

**TRENT RADIO BoD AGENDA**  
**20 October 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. Summer 2022 Programming Report
6. Options for credit card & online payments
7. Nomination committee
8. Setting date of next meeting
9. Adjournment

**TRENT RADIO**  
**Board of Director MINUTES**  
**29 August 2022 – 6:30PM via teleconference**

**In attendance:** Rob Hailman (DoO), Alissa Paxton (minutes), Tim Snodden, Jill Staveley (DoP), Andréanna Sullivan, Bill Templeman (chair)

**Regrets:** Hannah McCammon, Katie Pedlar, Ness Pringle

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

Bill Templeman chairs the meeting.

**2. Approval of previous minutes (20 June 2022)**

*Motion to approve minutes of June 20<sup>th</sup> moved by Alissa, seconded by Bill & carried*

**3. Operations reports**

a) Director of Operations (Rob)

Congrats to Rob on his 5 Year Anniversary as Trent Radio staff! (August 29, 2017)

b) Director of Programming (Jill)

**4. Financial statements**

All numbers and transactions are routine, have enough cash on hand to carry through to fall levy payment. A major donation came in last week, with much gratitude to the donor! Discussion of plans for surplus as we move out of "Student Choice Initiative" contingency planning.

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

**5. 2022/2023 Budget**

*Motion to budget as presented moved by Alissa, seconded by Andréanna & carried*

**6. Strategic Planning – engagement plan & retreat dates**

- Pre-Retreat - **Thursday, September 29** from 7 PM - 8 PM (this is the 'teaser' preview of the Engagement Report, to get folks excited about reading it, and the internal scan, so we go into the retreats with all of the information needed to start making decisions)
- Retreat 1 - **Thursday, October 6** from 6 PM - 8 PM (one week after the pre-retreat)
- Retreat 2 - **Thursday, October 13** from 6 PM - 8 PM (one week after retreat 1)
- Retreat 3 - **Thursday, October 27** from 6 PM - 8 PM (two weeks after retreat 2)

Possible key informant interviews: Sean Conway (Curve Lake FN), Barb Woolner (former staff), Stephen Stohn (founder, Trent U Chancellor), Angela Cooper (past programmer, current CBC), NCRA, Andrew Fograsse (past Board chair), Shan Culkeen (past board chair), Funders (CFGF, Radio Fund)

**7. COVID-19 Safety Plan**

Plan amended for Fall Season with staff input.

*Motion to approve amended COVID-19 Safety Plan moved by Andréanna, seconded by Bill & carried*

**8. Nomination Committee**

Andréanna and Jill to reach out to Katie and Ness and have a report on committee's progress for next meeting.

**9. Confirming date of AGM – November 20, 2022****10. Schedule for fall 2022 board meetings & Date of next meeting**

Rob to send Doodle to set date for September meeting for a new standing day/time.

**12. Adjournment**

Meeting adjourns 8:05PM

## **Operations Report**

**2022-10-18**

### Director of Programming

- Izzy Lloyd, Co-Op Student from TASSS. Mon-Fri, 12:00 to 15:00. Onsite - first coop student since Fall 2019. Overseeing psa email account, and producing Smooth Op at 1400 daily from StudioB
- StudioB as a live production studio going well. Allows us to add more live programming during the evening/LIVE blocks.
- hired two new TWSP to create student focused radio content (Indigenous Student Perspective, Athletics & Sport Student Perspective)
- Working with Hazel & Skye to develop more online/social media presence to connect with students and to share info about Trent Radio House (as we aren't open to public)
- Working with Adam Scott GR9 French Class to produce RadioShows (en francais). Working with Charlie Glasspool to continue developing Radio Curriculum to pitch to KRP & PVN (for \$\$).
- Working with Grade 5/6 Students at QMPS to record Spooky Stories for broadcast on October 31st as well as for inclusion in a modified version of WDTCP, which now broadcasts Tu/We/Th to meet our priority of creating content with and for youth in our community
- Squirrels still trying to get in the roof, but ORKIN working to remedy the situation
- Listener feedback that RFP overnight sucks, and that we're getting lazy with our radio content. He's not wrong - with a change to libretime, RFP was unstable and we moved to a local music playlist featuring the tracks in the libretime archive - BUT - it's much smaller than the old RFP (but includes new tracks that the old RFP didn't). Need to work on this.
- Fridge Schedule is out
- Donor Letter is ready for printing/mailout
- Artsvote was cancelled, but we did produce content featuring some Council Candidates, and are working to gain permission from All Saints to broadcast their Housing & Homelessness Mayoral Debate, and intent to read Arthur Newspaper on air.
- working with CUST2035 to offer radio project as a course option (instead of a paper)

