

TRENT RADIO BoD AGENDA
30 August 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. Hiring of new bookkeeper
6. Dates for upcoming seasons and phased reopening
7. COVID-19 safety plan
8. Any other business
9. Date of next meeting
10. Adjournment

Trent Radio Comparative Balance Sheet (subject to adjustment and review)

// prepared 20 Aug 2021 rhailman@trentradio.ca

	31 Jul 21	31 Aug 20	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1100 · Chequing - Bank of Montreal	143,938.83	110,117.89	33,820.94
1110 · Tangerine Savings	3.62	3.62	0.00
1115 · Paypal	731.65	634.05	97.60
Total Chequing/Savings	144,674.10	110,755.56	33,918.54
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	1,721.49	910.96	810.53
Total Other Current Assets	1,721.49	910.96	810.53
Total Current Assets	150,273.84	116,256.14	34,017.70
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	260,392.72	226,375.02	34,017.70
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2200 · Accounts Payable	3,789.00	-5,913.43	9,702.43
Total Accounts Payable	3,789.00	-5,913.43	9,702.43
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	1,370.94	1,281.42	89.52
2550 · EI Payable	542.54	514.66	27.88
2570 · Income Tax Payable	1,393.92	1,729.35	-335.43
Total 2500 · Payroll Liabilities - Rec Gen	3,307.40	3,525.43	-218.03
2510 · WSIB Payable	33.53	50.87	-17.34
25500 · GST/HST Payable	-2,442.20	-4,003.19	1,560.99
Total Other Current Liabilities	5,608.78	4,283.16	1,325.62
Total Current Liabilities	9,397.78	-1,630.27	11,028.05
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	9,397.78	26,024.29	-16,626.51
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	50,644.21	76,114.89	-25,470.68
Total Equity	250,994.94	200,350.73	50,644.21
TOTAL LIABILITIES & EQUITY	260,392.72	226,375.02	34,017.70

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

// prepared 20 Aug 2021 rhailman@trentradio.ca

	Sep 20 – Jul 21	Sep 19 – Jul 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			
4155 · Other Provincial	3,209.00	9,596.01	-6,387.01
Total 4160 · Provincial Grants	3,209.00	9,596.01	-6,387.01
4190 · Municipal Grants			
4170 · City of Peterborough	7,500.00	1,000.00	6,500.00
Total 4190 · Municipal Grants	7,500.00	1,000.00	6,500.00
Total 4000 · GOVERNMENT FUNDING	22,668.00	10,596.01	12,071.99
4200 · DONATIONS & FUNDRAISING			
4220 · Corporations	2,250.00	500.00	1,750.00
4230 · Foundations			
4231 · Community Radio Fund of Canada	61,001.00	19,238.00	41,763.00
4230 · Foundations - Other	0.00	550.00	-550.00
Total 4230 · Foundations	61,001.00	19,788.00	41,213.00
4240 · Individual Donations	29,745.24	30,813.48	-1,068.24
4310 · Trent Student Memberships	182,843.87	139,948.24	42,895.63
4330 · Commercial & Non-profit Mships	300.00	400.00	-100.00
4340 · Individual Memberships	1,095.00	1,100.01	-5.01
4410 · Special Events Donations	0.00	138.85	-138.85
Total 4200 · DONATIONS & FUNDRAISING	277,235.11	192,688.58	84,546.53
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	72.25	800.00	-727.75
4660 · On Air Time Sales - National	4,822.64	1,597.37	3,225.27
4710 · Interest Income	0.00	7.50	-7.50
4725 · Net Merchandise Sales			
4720 · Merchandise Sales	535.00	260.00	275.00
4722 · Merchandise Sales Expense	-330.81	-457.86	127.05
Total 4725 · Net Merchandise Sales	204.19	-197.86	402.05
4750 · Rental Income	10,518.73	7,950.60	2,568.13
4760 · Mgmt Services - Trent Annual	0.00	86,590.19	-86,590.19
4770 · Production Services	0.00	1,183.89	-1,183.89
Total 4500 · EARNED REVENUE	17,117.81	99,898.54	-82,780.73
Total Income	317,020.92	303,183.13	13,837.79

