

TRENT RADIO BoD AGENDA
17 May 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. Spring 2021 programming report
5. Financial statements
6. HR committee report
7. Bill C-10 – letter from Trent Radio
8. Committee tasks
 - Programming Committee
 - Physical Plant Committee
9. Any other business
10. Date of next meeting
11. Adjournment

Spring 2021 STATEMENT OF PERFORMANCE (January – April 2021):

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.

Reference:

The Commission's primary objective for the community radio sector is that it provide a local programming service that differs in style and substance from that provided by commercial stations and the CBC. The programming should be relevant to the communities served, including official language minorities. The Commission considers that community stations should add diversity to the broadcasting system by increasing program choice in both music and spoken word. They should contribute to diversity at three levels:

Community stations should offer programming that is different from and complements the programming of other stations in their market. Their not-for-profit nature and community access policies should assist them in contributing to the achievement of this objective.

Community stations should be different from other elements of the broadcasting system, including commercial stations and stations operated by the CBC.

The programming broadcast by individual community stations should be varied and provide a wide diversity of music and spoken word.

Our license requirements regarding Content Categories are based on our license type (Community) and our specific license conditions (CFFF):

Community License

- at least 20% of all musical selections be drawn from categories other than sub-category 21.
- the Commission will require, by condition of licence, that all campus and community stations broadcast a minimum of 15% spoken word each broadcast week. For the purpose of this requirement, all spoken word shall be locally produced.

CFFF

- The licensee shall devote, in each broadcast week, a minimum of 12% of its musical selections from content category 3 (Special Interest Music) to Canadian selections broadcast in their entirety.
- The licensee shall devote no less than 5% of all musical selections to selections drawn from Category 3

Total Stats	Hrs/week (average)	%	CAT 21 maximum factor tats	Hrs/week (average)	%	Music Stats	Hrs/week (average)	%
CAT 1	41.25	33	CAT 21	41.75	47	CAT 2	62.75	74
CAT 2	62.75	50	2x	21	24	CAT 3	22	26
CAT 3	22	17	CAT 3	26	29			
	126	100		88.75	100		84.75	100

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

Content Category	CRTC Required	TRadio Required	Weekly Average
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming	MIN 25% of all programming	33%
11 – NEWS			-
12 – S/W Other			41.25
CATEGORY 2 – POPULAR MUSIC (35% CanCon)		MAX 60% of all music	74% (this is primarily due to an inefficient method for tracking RFP playlists -and always assuming CAT2 is predominantly the selection category)
21-pop rock & dance	At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS		41.75HRS / 47% of all Musical Selections
22 - country & country oriented			9hrs
23 – acoustic			11hrs
24 – easy listening			1hr
CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)	MIN 5% of all Musical Selections		
31 – concert			.5hrs
32 – Folk & Folk Oriented			.5hrs
33 – World Beat/International			1.5hrs
34 – Jazz & Blues			3hrs
35 – Religious			7hrs
36 – Audio Art			9.5hrs
HITS PLAYED	No specification	MAX 5%	Below TR MAX
Station Produced			126HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX

Description	Spring 2021
Total “live” b.casting hours / week (average)	84hrs
Number of Regular Producers	86
Number of Programmes	56
*Red Morning Radio	5hrs
*RFP & Archive b.casting hours/week (average)	42hrs

Prepared by Jill Staveley. 20210514_js

26 Students

47 Community members

13 ACLV

These numbers do not include volunteer and community participation off the air (BoD etc), nor do they include guests and special project participants.

Notable Dates: Spring 2021 Broadcast Season

Jan 03 – Spring Season Start

Jan 04 – ACLV Radio Broadcast Starts (Producer Oriented Radio Project – funded by CRFC – Missy Knott)

Jan 15 – Virtual Clubs & Groups Day

Jan 22 – Trent U Levy Council Meeting

Jan 28 – CSJ Funding Application (3 positions – Rob did this)

Jan 30 – SOCAN, Re:Sound (T1B), CMRRA Payments for Broadcasting (analogue)

Feb 01 – RPM Challenge Begins (weekly programming from Spencer & Trent Radio as official local community RPM hub, programming from RPM International)

Feb 01 – NCC Workshop Series – Newcomers Storytelling (Producer Oriented Radio Project – funded by CRFC – Laurel Paluck)

Feb 9 – Meeting w/Nona Robinson – Levy Groups no longer eligible to use TrentU Payroll for TWSP

Feb 12 – Trent U Levy Council Meeting

Feb 14 – Let The Sunshine In Radio Project Day

Feb 15 – Friday Feb 19 – TrentU Reading Break

Feb 19 – Amendment to CRFC Producer Oriented Budget/Spending approved by CRFC

Feb 22 – Artsweek Shift Proposal / Application – The Radio Is A Stage (Rob did this)

March 1 – RPM Challenge End & RPM Showcase radio show (weekly/Rob) starts

March 1-31 – Community Fundraiser for Frequency Fortitude (CFFF!)

