

TRENT RADIO BoD AGENDA
11 January 2021 – 6:00PM
to be held via teleconference

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Fall 2020 programming report
5. Financial statements
6. Officer appointments
7. Any other business
8. Adjournment

TRENT RADIO BoD MINUTES

12th November 2020 – 6:00PM via teleconference

In attendance: In attendance: Alissa Paxton, Bill Temple, Katie Pedlar, Jehan Mahboob, Rob Hailman, Jill Staveley, Brazil Gaffney Knox

1. Chair's opening remarks and agenda approval

Alissa makes a motion to approve the agenda, Bill seconded.

2. Presentation of previous board minutes – October 18th, 2020

Bill motion to approve previous minutes, Alissa seconds.

3. Operations report

Jill, Brazil, Rob, passed a draft of a financial statement to be presented at AGM. The draft highlighted revenues over expenditures. Cash \$110,00. CRTC- We paid off the loan to “Ivan” with “Roy’s” donation.

Carmen Hymma is quitting her Canada summer job position because of academics. Her contract goes to Dec 11. Alex Campagnola is going to finish her tenure. His contract expires on Nov 13th.

Libertime- software change on the server. It can replace playlist blocks and could make radio at home easier. Community radio fund of Canada is behind they are working hard to process our application.

Jill is looking into applying for a community grants the City of Peterborough offers, amounting to approximately \$1000. We have a slight disadvantage because we are running a surplus.

In from the Cold is December 11th and 12th.

Board members need to submit a photo and quick bio.

4. Re-opening (or not) & dates to revisit

Extending new programmer application.

5. Nominating committee – board nominations for 2020/2021

Katie put forward members. Allyssa made the motion to approve presented names and Bill seconded it.

6. HR committee – vacation policy

Reviews vacation policy. Recommending Approval. Entitlements are unused vacation time is a liability-.

Bill makes a motion to approve of vacation policy, seconded by Shan.

7. Any other business

Fund raising effort has brought in at least a few hundred dollars. We will have a better understanding of that soon.

8. Date of next meeting

Friday at 5pm November 27th.

9. Adjournment

7:03

TRENT RADIO BoD MINUTES

7th December 2020 – 6:00PM held via teleconference

In attendance: Alissa Paxton, Bill Temple, Katie Pedlar, Michael Gray, Jehan Mahboob, Tim Snodden, Rob Hailman, Jill Staveley

Not in attendance: Brazil Gaffney Knox

1. Chair's opening remarks and agenda approval

Alissa chaired the meeting. Katie makes a motion to open the meeting, Michael seconds that.

2. Approval of previous minutes

Katie makes a motion to defer last meeting's minutes till the next meeting. Alissa seconds that.

3. Operations reports

The broadcast certificate paperwork has been received. Garry Hooper reached out to Roger Coal at Chorus about the safety of our transmitter. We are switching at noon, on December 13th, to transitioning to the new software. Trent Radio will be off air till noon on December fifteen.

Allisa shared that through the fundraising letter Trent Radio received three donations in the mail, totaling \$104 and nine online from Canada Helps. Total from twelve donors is \$1054. We have five monthly donors that collectively donate \$90 a month.

Jill shared that Trent Radio had a full fall broadcast season. Peterborough Currents published a write up about the power of Radio.

There will be Merch available from In from the Cold and the Community Reach Programs are effective.

Rob shared that the Libretime installing will streamline programming through the archives and Trent Radio is introducing some syndicated programming. The Government pays for indigenous content presented during Indigenous hours of operation.

There is a NCRA- advertising opportunity for French language "Rendez-vous de la Franca-Phone".

Campus and Community Radio is hoping Trent Radio will participate in a national committee. In January Jill is teaching two classes at Trent- Practical Option and the Peterborough/ Durham campus Workshop.

Michael makes and motion to approve reports and seconded by Bill.

4. Finalization of officer appointments

Alyssa makes a motion to extend our interim positions.
That is moved by Bill and seconded by Jehan.

