

TRENT RADIO BoD AGENDA
18 October 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. Vacation backpay
6. Nominating committee
7. Any other business
8. Date of next meeting
9. Adjournment

TRENT RADIO BoD MINUTES

July 26, 2021 – 6:00PM via teleconference

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

1. Chair's opening remarks and agenda approval

Bill Templeman chairs the meeting. Alissa Paxton addresses a conflict of interests between herself and bookkeeper Sue Newman which is pertinent for the annual fiscal review.

2. Approval of previous minutes

Brazil Gaffney-Knox makes a motion to approve minutes, seconded by Michael Gray.

3. Operations Reports

Trent Radio House had an inspection done through Birch Home Inspection. The service was exchanged for a sponsorship. The inspection did not identify any urgent repairs. The physical records in Studio C have been organized with a master list.

The Trent radio tenets have communicated that they are moving out. Trent Radio is choosing to take some time to examine possibilities for the space.

The Board has received the operations Reports as presented.

4. Financial statements

Trent Radio has not yet taken the reimbursement from the Trent annual which is poised to be in the \$80,000-\$100,000 range.

Bill Templeman makes a motion to accept the financial statements, seconded by Alissa Paxton.

5. Budget for fiscal year 2022

Rob Hailman presents the 2022 fiscal year budget.

Alissa Paxton presents ideas for the 2021 fundraising initiatives.

Alissa Paxton moves to approve the budget, seconded by Brazil Gaffney-Knox.

7. Date of next meeting

August 16th and 30th 2021.

8. Adjournment

Meeting adjourns at 7:34.

TRENT RADIO BoD MINUTES

27 September 2021 – 6:00PM via teleconference

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

1. Chair's opening remarks and agenda approval

Bill Templeman chairs the meeting.

2. Approval of previous minutes

Minutes from July have not yet been presented to the board.

August minutes are presented to the board.

Brazil Gaffney-Knox makes a motion to approve August minutes, seconded by Michael Gray.

3. Operations reports

Jill Staveley presents programing reports.

So far, programmer have been working remotely but Trent Radio is hoping to return to in studio, with COVID19 accommodations in place.

4. Summer 2021 end-of-season reports

Jill Staveley and Rob Hailman present end of season report. TR programmer is balanced and in accordance with the CRTC through the 2021 Summer season.

Trent Radio Broadcast certificate and Broadcast licence expired in August 2021. The broadcast certificate renewed until 2028. Trent Radio has been granted two one-year extensions broadcast licences therefore it expires August 21, 2023.

Katie Pedlar makes a motion to approve the end of season reports, Alissa Paxton seconds the motion.

5. Financial statements

Trent Radio's financial statement have not yet been reviewed by an accountant.

Trent Radio has received its levy fees.

Brazil Gaffney-Knox makes a motion to approve financial statements, seconded by Bill Templeman.

6. Appointment of accountant for 2021 review engagement

Alissa Paxton moves that we appoint JD Watson and Associated as the 2021 Trent Radio accountant, seconded by Tim Snodden.

7. Any other business

There is some discussion regarding reforming the HR committee.

8. Date of next meeting

Next meeting is October 18th, 2021.