Mar 7-25 – Rendezvous de la Francophonie PSA Campaign (through NCRA)

Mar 11 – CRFC Radiometres Grant Application Submitted – Your Radio Is A Stage

Mar 22-26 – NCRA Station Manager Summit (online)

Mar 31 – ISED Renewal Submitted (Rob)

April 1 – Re:Sound new Tariff T1B2 (for online streaming – simulcast/webcast)

April 1-15 – Summer Programme Proposal Workshops

April 16th – SU21 Programme Proposal Deadline

April19-May01 – New Programmer Orientation Sessions

April 20th – Summer Planning Meeting

April 23rd – Trent U Levy Council Meeting

April 23rd – Staff Party Online

April 25 – Saturday May 01 – SHUT DOWN / Install Libretime

May 02 – ACLV Radio Project Day (Producer Oriented Radio Project – funded by CRFC)

	30 Apr 21	31 Aug 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1100 · Chequing - Bank of Montreal	195,268.47	110,117.89	85,150.58
1110 · Tangerine Savings	3.62	3.62	0.00
1115 · Paypal	731.95	634.05	97.90
Total Chequing/Savings	196,004.04	110,755.56	85,248.48
Accounts Receivable			
1200 · Accounts Receivable	3,878.25	4,589.62	-711.37
Total Accounts Receivable	3,878.25	4,589.62	-711.37
Other Current Assets			
1300 · Prepaid Expenses	1,616.00	910.96	705.04
Total Other Current Assets	1,616.00	910.96	705.04
Total Current Assets	201,498.29	116,256.14	85,242.15
Fixed Assets			
1520 · Land	10,000.00	10,000.00	0.00
1560 · Buildings and Improvements	213,566.01	213,566.01	0.00
1570 · Accum Depr - Building	-151,463.13	-151,463.13	0.00
1580 · Office Equipment	20,774.21	20,774.21	0.00
1590 · Accum Depr - Furn and Equip	-20,774.21	-20,774.21	0.00
1600 · Technical Equipment	333,487.10	333,487.10	0.00
1610 · Accum Dep'n - Technical	-305,384.10	-305,384.10	0.00
1620 · Technical Renovations	9,913.00	9,913.00	0.00
Total Fixed Assets	110,118.88	110,118.88	0.00
TOTAL ASSETS	311,617.17	226,375.02	85,242.15
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2200 · Accounts Payable	-5,804.60	-5,913.43	108.83
Total Accounts Payable	-5,804.60	-5,913.43	108.83
Other Current Liabilities			
2220 · Deferred Revenue	960.05	960.05	0.00
2240 · Accrued Liabilities	3,750.00	3,750.00	0.00
2500 · Payroll Liabilities - Rec Gen			
2530 · CPP Payable	1,877.32	1,281.42	595.90
2550 · EI Payable	866.20	514.66	351.54
2570 · Income Tax Payable	2,202.98	1,729.35	473.63
Total 2500 · Payroll Liabilities - Rec Gen	4,946.50	3,525.43	1,421.07
2510 · WSIB Payable	55.02	50.87	4.15
25500 · GST/HST Payable	-1,892.95	-4,003.19	2,110.24
Total Other Current Liabilities	7,818.62	4,283.16	3,535.46
Total Current Liabilities	2,014.02	-1,630.27	3,644.29
Long Term Liabilities			
2720 · Long Term Loan - J.K. Muir	0.00	27,654.56	-27,654.56
Total Long Term Liabilities	0.00	27,654.56	-27,654.56
Total Liabilities	2,014.02	26,024.29	-24,010.27
Equity			
30000 · Opening Balance Equity	110,038.60	110,038.60	0.00
32000 · Unrestricted Net Assets	90,312.13	14,197.24	76,114.89
Net Income	109,252.42	76,114.89	33,137.53
Total Equity	309,603.15	200,350.73	109,252.42
TOTAL LIABILITIES & EQUITY	311,617.17	226,375.02	85,242.15

Trent Radio Comparative Income Statement (subject to adjustment and review)

