

TRENT RADIO BoD AGENDA
23 August 2023 – 5:30pm
to be held via teleconference

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements & 2024 budget
5. COVID-19 safety & fall season
6. Committee planning
7. Strategic planning
8. Date of next meeting
9. Any other business
10. Adjournment

TRENT RADIO
Board of Directors MINUTES
11 June 2023 – 5:30 PM via teleconference

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Alissa Paxton, Bill Templeman, Sebastian Johnston-Lindsay, Andréanna Sullivan

Regrets: Henry Allen, Trinity Torrejos

1. Chair's Opening Remarks

Meeting called to order at 5:35 PM.

2. Approval of Previous minutes

Alissa Paxton moves to approve.

Andréanna Sullivan seconds the motion.

3. Operations Reports

Jill & Rob present operations reports. See the meeting package for details.

4. Financial Reports & 2024 draft budget

Rob presents financial reports. We are in a great financial position.

June consumer price index inflation rates could change our estimates.

Approved for radiometers program.

Significant increase in salaries due to cost of living and additional staff member.

Capital contributions for physical upgrades.

Comments: Alissa recommends that we include \$10 000 from our annual income in a contingency fund.

5. Committee planning

Financial planning committee – meeting on August 16, 2023 at 6 PM, to discuss our surplus and will present recommendations to the board at our August meeting.

Bylaw review committee – met on June 29, 2023 to review edits made by the members, and we plan to meet on July 27, 2023 to complete revisions. We will have a draft for the AGM.

Nominations committee – reaching out to potential board members with an application form which is now accessible to Jill and Rob for editing.

6. Strategic planning

Not discussed

7. Date of next meeting

Wednesday, August 23, 2023

8. Any other business

Alissa Paxton speaks on our involvement with the Living Wage Coalition.

Documents were received for review and will be forwarded to staff to fill out.

The new annual living wage rate is released in November.

The cost of being a member is \$50 per year.

The Living Wage Coalition is interested in doing a press release.

9. Adjournment

Meeting adjourned at 6:33 PM

Operations Report – prepared August 21, 2023

Director of Programming – Jill Staveley:

- RM Hiring - closed application/invitation to apply
- Programme Proposal Live (Aug 1)
- TWSP/Student Staff Plan (to serve as Operators & produce student content, paid positions to invest in the student population with well paid employment opportunities to put on their resume and gain valuable experience in the broadcast industry)
- 3 local content, Reese +2 / 1 Indigenous, Kendall / 1 TI TBA / 1 non-funded TBA
- Arthur Advertising - use last year's, and ask Mimi to take on the rest of Arthur promo (articles, ads etc)
- Clubs & Groups Day for Levy Groups (CG TCSA is on Tue Sep 12) in the Event Space to help take the load off of TCSA to promote Levy Groups. (in their registration form, they indicated that not all Levy Groups would be able to take part)
- Regularly pre-empted shows for Fall Season to increase remote broadcast instances and to work with RM project, maybe broadcast city council meetings (etc)
- TCSA refusal to include Arthur in Welcome Bags
- Suggest removing our COVID Safety Plan, and instead relying on common sense and clear communication. Request folks to stay home if they're sick. Request folks to wear a mask if they have any cold symptoms. Keep up with intentional visits (not a hang out space), air purifiers, regular cleaning and studio capacities.
- Lots of recording projects happening in the space this Fall
- Lots of remote broadcasts happening in the community this past summer.

Proposed Season Dates for ye24:

PP DEADLINES:

Monday August 21st - Pre-Season Deadline (for week of Sep 5 Start)

Friday September 15th - Fall-Season Deadline (for Rolling Start based on individual training requirements)

SEASON DATES:

Pre-Season: SEP 05 - SEP 23

Fall Season: SEP 24 - DEC 09

Entre Season: DEC 10 - 23

SHUT DOWN: DEC 24 - JAN 06

Spring Season: JAN 07 - APR 20

SHUT DOWN: APR 21 - APR 28

Summer Season: APR 28 - AUG 17

SHUT DOWN: AUG 18 - SEP 2

Director of Operations – Rob Hailman:

- Things broadly went smoothly while Jill was on leave – largely thanks to amazing work by Mimi, Eddy, David & Mikaela

