

**TRENT RADIO BoD AGENDA**  
**22 February 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. Financial statements
5. March 2020 Fundraiser
6. Any other business
7. Date of next meeting
8. Adjournment

## TRENT RADIO BoD MINUTES 11 January 2021 – 6:00PM via teleconference

In attendance: Rob Hailman, Jill Staveley, Brazil Gaffney-Knox, Katie Pedlar, Michael Grey, Bill Templeman, Alissa Paxton, Tim Snodden

Absent: Jehan Maboob

The meeting was called to order at 6:13 pm.

### **1. Chair's opening remarks and agenda approval**

Brazil Gaffney-Knox is to chair this meeting.

Alissa Paxton makes a motion to approve the agenda, seconded by Bill Templeman, and approved.

### **2. Approval of previous minutes**

Minutes are in need of revision. Motion to approve minutes made by Michael Grey, seconded by Bill Templeman, and approved.

### **3. Operations reports**

Rob Hailman presents operations reports. Trent Radio is postponing the move to Libretime. Trent Radio has an employee working eight hours a week to move the archives onto a digital platform.

Alissa Paxton makes a motion to approve operation reports, seconded by Michael Gray, and approved.

### **4. Fall 2020 Programming Report**

Jill Staveley presents programming reports. Trent Radio is in compliance with CRTC regulations and the contents meets Trent Radio's Aims and Objectives.

Katie Pedlar makes a motion to approve programming reports, seconded by Alissa Paxton, and approved.

### **5. Financial statements**

Rob Hailman presents financial statements.

Michael Gray makes a motion to approve financial statements, seconded by Katie Pedlar, and approved.

### **6. Officer appointments**

Brazil Gaffney-Knox presents officer appointments. Jill Staveley makes a motion to split the role of President and Chair, seconded by Michael Grey and unanimously passed.

Brazil Gaffney-Knox makes a motion to approve the slate of candidates:

Michael Grey - President

Rob Hailman - Vice President

Bill Templeman - Chair

Alissa Paxton - Treasurer

Katie Pedlar - Secretary

Seconded by Bill Templeman and unanimously approved by the board.

### **7. Any other business**

Alissa mentions that the board needs participants in the social media fundraising campaign. Jill mentions that Trent Radio is looking for a name for the spring special programming.

### **8. Adjournment**

Meeting adjourns at 7:10pm.