Rob suggested that we return to a model where Trent Radio staff are able to chair meetings.

5. Orientation resources for new board members • NCRA Board Director's Handbook • NCRA Online training: <https://ncra.northpass.com/catalog/piceqyt6/board-of-directorsmonthly-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

6. Spring fundraiser

Trent Radio has a gap in our fundraising here. We usually do a country music marathon as a fundraiser but COVID is stopping that. Alissa suggests that through Canadahelps we do peer to peer fundraising. We would have a main page and our programmers can make their own page and have them pump it for them. There is no overhead cost.

7. Any other business

Radio Production Month- the Current Nations Organization is trying to connect the RPM Challenge to Radio Free Peterboroug.

Trent Radio wants to make a voicemail box so that listeners can call in to Trent Radio with pleasant messages to be sent through the airwave. This will be through Nexicom.

8. Adjournment

Meeting adjourns at 7:07 pm

Fall 2020 Seasonal Programming Report - Jill Staveley

The role of the Director of Programming is to generally be aware of, and accountable for the Programming that broadcasts through the facilities of CFFF 92.7 FM in Peterborough, Nogojiwanong. Each season, Trent Radio Members are invited to submit Programme Proposals. The Proposals are then reviewed for merit, training requirements, compliance requirement fulfillment, and completion. The goal is to approve and schedule every Programme Proposal if we are able. Sometimes this requires some back-and-forth between the Director of Programming and soon-to-be-programmers to make sure that the idea, format, production goals and timeline will meet CRTC regulations, fit within Trent Radio's Aims & Objects, and be deliverable.

Each Programme, and every episode, is required to meet Canadian Content (35%), Spoken Word (25%) and Foreground Format expectations unless exemption requested on the Programme Proposal each Season. Each approved Programme is expected to deliver content for each week of the season that matches the outline and format proposed and approved on the Programme Proposal. If Programmers wish to modify their programme format or topic in the middle of a broadcast season, they are expected to notify the Director of Programming, and fill out a new Programme Proposal. Spoken Word, Canadian Content and Musical Content Category statistics are calculated on a weekly basis for CRTC compliance.

Notable Dates:

TU Sep 08 - Fall Season Start, with slow roll out of programming

WE Sep 09 - Campus Media Zoom, Weekly TH @ 2pm w/Trent Radio & Arthur

FR Sep 11 - Clubs & Groups Day (online/Instagram)

MO Sep 14 - DisOrientation Radio Segment: Alexia Kambanis w/Food Not Bombs

WE Sep 30 - NCC Radio Project - Living Library Radio/Podcast Premiere

WE Sep 30 - Fall Programme Proposal Deadline

SA Oct 03 - Homecoming/Alumni Association Radio Project Day

TU Nov 24 - Radio Birthday Party for Devon Wilkins

SU Nov 29 - Annual General Meeting

SU Dec 06 - Entre Season Start

FR Dec 11 & SA Dec 12 - In From the Cold At Home - fundraiser for YES

SU Dec 13/14 - Off Air for Planned Technical Maintenance

SU Dec 20 - Vigil Radio Project

MO Dec 21 - Solstice Radio Project/Granny & the Star Child Radio Re-Tell: A Gratitude Collage, Shared by students from Highland Heights PS, Milkweed School, & Queen Mary PS. Laurel Paluck, w/funding from the CFGP

TH Dec 24 - Christmas Eve Special Radio Programming

FR Dec 25 - Christmas Day Special Radio Programming from the Archives

People

78 Volunteers & Staff Members

Operators - Yvonne Lai, Cora Muir, Iris Muir, MG Murphy, Spencer Wells, Robert Gibson, Meara Watson, Roy Layer, Laurel Paluck, Missy Knott, Justin Evangelho, Grayden Hatherly, Devon Wilkins, Alexia Kambanis, Jess Grover, Wes Grist, Bill Templeman