- Remote broadcasts / program proposal workshops – both went well:
 - Tragically Dipped Aug 4
 - The Food Shop Aug 17
- Bill C-18 response – PSA in rotation along lines of discussion between board & staff
- Continued gentle decay of aging studio equipment – due for investigation in shutdown period:
 - StudioB turret continues to present issues – most likely culprit is failing switches but need to open to determine exact part needed. Possibly to remove/bypass for the time being.
 - StudioA remote selector switch has dropped a phase on right channel. Likely just a bad solder joint but need to open to investigate
 - Symetrix 422 Automatic Gain Control remains bypassed per last meeting’s report. Research suggests an intermittent relay may be culprit but (again) need to open to confirm & identify replacement part.
 - Of these, only StudioB turret needs to be resolved during shutdown – but planning to take the opportunity of shutdown to do the “get inside and take a look” work.
- Peterborough Folk Fest booth very successful – valuable to connect with other groups, volunteers & programmers past present and future, and also just a great opportunity to be seen out in the world and remind people we exist
- Equipment failure at transmitter site late on August 17th
 - In heavy storm around 23:30, router on site failed – likely a power surge
 - Notifications of broadcast outage did not get sent as they rely on internet access
 - Trent Radio staff unaware until the morning
 - With help of Michael Lewis (HP Services) able to get router bypassed to get back on air
 - Will be larger project to replace things properly – being computer equipment, 7-year old router is no longer available / no direct replacement. Working with Michael to determine best strategy
- Summer contracts wrapping up – Mikaela finished Aug 20, David King finished Sept 1

Trent Radio

Balance Sheet

As of July 31, 2023

	TOTAL	
	AS OF JUL. 31, 2023	AS OF JUL. 31, 2022 (PP)
Assets		
Current Assets		
Cash and Cash Equivalent		
1100 Chequing - Bank of Montreal	361,595.45	202,947.14
1110 Tangerine Savings	3.62	3.62
1115 Paypal	953.04	872.59
1160 Petty Cash - Programming	0.00	80.73
12000 CanadaHelps Clearing	30.89	-141.53
PLCLCAD Plooto Clearing	-169.50	
Plooto Instant (Canada - CAD)	722.22	
Total Cash and Cash Equivalent	\$363,135.72	\$203,762.55
Accounts Receivable (A/R)		
1200 Accounts Receivable	38,006.06	6,703.84
Total Accounts Receivable (A/R)	\$38,006.06	\$6,703.84
1201 Allowance for Doubtful Accounts	-800.00	
1300 Prepaid Expenses	1,503.68	2,973.70
Total Current Assets	\$401,845.46	\$213,440.09
Non-current Assets		
Property, plant and equipment		
1520 Land	10,000.00	10,000.00
1560 Buildings and Improvements	213,566.01	213,566.01
1570 Accum Depr - Building	-156,332.00	-153,947.25
1580 Office Equipment	28,500.31	20,774.21
1590 Accum Depr - Furn and Equip	-21,546.82	-20,774.21
1600 Technical Equipment	333,487.10	333,487.10
1610 Accum Dep'n - Technical	-319,069.86	-312,987.30
1620 Technical Renovations	9,913.00	9,913.00
Total Property, plant and equipment	\$98,517.74	\$100,031.56
Total Non Current Assets	\$98,517.74	\$100,031.56
Total Assets	\$500,363.20	\$313,471.65
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
2200 Accounts Payable	734.86	5,729.69
Total Accounts Payable (A/P)	\$734.86	\$5,729.69
2220 Deferred Revenue	25,785.00	910.00
2240 Accrued Liabilities	4,463.50	4,463.50
2500 Payroll Liabilities		
2510 WSIB Payable	53.58	28.74
2580 Federal Taxes	5,987.46	3,990.92

	TOTAL	
	AS OF JUL. 31, 2023	AS OF JUL. 31, 2022 (PP)
Total 2500 Payroll Liabilities	6,041.04	4,019.66
25500 GST/HST Payable	-4,050.99	-2,574.53
Receiver General Suspense	0.00	-4,346.90
Total Current Liabilities	\$32,973.41	\$8,201.42
Total Liabilities	\$32,973.41	\$8,201.42
Equity		
30000 Opening Balance Equity	110,038.60	110,038.60
Retained Earnings	296,121.10	195,231.63
Net income	61,230.09	
Total Equity	\$467,389.79	\$305,270.23
Total Liabilities and Equity	\$500,363.20	\$313,471.65

