

Trent Radio BoD

Sept. 8, 2020

**MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Tuesday, September 8, 2020**

Present: Shannon Culkeen, Brazil Gaffney-Knox, Alissa Paxton, Bill Templeman

Regrets: Michael Gray, Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:10pm, with Brazil Gaffney-Knox acting as Chair, and Bill Templeman recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on August 24, 2020, were approved.
3. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved.
 - a. The archiving of Trent Radio's extensive vinyl & CD collection is proceeding. Options for disposing of the surplus items are being researched
 - b. Policy for evaluation of vinyl archive being implemented.
 - c. Alex Campagnolo is coordinating painting of Studio C while it is empty of records.
 - d. Porch: Rob is working with Gary Peebles on initial plans and quote. Our major donor is looking at a 2020 donation which may help fund this.
 - e. TWSP hiring is complete. International job still open. No applicant for physical plant job yet
 - f. Spencer Wells wants to help part-time.
 - g. 31 program proposals received.
 - h. Good & Country show not happening; Wild Willy wants to do a country show on Saturdays
 - i. Need for a poster campaign was explored; Rob's graphic may be recycled. The need for consistency in public imagining was expressed.
 - j. Motion to accept Operation Report moved by A. Paxton & seconded by S. Culkeen
4. The financial statements to July. 31, 2020 were presented. UPON A MOTION duly made, seconded and carried unanimously the financial statements were approved.
 - a. grants were reviewed.
 - b. Student choice initiative still pending. Numbers will be stable this fall but January's numbers still in question due to unknown result of hearing
 - c. Fundraising needs to be explored, including the possibility of Radio Bingo
 - d. Board members liked the investments in the physical plant and the concept of a buffer year, given all the budgetary unknowns Gov't
 - e. S. Culkeen to explore municipal lottery licence

- f. Motion to accept the Financial Report moved by A. Paxton & seconded by S. Culkeen
- 5. Two budgets were presented – a “best case” representing no decrease in university enrolment, and a “worst case” with a drop in enrolment and a successful appeal of the Student Choice Initiative. UPON A MOTION duly made, seconded and carried unanimously the budgets were approved.
- 6. Re-opening date still unknown. Tentative consideration may be given to Thanksgiving weekend, infection numbers dependent.
- 7. Board Vacancy: One student has applied and will be approached
- 8. Other business:
 - a. Fundraising plan was discussed
 - b. Alumni will be taking over programming on Oct. 3rd – possible fundraising opportunity
 - c. J. Staveley & B. Templeman to draft a fundraising letter
- 9. The next Board Meeting will be MONDAY, September 21, 2020 at 6:00 pm via online video chat
- 10. The H.R. Committee will meet on MONDAY, September 28, at 6:00 pm via online video chat
- 11. There being no other business, the meeting was adjourned at 7:13 pm.

Trent Radio Board Meeting October 18th, Meeting Begins at 6:06 PM

Attendees: Brazil Gaffney-Knox, Bill Templeman, Alissa Paxton, Shannon Culkeen, Michael Gray, Katie Pedlar, Rob Hailman, Jill Staveley

Regrets: Jehan Mahboob

Alissa makes a motion to approve the agenda. Seconded by Bill. Motion carried.

Operations Report:

Jill- "We are preparing for graceful decay which starts on reading week." No major changes to note.

Rob and Alex painted studio C- next is shelving for records from IKEA. Delivery will be \$175 so some chat about renting a van.

Year end review. Rob will deliver to John West at Grant Thornton and charitable return and CRTC return by the AGM.

Trent Radio got approximately \$19,300 from the Community Radio Fund of Canada- covid relief funding for local programing to be put toward Jill's salary.

Reopening date-

Trent Radio is going to continue to follow the lead of the Trent University community. Trent radio has no live programming. The intention is to keep this on the agenda in the event that things change.

Other Business:

The fundraising committee has sent an appeal to 82 past donors and a thankyou note to 10 recent donors. The Mailing cost us \$138. We went back to twelve years of past donors.

Nominations Committee:

A nomination committee needs to be formed for the AGM to nominate the board member. The board needs to be seven members and a majority of students.

AGM:

Once nominations are in then we can do the notice. We need at least ten members for it to be a legitimate AGM.

HR Committee:

Next meeting is regarding vacation on October 26th.

Date of the next meeting- November 9th over Zoom at 6pm

Meeting adjourned at 6:40pm

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

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.