BOD (until Nov29) - Brazil Gaffney-Knox, Katie Pedlar, Shannon Culkeen, Michael Gray, Bill Templeman, Jehan Mahboob & Alissa Paxton

TWSP Staff - MG Murphy, Skye Vasey, Grayden Hatherly, Alexia Kambanis

CSJ Staff - Carmen Himma, Alexander Campagnolo

Management - Rob Hailman, Jill Staveley

Special Projects

Producer Oriented - Funded by The Community Radio Fund of Canada, a project to engage with and amplify new voices in our community. Projects specifically include activity with CLFN members/community, NCC members/community, local youth through educational institutions. The project is led by Laurel Paluck & Missy Knott.

CUST Internships - A 4th year for-credit internship through Media Studies/Cultural Studies. Spencer Wells is engaging with Trent Radio behind the scenes to support fundraising, governance, compliance and production tasks.

STATEMENT OF PERFORMANCE September 08 2020 – December 06 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.

Hard copy programme logs for each broadcast day are to be completed and kept for one month.

Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is kept on file indefinitely as a resource for backup shows and archives.

Programmers are reminded to account for all music played noting Canadian content and other information.

Average Weekly Stats (excluding RFP)

Content Category	CRTC Required	TRadio Required	Fall 2020 weekly stats	SEASON DATE total stats (13weeks)
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming	MIN 25% of all programming	43.6HRS 34.5% of All Programming	566.8HRS
11 – NEWS			-	
12 – S/W Other			43.6HRS	566.8HRS

CATEGORY 2 – POPULAR MUSIC		MAX 60% of all music	44.9hrs 55% of all music	583.7HRS
21-pop rock & dance	At least 20% of CAT2 must be other than 21		23.1 HRS 51% of CAT 2 Musical Selections	300.3HRS
22 - country & country oriented / 23 – acoustic / 24 – easy listening			21.8HRS 49% of CAT 2 Musical Selections	283.4HRS
CATEGORY 3 – TRAD & SPECIAL INTEREST / 31 – concert / 32 – Folk & Folk Oriented / 33 – World Beat & International / 34 – Jazz & Blues / 35 – Religious / 36 – Audio Art	MIN 5% of all selections	MIN 5% of all selections	37.5hrs 45% of All Musical Selections	487.5HRS
HITS PLAYED	No specification	MAX 5%	Below TR MAX	Below TR MAX
Station Produced	Minimum 42hrs	Min 42hrs	126 HRS (incl'd RFP)	1638HRS
Advertising & Sponsorship	No Specification	MAX 252 min	Below TR MAX	Below TR MAX

Total Stats	hrs	%
CAT 1	43.6	34.5
CAT 2	44.9	36
CAT 3	37.5	29.5
	126	100

Average weekly broadcast hours (6:00 – midnight daily)

Description	SUMMER17
Total new b.casting hours / week (average)	56.5HRS
Number of Producers	49
Number of Programmes	65
*RFP b.casting hours/week (average)	69.5 HRS

