

**TRENT RADIO BoD AGENDA**  
**21 March 2022 – 6:30pm**  
**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. Strategic planning – revised proposal
6. Any other business
7. Adjournment

**TRENT RADIO**  
**Board of Director MINUTES**  
**28 February 2022 – 6:30PM via teleconference**

**In attendance:** Alissa Paxton (minutes), Katie Pedlar (chair), Ness Pringle, Andréanna Sullivan, Jill Staveley (DoP), Bill Templeman

**Regrets:** Rob Hailman (DoO), Hannah McCammon, Tim Snodden

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

Katie Pedlar chairs the meeting.

*Motion to approve the agenda as presented moved by Ness, seconded by Bill & carried*

**2. Approval of previous minutes (17 January 2022)**

*Motion to approve minutes of January 17<sup>th</sup> moved by Ness, seconded by Bill & carried*

**3. Operations Reports**

a) Director of Operations (Rob, presented by Jill)

b) Director of Programming (Jill):

- NCRA Radio Awards: new nomination guidelines are too onerous for the timeline this year, but would be great work for the Programming Committee in future years.

*Motion to accept reports moved by Katie, seconded by Alissa & carried*

**4. Financial statements**

Quick review of statements in Rob's absence

*Motion to accept statement moved by Alissa, seconded by Ness & carried*

**5. Strategic Planning**

Reviewing proposal from Arising Collective consultants to lead our strategic planning process. Bill, Jill, Ness and Andréanna will work to scale down the proposal and get a revised proposal for our next meeting.

**6. Re-Opening & Rapid Testing**

Covered under Operations reports – balancing reporting requirements, comfort of staff & volunteers and using testing as one of many layers of safety.

**7. Payroll & Direct Deposit**

*Motion to approve setting up direct deposit for payroll moved by Katie, seconded by Alissa & carried*

**8. Any other business**

Nominating Committee: Katie will meet with Jill to start building nominating committee.

Radio Fund: Jill is working on next year's grant, focusing on operating costs, artist fees and skill-building.

**9. Date of next meeting**

Next meeting is March 21<sup>st</sup>, 2022

**10. Adjournment**

Meeting adjourns 7:40PM

## **Operations Reports – March 2022**

### **Director of Programming**

- Trout Rodeo submissions have been coming in, any last minute contributions from board members would be most welcome.
- Levy Council, cheque distribution protocol: TrentU/Finance is looking for a new system to distribute Levy Cheques and receive financials from Levy Groups. Their first idea involved asking TCSA to be the intermediary, to which there was some push-back from Levy Groups. An Emergency Meeting was held to talk about the situation, and Sam MacAndrew was appointed as a Levy Council liaison/rep for 6 weeks to provide a clear channel for communication, and to work towards creating a system that works for everyone.
- We currently have 6 in-person broadcasts scheduled each week (TU 11:30 WDTCP, TU 13:00 Upstairs Neighbour, WE 15:00 Sitting On Top of the World with Grand Mooster J, WE 17:00 All Angles, TH 16:00 Lava Lamp Listening Lounge, FR 16:00 Music Archivist Hour)
- Summer season plans:
  - The Spring Season ends on Sunday April 17th, with 2 weeks of "shutdown", and the Summer Season starting Sunday May 1. (as approved in September)
  - Summer Season transition to more in-person activities.
  - Summer Programme Proposals will be available April 1st.
- Grants:
  - City of Peterborough Grant recommended for \$3500
  - CRFC RM23 Grant Application submitted, with a goal to improve our training resources
  - I've been offered some funding to deliver a workshop & sit on a panel at NCRC in Kingston this year. Workshop on group songwriting and DIY recording & presentation for radio.
- COVID-19 protocols:
  - Rapid Test Program has been going well. Staff members have been taking home tests, signing a sheet to confirm when they took them home, and agreeing to inform me of any negative tests. We are on our second batch of tests. The program is quite easy to maintain so far, and seems to be a good addition to our current COVID protocol.
  - Masking - Peterborough Public Health continues to encourage masking in indoor settings, and the University is keeping their COVID protocol in place until the end of the term. I strongly believe that we should keep our current protocols in place (re: masking), and that we should continue to be cautious as we re-open in May. Just because we're done with COVID, doesn't mean it is done with us.

### **Director of Operations**

- On medical leave from Feb 28 to Mar 14, largely focused this week on getting caught up
  - This was a good test of Trent Radio's capacity – Jill was able to cover my time-sensitive responsibilities with few issues
- Trent Radio & Trent Annual financials have been sent to Adam Myers at Trent Finance for release of WI22 levy cheques, which will be mailed to us.
- StudioV (automated playback computer) began acting up during my leave, causing errors & missing entries in the playback log. Broadcast did not seem affected. Cause unknown but resolved with a system reboot.