// prepared 11 May 2021 rhailman@trentradio.ca

	Sep 20 – Apr 21	Sep 19 – Apr 20	\$ Change
Income			
4000 · GOVERNMENT FUNDING			
4090 · Federal Grants			
4010 · Canada Summer Jobs	11,959.00	0.00	11,959.00
Total 4090 · Federal Grants	11,959.00	0.00	11,959.00
4160 · Provincial Grants	0.00	9,596.01	-9,596.01
4190 · Municipal Grants			
4170 · City of Peterborough	7,500.00	0.00	7,500.00
Total 4190 · Municipal Grants	7,500.00	0.00	7,500.00
Total 4000 · GOVERNMENT FUNDING	19,459.00	9,596.01	9,862.99
4200 · DONATIONS & FUNDRAISING			
4220 · Corporations	2,250.00	500.00	1,750.00
4230 · Foundations			
4231 · Community Radio Fund of Canada	61,001.00	17,238.00	43,763.00
4230 · Foundations - Other	0.00	550.00	-550.00
Total 4230 · Foundations	61,001.00	17,788.00	43,213.00
4240 · Individual Donations	26,704.04	28,020.52	-1,316.48
4310 · Trent Student Memberships	182,038.77	139,948.24	42,090.53
4330 · Commercial & Non-profit Mships	300.00	400.00	-100.00
4340 · Individual Memberships	925.00	975.00	-50.00
4410 · Special Events Donations	0.00	138.85	-138.85
Total 4200 · DONATIONS & FUNDRAISING	273,218.81	187,770.61	85,448.20
4500 · EARNED REVENUE			
4630 · Net On Air Sponsorship - Local			
4610 · On Air Sponsorship - Local	1,500.00	2,050.00	-550.00
4620 · On Air Sponsorship Expense	0.00	-83.15	83.15
Total 4630 · Net On Air Sponsorship - Local	1,500.00	1,966.85	-466.85
4650 · On Air Time Sales - Local	0.00	800.00	-800.00
4660 · On Air Time Sales - National	3,233.15	1,308.37	1,924.78
4710 · Interest Income	0.00	7.50	-7.50
4725 · Net Merchandise Sales			
4720 · Merchandise Sales	445.00	240.00	205.00
4722 · Merchandise Sales Expense	-287.40	-457.86	170.46
Total 4725 · Net Merchandise Sales	157.60	-217.86	375.46
4750 · Rental Income	7,668.84	6,601.30	1,067.54
4770 · Production Services	0.00	1,183.89	-1,183.89
Total 4500 · EARNED REVENUE	12,559.59	11,650.05	909.54
Total Income	305,237.40	209,016.67	96,220.73

Trent Radio Comparative Income Statement (subject to adjustment and review)

// prepared 11 May 2021 rhailman@trentradio.ca

	Sep 20 – Apr 21	Sep 19 – Apr 20	\$ Change
Expense			
5000 · SALARIES & BENEFITS			
5010 · Programming Wage	64,891.20	27,584.00	37,307.20
5070 · Administrative Wage	48,080.90	27,584.00	20,496.90
5075 · Trent Annual Payroll	29,901.72	30,720.78	-819.06
5080 · Employee Benefits	3,605.39	2,300.99	1,304.40
5082 · CPP Expense	5,835.72	3,451.12	2,384.60
5084 · EI Expense	3,160.29	1,924.89	1,235.40
5086 · WSIB Expense	343.55	216.55	127.00
Total 5000 · SALARIES & BENEFITS	155,818.77	93,782.33	62,036.44
6000 · ADMINISTRATION			
6010 · Contract Staff - Admin	1,309.65	2,338.66	-1,029.01
6030 · Audit	4,170.60	3,948.17	222.43
6040 · Bank Charges	223.75	227.28	-3.53
6045 · Bldg Repair & Maint - TR	2,470.15	11,610.46	-9,140.31
6060 · Insurance & Security	4,157.61	4,133.93	23.68
6065 · Interest Expense	382.42	1,710.53	-1,328.11
6072 · Management Services Expense	3,385.05	6,850.73	-3,465.68
6080 · Memberships & Subscriptions	1,472.34	1,211.11	261.23
6085 · Office Equipment & Software	375.72	961.33	-585.61
6090 · Office Supplies	307.01	124.05	182.96
6095 · Postage & Courier	0.00	5.24	-5.24
6100 · Printing & Design - Admin	0.00	49.78	-49.78
6105 · Professional Development	83.95	0.00	83.95
6110 · Telephone	625.03	627.91	-2.88
6115 · Travel & Conference	100.00	0.00	100.00
6120 · Utilities	2,430.02	3,295.72	-865.70
6125 · Volunteer Expenses	77.94	433.59	-355.65
6130 · Misc. Admin. Expense	111.02	120.29	-9.27
Total 6000 · ADMINISTRATION	21,682.26	37,648.78	-15,966.52
6500 · PROGRAMMING			
6505 · Contract Staff - Programming	0.00	500.00	-500.00
6510 · Trent Univ Student Payroll	0.00	10,123.68	-10,123.68
6515 · Artist Fees	9,850.00	900.00	8,950.00
6525 · Hospitality & Reception	0.00	53.75	-53.75
6530 · Licences & Tariffs	2,857.97	2,156.19	701.78
6535 · Programming Expenses	197.26	1,838.68	-1,641.42
Total 6500 · PROGRAMMING	12,905.23	15,572.30	-2,667.07
7000 · TECHNICAL			
7010 · Contract Staff - Technical	0.00	187.09	-187.09
7020 · Equipment Acquisition - Tech	1,459.32	703.03	756.29
7040 · Equipment Repair & Maint - Tech	415.70	261.30	154.40
7050 · Line Rental	3,587.35	2,848.68	738.67
Total 7000 · TECHNICAL	5,462.37	4,000.10	1,462.27
7500 · MARKETING & PROMOTION			
7530 · Design & Printing	0.00	10.65	-10.65
7550 · Misc. Marketing Expense	116.35	0.00	116.35
Total 7500 · MARKETING & PROMOTION	116.35	10.65	105.70
Total Expense	195,984.98	151,014.16	44,970.82
Net Income	109,252.42	58,002.51	51,249.91