

**TRENT RADIO BoD AGENDA**  
**23 November 2023 – 6:00pm**  
**to be held via teleconference**

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Approval of materials for the Annual General Meeting to be held December 3, 2023
  - Agenda
  - Minutes of previous Annual General Meeting
  - Minutes of board meetings, September 1, 2022 – Aug 31, 2023
  - Financial statements
  - Proposed by-law
  - Special resolutions regarding by-law and articles of incorporation
4. Date of next meeting
5. Any other business
6. Adjournment

TRENT RADIO  
Board of Directors MINUTES  
November 16, 2023 – 6:00pm

**In attendance:** Rob Hailman (DoO), Andréanna Sullivan (chair), Bill Templeman, Alissa Paxton, Sebastian Johnston-Lindsay

**Guests:** Maddie Preston

**Regrets:** Jill Staveley (DoP)

**Absent** Trinity Torrejos

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

Meeting called to order at 6:09

### **2. Approval of previous minutes**

On a motion made by Bill Templeman, seconded by Alissa Paxton, and carried, the minutes of the October 19th board meeting were approved.

### **3. Operations report**

Rob Hailman presented the operations report

Presented as attached in meeting documents.

- Some new programmers being brought on
- New keys cut, student cards as keys being discussed
- Security discussed
- Gutters cleaned
- Discussing hiring a cleaning service once a month
- Grants:
  - Canada Summer Jobs grant deadline approaching (Jan. 10)
  - Community investment grants (City of Ptbo) due Dec 6
- Received first draft of financial review from JD Watson, mostly ready to go final
- CRTC return mostly complete
- Payroll migration almost ready, should be done by November 24
- Roadwork: supposed to have regular driveway access by November 15, this is unconfirmed.
- Living wage increase: OLWN announces increase to \$20.60/hr. Costs \$2580.75 to switch all full time/permanent employees to this immediately

### **4. Financial statements**

Rob Hailman presented the latest financial statements

Presented as attached in meeting documents.

- Aiming to reduce cash on hand, invest more
- Received one of our two annual levy installments
- Increased wages due to new full-time position and hiring more student positions

On a motion made by Alissa Paxton, seconded by Bill Templeman, and carried, the operations report and financial statements were approved.

### **5. Committee updates - nomination committee**

Nomination committee discussion deferred to any other business.

### **6. Strategic Planning**

Bill to prepare presentation on strategic plan for annual general meeting, will meet with Rob to discuss.

### **8. AGM preparations**

- Once nominees are confirmed, Rob can post agenda for AGM
- Planning to meet on November 24th at 6 PM to confirm AGM minutes
- Rob and Andreanna will meet to discuss how to chair the meeting
- Jill and Rob have been discussing having a catered meal for the in-person AGM at Sadleir House; Andréanna will arrange catering
- Board members should send Rob a photo and short blurb about their role

### **8. Date of next meeting**

Next meeting to be held November 23rd at 6:00pm, with a subsequent meeting to be held following the AGM.

### **9. Any other business**

Andréanna presented the nominees for election at the Annual General Meeting: (s: student, c: community)

- Sebastian Johnston-Lindsay [s]
- Mikaela Lewis [s]
- Savannah Lummis [s]
- Alissa Paxton [c]
- Madison Preston [s]
- Andréanna Sullivan [s]
- Bill Templeman [c]

On a motion made by Sebastian Johnston-Lindsay, seconded by Henry Allen, and carried, the nominations were received.

### **10. Adjournment**

Meeting adjourned at 6:44pm.