TRENT RADIO BoD MINUTES
22 February 2021 – 6:00PM, held via teleconference

In attendance: Michael Gray, Tim Snoddon, Brazil Gaffney Knox, Katie Pedlar, Allissa Paxton, Rob Hailman, Jill Staveley, Bill Templeman*

Absent: Jehan Mahboob

Meetings starts at 6:12pm, Alissa Paxton chairs

1. Chair's opening remarks and agenda approval

Bill Temple is absent at the beginning of the meeting so Allissa volunteers to chair.

Katie Pedlar makes a motion to approve the agenda, Tim Snoddon seconds it, and approved.

2. Approval of previous minutes

An amendment is made to correct Michael Gray's last name and that Jill was erroneously recorded as making a motion.

Bill Templeman makes a motion to approve the minutes, motion is seconded by Brazil, and approved.

Bill Templeman arrived at approximately 6:20 and took over as chair.

3. Operations reports

Ron Hailman & Jill Staveley presented the Operations reports. Trent Radio is digitizing the physical archives. The university is changing the payroll system which affects how Trent Radio pays its employees.

Motion to approve application to the Community Radio Fund of Canada's Radiometres program (2021/2022) for a grant project including Artist Residencies and the production of Producer Oriented Broadcast Content, moved by Allissa Paxton, seconded by Brazil Gaffeny-Knox and carried.

Bill Templeman makes a motion to accept operations report, seconded by Michael Gray, and approved.

4. Financial statements

Rob Hailman presents the Financial statements.

Allissa Paxton makes a motion to approve and Katie Pedlar seconded the motion, and approved.

5. March 2020 Fundraiser

The fundraiser is posted and programmers are encouraged to make their own page so to expand the reach of the fundraiser. The fundraiser goal is to reach \$5000 and the title is CFFF FM Community Fundraiser for Fortifying Frequency.

6. Any other business

Jill Staveley, Rob Hailman, Michael Gray and Alissa Paxton were recognized as signing authorities for the fiscal year. Upon a motion made by Alissa Paxton, seconded by Brazil Gaffney-Knox, and carried, the designation of Signing Authorities was approved.

Discussion regarding the eventual resignation of Brazil Gaffney-Knox and the role of the nominating committee in filling that position.

7. Date of next meeting

The next meeting will be held Monday, March 12th at 6pm via Zoom.

8. Adjournment

Meeting adjourned at 7:05pm

TRENT RADIO BoD MINUTES
15 March 2021 – 6:00PM via teleconference

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

1. Chair's opening remarks and agenda approval

Bill Templeman chairs meeting, opening remarks are "welcome".

Allissa Paxton makes a motion to approve agenda and seconded by Brazil.

2. Approval of previous minutes

Moved by Tim and seconded by Alissa Paxton

3. Operations reports

Operation reports are presented by Jill Staveley. It is noted that the TWSP work period is wrapping up.

Rob Hailman shares that there some compilation through the CRA website regarding T4 slips and COVID 19.

Katie Pedlar makes a motion to receive the report, and seconded by Brazil GaffneyKnox.

4. Financial statements

Rob Hailman presents the financial statements. Trent radio has not received the spring levy from the TCSA yet.

The financial statement is in accordance with expectation. On-Air sales were high and because of government service messages.

Allissa moves to accept the budget reports, seconded by Tim Snodden.

5. 2021 Summer Plan

Motion to approve the summer plans made by Brazil and seconded by Michael.

6. Fundraiser update

Allissa Paxton shares that the fundraiser is operational and going well.

7. Grant updates Motion to approve all grant applications for the year coming up until the next AGM scheduled for 2021:

"UPON A MOTION duly made, seconded and carried, all grant & funding applications to our regular funding bodies (CRFC, Theatre Trent, RVF, City of Peterborough, Canada Summer Jobs, Artsweek) and to any other new opportunities, deemed relevant and beneficial to Trent Radio are hereby approved."

Tim Snodden makes a motion and seconded by Bill Templeman,

8. COVID-19 safety plan

Allissa Paxton makes a motion to approve the safety plan. Seconded by Katie Pedlar

9. HR Committee ° Health Benefits policy ° Harassment & Violent Prevention policy – working draft

Allisa Paxton makes a motion to approve the health benefits policy, seconded by Brazil.

Allissa Paxton makes a motion to approve the Harassment and Violence Prevention Policy as a working document, seconded by Michael Gray.