	31 Dec 20	31 Aug 20	\$ Change		31 Dec 20	31 Aug 20	\$ Change
ASSETS				LIABILITIES & EQUITY			
Current Assets				Liabilities			
Chequing/Savings				Current Liabilities			
1100 · Chequing - Bank of Montreal	168,064.50	110,117.89	57,946.61	Accounts Payable			
1110 · Tangerine Savings	3.62	3.62	0.00	2200 · Accounts Payable	-4,911.87	-5,913.43	1,001.56
1115 · Paypal	731.95	634.05	97.90	Total Accounts Payable	-4,911.87	-5,913.43	1,001.56
Total Chequing/Savings	168,800.07	110,755.56	58,044.51	Other Current Liabilities			
Accounts Receivable				2220 · Deferred Revenue	960.05	960.05	0.00
1200 · Accounts Receivable	3,878.25	4,589.62	-711.37	2240 · Accrued Liabilities	3,750.00	3,750.00	0.00
Total Accounts Receivable	3,878.25	4,589.62	-711.37	2500 · Payroll Liabilities - Rec Gen			
Other Current Assets				2530 · CPP Payable	1,401.16	1,281.42	119.74
1300 · Prepaid Expenses	697.50	910.96	-213.46	2550 · EI Payable	685.78	514.66	171.12
Total Other Current Assets	697.50	910.96	-213.46	2570 · Income Tax Payable	1,477.44	1,729.35	-251.91
Total Current Assets	173,375.82	116,256.14	57,119.68	Total 2500 · Payroll Liabilities - Rec Gen	3,564.38	3,525.43	38.95
Fixed Assets				2510 · WSIB Payable	132.20	50.87	81.33
1520 · Land	10,000.00	10,000.00	0.00	25500 · GST/HST Payable	-1,007.77	-4,003.19	2,995.42
1560 · Buildings and Improvements	213,566.01	213,566.01	0.00	Total Other Current Liabilities	7,398.86	4,283.16	3,115.70
1570 · Accum Depr - Building	-151,463.13	-151,463.13	0.00	Total Current Liabilities	2,486.99	-1,630.27	4,117.26
1580 · Office Equipment	20,774.21	20,774.21	0.00	Long Term Liabilities			
1590 · Accum Depr - Furn and Equip	-20,774.21	-20,774.21	0.00	2720 · Long Term Loan - J.K. Muir	0.00	27,654.56	-27,654.56
1600 · Technical Equipment	333,487.10	333,487.10	0.00	Total Long Term Liabilities	0.00	27,654.56	-27,654.56
1610 · Accum Dep'n - Technical	-305,384.10	-305,384.10	0.00	Total Liabilities	2,486.99	26,024.29	-23,537.30
1620 · Technical Renovations	9,913.00	9,913.00	0.00	Equity			
Total Fixed Assets	110,118.88	110,118.88	0.00	30000 · Opening Balance Equity	110,038.60	110,038.60	0.00
TOTAL ASSETS	283,494.70	226,375.02	57,119.68	32000 · Unrestricted Net Assets	90,312.13	14,197.24	76,114.89
				Net Income	80,656.98	76,114.89	4,542.09
				Total Equity	281,007.71	200,350.73	80,656.98
				TOTAL LIABILITIES & EQUITY	283,494.70	226,375.02	57,119.68