# Trent Radio

## Balance Sheet

As of February 28, 2022

	TOTAL		
	AS OF FEB. 28, 2022	AS OF AUG. 31, 2021 (PP)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	192,670.43	266,439.92	-73,769.49
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	808.69	731.65	77.04
1160 Petty Cash - Programming	500.00	0.00	500.00
1170 Petty Cash - Admin	0.00	0.00	0.00
Clearing	0.00		0.00
12001 Undeposited Funds	0.00	0.00	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$193,982.74</b>	<b>\$267,175.19</b>	<b>\$ -73,192.45</b>
Accounts Receivable (A/R)			
1200 Accounts Receivable	8,241.33	13,851.05	-5,609.72
<b>Total Accounts Receivable (A/R)</b>	<b>\$8,241.33</b>	<b>\$13,851.05</b>	<b>\$ -5,609.72</b>
1300 Prepaid Expenses	4,712.31	2,997.46	1,714.85
<b>Total Current Assets</b>	<b>\$206,936.38</b>	<b>\$284,023.70</b>	<b>\$ -77,087.32</b>
Non-current Assets			
Property, plant and equipment			
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
<b>Total Property, plant and equipment</b>	<b>\$110,118.88</b>	<b>\$110,118.88</b>	<b>\$0.00</b>
<b>Total Non Current Assets</b>	<b>\$110,118.88</b>	<b>\$110,118.88</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$317,055.26</b>	<b>\$394,142.58</b>	<b>\$ -77,087.32</b>

# Trent Radio

## Balance Sheet

As of February 28, 2022

	TOTAL		
	AS OF FEB. 28, 2022	AS OF AUG. 31, 2021 (PP)	CHANGE
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	1,535.59	5,057.26	-3,521.67
<b>Total Accounts Payable (A/P)</b>	<b>\$1,535.59</b>	<b>\$5,057.26</b>	<b>\$ -3,521.67</b>
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	0.00	1,370.94	-1,370.94
2550 EI Payable	0.00	538.99	-538.99
2570 Income Tax Payable	0.00	1,393.92	-1,393.92
<b>Total 2500 Payroll Liabilities - Rec Gen</b>	<b>0.00</b>	<b>3,303.85</b>	<b>-3,303.85</b>
2510 WSIB Payable	113.58	66.84	46.74
25500 GST/HST Payable	-4,341.80	-2,503.80	-1,838.00
Payroll Liabilities			
Federal Taxes	6,523.19		6,523.19
<b>Total Payroll Liabilities</b>	<b>6,523.19</b>		<b>6,523.19</b>
<b>Total Current Liabilities</b>	<b>\$14,610.56</b>	<b>\$16,704.15</b>	<b>\$ -2,093.59</b>
Non-current Liabilities			
2720 Long Term Loan - J.K. Muir	0.00	0.00	0.00
<b>Total Non-current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$14,610.56</b>	<b>\$16,704.15</b>	<b>\$ -2,093.59</b>
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	267,399.83	267,399.83	0.00
Net income	-74,993.73		-74,993.73
<b>Total Equity</b>	<b>\$302,444.70</b>	<b>\$377,438.43</b>	<b>\$ -74,993.73</b>
<b>Total Liabilities and Equity</b>	<b>\$317,055.26</b>	<b>\$394,142.58</b>	<b>\$ -77,087.32</b>

# Trent Radio

## Comparative Income Statement

September 2021 - February 2022

	TOTAL		
	SEP. 2021 - FEB. 2022	SEP. 2020 - FEB. 2021 (PP)	CHANGE
<b>INCOME</b>			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs	9,130.00	11,959.00	-2,829.00
<b>Total 4090 Federal Grants</b>	<b>9,130.00</b>	<b>11,959.00</b>	<b>-2,829.00</b>
4160 Provincial Grants			
4155 Other Provincial	5,142.15		5,142.15
<b>Total 4160 Provincial Grants</b>	<b>5,142.15</b>		<b>5,142.15</b>
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>14,272.15</b>	<b>11,959.00</b>	<b>2,313.15</b>
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	29,880.00	49,651.00	-19,771.00
<b>Total 4230 Foundations &amp; Service Groups</b>	<b>29,880.00</b>	<b>49,651.00</b>	<b>-19,771.00</b>
4240 Individual Donations	3,420.00	24,459.26	-21,039.26
4310 Trent Student Memberships	94,520.09	91,873.07	2,647.02
4330 Commercial & Non-profit Mships	400.00	300.00	100.00
4340 Individual Memberships	750.00	850.05	-100.05
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>128,970.09</b>	<b>167,133.38</b>	<b>-38,163.29</b>
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	2,000.00	1,500.00	500.00
<b>Total 4630 Net On Air Sponsorship - Local</b>	<b>2,000.00</b>	<b>1,500.00</b>	<b>500.00</b>
4660 On Air Time Sales - National	2,353.37	5,098.64	-2,745.27
4725 Net Merchandise Sales			
4720 Merchandise Sales	314.00	445.00	-131.00
4722 Merchandise Sales Expense	-571.03	-287.40	-283.63
<b>Total 4725 Net Merchandise Sales</b>	<b>-257.03</b>	<b>157.60</b>	<b>-414.63</b>
4750 Rental Income	5,720.49	5,741.26	-20.77
4770 Production Services	900.00		900.00
4790 Misc. Earned Revenue	0.30		0.30
<b>Total 4500 EARNED REVENUE</b>	<b>10,717.13</b>	<b>12,497.50</b>	<b>-1,780.37</b>
<b>Total Income</b>	<b>\$153,959.37</b>	<b>\$191,589.88</b>	<b>\$ -37,630.51</b>
<b>GROSS INCOME</b>	<b>\$153,959.37</b>	<b>\$191,589.88</b>	<b>\$ -37,630.51</b>
<b>EXPENSES</b>			
5000 SALARIES & BENEFITS			
5010 Programming Wage	66,572.20	47,091.20	19,481.00
5030 Technical Wage	12,350.30		12,350.30
5070 Administrative Wage	24,572.42	35,600.50	-11,028.08
5075 Trent Annual Payroll	34,765.68	19,963.70	14,801.98
5080 Employee Benefits	4,641.52	3,605.39	1,036.13
5082 CPP Expense	3,762.53	4,219.81	-457.28
5084 EI Expense	1,965.45	2,270.71	-305.26