10. Any other business

11. Date of next meeting

Monday April 19, 2021, held over teleconference.

12. Adjournment

7:15 PM

TRENT RADIO BoD MINUTES
19 April 2021 – 6:00PM, via teleconference

In attendance: Jill Staveley, Rob Hailman, Tim Snoddon, Katie Pedlar, Michael Gray, Bill Templeman, Alissa Paxton, Brazil Gaffney-Knox
Regrets: Jehan Mahboob

1. Chair's opening remarks and agenda approval

Katie Pedlar makes a motion to approve the agenda, seconded by Tim Snoddon.

2. Approval of previous minutes

Adjustment to bullet point four.

Alissa makes a motion to approve minutes, seconded by Katie Pedlar.

3. Operations reports

Rob Hailman presents operation reports. Trent Radio is moving to Libertime while programming is on break. Archives are being organized and relabeled in Studio C. A city grant is being used to make the archives more accessible.

Jill Staveley reports that the long-term donor intends to continue with his donations. Jill Staveley asks that the board establish a programming committee.

4. Financial statements

Rob Hailman presents the financial statements.

Volunteer and utility expenses are down because of the temporary closure of Trent Radio house.

The levy check was late due to a misunderstanding on the part of Trent University. Trent Radio have a year of operating expenses saved.

Alissa Paxton makes a motion to approve the financial reports, seconded by Michael Gray.

5. COVID-19 & summer plans

The board agrees that it is not yet safe to reopen Trent Radio house.

6. Any other business

Alissa shares that the spring fundraiser went well.

7. Date of next meeting

6PM May 17th, 2021

8. Adjournment

TRENT RADIO BoD MINUTES
17 May 2021 – 6:00PM via teleconference

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

Regrest: Michael Gray, Jehan Mahboob

1. Chair's opening remarks and agenda approval

Bill Templeman opens the meeting.

2. Approval of previous minutes

Katie makes a motion to table the approval of the minutes till next meeting. Motion is seconded by Bill Templeman.

3. Operations reports

Rob Hailman presents Operation reports. Trent Radio has had a successful transition to LiberTime.

Canada Summer Jobs Programs has approved Trent Radio for three summer positions for an eight-week term.

Alissa Paxton makes a motion to receive operation reports, seconded by Bill Templeman.

4. Spring 2021 programming report

Jill Staveley presents the programming report.

Katie Pedlar makes a motion to receive programming report, seconded by Alissa Paxton.

5. Financial statements

Rob Hailman presents the financial statements.

Katie Pedlar makes a motion to approve financial statements, seconded by Tim Snoddon

6. HR committee report

Alissa Paxton presents the HR committee report.

Bill Templeman makes a motion to approve HR committee report, seconded by Brazil Gaffney-Knox.

7. Bill C-10 – letter from Trent Radio

Rob Hailman addresses some concerns about how Bill C-10 will negatively affect Trent Radio. Bill asks the board to be empowered to write to the CTRC on behalf of Trent Radio regarding Bill C-10. Brazil Gaffney-Knox makes a motion to empower Rob, seconded by Alissa Paxton.

8. Any other business

No other business.

9. Date of next meeting

June 21, 2021

10. Adjournment

TRENT RADIO BoD AGENDA
21 June 2021 – 6:03PM
to be held via teleconference

In Attendance: Bill Templeman, Michael Gray, Alissa Paxton, Brazil Gaffney-Knox, and Tim Snoddon. **Also Present:** Jill Staveley, and Rob Hailman.

Regrets: Katie Pedlar, and Jehan Maboob.

1. Chair's opening remarks and agenda approval

2. Approval of previous minutes

Alissa Paxton motions to approve the previous minutes, Tim Snoddon seconds.

3. Operations reports

Rob Hailman presents Operations Reports. Canada Summer Jobs staff, Grayden Hatherley and Skye Vasey have begun their 16-week contracts for the summer. Broadcast licence renewal should arrive sometime in the summer, with the application due this Fall for renewal Aug 31, 2022. Bill C-10 letter was sent in. We got a response from Justin Trudeau's office and Maryam Monsef's office, though the bill may be dead. No response from Minister of Heritage, Steven Guilbeault.