	31 Jan 21	31 Aug 20	\$ Change		31 Jan 21	31 Aug 20	\$ Change
<b>ASSETS</b>				<b>LIABILITIES &amp; EQUITY</b>			
<b>Current Assets</b>				<b>Liabilities</b>			
<b>Chequing/Savings</b>				<b>Current Liabilities</b>			
1100 · Chequing - Bank of Montreal	148,466.10	110,117.89	38,348.21	<b>Accounts Payable</b>			
1110 · Tangerine Savings	3.62	3.62	0.00	2200 · Accounts Payable	-5,743.56	-5,913.43	169.87
1115 · Paypal	731.95	634.05	97.90	<b>Total Accounts Payable</b>	-5,743.56	-5,913.43	169.87
<b>Total Chequing/Savings</b>	149,201.67	110,755.56	38,446.11	<b>Other Current Liabilities</b>			
<b>Accounts Receivable</b>				2220 · Deferred Revenue	960.05	960.05	0.00
1200 · Accounts Receivable	4,113.06	4,589.62	-476.56	2240 · Accrued Liabilities	3,750.00	3,750.00	0.00
<b>Total Accounts Receivable</b>	4,113.06	4,589.62	-476.56	<b>2500 · Payroll Liabilities - Rec Gen</b>			
<b>Other Current Assets</b>				2530 · CPP Payable	1,278.94	1,281.42	-2.48
1300 · Prepaid Expenses	1,616.00	910.96	705.04	2550 · EI Payable	600.21	514.66	85.55
<b>Total Other Current Assets</b>	1,616.00	910.96	705.04	2570 · Income Tax Payable	1,516.42	1,729.35	-212.93
<b>Total Current Assets</b>	154,930.73	116,256.14	38,674.59	<b>Total 2500 · Payroll Liabilities - Rec Gen</b>	3,395.57	3,525.43	-129.86
<b>Fixed Assets</b>				2510 · WSIB Payable	37.04	50.87	-13.83
1520 · Land	10,000.00	10,000.00	0.00	25500 · GST/HST Payable	-1,398.54	-4,003.19	2,604.65
1560 · Buildings and Improvements	213,566.01	213,566.01	0.00	<b>Total Other Current Liabilities</b>	6,744.12	4,283.16	2,460.96
1570 · Accum Depr - Building	-151,463.13	-151,463.13	0.00	<b>Total Current Liabilities</b>	1,000.56	-1,630.27	2,630.83
1580 · Office Equipment	20,774.21	20,774.21	0.00	<b>Long Term Liabilities</b>			
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	<b>Total Long Term Liabilities</b>	0.00	27,654.56	-27,654.56
1610 · Accum Dep'n - Technical	-305,384.10	-305,384.10	0.00	<b>Total Liabilities</b>	1,000.56	26,024.29	-25,023.73
1620 · Technical Renovations	9,913.00	9,913.00	0.00	<b>Equity</b>			
<b>Total Fixed Assets</b>	110,118.88	110,118.88	0.00	30000 · Opening Balance Equity	110,038.60	110,038.60	0.00
<b>TOTAL ASSETS</b>	<b>265,049.61</b>	<b>226,375.02</b>	<b>38,674.59</b>	32000 · Unrestricted Net Assets	90,312.13	14,197.24	76,114.89
				<b>Net Income</b>	63,698.32	76,114.89	-12,416.57
				<b>Total Equity</b>	264,049.05	200,350.73	63,698.32
				<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>265,049.61</b>	<b>226,375.02</b>	<b>38,674.59</b>