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

// prepared 20 Aug 2021 rhailman@trentradio.ca

	Sep 20 – Jul 21	Sep 19 – Jul 20	\$ Change
Expense			
5000 · SALARIES & BENEFITS			
5010 · Programming Wage	87,655.20	41,584.00	46,071.20
5070 · Administrative Wage	68,054.33	41,584.00	26,470.33
5075 · Trent Annual Payroll	34,042.97	33,217.20	825.77
5080 · Employee Benefits	3,605.39	2,300.99	1,304.40
5082 · CPP Expense	7,976.66	4,922.58	3,054.08
5084 · EI Expense	4,197.20	2,599.47	1,597.73
5086 · WSIB Expense	453.44	287.94	165.50
Total 5000 · SALARIES & BENEFITS	205,985.19	126,496.18	79,489.01
6000 · ADMINISTRATION			
6010 · Contract Staff - Admin	1,694.23	2,681.66	-987.43
6030 · Audit	4,170.60	3,948.17	222.43
6040 · Bank Charges	328.30	270.83	57.47
6045 · Bldg Repair & Maint - TR	4,102.10	15,079.41	-10,977.31
6050 · Bldg Repair & Maint - Upper Apt	674.57	0.00	674.57
6060 · Insurance & Security	4,157.61	4,133.93	23.68
6065 · Interest Expense	382.42	2,311.07	-1,928.65
6070 · Legal & Other Professional	0.00	415.76	-415.76
6072 · Management Services Expense	3,415.95	6,850.73	-3,434.78
6075 · Meeting Expenses	160.00	0.00	160.00
6080 · Memberships & Subscriptions	1,472.34	1,211.11	261.23
6085 · Office Equipment & Software	626.49	1,011.72	-385.23
6090 · Office Supplies	585.60	167.70	417.90
6095 · Postage & Courier	19.12	5.24	13.88
6100 · Printing & Design - Admin	0.00	49.78	-49.78
6105 · Professional Development	83.95	0.00	83.95
6110 · Telephone	868.58	861.46	7.12
6115 · Travel & Conference	100.00	0.00	100.00
6120 · Utilities	3,294.67	4,227.87	-933.20
6125 · Volunteer Expenses	77.94	433.59	-355.65
6130 · Misc. Admin. Expense	111.04	120.29	-9.25
Total 6000 · ADMINISTRATION	26,325.51	43,780.32	-17,454.81
6500 · PROGRAMMING			
6505 · Contract Staff - Programming	0.00	500.00	-500.00
6510 · Trent Univ Student Payroll	10,273.24	10,123.68	149.56
6515 · Artist Fees	12,700.00	4,000.00	8,700.00
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
6500 · PROGRAMMING - Other	400.00	0.00	400.00
Total 6500 · PROGRAMMING	26,428.47	18,672.30	7,756.17
7000 · TECHNICAL			
7010 · Contract Staff - Technical	0.00	187.09	-187.09
7020 · Equipment Acquisition - Tech	2,056.93	3,445.65	-1,388.72
7040 · Equipment Repair & Maint - Tech	415.70	261.30	154.40
7050 · Line Rental	5,048.56	4,195.56	853.00
Total 7000 · TECHNICAL	7,521.19	8,089.60	-568.41
7500 · MARKETING & PROMOTION			
7520 · Advertising	0.00	350.00	
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	360.65	-244.30
Total Expense	266,376.71	197,399.05	68,977.66
Net Income	50,644.21	105,784.08	-55,139.87

Key broadcast season dates for YE2022

Stage 1 – September 7, 2021 – Radiometres participants on site, staff begin working regular scheduled shifts on site. All programming remote.

Stage 2 – September 26, 2021 – Programmers and operators on site for training only, programming continues 100% remote

Stage 3 – October 31, 2021 – Limited on-site programming begins, with staff as operators

Stage 4 – in 2022 – date & details to be determined

Tues, Sept 7, 2021	Fall season begins
Fri, Sept 17, 2021	Fall programme proposal deadline
Sun, Sept 26, 2021	Onsite training begins
Sun, Oct 31, 2021	Limited onsite programming begins
Fri, Dec 3, 2021	Deadline to develop reopening plan for spring season
Sat, Dec 18, 2021	Fall season ends
Dec 19, 2021 – Jan 1, 2022	December shutdown (2 weeks)
Sun, Jan 2, 2022	Spring season begins
Sat, April 16, 2022	Spring season ends
April 17 – April 30	April shutdown (2 weeks)
Sun, May 1, 2022	Summer season begins
Sat, Aug 20, 2022	Summer season ends
Aug 21 – Sept 3, 2022	August shutdown (2 weeks)

COVID-19 safety plan (DRAFT Aug 2021)

Company details

Business name: Trent Radio

Revision date: 2021-08-30

Date completed: 2021-03-12

Developed by: Rob Hailman & Jill Staveley

Division/group: n/a

Others consulted: Trent Radio staff & Board of Directors

Date distributed: 2021-08-31

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government's [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- Create a COVID-19 general policy, as well as detailed screening, reporting, cleaning (opening/closing) and on-site working expectations.
- Post all policies in a prominent location at Trent Radio House, and on the Trent Radio website.
- Post prominent notice of any changes to these policies on the Trent Radio website.