### Director of Operations

- Finances:
  - Completed prep & bookkeeping for financial review, and documents handed off to JD Watson. Expect to hear back with initial questions / requests for more info next week, with review completed 2<sup>nd</sup> week of November.
  - Working with Josh Raspberry to determine best approach for bookkeeping for the Annual, per concern brought up a few meetings ago – to provide clarity &

separation btw Trent Radio and Trent Annual's expenses while keeping adequate records for management services agreement

- FA22 levy has been received & deposited - \$101,632.47 from 9142 students. (Compare: \$100,000 in budget)
- Governance / compliance:
  - Broadcast license renewal application has been published by the CRTC for public comment, open until October 31
  - Forms have been released for our CRTC annual return, due Nov 30. At least one form that I expected is missing, waiting to hear back from CRTC. Return needs info from the financial review in order to be completed, but general goal is to have as much of it ready before review is complete so it can be filed as early as possible in November.
- Tech & physical plant:
  - Tech upgrades made before start of fall season have been working well. Have run into a few quirks with new build of Libretime – continuing to monitor and may schedule a further maintenance upgrade before December shutdown
  - Battery in generator failed at some point recently, causing it to turn off (ie not run in case of power outage). Battery replaced by Real Electrical on Oct 7
  - Dehumidifier in basement failed, replaced Oct 3. An important reminder that keeping humidity in basement makes a major difference for air quality at Trent Radio House!

# Trent Radio

## Balance Sheet

As of September 30, 2022

	TOTAL		
	AS OF SEP. 30, 2022	AS OF AUG. 31, 2022 (PP)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	174,329.88	207,305.43	-32,975.55
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	873.59	873.59	0.00
12000 Clearing	39.84	39.84	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$175,246.93</b>	<b>\$208,222.48</b>	<b>\$ -32,975.55</b>
Accounts Receivable (A/R)			
1200 Accounts Receivable	105,818.44	105,852.70	-34.26
<b>Total Accounts Receivable (A/R)</b>	<b>\$105,818.44</b>	<b>\$105,852.70</b>	<b>\$ -34.26</b>
1300 Prepaid Expenses	0.00	3,318.26	-3,318.26
<b>Total Current Assets</b>	<b>\$281,065.37</b>	<b>\$317,393.44</b>	<b>\$ -36,328.07</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	-153,947.25	-153,947.25	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	-312,987.30	-312,987.30	0.00
1620 Technical Renovations	9,913.00	9,913.00	0.00
<b>Total Property, plant and equipment</b>	<b>\$100,031.56</b>	<b>\$100,031.56</b>	<b>\$0.00</b>
<b>Total Non Current Assets</b>	<b>\$100,031.56</b>	<b>\$100,031.56</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$381,096.93</b>	<b>\$417,425.00</b>	<b>\$ -36,328.07</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	5,881.93	6,665.99	-784.06
<b>Total Accounts Payable (A/P)</b>	<b>\$5,881.93</b>	<b>\$6,665.99</b>	<b>\$ -784.06</b>
2220 Deferred Revenue	910.00	960.00	-50.00
2240 Accrued Liabilities	4,463.50	4,463.50	0.00
2500 Payroll Liabilities			
2510 WSIB Payable	136.04	69.18	66.86
2580 Federal Taxes	5,790.22	3,990.92	1,799.30
<b>Total 2500 Payroll Liabilities</b>	<b>5,926.26</b>	<b>4,060.10</b>	<b>1,866.16</b>
25500 GST/HST Payable	-697.42	-513.50	-183.92
Receiver General Suspense	-6,684.61	-6,684.61	0.00
<b>Total Current Liabilities</b>	<b>\$9,799.66</b>	<b>\$8,951.48</b>	<b>\$848.18</b>
<b>Total Liabilities</b>	<b>\$9,799.66</b>	<b>\$8,951.48</b>	<b>\$848.18</b>