	Sep 20 - Jan 21	Sep 19 - Jan 20	\$ Change		Sep 20 - Jan 21	Sep 19 - Jan 20	\$ Change
<b>Income</b>				<b>Expense</b>			
<b>4000 · GOVERNMENT FUNDING</b>				<b>5000 · SALARIES &amp; BENEFITS</b>			
<b>4090 · Federal Grants</b>				5010 · Programming Wage	39,659.20	17,589.00	22,070.20
4010 · Canada Summer Jobs	8,971.00	0.00	8,971.00	5070 · Administrative Wage	30,720.66	17,589.00	13,131.66
<b>Total 4090 · Federal Grants</b>	<b>8,971.00</b>	<b>0.00</b>	<b>8,971.00</b>	5075 · Trent Annual Payroll	16,280.13	20,436.75	-4,156.62
<b>Total 4000 · GOVERNMENT FUNDING</b>	<b>8,971.00</b>	<b>0.00</b>	<b>8,971.00</b>	5080 · Employee Benefits	3,605.39	2,300.99	1,304.40
<b>4200 · DONATIONS &amp; FUNDRAISING</b>				5082 · CPP Expense	3,583.69	2,200.23	1,383.46
<b>4220 · Corporations</b>	0.00	500.00	8,971.00	5084 · EI Expense	1,916.91	1,255.32	661.59
<b>4230 · Foundations</b>				5086 · WSIB Expense	206.25	141.80	64.45
4231 · Community Radio Fund of Canada	49,651.00	12,168.00	37,483.00	<b>Total 5000 · SALARIES &amp; BENEFITS</b>	<b>95,972.23</b>	<b>61,513.09</b>	<b>34,459.14</b>
<b>Total 4230 · Foundations</b>	<b>49,651.00</b>	<b>12,168.00</b>	<b>37,483.00</b>	<b>6000 · ADMINISTRATION</b>			
4240 · Individual Donations	24,324.27	27,285.73	-2,961.46	6010 · Contract Staff - Admin	800.34	1,569.50	-769.16
4310 · Trent Student Memberships	91,067.97	56,493.28	34,574.69	6030 · Audit	4,170.60	3,948.17	222.43
4330 · Commercial & Non-profit Mships	300.00	400.00	-100.00	6040 · Bank Charges	119.60	130.25	-10.65
4340 · Individual Memberships	775.00	900.00	-125.00	6045 · Bldg Repair & Maint - TR	2,107.53	11,362.07	-9,254.54
4410 · Special Events Donations	0.00	108.00	-108.00	6060 · Insurance & Security	4,157.61	4,133.93	23.68
<b>Total 4200 · DONATIONS &amp; FUNDRAISING</b>	<b>166,118.24</b>	<b>97,855.01</b>	<b>68,263.23</b>	6065 · Interest Expense	382.42	1,087.42	-705.00
<b>4500 · EARNED REVENUE</b>				6072 · Management Services Expense	1,397.60	6,224.44	-4,826.84
<b>4630 · Net On Air Sponsorship - Local</b>				6080 · Memberships & Subscriptions	1,472.34	1,211.11	261.23
4610 · On Air Sponsorship - Local	1,500.00	2,050.00	-550.00	6085 · Office Equipment & Software	375.72	961.33	-585.61
4620 · On Air Sponsorship Expense	0.00	-83.15	83.15	6090 · Office Supplies	307.01	124.05	182.96
<b>Total 4630 · Net On Air Sponsorship - Local</b>	<b>1,500.00</b>	<b>1,966.85</b>	<b>-466.85</b>	6095 · Postage & Courier	0.00	5.24	-5.24
4660 · On Air Time Sales - National	2,871.92	72.25	2,799.67	6100 · Printing & Design - Admin	0.00	49.78	-49.78
4710 · Interest Income	0.00	7.50	-7.50	6110 · Telephone	391.48	393.74	-2.26
<b>4725 · Net Merchandise Sales</b>				6115 · Travel & Conference	50.00	0.00	50.00
4720 · Merchandise Sales	405.00	180.00	225.00	6120 · Utilities	1,561.91	2,247.77	-685.86
4722 · Merchandise Sales Expense	-287.40	-457.86	170.46	6125 · Volunteer Expenses	77.94	358.37	-280.43
<b>Total 4725 · Net Merchandise Sales</b>	<b>117.60</b>	<b>-277.86</b>	<b>395.46</b>	6130 · Misc. Admin. Expense	68.90	120.29	-51.39
4750 · Rental Income	4,777.47	4,715.20	62.27	<b>Total 6000 · ADMINISTRATION</b>	<b>17,441.00</b>	<b>33,927.46</b>	<b>-16,486.46</b>
4770 · Production Services	0.00	31.89	-31.89	<b>6500 · PROGRAMMING</b>			
<b>Total 4500 · EARNED REVENUE</b>	<b>9,266.99</b>	<b>6,515.83</b>	<b>2,751.16</b>	6505 · Contract Staff - Programming	0.00	500.00	-500.00
<b>Total Income</b>	<b>184,356.23</b>	<b>104,370.84</b>	<b>79,985.39</b>	6510 · Trent Univ Student Payroll	0.00	5,548.70	-5,548.70
				6515 · Artist Fees	2,050.00	550.00	1,500.00
				6530 · Licences & Tariffs	1,984.83	2,156.19	-171.36
				6535 · Programming Expenses	0.00	1,838.68	-1,838.68
				6500 · PROGRAMMING - Other	250.00	0.00	154.40
				<b>Total 6500 · PROGRAMMING</b>	<b>4,284.83</b>	<b>10,593.57</b>	<b>-6,308.74</b>
				<b>7000 · TECHNICAL</b>			
				7010 · Contract Staff - Technical	0.00	187.09	-187.09
				7020 · Equipment Acquisition - Tech	299.35	46.75	252.60
				7040 · Equipment Repair & Maint - Tech	415.70	261.30	154.40
				7050 · Line Rental	2,244.80	1,652.35	592.45
				<b>Total 7000 · TECHNICAL</b>	<b>2,959.85</b>	<b>2,147.49</b>	<b>812.36</b>
				<b>Total Expense</b>	<b>120,657.91</b>	<b>108,181.61</b>	<b>12,476.30</b>
				<b>Net Income</b>	<b>63,698.32</b>	<b>-3,810.77</b>	<b>67,509.09</b>