Jill Staveley present Operations Reports. Jordan Cook doing physical outdoor space. Beautiful! Backflow prevention test upcoming (yearly test). Home inspection is booked, in exchange for sponsorship and google review. Radio project day planned for pride month. No NCC Canada day, instead Laurel Pollock reading 94 calls to action. Producer oriented project is ending. Laurel will lead next artist residency grant. Grant for RC4G* mentors, 4 month workshop series for up-and-coming artists. Alissa Paxton motions to approve the operations reports, and Michael Gray seconds.

4. Financial statements

Rob Hailman presents the financial statements. Good financial standing, comparable to last month. Budget will be available at the next meeting.

Alissa Paxton motions to approve the financial reports, seconded by Bill Templeman.

5. HVP policy

Alissa Paxton presents the policy. Committee breaking for the summer to resume in September. Committee moves recommendation of adoption of the policy, to be reviewed May 2024.

Tim Snoddon motions to approve the policy, and Michael Gray seconds.

6. Social responsibility as a registered charity /broadcast licensee

Jill Staveley discusses what TR is emboldened to do as a registered charity, what is our role as an organization that holds a broadcast licence. Discussion about Trent Radio's duties and goals as a radio station and community organization. Conversation to be continued at future meetings.

7. Any other business

Bill Templeman: Re-opening plans? Jill Staveley and Rob Hailman say September will likely be either hybrid or not in person.

8. Date of next meeting

July 26, 2021 at 6 pm (aka. Cuba revolution day)

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 Meeting
30 August 2021 – 6:05 PM to be held via teleconference

In Attendance: Bill Templeman (Chair), Alissa Paxton, Brazil Gaffney-Knox, and Tim Snoddon. **Also Present:** Jill Staveley, and Rob Hailman.

Regrets: Michael Gray, Jehan Maboob, and Katie Pedlar.

- 1. Chair's opening remarks and agenda approval** Alissa Paxton moves and Tim Snoddon seconds.
- 2. Approval of previous minutes**
No Minutes have been submitted; we'll approve at the next meeting.
- 3. Operations reports**
Rob is doing Trent Radio maintenance. CSJ funding for the second position for Skye Vasey wasn't approved so they may hire another person. Skye and Grayden Hatherly are continuing as TWSP funded staff, working on-site. Only 3 of 6 TWSP jobs were approved and one Trent International position approved. Broadcast certificate hasn't been received though we have been approved and the application was sent in early. Final Trent Annual financial reconciliation. Talking with a private donor about funding some physical plant repairs including eavestroughs. Working with Art Gallery of Peterborough to create a Sunday night arts open mic. Completed recording living library with the New Canadians Centre. Arts Alive funding will partly go toward making the station COVID safer. The rest will fund RC4G workshops, and mentorship. Balancing the hybrid model (in person and virtual) is difficult, staff are thinking about longer term decisions for the station to mitigate this. Upcoming events include Recipe Radio Project Day, Clubs and Groups Day, and federal elections candidates' interviews. Alissa Paxton motions to approve the operations reports, and Tim Snoddon seconds.
- 4. Financial statements**
Rob Hailman presents the financial statements declaring Trent Radio to be in good financial standing. CSJ for this year will show up in the next fiscal year. CRFC first two installments of this year and the last installments of last year. New grant starts in September. Current tenants may leave the apartment, but they haven't given formal notice. Alissa Paxton motions to approve the operations reports, and Brazil Gaffney-Knox seconds.
- 5. Hiring of a new bookkeeper**
Declaring conflict of interest, Alissa Paxton recuses herself. Current bookkeeper, Sue Newman, is looking to retire. Josh Raspberry has been working with Sue for some time and she is proposing he shadow her for a few months to learn the ropes. Brazil Gaffney-Knox moves to move forward with appointing Josh as bookkeeper, Tim Snoddon seconds.
- 6. Dates for upcoming seasons and phased reopening**
Rob Hailman presents the season and reopening calendar. Dates become more uncertain as they move farther away from the present. A lot of uncertainty to come but even if we go back into a lockdown scenario, we could stay open to some capacity to accommodate certain programmers.

7. COVID-19 safety plan

Rob Hailman presents the safety plan developed at the COVID working group with the board two weeks ago. All staff have approved the plan as it stands. Approval of safety plan moved by Tim Snoddon and seconded by Alissa Paxton.

8. Any other business

Jill Staveley asks everyone to participate in the upcoming radio project day focused on family recipes.

9. Date of next meeting

27 September, 2021 at 6 pm.

10. Adjournment