Trent Radio

Income Statement

September 2022 - July 2023

	TOTAL	
	SEP. 2022 - JUL. 2023	SEP. 2021 - JUL. 2022 (PY)
INCOME		
4000 GOVERNMENT FUNDING		
4090 Federal Grants		
4010 Canada Summer Jobs	3,759.00	13,338.00
Total 4090 Federal Grants	3,759.00	13,338.00
4160 Provincial Grants		
4155 Other Provincial	9,590.78	10,397.53
Total 4160 Provincial Grants	9,590.78	10,397.53
4190 Municipal Grants		
4170 City of Peterborough	9,900.00	3,250.00
Total 4190 Municipal Grants	9,900.00	9,250.00
Total 4000 GOVERNMENT FUNDING	23,249.78	32,985.53
4200 DONATIONS & FUNDRAISING		
4220 Corporations		
	500.00	
4230 Foundations & Service Groups		
4231 Community Radio Fund of Canada	16,000.00	53,429.54
Total 4230 Foundations & Service Groups	16,000.00	53,429.54
4240 Individual Donations		
	5,279.31	5,117.43
4310 Trent Student Memberships		
	198,482.23	187,315.66
4330 Commercial & Non-profit Mships		
	200.00	400.00
4340 Individual Memberships		
	1,126.81	920.00
Total 4200 DONATIONS & FUNDRAISING	221,588.35	247,182.63
4500 EARNED REVENUE		
4630 Net On Air Sponsorship - Local		
4610 On Air Sponsorship - Local	2,000.00	2,000.00
Total 4630 Net On Air Sponsorship - Local	2,000.00	2,000.00
4660 On Air Time Sales - National		
	6,074.25	5,149.95
4725 Net Merchandise Sales		
4720 Merchandise Sales	270.00	554.00
4722 Merchandise Sales Expense		-571.03
Total 4725 Net Merchandise Sales	270.00	-17.03
4750 Rental Income		
	10,425.00	10,539.43
4760 Mgmt Services - Trent Annual		
	92,028.94	
4770 Production Services		
	1,259.75	900.00
4790 Misc. Earned Revenue		
		60.30
Total 4500 EARNED REVENUE	112,057.94	18,632.65
Total Income	\$356,896.07	\$298,800.81
GROSS PROFIT	\$356,896.07	\$298,800.81
EXPENSES		
5000 SALARIES & BENEFITS		
5010 Programming Wage		
	111,343.32	111,584.60
5030 Technical Wage		
	17,302.79	23,691.30
5070 Administrative Wage		
	30,045.25	46,763.19

	TOTAL	
	SEP. 2022 - JUL. 2023	SEP. 2021 - JUL. 2022 (PY)
5075 Trent Annual Payroll	62,713.38	50,373.48
5080 Employee Benefits	4,266.32	4,641.52
5086 WSIB Expense	543.31	553.51
5090 CPP & EI Employer Expense	14,987.27	15,328.70
Total 5000 SALARIES & BENEFITS	241,201.64	252,936.30
6000 ADMINISTRATION		
6010 Contract Staff - Admin	4,936.24	3,553.47
6030 Audit	4,313.51	4,105.63
6040 Bank Charges	393.64	1,007.81
6045 Bldg Repair & Maint - TR	5,028.20	15,462.16
6050 Bldg Repair & Maint - Upper Apt	213.90	1,529.63
6060 Insurance & Security	4,475.11	4,344.16
6072 Management Services Expense		21,010.76
6075 Meeting Expenses		180.00
6080 Memberships & Subscriptions	1,910.35	2,644.59
6085 Office Equipment & Software	4,126.67	792.48
6090 Office Supplies	691.15	1,220.11
6095 Postage & Courier	142.89	
6100 Printing & Design - Admin	112.26	11.50
6105 Professional Development	4,417.45	4,417.45
6110 Telephone	863.96	781.28
6115 Travel & Conference	18.40	399.85
6120 Utilities	4,032.22	3,778.09
6125 Volunteer Expenses	149.58	20.22
Total 6000 ADMINISTRATION	35,825.53	65,259.19
6500 PROGRAMMING		
6505 Contract Staff - Programming	4,000.00	
6515 Artist Fees	250.00	19,000.00
6525 Hospitality & Reception	538.71	
6530 Licences & Tariffs	1,724.49	3,247.30
6535 Programming Expenses		362.26
6540 Workshop Fees & Expenses	31.18	2,040.00
6545 Misc. Programming Expense		9.26
Total 6500 PROGRAMMING	6,544.38	24,658.82
7000 TECHNICAL		
7010 Contract Staff - Technical	319.54	493.70
7020 Equipment Acquisition - Tech	4,439.53	9,435.67
7050 Line Rental	5,138.11	5,013.35
Total 7000 TECHNICAL	9,897.18	14,942.72
7500 MARKETING & PROMOTION		
7520 Advertising	1,027.65	2,660.30
7530 Design & Printing	1,119.60	33.12
7540 Postage - Marketing		191.24
7550 Misc. Marketing Expense	50.00	
Total 7500 MARKETING & PROMOTION	2,197.25	2,884.66
Total Expenses	\$295,665.98	\$360,681.69
PROFIT	\$61,230.09	\$ -61,880.88

