th – StudioV starts to fall apart, purchase new automation broadcast computers

Friday July 10th – Notification of CSJ Funding

Saturday July 11th – Tuesday July 28th – All playlists manually started via StudioA computer

Monday July 27th – CSJ Staff Start (Alex & Alexia)

Tuesday July 28th – New StudioV in the signal chain and running (via Channel 2 in Studio B)

Monday August 3rd – Friday August 7th – STAFF HOLIDAY!

Friday August 21st – End of Season Bizarre

SHUT DOWN – *BROADCAST OF LETTERS FROM THE EDITOR, A RADIO PROJECT THAT FEATURES CONTRIBUTIONS FROM FORMER ARTHUR EDITORS/STAFF/CONTRIBUTORS TALKING ABOUT THEIR EXPERIENCES AT TRENT AND THEIR TIME WORKING WITH ARTHUR (Julia Caron, Nathaniel Christopher, Patrick Reddick, James Burrows, Sara Swerdlyk, Jess Sachse, Meghan Kelly, Jasmine Cabanaw, James Kerr, Jesse McRae, Melinda Rigby, Nick Taylor, Brazil Gaffney-Knox)**

22 Weeks of solid community radio resilience!

2020 Season Bizarre Statement OF PERFORMANCE (March –August 2020):

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.

Digital/Online programme logs for each broadcast day are to be completed and we are required by the CRTC to maintain these logs for 4 weeks. Programmers fulfill music sheet & programme log compliance requirements through a Google Form.

All sponsorship Proof of Performance sheets are completed and kept for one year.

All music sheet data is now kept indefinitely to accompany and facilitate the rebroadcast of archive content.

Average Weekly Stats - Report covers regular broadcast hours (6:00 – midnight daily, including RFP)

Content Category	CRTC Required	TRadio Required	Season Bizarre Weekly Average	Season Bizarre (22weeks)
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming	MIN 25% of all programming	28%	
11 – NEWS			-	
12 – S/W Other			35.25HRS	775.5HRS
CATEGORY 2 – POPULAR MUSIC		MAX 60% of all music	43%	1199
21-pop rock & dance	At least 20% of CAT2 must be other than 21		32.5HRS	715HRS
22 - country & country oriented			10.25HRS	225.5HRS
23 – acoustic			8.25HRS	181.5HRS
24 – easy listening			3.5HRS	77HRS
CATEGORY 3 – TRAD & SPECIAL INTEREST	MIN 5% of all selections	MIN 5% of all selections	29%	797.5hrs
31 – concert			2.5HRS	45HRS
32 – Folk & Folk Oriented			4HRS	88HRS
33 – World Beat/Internat			1HRS	22HRS
34 – Jazz & Blues			8.5HRS	187HRS
35 – Religious			10.25HRS	225.5HRS
36 – Audio Art			10HRS	220HRS
HITS PLAYED	No specification	MAX 5%	Below TR MAX	Below TR MAX
Station Produced	Minimum 42hrs	Minimum 42hrs	126HRS	2772HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX	Below TR MAX
CAT1 total hrs			– 775HRS or 28% of programming	
CAT 2 total hrs			= 1199HRS or 60% of all musical selections	
CAT 3 total hrs			= 797.5HRS or 40% of all musical selections	

Description	Season Bizarre 2020
Total “live” b.casting hours / week (average)	82.5HRS
Number of Producers	80+
Number of Programmes	55+
*Red Morning Radio	5HRS
*RFP b.casting hours/week (average)	67.5HRS

Prepared by Jill Staveley. 20200917

Director of Operations

End of Season Report – Season Bizarre

prepared Sept 18 2020 rhailman@trentradio.ca

We certainly named Season Bizarre correctly! The 6-ish months of the season were a challenge to just about everything that is Trent Radio: our technology, our relationship with volunteers and programmers, and our relationship to the act of broadcasting itself. Through the classic Trent Radio combination of creativity, resourcefulness and stubborn dedication to producer-oriented radio, we were able to joyfully – if sometimes wearily – meet the challenge, and more than ever I'm grateful for this community of staff, volunteers and passionate weirdos.

The days have been too full to remember all the details, so instead I will highlight a few of the most significant challenges and accomplishments of the season.

Radiometres project – In Concert

Like everything else, our on-going “In Concert” project was stopped in its tracks in March, as both live events at Sadleir House and in-studio programming at Trent Radio House were – and remain – canceled. With the support of the Community Radio Fund of Canada, we were able to modify the project to fit the pandemic reality.

In collaboration with Sadleir House, we produced a series of four concerts in the John K Muir Dining Hall in June, streamed live on Saturday nights through Sadleir House's social media and broadcast the following Wednesdays on Trent Radio. Trent Radio sponsored two of the acts, the Rick and Gailie Band and Mayhemingways, through the Radiometres project, and Sadleir House sponsors the other two, Paper Shakers and Don Soul.

The project culminated in In Concert Day on June 29th, a radio project day featuring 12 hours of performances from 23 musical acts, both new and previously broadcast – including seven performances recorded by artists at home, commissioned specifically for the radio project day.