- Post notice of Trent Radio's COVID-19 policies on social media platforms.
- Clearly communicate to all programmers that compliance with this plan, and other COVID-19 plans and policies, is required as a condition for producing radio in person at Trent Radio House.
- Host a weekly virtual staff meeting to update and communicate with staff.
- Host a mandatory monthly meeting online for all volunteers who regularly come on site, such as operators and programmers.
- Ensure our procedures are up to date by a weekly review of Ministry of Health & Peterborough Public Health guidance.
- Produce and regularly broadcast PSAs, summarizing Trent Radio's current COVID-19 safety policies.

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- All staff members, volunteers and planned visitors will be required to screen before going on-site at Trent Radio House.
- Staff members, operators and project participants will be required to complete the provincial COVID screening questionnaire (online), and email the result to info@trentradio.ca, including planned times to be spent on site.
- Staff members who, as a result of COVID screening, are not able to work on site will be provided with paid sick leave.
- Operators, and staff working as operators, shall complete their screening at least two hours prior to beginning their shift, to allow time for alternate arrangements if needed.
- Programmers and visitors will be screened verbally by staff or operators upon arrival.
- All verbal screenings will be recorded in a written log, recording the name, phone number, and date and time
- Signage will be posted at each entrance to Trent Radio House, outlining our screening procedures.

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- Occupancy indoors at Trent Radio is limited to staff, project participants, volunteers performing a scheduled operator shift or programme, and outside professionals or contractors by appointment. All others are permitted on site only with the permission of the Director of Operations or Director of Programming.
- All persons are required to wear a mask or face covering which covers the mouth, nose and chin when indoors at Trent Radio, unless they are eating and/or drinking.
- All volunteers will be required to provide an attestation of COVID-19 vaccination before they are permitted to volunteer on site. Those unable or unwilling to provide such an attestation will be able to continue to participate remotely.
- Occupancy indoors at Trent Radio is restricted to 8 people.
- Studio A and B will both have a maximum occupancy of 2 people.
- Studio C will have a maximum occupancy of 4 people.
- The kitchen and hallway will have a combined maximum occupancy of 4 people.
- The upstairs offices will have a maximum occupancy of 3 people.
- Programmers are not permitted to have guests on site at this time.
- All staff, volunteers and visitors are required to maintain two meters distance from others not part of their household while indoors on-site, except where this is not possible to complete required tasks.
- Trent Radio will install air purifiers to be operated at all times, sufficient to ensure between 4 and 6 air changes per hour in each room.
- PPE is available at Trent Radio House for use by staff and volunteers.

- All staff working on site at Trent Radio are required to disinfect all high-touch surfaces in their work areas, and any common areas used, at both the beginning and end of their work shifts.
- Programmers will be required to minimize the time they are on site before and after any studio bookings, with expected times to be communicated before any onsite programming is scheduled.
- Any in-studio programming will be scheduled to maximize the time between studio bookings, to allow time for sanitation and air filtration.
- Trent Radio will develop studio sanitization procedures, and require staff and volunteers to follow these procedures before and after using any studio equipment.
- Trent Radio will designate spaces for eating and drinking, for both staff and volunteers.
- All volunteers are only permitted on site for their regularly scheduled programme or operator shift, unless otherwise authorised by the Director of Operations or Director of Programming.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.

Actions:

- In the event that an employee or volunteer reports symptoms consistent with COVID-19, or is identified as a close contact of someone with symptoms, they will be asked to complete Ontario's COVID-19 self-assessment and follow the recommended steps, including being tested and self-isolating.
- In the event that an employee or volunteer shows symptoms consistent with COVID-19 at Trent Radio, they must return home and self-isolate immediately. If this is not possible, they must isolate themselves in Studio C until they are able to return home.
- In both of these cases, the Director of Operations or Director of Programming will contact Peterborough Public Health to report a possible workplace exposure.
- Trent Radio will maintain a list of the names and phone numbers of all staff, volunteers and contractors authorised to work on site, as well as a record of the dates and approximate times each individual is on location.

- Trent Radio will provide this information to Peterborough Public Health when required for contact tracing or compliance with public health orders.
- Trent Radio will comply with all requirements and guidance from Peterborough Public Health relating to a possible workplace exposure, and require all staff and volunteers to do so.
- If an employee is required to self-isolate, Trent Radio will modify tasks and responsibilities to facilitate the employee working from home.
- In the event of a potential workplace exposure to COVID-19, all affected employees and volunteers will be notified of the date, time, and location of the potential exposure.
- Should an employee test positive for COVID-19 due to a workplace exposure, this will be reported in writing to the health & safety representative, the Ministry of Labour and WSIB in writing within three days.
- Contact information for Peterborough Public Health, and the location and contact information for COVID-19 testing centers, will be posted in the Trent Radio kitchen.
- This procedure will be posted in the Trent Radio kitchen.