	TOTAL		
	AS OF SEP. 30, 2022	AS OF AUG. 31, 2022 (PP)	CHANGE
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	298,434.92	298,434.92	0.00
Net income	-37,176.25		-37,176.25
<b>Total Equity</b>	<b>\$371,297.27</b>	<b>\$408,473.52</b>	<b>\$ -37,176.25</b>
<b>Total Liabilities and Equity</b>	<b>\$381,096.93</b>	<b>\$417,425.00</b>	<b>\$ -36,328.07</b>

# Trent Radio

## Comparative Income Statement

September 2022

	TOTAL		
	SEP. 2022	SEP. 2021 (PY)	CHANGE
<b>INCOME</b>			
4000 GOVERNMENT FUNDING			
4160 Provincial Grants			
4155 Other Provincial	-9.23		-9.23
<b>Total 4160 Provincial Grants</b>	<b>-9.23</b>		<b>-9.23</b>
4190 Municipal Grants		6,000.00	-6,000.00
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>-9.23</b>	<b>6,000.00</b>	<b>-6,009.23</b>
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada		29,880.00	-29,880.00
<b>Total 4230 Foundations &amp; Service Groups</b>		<b>29,880.00</b>	<b>-29,880.00</b>
4240 Individual Donations	126.70	121.89	4.81
4310 Trent Student Memberships		94,520.09	-94,520.09
4330 Commercial & Non-profit Mships	100.00		100.00
4340 Individual Memberships	300.00	345.00	-45.00
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>526.70</b>	<b>124,866.98</b>	<b>-124,340.28</b>
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	500.00	500.00	0.00
<b>Total 4630 Net On Air Sponsorship - Local</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>
4660 On Air Time Sales - National	525.68	54.19	471.49
4725 Net Merchandise Sales			
4720 Merchandise Sales	25.00	40.00	-15.00
<b>Total 4725 Net Merchandise Sales</b>	<b>25.00</b>	<b>40.00</b>	<b>-15.00</b>
4750 Rental Income	975.00	943.04	31.96
4790 Misc. Earned Revenue		60.00	-60.00
<b>Total 4500 EARNED REVENUE</b>	<b>2,025.68</b>	<b>1,597.23</b>	<b>428.45</b>
<b>Total Income</b>	<b>\$2,543.15</b>	<b>\$132,464.21</b>	<b>\$ -129,921.06</b>
<b>GROSS INCOME</b>	<b>\$2,543.15</b>	<b>\$132,464.21</b>	<b>\$ -129,921.06</b>
<b>EXPENSES</b>			
5000 SALARIES & BENEFITS			
5010 Programming Wage	9,495.96	7,725.80	1,770.16
5030 Technical Wage	3,260.02	2,040.30	1,219.72
5070 Administrative Wage	5,797.59	3,927.70	1,869.89
5075 Trent Annual Payroll	5,732.14	4,733.89	998.25
5080 Employee Benefits	3,714.74	4,641.52	-926.78
5086 WSIB Expense	57.63	44.76	12.87
5090 CPP & EI Employer Expense	1,670.00	1,235.78	434.22
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>29,728.08</b>	<b>24,349.75</b>	<b>5,378.33</b>



	TOTAL		
	SEP. 2022	SEP. 2021 (PY)	CHANGE
6000 ADMINISTRATION			
6010 Contract Staff - Admin	311.82	187.09	124.73
6040 Bank Charges	33.50	19.90	13.60
6045 Bldg Repair & Maint - TR	206.60	486.41	-279.81
6050 Bldg Repair & Maint - Upper Apt	175.03		175.03
6060 Insurance & Security	5,016.32	4,344.16	672.16
6080 Memberships & Subscriptions	1,860.35	1,461.88	398.47
6085 Office Equipment & Software	270.24	105.49	164.75
6090 Office Supplies	467.54		467.54
6110 Telephone	77.88	77.84	0.04
6120 Utilities		320.93	-320.93
<b>Total 6000 ADMINISTRATION</b>	<b>8,419.28</b>	<b>7,003.70</b>	<b>1,415.58</b>
6500 PROGRAMMING			
6515 Artist Fees		1,500.00	-1,500.00
6530 Licences & Tariffs	724.55	918.50	-193.95
6540 Workshop Fees & Expenses	31.18	120.00	-88.82
<b>Total 6500 PROGRAMMING</b>	<b>755.73</b>	<b>2,538.50</b>	<b>-1,782.77</b>
7000 TECHNICAL			
7020 Equipment Acquisition - Tech	350.72	1,195.30	-844.58
7050 Line Rental	465.59	563.29	-97.70
<b>Total 7000 TECHNICAL</b>	<b>816.31</b>	<b>1,758.59</b>	<b>-942.28</b>
7500 MARKETING & PROMOTION			
7520 Advertising		2,078.80	-2,078.80
<b>Total 7500 MARKETING &amp; PROMOTION</b>		<b>2,078.80</b>	<b>-2,078.80</b>
<b>Total Expenses</b>	<b>\$39,719.40</b>	<b>\$37,729.34</b>	<b>\$1,990.06</b>
<b>NET INCOME</b>	<b>\$ -37,176.25</b>	<b>\$94,734.87</b>	<b>\$ -131,911.12</b>