Trent Radio - Budget YE2024
draft prepared 20230821

	Budget YE24	Budget YE23	Actual YE23 to July 31	% of budget	Budget YE22	Actual YE22	% of budget
Income							
4000 - GOVERNMENT FUNDING							
4090 - Federal Grants							
4010 - Canada Summer Jobs	\$ 10,246.10	\$ 19,479.26	\$ 3,759.00	19.30%	\$ 13,289.00	\$ 13,338.00	100.37%
Total 4090 - Federal Grants	\$ 10,246.10	\$ 19,479.26	\$ 3,759.00	19.30%	\$ 13,289.00	\$ 13,338.00	100.37%
4160 - Provincial Grants							
4155 - Other Provincial	\$ 9,600.00	\$ 7,600.00	\$ 9,590.78	126.19%	\$ 10,000.00	\$ 10,397.53	103.98%
Total 4160 - Provincial Grants	\$ 9,600.00	\$ 7,600.00	\$ 9,590.78	126.19%	\$ 10,000.00	\$ 10,397.53	103.98%
4190 - Municipal Grants							
4170 - City of Peterborough	\$ 7,250.00	\$ 1,500.00	\$ 9,900.00	660.00%	\$ 1,000.00	\$ 3,250.00	325.00%
4185 - Other Municipal	\$ -	\$ -	\$ -	---	\$ -	\$ 6,000.00	---
Total 4190 - Municipal Grants	\$ 7,250.00	\$ 1,500.00	\$ 9,900.00	660.00%	\$ 1,000.00	\$ 9,250.00	925.00%
Total 4000 - GOVERNMENT FUNDING	\$ 27,096.10	\$ 28,579.26	\$ 23,249.78	81.35%	\$ 24,289.00	\$ 32,985.53	135.80%
4200 - DONATIONS & FUNDRAISING							
4220 - Corporations	\$ -	\$ -	\$ 500.00	---	\$ -	\$ -	---
4230 - Foundations							
4231 - Community Radio Fund of Canada	\$ 68,241.43	\$ -	\$ 16,000.00	---	\$ 48,900.00	\$ 60,899.54	124.54%
4230 - Foundations - Other	\$ -	\$ -	\$ -	---	\$ 6,000.00	\$ -	0.00%
Total 4230 - Foundations	\$ 68,241.43	\$ -	\$ 16,000.00	---	\$ 54,900.00	\$ 60,899.54	110.93%
4240 - Individual Donations	\$ 25,000.00	\$ 25,000.00	\$ 5,279.31	21.12%	\$ 30,000.00	\$ 21,330.89	71.10%
4310 - Trent Student Memberships	\$ 212,000.00	\$ 200,000.00	\$ 198,482.23	99.24%	\$ 190,000.00	\$ 187,315.66	98.59%
4330 - Commercial & Non-profit Mships	\$ 100.00	\$ 400.00	\$ 200.00	50.00%	\$ 350.00	\$ 400.00	114.29%
4340 - Individual Memberships	\$ 1,050.00	\$ 1,000.00	\$ 1,126.81	112.68%	\$ 1,100.00	\$ 920.00	83.64%
4470 - Net Fundraising Events Revenue							
4450 - Fundraising Events	\$ 1,000.00	\$ 5,000.00	\$ -	0.00%	\$ 2,500.00	\$ -	0.00%
4460 - Fundraising Events Expense	\$ (250.00)	\$ (750.00)	\$ -	0.00%	\$ (500.00)	\$ -	0.00%
Total 4470 - Net Fundraising Events Revenue	\$ 750.00	\$ 4,250.00	\$ -	0.00%	\$ 2,000.00	\$ -	0.00%
Total 4200 - DONATIONS & FUNDRAISING	\$ 307,141.43	\$ 230,650.00	\$ 221,588.35	96.07%	\$ 278,350.00	\$ 270,866.09	97.31%
4500 - EARNED REVENUE							
4630 - Net On Air Sponsorship - Local							
4610 - On Air Sponsorship - Local	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	100.00%	\$ 1,500.00	\$ 2,000.00	133.33%