Broadcast technology

The transition to entirely remote radio production was a huge challenge that we were able to meet quickly. By modifying and supplementing the existing StudioV automation John had set up some years ago, Season Bizarre functioned with a series of scheduled tasks that built and played playlists a few times a day from files uploaded to the Psrv.

While this system gets the job done, and continues to in the fall season, a more sophisticated purpose-built radio automation system may be a worthwhile investment and help to reduce some barriers to Trent Radio programmers. One option I explored briefly over the summer is LibreTime, a free and open-source software package currently in use by other campus and community broadcasters in Canada – this warrants some more study over the coming months.

StudioV suffered a gradual failure over July, after 13 years of 24/7 operation. The automation transferred to a new computer fairly smoothly, although the scheduled job that runs the Azaan depends on some John K. Muir magic that I wasn't able to get working properly.

Our pair of Comrex BRICs – the devices that transfer our audio between the studio and transmitter – seemed to have an issue where after approximately 25 days of uninterrupted connection, they required a reboot. A firmware upgrade during our August shutdown has seemingly resolved this issue. Overall, we experienced 9 broadcast outages over the season, for a total of approximately 17 unplanned off-air hours:

Cause	# of occurrences	Total duration
Studio V automation failure	2	11:53
Comrex failure	6	4:47
Internet failure at transmitter	1	0:10
Total	9	16:50

Trent Radio archives

One area where our transition to making radio from home has not been successful is access to Trent Radio's archives. Our network infrastructure was built with on-site access in mind, and while it is possible to allow access the archives over the internet we do not yet have a good way to do that accountably and securely on any meaningful scale. In particular, encouraging Trent Radio as a resource for local musicians is difficult when our programmers cannot access our selection of new local music.

Due to the late arrival of Canada Summer Jobs funding, our project of going through Trent Radio's vinyl archives began much later than hoped. All the same, with the great work of Carmen and Alex it is well under way and (relatively) soon we will have a much more focused collection available in Studio C, whenever it reopens.

Trent Radio Comparative Balance Sheet (subject to adjustment and review) // prepared 17 Sep 2020 rhailman@trentradio.ca

ASSETS	@ 31Aug20	@ 31Aug19	LIABILITIES	@ 31Aug20	@ 31Aug19
CURRENT ASSETS			CURRENT LIABILITIES		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(1,891.89)	(1,281.03)
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	110,117.89	7,947.41	Deferred Income	960.05	935.00
ING Savings	3.62	5,896.97	Accrued Liabilities	3,250.00	3,250.00
Paypal	634.05	0.00	Trillium StudioC	0.00	0.00
Cash In Bank	110,755.56	13,844.38	CPP Payable	1,281.42	(24.60)
Petty Cash: Programming	0.00	100.00	EI Payable	514.66	(44.79)
Petty Cash: Admin	0.00	(287.30)	Income Tax Withholdings	1,729.35	(0.00)
Petty Cash: Summer Admin.	0.00	0.00	Receiver General Net	3,525.43	(69.39)
Term Deposits	0.00	0.00	WSIB Payable	50.87	0.00
Accounts Receivable	800.00	15,518.20	GST/HST Payable	(3,990.25)	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	(3,939.38)	0.00
Receivables Net	800.00	15,518.20	TOTAL CURRENT LIABILITIES	<u>1,904.21</u>	<u>2,834.58</u>
Student Levy Receivable	0.00	0.00			
Prepaid Expenses	910.96	2,105.17	LONG TERM LIABILITY		
TOTAL CURRENT ASSETS	<u>112,466.52</u>	<u>31,280.45</u>	CO Long Term Loan	27,654.56	32,014.04
			Deferred Contribution	0.00	0.00
FIXED ASSETS			TOT. LONG TERM LIABILITY	<u>27,654.56</u>	<u>32,014.04</u>
Land	10,000.00	10,000.00	TOTAL LIABILITIES	<u>29,558.77</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)	86,475.92	56,467.99
Accumulated Depreciation	(459,936.31)	(459,936.31)	TOTAL EQUITY	<u>210,711.76</u>	<u>124,235.84</u>
TOTAL FIXED ASSETS	<u>127,804.01</u>	<u>127,804.01</u>			
TOTAL ASSETS	<u>240,270.53</u>	<u>159,084.46</u>	LIABILITIES AND EQUITY	<u>240,270.53</u>	<u>159,084.46</u>

Trent Radio Comparative Income Statement (subject to adjustment and review) // prepared 17 Sep 2020 rhailman@trentradio.ca