**Note**

Subject to review and adjustment

## **Summer 2022 STATEMENT OF PERFORMANCE (May - August 2022):**

Overall, it is our 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.

Prepared by Jill Staveley, (DoP) & Saskia Mueller (SOIM)

### **Reference:**

The Commission's primary objective for the community radio sector is that it provides 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):**

#### **CRTC 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.

#### **Trent Radio Internal Policy**

- Maximum 5% Hits (as per non-competition agreement with CORUS)
- 25% of programming be devoted to Foreground Format (an old CRTC requirement that we continue to value and strive to achieve). Measurement of this goal is not set up.

Total Stats	SU22 hr/wk	%	SP22 hr/wk	%	CAT 21 maximum factor stats	SU22 hrs/wk	%	SP22 hrs/wk	%	Music Stats	SU22 hrs/wk	%	SP22 hrs/wk	%
CAT 1	24.7	17.80%	35.2	28%	CAT 21	46.45	48%	29.55	32%	CAT 2	76.8	76%	54.55	60%
CAT 2	76.8	62.70%	54.55	43%	2x	30.35	28%	25	28%	CAT 3	24.5	24%	36.25	40%
CAT 3	24.5	19.50%	36.25	29%	CAT 3	24.5	24%	36.25	40%					
TOTAL	126	100	126	100				90.8	100		101.3		90.8	

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

Content Category	CRTC Required	TRadio Req	Weekly Average
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming (19hrs)		17.8% (24.7hrs)
<b>11 – NEWS</b>			-
<b>12 – S/W Other</b>			24.7 hrs
<b>CATEGORY 2 – POPULAR MUSIC (35% CanCon)</b>			62.7% (76.8 hrs)
<b>21-pop rock &amp; dance</b>	At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS		48% of all musical selections were drawn from CAT21 selections. 52% of all musical selections were drawn from categories other than CAT21.
<b>22 - country &amp; country oriented</b>			21.5hrs
<b>23 – acoustic</b>			8.6hrs
<b>24 – easy listening</b>			0.25hrs

<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST (12% CanCon)</b>	MIN 5% of all Musical Selections		19.5% of all musical selections (24.5hrs)
<b>31 – concert</b>			.5hrs
<b>32 – Folk &amp; Folk Oriented</b>			2.25hrs
<b>33 – World Beat/International</b>			7hrs
<b>34 – Jazz &amp; Blues</b>			3.25hrs
<b>35 – Religious</b>			1.5hrs
<b>36 – Audio Art</b>			10hrs
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX
<b>Station Produced</b>			126HRS
<b>Adv &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX

Description	Summer '22
Total "live" b.casting hours / week (average)	52.25hrs
Number of Regular Producers	55
Number of Programmes (excluding repeats, TRadio archive & produced)	43
*Red Morning Radio	7hrs
*Local Music Playlist (new, not RFP) (average)	66.75hrs

*Prepared by Jill Staveley & Saskia Mueller. 20220831*

### **The People**

Staff Programmes: 4  
 Archive Series: 2 (WDRCP & Coraline)  
 Red Morning Radio: 7/week  
 Smooth Op LIVE: 2/week  
 Smooth Op Pre-Record: 16/week  
 New Programme Repeat: 4/week  
 Programming Instances Total: 66  
 Programmers: 39