4620 - On Air Sponsorship Expense	\$ -	\$ -	\$ -	---	\$ (100.00)	\$ -	0.00%
Total 4630 - Net On Air Sponsorship - Local	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	100.00%	\$ 1,400.00	\$ 2,000.00	142.86%
4660 - On Air Time Sales - National	\$ -	\$ -	\$ 6,074.25	---	\$ 250.00	\$ 4,349.95	1739.98%
4725 - Net Merchandise Sales							
4720 - Merchandise Sales	\$ 750.00	\$ 750.00	\$ 270.00	36.00%	\$ 500.00	\$ 554.00	110.80%
4722 - Merchandise Sales Expense	\$ (250.00)	\$ (250.00)	\$ -	0.00%	\$ (300.00)	\$ (1,007.58)	335.86%
Total 4725 - Net Merchandise Sales	\$ 500.00	\$ 500.00	\$ 270.00	54.00%	\$ 200.00	\$ (453.58)	-226.79%
4750 - Rental Income	\$ -	\$ -	\$ 10,425.00	---	\$ -	\$ 11,503.14	---
4760 - Mgmt Services - Trent Annual	\$ 105,151.71	\$ 110,256.51	\$ 92,028.94	83.47%	\$ 25,000.00	\$ 101,086.96	404.35%
4770 - Production Services	\$ 1,500.00	\$ 1,500.00	\$ 1,259.75	83.98%	\$ 1,000.00	\$ 900.00	90.00%
Total 4500 - EARNED REVENUE	\$ 109,151.71	\$ 114,256.51	\$ 112,057.94	98.08%	\$ 27,850.00	\$ 119,386.47	428.68%
49900 - Uncategorized Income	\$ -	\$ -	\$ -	---	\$ -	\$ -	---
Total Income	\$ 443,389.24	\$ 373,485.77	\$ 356,896.07	95.56%	\$ 330,489.00	\$ 423,238.09	128.06%
Expense							
5000 - SALARIES & BENEFITS							
5010 - Programming Wage	\$ 179,466.20	\$ 117,799.17	\$ 111,343.32	94.52%	\$ 103,108.72	\$ 120,688.12	117.05%
5030 - Technical Wage	\$ 29,788.72	\$ 28,977.29	\$ 17,302.79	59.71%	\$ 26,936.00	\$ 25,753.30	95.61%
5070 - Administrative Wage	\$ 35,491.40	\$ 44,579.28	\$ 30,045.25	67.40%	\$ 35,609.60	\$ 51,721.17	145.25%
5075 - Trent Annual Payroll	\$ 75,283.70	\$ 55,848.91	\$ 62,713.38	112.29%	\$ -	\$ 51,664.12	---
5080 - Employee Benefits	\$ 5,100.00	\$ 5,250.00	\$ 4,266.32	81.26%	\$ 3,700.00	\$ 4,641.52	125.45%
5086 - WSIB Expense	\$ 736.12	\$ 568.57	\$ 543.31	95.56%	\$ 463.83	\$ 593.95	128.05%
5090 - CPP & EI Employer Expense	\$ 21,763.33	\$ 18,940.82	\$ 14,987.27	79.13%	\$ 12,357.81	\$ 16,597.81	134.31%
5000 - SALARIES & BENEFITS - Other	\$ -	\$ -	\$ -	---	\$ -	\$ -	---
Total 5000 - SALARIES & BENEFITS	\$ 347,629.47	\$ 271,964.04	\$ 241,201.64	88.69%	\$ 182,175.96	\$ 271,659.99	149.12%
6000 - ADMINISTRATION							
6010 - Contract Staff - Admin	\$ 5,400.00	\$ 3,750.00	\$ 4,936.24	131.63%	\$ 1,800.00	\$ 3,865.29	214.74%
6030 - Audit	\$ 4,400.00	\$ 4,100.00	\$ 4,313.51	105.21%	\$ 4,100.00	\$ 4,105.63	100.14%
6040 - Bank Charges	\$ 500.00	\$ 525.00	\$ 393.64	74.98%	\$ 375.00	\$ 1,038.81	277.02%
6045 - Bldg Repair & Maint - TR	\$ 10,000.00	\$ 10,000.00	\$ 5,028.20	50.28%	\$ 42,000.00	\$ 8,884.93	21.15%