	01Sep19-31Aug20	01Sep18-31Aug19	EXPENSE	01Sep19-31Aug20	01Sep18-31Aug19
REVENUE			SALARIES & BENEFITS		
GOVERNMENT GRANTS			Programming Wage	47,695.20	86,078.18
Federal Grants	0.00	8,717.00	Technical Wage	0.00	24,336.00
Provincial Grants	0.00	5,902.79	Publicity Wage	0.00	0.00
Municipal Grants	1,000.00	1,000.00	Administrative Wage	46,549.12	39,230.80
TOTAL GOVERNMENT GRANTS	1,000.00	15,619.79	TA Payroll	35,713.62	29,909.95
FUND RAISING			Benefits	2,300.99	3,554.16
Corporations	500.00	0.00	CPP Expense	5,563.29	7,617.58
Foundations	19,788.00	45,000.00	EI Expense	2,899.69	4,101.62
Private	30,890.69	9,421.78	WSIB Expense	320.41	
Leadership	0.00	0.00	TOTAL SALARIES & BENEFITS	141,042.32	194,828.29
Donations "In Kind"	0.00	0.00	ADMINISTRATION		
Net Donations	51,178.69	54,421.78	Contract Staff - Admin	2,779.69	2,010.00
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	277.93	290.29
Individual Memberships	1,100.01	1,650.00	Building R & M	15,406.82	11,761.22
Discretionary M'ship Exp	0.00	0.00	Building R & M - Upper	0.00	110.00
Net Memberships	136,686.27	158,114.64	Depreciation	0.00	18,472.29
Special Events	138.85	350.00	Insurance & Security	4,133.93	3,891.79
Special Events Expense	0.00	0.00	Interest Expense	2,506.15	3,564.18
Net Special Events	138.85	350.00	Legal & Other Professional	415.76	
Fundraising	0.00	220.00	Management Services Expense	7,236.30	2,618.77
Fundraising Expense	0.00	(107.63)	Memberships & Subscriptions	1,211.11	
Net Fundraising	0.00	112.37	Office Equipment & Software	1,148.28	
TOTAL FUND RAISING	188,003.81	212,998.79	Office Supplies	167.70	538.16
EARNED REVENUE			Postage & Courier	5.24	21.70
ON AIR Sponsorship	2,050.00	1,100.00	Printing & Design - Admin	49.78	
ON AIR Sponsorship Expense	(83.15)	0.00	Telephone	939.40	993.23
Net ON AIR Sponsorship	1,966.85	1,100.00	Utilities	4,203.09	4,412.70
Net Other Sponsorship	0.00	0.00	Volunteer Expenses	433.59	1,869.76
On Air Time Sales - Local	800.00		Misc. Admin Expense	120.29	1,987.28
On Air Time Sales - National	1,452.87		TOTAL ADMIN	44,983.23	56,211.47
Merch Sales	260.00		PROGRAMMING		
Merch Sales Expense	(457.86)		Contract Staff - Programming	500.00	13,130.70
Net Merch Sales	(197.86)		Artist Fees	4,000.00	
Rental Income	8,893.65	11,176.76	Hospitality & Reception	53.75	
Management Services	86,590.19	87,790.44	Licences & Tariffs	2,156.19	3,688.30
Production Services	1,183.89		Programming Expenses	1,838.68	
Net Misc Sales & Services	0.00	3,927.95	TOTAL PROGRAMMING	8,548.62	16,819.00
TOTAL EARNED REVENUE	100,689.59	103,995.15	TECHNICAL		
MISCELLANEOUS REVENUE			Contract Staff - Technical	187.09	
Interest Income	7.50	276.80	Equipment Acquisition - Tech	3,777.21	
Micellaneous Revenue	579.96	681.86	Equipment R & M - Tech	261.30	4,471.49
Amortisatn Dfrd Contribtns	0.00	0.00	Line Rental	4,644.52	4,774.15
TOTAL MISC REVENUE	587.46	958.66	TOTAL TECHNICAL	8,870.12	9,245.64
TOTAL REVENUE	290,280.86	333,572.39	MARKETING & PROMOTION		
			Advertising	350.00	
			Design & Printing	10.65	
			TOTAL MARKETING & PROMOTION	360.65	0.00
			TOTAL EXPENSE	203,804.94	277,104.40
			NET INCOME	86,475.92	56,467.99

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

Trent Radio Policy Document: Human Resources

ANNUAL WAGE INCREASE

Purpose and Scope:

Trent Radio supports fair, equitable, and transparent employment practices for all of its employees. Providing clear terms and benefits to employment assists to attract and retain quality employees who facilitate the best possible environment for the community to grow through the use of Trent Radio. As such, this policy shall govern annual wage increases for permanent employees.

This policy shall only apply to regular Trent Radio employees, and shall not be applied to student employees funded through the Trent Work Study Program, the Canada Summer Jobs Program, or other employment programs funded by government or external organizations. Exceptions to this application may be made on a case by case basis, as deemed necessary, by the Board of Directors.

Terms & Definitions:

For the purpose of this policy document, terms used will be defined as follows:

Permanent Employee: An employee who is hired on an on-going basis with no specific or predetermined end date to their employment.

Annual Wage Increase:

On September 1st each year, permanent employees shall receive a cost of living increase to their base pay equal to the Consumer Price Index (CPI). Calculation of this increase shall use the same CPI calculation used for the annual CPI increase to the student membership levy fee. Any additional increase is at the discretion of the Board as part of the budget deliberations.

Update History:

Approved by the Board of Director on October 5, 2020