- 30 Community Members
- 9 Trent U Students
- 3 Summer Employees
- 4 Community/Student Groups (Champlain College, All Saints, CCB, Habitat PKR)
- ~ 10 others (bod, Operators, group participants, special contributors/supporters)

### **New Programmers (Programmer Orientation Completed)**

Cameron Noble  
Leah Borsa

### **Sponsorship & Advertising**

Silver Bean x 2 (25 Sep/Oct'21) + x 2 (25 June/July'22) Silver Sponsor  
Sam's Place x 3/week for Full Year (Nov'21 - Oct'22) Gold Sponsor  
Renegade Apparel x 3/week for Full Year (Nov'21 - Oct'22) Gold Sponsor  
Target Broadcasting x Contracts to broadcast government messages during Indigenous programming blocks

### **Notable Programming Dates: Spring 2022 Broadcast Season**

May 01 - Summer Season Start  
May 8 - SOIM Start  
May 10 - Programmer Virtual Meetings (fortnightly via Zoom)  
May 16 - SP & AC Start  
May 21-26 - Derecho Storm hits Peterborough and Trent Radio loses internet  
May 24 - YRITS Radio Project Day (Cancelled due to storm)  
May 26 to June 01 - Broadcast TRadio Produced Elections Coverage (Zoom Interviews with Candidates)  
May 25 - Artsvote Event & Recording  
May 29 & 31 - Broadcast Artsvote  
May 31 - June 03 - NCRC Conference (virtual attendance)  
Jun 12 - Broadcast of Durham CUST3139H (RCousins) Radio Projects  
June 25 - Summer Social #1 Mini Golf  
July 6 - Radio Project Day #1 - Weird Music Day from 10AM-8PM  
July 16 July - Trent U Summer Orientation Remote Broadcast #1  
July 19 - Programmer Workshop #1 (Zoom) w/Ayesha Barmania  
July 21 - MAPL Shot show canceled  
July 22 - Trent U Summer Orientation Remote Broadcast  
July 27 - Summer Social #2 Community Picnic at Sadleir House  
Aug 2 - Programmer Workshop (Zoom)w/Grayden Hatherly  
Aug 5 - Trent U Summer Orientation Remote Broadcast #3  
Aug 11 - Radio Project Day #2 - A Day of Myths, Legends and Lore 2PM-9PM

Aug 13 - Trent U Summer Orientation Remote Broadcast #4  
Aug 20 - Last day of programming for the summer season  
Aug 20/21 - PFF Community Booth  
Aug 26 - SOIM End  
Sep 02 - SP & AC End

## Options for credit card & online payments

2022-10-18

Trent Radio's bookkeeper has recommended two financial services for Trent Radio to consider for access to corporate VISA cards, and to send & receive payments electronically:

Float - <https://floatcard.com/>

- Provider of corporate VISA cards
- Up to 5 physical cards, and unlimited virtual cards (number without a physical card)
- Support for spending limits, & approval workflows and receipt gathering per card
- Potential uses:
  - Physical cards for Jill & myself to eliminate need for expenses on personal cards
  - Physical card with limits/restrictions for project staff
  - Virtual card(s) as needed to support online services / subscriptions that only accept CC payment
- Amounts are paid from bank account by pre-auth payment, so no debt risk
- No cost, 1% cash-back
- Access to a credit card had been a priority for a long time – Float seems to meet all of our needs, at no cost.

Plooto - <https://www.plooto.com/>

- Accounts payable & receivable platform
- Support for online approvals
- Primary use to Trent Radio is allow electronically payments.
  - Where supported by vendor, can enter invoice, receive two approvals online, and have payment sent electronically
  - No need for physical cheque or meeting for signatures
- Also offers cheque printing & mailing as a service (at a cost) – ie, enter invoice for approval, and Plooto prints and mails cheques
- Also allows us to accept payments by credit card
- Cost: \$25/month + transaction fees
- Given cost, further review is needed to determine how much benefit this would be to Trent Radio. Main advantage is saving staff time, but unclear if it would be \$25/mo of staff time.

Recommendation: that the Board authorize staff to apply for an account with Float, to be used to replace credit card payments on staff's personal cards; and to apply for an account with Plooto if further review determines it would be of benefit to Trent Radio.