9. Adjournment

Meeting adjourns 7:10PM

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

// prepared 13 Oct 2021 rhailman@trentradio.ca

	30 Sep 21	31 Aug 21	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1100 · Chequing - Bank of Montreal	362,442.39	266,439.92	96,002.47
1110 · Tangerine Savings	3.62	3.62	0.00
1115 · Paypal	782.20	731.65	50.55
1160 · Petty Cash - Programming	500.00	0.00	
Total Chequing/Savings	363,728.21	267,175.19	96,553.02
Accounts Receivable			
1200 · Accounts Receivable	6,119.86	13,851.05	-7,731.19
Total Accounts Receivable	6,119.86	13,851.05	-7,731.19
Other Current Assets			
1300 · Prepaid Expenses	3,524.22	2,997.46	526.76
Total Other Current Assets	3,524.22	2,997.46	526.76
Total Current Assets	373,372.29	284,023.70	89,348.59
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	483,491.17	394,142.58	89,348.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2200 · Accounts Payable	1,749.64	5,057.26	-3,307.62
Total Accounts Payable	1,749.64	5,057.26	-3,307.62
Other Current Liabilities			
2220 · Deferred Revenue	7,030.00	7,030.00	0.00
2240 · Accrued Liabilities	3,750.00	3,750.00	0.00
2500 · Payroll Liabilities - Rec Gen			
2530 · CPP Payable	1,656.46	1,370.94	285.52
2550 · EI Payable	698.67	538.99	159.68
2570 · Income Tax Payable	1,946.31	1,393.92	552.39
Total 2500 · Payroll Liabilities - Rec Gen	4,301.44	3,303.85	997.59
2510 · WSIB Payable	111.60	66.84	44.76
25500 · GST/HST Payable	-2,886.04	-2,503.80	-382.24
Total Other Current Liabilities	12,307.00	11,646.89	660.11
Total Current Liabilities	14,056.64	16,704.15	-2,647.51
Total Liabilities	14,056.64	16,704.15	-2,647.51
Equity			
30000 · Opening Balance Equity	110,038.60	110,038.60	0.00
32000 · Unrestricted Net Assets	267,399.83	90,312.13	177,087.70
Net Income	91,996.10	177,087.70	-85,091.60
Total Equity	469,434.53	377,438.43	91,996.10
TOTAL LIABILITIES & EQUITY	483,491.17	394,142.58	89,348.59

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

// prepared 13 Oct 2021 rhailman@trentradio.ca

	Sep 21	Sep 20	\$ Change
Income			
4000 · GOVERNMENT FUNDING			
4090 · Federal Grants			
4010 · Canada Summer Jobs	0.00	0.00	0.00
Total 4090 · Federal Grants	0.00	0.00	0.00
4160 · Provincial Grants			
4155 · Other Provincial	0.00	0.00	0.00
Total 4160 · Provincial Grants	0.00	0.00	0.00
4190 · Municipal Grants			
4170 · City of Peterborough	0.00	0.00	0.00
Total 4190 · Municipal Grants	0.00	0.00	0.00
Total 4000 · GOVERNMENT FUNDING	0.00	0.00	0.00
4200 · DONATIONS & FUNDRAISING			
4220 · Corporations	0.00	0.00	0.00
4230 · Foundations & Service Groups			
4231 · Community Radio Fund of Canada	29,880.00	27,240.00	2,640.00
4230 · Foundations - Other	0.00	0.00	0.00
Total 4230 · Foundations	29,880.00	27,240.00	2,640.00
4240 · Individual Donations	121.89	423.74	-301.85
4310 · Trent Student Memberships	94,520.09	0.00	94,520.09
4330 · Commercial & Non-profit Mships	0.00	100.00	-100.00
4340 · Individual Memberships	225.00	250.05	-25.05
4410 · Special Events Donations	0.00	0.00	0.00
Total 4200 · DONATIONS & FUNDRAISING	124,746.98	28,013.79	96,733.19
4500 · EARNED REVENUE			
4630 · Net On Air Sponsorship - Local			
4610 · On Air Sponsorship - Local	500.00	0.00	500.00
4620 · On Air Sponsorship Expense	0.00	0.00	0.00
Total 4630 · Net On Air Sponsorship - Local	500.00	0.00	500.00
4650 · On Air Time Sales - Local	0.00	0.00	0.00
4660 · On Air Time Sales - National	0.00	812.80	-812.80
4710 · Interest Income	0.00	0.00	0.00
4725 · Net Merchandise Sales			
4720 · Merchandise Sales	40.00	40.00	0.00
4722 · Merchandise Sales Expense	0.00	0.00	0.00
Total 4725 · Net Merchandise Sales	40.00	40.00	0.00
4750 · Rental Income	943.04	943.05	-0.01
4760 · Mgmt Services - Trent Annual	0.00	0.00	0.00
4770 · Production Services	0.00	0.00	0.00
4790 · Misc. Earned Revenue	0.00	0.00	0.00
Total 4500 · EARNED REVENUE	1,483.04	1,795.85	-312.81
Total Income	126,230.02	29,809.64	96,420.38