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- As part of regular meetings with staff, Trent Radio will include check-ins about concerns and risks related to work practices. This includes concerns relating to both remote and on-site work.
- As part of monthly meetings with operators & programers, Trent Radio will include check-ins around concerns and risks related to volunteer practices. This includes concerns relating to both remote and on-site operations.
- Trent Radio will commit to providing resources to staff and volunteers, to address barriers to successful remote work and production of broadcast programming.

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- This safety plan will be reviewed monthly by representatives of Trent Radio's board and management, and the health and safety representative.
- All staff and volunteers will be provided opportunities to provide suggestions and feedback about COVID-19 safety at Trent Radio, through both formal and informal processes.
- Trent Radio will implement an online "suggestion box" for staff, volunteers and community members to anonymously give their concerns and ideas related to safety at Trent Radio.
- Trent Radio will follow a phased approach to reopening our facilities to volunteers and community members, with this safety plan and other procedures reviewed and amended as necessary before each phase of reopening.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: Trent Radio

Division/group: n/a

Date completed: March 12, 2021

Revision date: August 30, 2021

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Create, distribute electronically, and post a physical copy of COVID-19 general policy, as well as detailed screening, reporting, cleaning (opening/closing) and on-site working expectations.
- Host online meetings with staff weekly, and volunteers monthly, to communicate policy changes.
- Ensure our procedures are up to date by a weekly review of Ministry of Health & Peterborough Public Health guidance.
- Produce and regularly broadcast PSAs summarizing Trent Radio's current COVID-19 safety policies.

How we're screening for COVID-19

- Staff members, operators and project participants will be required to complete the provincial COVID screening questionnaire (online) before coming on site.
- Staff members who, as a result of COVID screening, are not able to work on site will be provided with paid sick leave.
- Programmers and visitors will be screened verbally by staff or operators upon arrival.
- All verbal screenings will be recorded in a written log, recording the name, phone number, and date and time
- Signage will be posted at each entrance to Trent Radio House, outlining our screening procedures.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- All persons are required to wear a mask or face covering which covers the mouth, nose and chin when indoors at Trent Radio, unless they are eating and/or drinking.
- Occupancy indoors at Trent Radio is limited to staff, project participants, volunteers performing a scheduled operator shift or programme, and outside professionals or contractors by appointment. Programmers are not permitted to have guests on site at this time.
- Occupancy indoors at Trent Radio is limited to 8 people, with posted limits for each room.
- All staff, volunteers and visitors are required to maintain two meters distance from others not part of their household while indoors on-site, except where this is not possible to complete required tasks.
- Programmers will be required to minimize the time they are on site before and after any studio bookings.
- Any in-studio programming will be scheduled to maximize the time between studio bookings, to allow time for sanitation and air filtration.

Cleaning

- All staff working on site at Trent Radio are required to disinfect all high-touch surfaces in their work areas, and any common areas used, at both the beginning and end of their work shifts.
- Trent Radio will develop studio sanitization procedures, and require staff and volunteers to follow these procedures before and after using any studio equipment.

Other

- All volunteers will be required to provide an attestation of COVID-19 vaccination before they are permitted to volunteer on site.
- All volunteers are only permitted on site for their regularly scheduled programme or operator shift, unless otherwise authorised by the Director of Operations or Director of Programming.
- Trent Radio will install air purifiers to be operated at all times.
- PPE is available at Trent Radio House for use by staff and volunteers.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- In the event that an employee or volunteer reports symptoms consistent with COVID-19, or is identified as a close contact of someone with symptoms, they will be asked to complete Ontario's COVID-19 self-assessment and follow the recommended steps, including being tested and self-isolating.
- In the event that an employee or volunteer shows symptoms consistent with COVID-19 at Trent Radio, they must return home and self-isolate immediately. If this is not possible, they must isolate themselves in Studio C until they are able to return home.
- Potential workplace exposures will be reported to Peterborough Public Health.
- If an employee is required to self-isolate, Trent Radio will modify tasks and responsibilities to facilitate the employee working from home.
- In the event of a potential workplace exposure to COVID-19, all affected employees and volunteers will be notified of the date, time, and location of the potential exposure.
- Should an employee test positive for COVID-19 due to a workplace exposure, this will be reported in writing to the health & safety representative, the Ministry of Labour and WSIB in writing within three days.

How we're managing any new risks caused by the changes made to the way we operate our business

- As part of regular meetings with staff and volunteers, Trent Radio will include check-ins about concerns and risks related to work practices. This includes concerns relating to both remote and on-site operations.
- Trent Radio will commit to providing resources to staff and volunteers, to address barriers to successful remote work and production of broadcast programming.

How we're making sure our plan is working

- All staff and volunteers will be provided opportunities to provide suggestions and feedback about COVID-19 safety at Trent Radio, through both formal and informal processes, as well as anonymously through an online "suggestion box".
- This safety plan will be reviewed monthly by representatives of Trent Radio's board and management, and the health and safety representative.