6050 - Bldg Repair & Maint - Upper Apt	\$ 2,500.00	\$ 2,000.00	\$ 213.90	10.70%	\$ 5,000.00	\$ 1,529.63	30.59%
6055 - Depreciation	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%	\$ 18,500.00	\$ 9,239.92	49.95%
6060 - Insurance & Security	\$ 4,600.00	\$ 4,200.00	\$ 4,475.11	106.55%	\$ 4,500.00	\$ 4,344.16	96.54%
6070 - Legal & Other Professional	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ 1,000.00	\$ -	0.00%
6072 - Management Services Expense	\$ -	\$ 25,000.00	\$ -	0.00%	\$ -	\$ 21,010.76	—
6075 - Meeting Expenses	\$ 200.00	\$ 200.00	\$ -	0.00%	\$ 250.00	\$ 180.00	72.00%
6080 - Memberships & Subscriptions	\$ 2,700.00	\$ 2,600.00	\$ 1,910.35	73.48%	\$ 2,500.00	\$ 2,644.59	105.78%
6085 - Office Equipment & Software	\$ 3,000.00	\$ 750.00	\$ 4,126.67	550.22%	\$ 2,000.00	\$ 792.48	39.62%
6090 - Office Supplies	\$ 1,100.00	\$ 1,000.00	\$ 691.15	69.12%	\$ 500.00	\$ 1,281.28	256.26%
6095 - Postage & Courier	\$ 150.00	\$ -	\$ 142.89	—	\$ 100.00	\$ -	0.00%
6100 - Printing & Design - Admin	\$ 150.00	\$ -	\$ 112.26	—	\$ 100.00	\$ 11.50	11.50%
6105 - Professional Development	\$ 500.00	\$ 5,000.00	\$ 4,417.45	88.35%	\$ 2,500.00	\$ 4,417.45	176.70%
6110 - Telephone	\$ 950.00	\$ 950.00	\$ 863.96	90.94%	\$ 1,000.00	\$ 859.19	85.92%
6115 - Travel & Conference	\$ 1,000.00	\$ 1,000.00	\$ 18.40	1.84%	\$ 1,000.00	\$ 461.65	46.17%
6120 - Utilities	\$ 4,500.00	\$ 4,500.00	\$ 4,032.22	89.60%	\$ 5,000.00	\$ 4,186.26	83.73%
6125 - Volunteer Expenses	\$ 1,000.00	\$ 1,000.00	\$ 149.58	14.96%	\$ 1,000.00	\$ 20.22	2.02%
6130 - Misc. Admin. Expense	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ -	\$ -	—
Total 6000 - ADMINISTRATION	\$ 55,650.00	\$ 79,575.00	\$ 35,825.53	45.02%	\$ 93,225.00	\$ 68,873.75	73.88%
6500 - PROGRAMMING							
6510 - Contract Staff - Programming	\$ 11,850.00	\$ -	\$ 4,000.00	—	\$ -	\$ -	—
6515 - Artist Fees	\$ 15,000.00	\$ 5,000.00	\$ 250.00	5.00%	\$ 20,000.00	\$ 19,000.00	95.00%
6525 - Hospitality & Reception	\$ -	\$ -	\$ 538.71	—	\$ 250.00	\$ -	0.00%
6530 - Licences & Tariffs	\$ 2,725.00	\$ 2,600.00	\$ 1,724.49	66.33%	\$ 3,150.00	\$ 3,247.30	103.09%
6535 - Programming Expenses	\$ -	\$ -	\$ -	—	\$ 250.00	\$ 362.26	144.90%
6540 - Workshop Fees & Expenses	\$ 2,500.00	\$ -	\$ 31.18	—	\$ 7,000.00	\$ 2,040.00	29.14%
6545 - Misc. Programming Expense	\$ -	\$ -	\$ -	—	\$ -	\$ 9.26	—
Total 6500 - PROGRAMMING	\$ 32,075.00	\$ 7,600.00	\$ 6,544.38	86.11%	\$ 30,650.00	\$ 24,658.82	80.45%
7000 - TECHNICAL							
7010 - Contract Staff - Technical	\$ 1,000.00	\$ 1,000.00	\$ 319.54	31.95%	\$ -	\$ 493.71	—
7020 - Equipment Acquisition - Tech	\$ 10,750.00	\$ 3,000.00	\$ 4,439.53	147.98%	\$ 7,800.00	\$ 10,191.83	130.66%
7040 - Equipment Repair & Maint - Tech	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	\$ 5,000.00	\$ -	0.00%
7050 - Line Rental	\$ 5,600.00	\$ 5,500.00	\$ 5,138.11	93.42%	\$ 5,500.00	\$ 5,470.62	99.47%
Total 7000 - TECHNICAL	\$ 19,350.00	\$ 11,500.00	\$ 9,897.18	86.06%	\$ 18,300.00	\$ 16,156.16	88.29%
7500 - MARKETING & PROMOTION							
7520 - Advertising	\$ 3,000.00	\$ 1,560.00	\$ 1,027.65	65.88%	\$ 2,000.00	\$ 2,660.30	133.02%
7530 - Design & Printing	\$ 1,500.00	\$ -	\$ 1,119.60	—	\$ -	\$ 69.55	—
7540 - Postage - Marketing	\$ -	\$ -	\$ -	—	\$ -	\$ 191.24	—
7550 - Misc. Marketing Expense	\$ 500.00	\$ -	\$ 50.00	—	\$ -	\$ 20.00	—
Total 7500 - MARKETING & PROMOTION	\$ 5,000.00	\$ 1,560.00	\$ 2,197.25	140.85%	\$ 2,000.00	\$ 2,941.09	147.05%
Total Expense	\$ 459,704.47	\$ 372,199.04	\$ 295,665.98	79.44%	\$ 326,350.96	\$ 384,289.81	117.75%
Net Income	\$ (16,315.23)	\$ 1,286.73	\$ 61,230.09	4758.58%	\$ 4,138.04	\$ 38,948.28	941.23%
Non-cash expenses	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%	\$ 18,500.00	\$ 9,239.92	49.95%
Contingency fund contribution	\$ (10,000.00)	\$ -	\$ -	—	\$ -	\$ -	—
Capital contributions & planning	\$ (150,000.00)	\$ -	\$ -	—	\$ -	\$ (7,726.10)	—
Net Cash Flow	\$ (165,315.23)	\$ 12,286.73	\$ 61,230.09	498.34%	\$ 22,638.04	\$ 40,462.10	178.74%