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

// prepared 13 Oct 2021 rhailman@trentradio.ca

	Sep 21	Sep 20	\$ Change
Expense			
5000 · SALARIES & BENEFITS			
5010 · Programming Wage	7,725.80	8,555.20	-829.40
5030 · Technical Wage	2,040.30	0.00	2,040.30
5070 · Administrative Wage	3,927.70	6,020.72	-2,093.02
5075 · Trent Annual Payroll	4,733.89	1,248.21	3,485.68
5080 · Employee Benefits	4,641.52	3,605.39	1,036.13
5082 · CPP Expense	828.23	676.03	152.20
5084 · EI Expense	407.55	350.03	57.52
5086 · WSIB Expense	44.76	37.01	7.75
Total 5000 · SALARIES & BENEFITS	24,349.75	20,492.59	3,857.16
6000 · ADMINISTRATION			
6010 · Contract Staff - Admin	187.09	124.73	62.36
6030 · Audit	0.00	0.00	0.00
6040 · Bank Charges	19.90	22.95	-3.05
6045 · Bldg Repair & Maint - TR	153.82	100.75	53.07
6050 · Bldg Repair & Maint - Upper Apt	0.00	0.00	0.00
6055 · Depreciation	0.00	0.00	0.00
6060 · Insurance & Security	3,842.92	4,157.61	-314.69
6065 · Interest Expense	0.00	192.51	-192.51
6070 · Legal & Other Professional	0.00	0.00	0.00
6072 · Management Services Expense	0.00	0.00	0.00
6075 · Meeting Expenses	0.00	0.00	0.00
6080 · Memberships & Subscriptions	0.00	304.62	-304.62
6085 · Office Equipment & Software	0.00	375.72	-375.72
6090 · Office Supplies	0.00	0.00	0.00
6095 · Postage & Courier	0.00	0.00	0.00
6100 · Printing & Design - Admin	0.00	0.00	0.00
6105 · Professional Development	0.00	0.00	0.00
6110 · Telephone	77.85	77.85	0.00
6115 · Travel & Conference	0.00	0.00	0.00
6120 · Utilities	259.53	324.56	-65.03
6125 · Volunteer Expenses	0.00	0.00	0.00
6130 · Misc. Admin. Expense	0.00	0.00	0.00
Total 6000 · ADMINISTRATION	4,541.11	5,681.30	-1,140.19
6500 · PROGRAMMING			
6505 · Contract Staff - Programming	0.00	0.00	0.00
6510 · Trent Univ Student Payroll	0.00	0.00	0.00
6515 · Artist Fees	1,500.00	0.00	1,500.00
6525 · Hospitality & Reception	0.00	0.00	0.00
6530 · Licences & Tariffs	0.00	0.00	0.00
6535 · Programming Expenses	0.00	0.00	0.00
6540 · Workshop Fees & Expenses	120.00	0.00	120.00
Total 6500 · PROGRAMMING	1,620.00	0.00	1,620.00
7000 · TECHNICAL			
7010 · Contract Staff - Technical	0.00	0.00	0.00
7020 · Equipment Acquisition - Tech	1,195.30	0.00	1,195.30
7040 · Equipment Repair & Maint - Tech	0.00	0.00	0.00
7050 · Line Rental	448.96	454.16	-5.20
Total 7000 · TECHNICAL	1,644.26	454.16	1,190.10
7500 · MARKETING & PROMOTION			
7520 · Advertising	2,078.80	0.00	2,078.80
Total 7500 · MARKETING & PROMOTION	2,078.80	0.00	2,078.80
Total Expense	34,233.92	26,628.05	7,605.87
Net Income	91,996.10	3,181.59	88,814.51

Request for backpay for Staff Vacation days (owed)

Prior to our formal job contracts presented and agreed to in April 2020, Rob Hailman & Jill Staveley were carrying forth a staff arrangement where each staff member was paid 4% vacation pay on each paycheque, and expected to arrange 2 (or 3) weeks of vacation time each year.

As you probably know, it is very hard to take vacation time when you work at a Community Radio Station with a small staff roster. Vacation time often went without being taken in full over the years—and was never followed up on due to Trent Radio's limited funds.

At this time we would like to talk about the vacation hours that have not been taken, seek remuneration for this time, and request that changes be made in our job contracts to account for the fact that some years it is almost impossible to actually take the days off.

Counting years in alignment with Trent Radio's fiscal year.

Sep19 – Aug20

Rob Hailman 1 week of vacation taken out of 2 weeks allotment

Jill Staveley 1 week of vacation taken out of 3 weeks allotment

Sep20 – Aug21

Rob Hailman 1 week of vacation taken out of 2 weeks allotment

Jill Staveley 2 weeks of vacation taken out of 3 weeks allotment

While there are questions about how to calculate the vacation buy-out for fiscal 19/20, fiscal 20/21 is very clear.

We request the board's approval to move forward in calculating and paying out the monies owed in lieu of the vacation time untaken.