

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

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Finalization of officer appointments
5. Orientation resources for new board members
  - NCRA Board Director's Handbook
  - NCRA Online training: <https://ncra.northpass.com/catalog/piceqyt6/board-of-directors-monthly-micro-training>
  - Primer for Directors of Not-for-Profit Corporations – Industry Canada: [https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/h\\_cl00688.html](https://www.ic.gc.ca/eic/site/cilp-pdci.nsf/eng/h_cl00688.html)
6. Spring fundraiser
7. Any other business
8. Adjournment

## ARTICLE IV

### 4. OFFICERS

#### Election or Appointment

4.01. There shall be a President, and a Chair of the Board, and a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may determine by by-law from time to time, and as it may from time to time appoint. One person may hold more than one office except the offices of President and Vice-president. The President, and the Chair of the Board, and the Vice-chair of the Board shall each be elected by the Board at a meeting of the Board. In default of such election, the then incumbents shall hold office until his successor is elected or appointed. Officers of Trent Radio other than the President and the Chair of the Board, and the Vice-Chair may, but need not, be members of the Board, and in the absence of written agreement to the contrary, the employment of all officers shall be settled from time to time by the Board.

#### Duties of Officers

4.02. CHAIR OF THE BOARD - The Chair of the Board of Directors shall, when present, preside at all meetings of the Board of Directors of Trent Radio. He shall ensure the preparation of a proper agenda, including follow-up of matters and responsibilities heretofore assigned, for all such meetings and due notification of the members of the Board of time and place of meetings and where appropriate of particularly significant or urgent matters to be introduced thereat.

4.03. VICE-CHAIR OF THE BOARD - The Vice-chair of the Board of Directors shall perform the duties of the Chair in the absence or inability to act of the Chair and shall, in addition render assistance to the Chair in the performance of such duties when called upon to do so.

4.04. PRESIDENT - The President shall, when present preside at all meetings of members of Trent Radio. The President shall also be charged with the general and overall management and supervision of the affairs and operations of Trent Radio. The President with the Secretary and other officer appointed by the Board for the purpose shall sign all by-laws. During the absence or inability of the President to act, his duties and powers may be exercised by the Vice-president or such other director as the board may from time to time appoint for the purpose, and where the Vice-president or such other director appointed exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

4.05. SECRETARY - The Secretary shall be ex officio clerk of the Board of Directors. He shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose and, without limiting the generality of the foregoing, a register of directors and a register of members except in circumstances where the provisions of Section 2.05 (a) of Article II apply, in which case Trent University shall make and keep a register of members admitted as members under the provisions of Section 2.05 (a) of Article II, showing the date of their elections or approval and of their respective retirements or removal. He shall give all notices required to be given to members and directors. He shall be the custodian of the seal of Trent Radio and of all books, papers, records, correspondence, contracts and other documents belonging to Trent Radio which he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such a person or person as may be named in the resolution, and he shall perform other such duties as may from time to time be determined by the Board of Directors.

4.06. TREASURER - The Treasurer, or person performing the usual duties of a treasurer, shall keep full and accurate accounts of all receipts and disbursements of Trent Radio in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of Trent Radio in such bank or in the name and to the credit of Trent Radio in such bank or banks as may from time to time be designated by the Board of Directors. He shall disburse the funds of Trent Radio under the direction of the Board of Directors, taking proper vouchers therefor and shall render to Trent Radio directors at the regular meetings thereof, or whenever required of him, an account of all his transactions as treasurer, and of the financial position of Trent Radio. He shall also perform other such duties as may from time to time be determined by the Board of Directors. The office of Secretary and the office of Treasurer may from time to time be combined as the office of Secretary-Treasurer, as the Board of Directors may from time to time determine.

4.07. MANAGER - The directors may appoint a Manager for Trent Radio who shall be responsible for preparing the Financial Statement for approval by the Board, including all amounts spent on honorariums, and shall prepare a budget before the beginning of each fiscal year. He shall be responsible for day-to-day management of the radio station operated by Trent Radio and manage office facilities and licensing matters and handle all security, relations with other organizations and related business. The Directors may appoint a Programme Co-ordinator who shall have overall responsibility for programming on Trent Radio, including all scheduling, the format of programmes, continuity, hours of operation, publicity and promotions, programme quality maintenance, enforcement of CRTC programming regulations, planning and control of special broadcasts and related activities.

4.08. TECHNICAL CO-ORDINATOR - The Directors may also appoint a Technical Co-ordinator who shall be responsible for technical training, certification of technicians and operators, and special technical arrangements and shall be responsible for ensuring the proper care, security, maintenance and supervision of hardware at all times.

4.09. OTHER OFFICERS - the duties of all other officers of the Trent Radio shall be such as the terms of their engagement calls for, or the Board of Directors requires of them.

Trent Radio Spring Fundraiser (in need of a fun name)

Since we cannot gather in person and we don't know when broadcasting as usual can resume, it is unclear whether or not we can host our usual year-end marathon.

**Idea:** A month-long, online (and on-air) fundraiser using CanadaHelp's peer-to-peer fundraising platform throughout March.

Our biggest supporters, our Producers and Operators, fundraise for us by telling their friends and family why Trent Radio is important to them asking for their support.

There will be a central event page with an overall goal (\$5,000?) and participants can create their own fundraising pages (with their own goals) that they can share with their networks and promote on their shows and social media networks.

**Resources:**

<https://www.canadahelps.org/en/charity-life/webinars-events/webinar-transform-your-next-fundraiser-by-taking-it-online/>

<https://www.canadahelps.org/en/p2p-whitepaper/>