	TOTAL		
	SEP. 2021 - FEB. 2022	SEP. 2020 - FEB. 2021 (PP)	CHANGE
5086 WSIB Expense	330.49	246.08	84.41
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>148,960.59</b>	<b>112,997.39</b>	<b>35,963.20</b>
6000 ADMINISTRATION			
6010 Contract Staff - Admin	1,994.37	1,008.22	986.15
6030 Audit	4,105.63	4,170.60	-64.97
6040 Bank Charges	841.56	158.00	683.56
6045 Bldg Repair & Maint - TR	5,144.53	2,263.89	2,880.64
6050 Bldg Repair & Maint - Upper Apt	1,529.63		1,529.63
6060 Insurance & Security	3,842.92	4,157.61	-314.69
6065 Interest Expense		382.42	-382.42
6072 Management Services Expense	19,789.56	1,997.60	17,791.96
6075 Meeting Expenses	180.00		180.00
6080 Memberships & Subscriptions		2,037.34	-2,037.34
6085 Office Equipment & Software	479.25	375.72	103.53
6090 Office Supplies	713.07	307.01	406.06
6100 Printing & Design - Admin	11.50		11.50
6110 Telephone	467.29	469.33	-2.04
6115 Travel & Conference	80.00	50.00	30.00
6120 Utilities	1,972.72	1,862.81	109.91
6125 Volunteer Expenses		77.94	-77.94
6130 Misc. Admin. Expense	0.00	138.02	-138.02
<b>Total 6000 ADMINISTRATION</b>	<b>41,152.03</b>	<b>19,456.51</b>	<b>21,695.52</b>
6500 PROGRAMMING			
6510 Trent Univ Student Payroll		6,924.59	-6,924.59
6515 Artist Fees	19,000.00	4,650.00	14,350.00
6530 Licences & Tariffs	2,372.10	1,984.72	387.38
6540 Workshop Fees & Expenses	1,920.00		1,920.00
<b>Total 6500 PROGRAMMING</b>	<b>23,292.10</b>	<b>13,559.31</b>	<b>9,732.79</b>
66000 Payroll Expenses			
Taxes			
Federal Taxes	3,134.68		3,134.68
<b>Total Taxes</b>	<b>3,134.68</b>		<b>3,134.68</b>
<b>Total 66000 Payroll Expenses</b>	<b>3,134.68</b>		<b>3,134.68</b>
7000 TECHNICAL			
7010 Contract Staff - Technical	493.71		493.71
7020 Equipment Acquisition - Tech	7,004.16	1,459.32	5,544.84
7040 Equipment Repair & Maint - Tech	0.00	415.70	-415.70
7050 Line Rental	2,612.67	2,693.76	-81.09
<b>Total 7000 TECHNICAL</b>	<b>10,110.54</b>	<b>4,568.78</b>	<b>5,541.76</b>
7500 MARKETING & PROMOTION			
7520 Advertising	2,078.80		2,078.80
7530 Design & Printing	33.12		33.12
7540 Postage - Marketing	191.24		191.24
<b>Total 7500 MARKETING &amp; PROMOTION</b>	<b>2,303.16</b>		<b>2,303.16</b>
<b>Total Expenses</b>	<b>\$228,953.10</b>	<b>\$150,581.99</b>	<b>\$78,371.11</b>
<b>NET INCOME</b>	<b>\$ -74,993.73</b>	<b>\$41,007.89</b>	<b>\$ -116,001.62</b>