	Sep - Dec 20	Sep - Dec 19	\$ Change		Sep - Dec 20	Sep - Dec 19	\$ Change
Income				Expense			
4000 · GOVERNMENT FUNDING				5000 · SALARIES & BENEFITS			
4090 · Federal Grants				5010 · Programming Wage	32,227.20	14,391.00	17,836.20
4010 · Canada Summer Jobs	8,971.00	0.00	8,971.00	5070 · Administrative Wage	26,007.48	14,391.00	11,616.48
Total 4090 · Federal Grants	<u>8,971.00</u>	<u>0.00</u>	<u>8,971.00</u>	5075 · Trent Annual Payroll	12,596.56	16,324.44	-3,727.88
Total 4000 · GOVERNMENT FUNDING	<u>8,971.00</u>	<u>0.00</u>	<u>8,971.00</u>	5080 · Employee Benefits	3,605.39	2,300.99	1,304.40
4200 · DONATIONS & FUNDRAISING				5082 · CPP Expense	2,944.22	1,779.58	1,164.64
4230 · Foundations				5084 · EI Expense	1,566.78	1,022.92	543.86
4231 · Community Radio Fund of Canada	45,777.20	12,168.00	33,609.20	5086 · WSIB Expense	169.21	115.56	53.65
Total 4230 · Foundations	<u>45,777.20</u>	<u>12,168.00</u>	<u>33,609.20</u>	Total 5000 · SALARIES & BENEFITS	<u>79,116.84</u>	<u>50,325.49</u>	<u>28,791.35</u>
4240 · Individual Donations	23,178.66	24,157.28	-978.62	6000 · ADMINISTRATION			
4310 · Trent Student Memberships	91,067.97	56,493.28	34,574.69	6010 · Contract Staff - Admin	634.04	1,112.16	-478.12
4330 · Commercial & Non-profit Mships	300.00	200.00	100.00	6030 · Audit	4,170.60	3,948.17	222.43
4340 · Individual Memberships	775.00	875.00	-100.00	6040 · Bank Charges	91.10	103.00	-11.90
4410 · Special Events Donations	0.00	108.00	-108.00	6045 · Bldg Repair & Maint - TR	1,973.46	4,753.77	-2,780.31
Total 4200 · DONATIONS & FUNDRAISING	<u>161,098.83</u>	<u>94,001.56</u>	<u>67,097.27</u>	6060 · Insurance & Security	4,157.61	4,133.93	23.68
4500 · EARNED REVENUE				6065 · Interest Expense	382.42	874.78	-492.36
4630 · Net On Air Sponsorship - Local				6072 · Management Services Expense	797.60	6,224.44	-5,426.84
4610 · On Air Sponsorship - Local	1,500.00	1,750.00	-250.00	6080 · Memberships & Subscriptions	1,472.34	1,211.11	261.23
4620 · On Air Sponsorship Expense	0.00	-83.15	83.15	6085 · Office Equipment & Software	375.72	313.89	61.83
Total 4630 · Net On Air Sponsorship - Local	<u>1,500.00</u>	<u>1,666.85</u>	<u>-166.85</u>	6090 · Office Supplies	0.00	96.03	-96.03
4660 · On Air Time Sales - National	2,637.11	72.25	2,564.86	6095 · Postage & Courier	0.00	1.98	-1.98
4710 · Interest Income	0.00	7.50	-7.50	6100 · Printing & Design - Admin	0.00	49.78	-49.78
4725 · Net Merchandise Sales				6110 · Telephone	312.34	315.52	-3.18
4720 · Merchandise Sales	360.00	180.00	180.00	6115 · Travel & Conference	50.00	0.00	50.00
4722 · Merchandise Sales Expense	-287.40	-457.86	170.46	6120 · Utilities	1,253.26	1,814.78	-561.52
Total 4725 · Net Merchandise Sales	<u>72.60</u>	<u>-277.86</u>	<u>350.46</u>	6125 · Volunteer Expenses	0.00	303.82	-303.82
4750 · Rental Income	3,813.68	3,772.15	41.53	6130 · Misc. Admin. Expense	138.02	100.29	37.73
4770 · Production Services	0.00	31.89	-31.89	Total 6000 · ADMINISTRATION	<u>15,808.51</u>	<u>25,357.45</u>	<u>-9,548.94</u>
Total 4500 · EARNED REVENUE	<u>8,023.39</u>	<u>5,272.78</u>	<u>2,750.61</u>	6500 · PROGRAMMING			
Total Income	<u>178,093.22</u>	<u>99,274.34</u>	<u>78,818.88</u>	6510 · Trent Univ Student Payroll	0.00	4,626.98	-4,626.98
				6515 · Artist Fees	0.00	550.00	-550.00
				6530 · Licences & Tariffs	0.00	575.87	-575.87
				6535 · Programming Expenses	0.00	1,838.68	-1,838.68
				Total 6500 · PROGRAMMING	<u>0.00</u>	<u>7,591.53</u>	<u>-7,591.53</u>
				7000 · TECHNICAL			
				7010 · Contract Staff - Technical	0.00	187.09	-187.09
				7020 · Equipment Acquisition - Tech	299.35	0.00	299.35
				7040 · Equipment Repair & Maint - Tech	415.70	261.30	154.40
				7050 · Line Rental	1,795.84	1,317.72	478.12
				Total 7000 · TECHNICAL	<u>2,510.89</u>	<u>1,766.11</u>	<u>744.78</u>
				Total Expense	<u>97,436.24</u>	<u>85,040.58</u>	<u>12,395.66</u>
				Net Income	<u>80,656.98</u>	<u>14,233.76</u>	<u>66,423.22</u>