COVID-19 safety & fall season

Since March of last year, COVID-19 safety plans have no longer been required for workplaces in Ontario. Trent Radio's remains in effect, though many of its provisions are either no longer relevant or worth keeping for their own sake, beyond considerations of COVID safety, such as studio capacity limits, keeping a logbook of guests, and encouraging staff and volunteers to remain home when sick (with paid leave for staff).

From consultation with staff, and based on programme proposals received to date, the general consensus is that people are comfortable with moving to mask-optional operations at Trent Radio House. To accommodate programmers who prefer a masked environment, we could designate a block (or blocks) of time during the broadcast week when masks are mandatory.

Accordingly, we recommend as follows:

- The board repeals Trent Radio's COVID-19 Safety Plan
- Over the fall season, staff will develop policies to clarify & codify practices at Trent Radio House (around occupancy, masking, visitors, etc) in the absence of this plan

Financial planning committee

Given our current financial situation and expected expenditures for August, Trent Radio is expected to have a cash surplus in excess of \$300,000 at the end of the fiscal year. As discussed in previous meetings, and guided by our strategic plan, this surplus should be divided between creating a long-term reserve fund, and capital projects & planning.

As such, the financial planning committee recommends:

- That 50% of our cash surplus at year end be designated as a reserve fund, to be invested at a later date in low-risk investments (such as GICs).
- \$10,000, as well as 50% of any surplus, be contributed to the reserve fund each fiscal year
- The remainder of our cash surplus be dedicated to capital projects towards our strategic plan goals. In the coming fiscal year, this would include:
 - Hiring an accessibility auditor to identify needs and opportunities for improvement with Trent Radio's facilities.
 - Hiring broadcast engineering consultants to plan for technical upgrades and studio modernization, with consideration given to accessibility
 - Hiring an architect to design plans for renovations to Trent Radio House for these accessibility & technical upgrades
 - Developing a plan for the implementation of these recommendations, including fundraising and grant opportunities as needed