Minutes of Trent Radio Board Meeting
Date: January 17, 2025
Time: 6:00 PM (EST)
Location: Teleconference

Board Members Present: Mikaela Lewis, Alissa Paxton, Madison Preston, Bill Templeman, Chukwuma Attah, Keira Fisher, Madison Preston, Mary McGillis, Edward Gloade

Non-Board Members Present:
Rob Hailman (Director of Operations), Jill Staveley (Director of Programming)

1. Call to Order and Approval of Agenda
With a quorum present, the meeting was called to order at 06:05 PM EST, chaired by Mikaela Lewis, with Chukwuma Attah taking the minutes. The agenda was moved for approval by Madison Preston, seconded by Alissa Paxton, and carried unanimously.

2. Approval of Previous Minutes
Three sets of minutes were presented for approval. Jill Staveley noted a typographical error in one set where Rob Hailman's name was misspelled. Upon amendment, a motion to approve the corrected minutes was moved by Alissa Paxton, seconded by Keira Fisher, and carried.

3. Reports of Directors

Jill Staveley – Director of Programming

- Continued collaboration with ReFrame Film Festival, including creating promotional PSAs.
- Successful sponsorship renewals with Sam's Place and Renegade Apparel.
- Took part in the City of Peterborough's Chemong Portage Project by recording Anne Taylor who read the story in Anishinabemoen
- Partnership with poet PJ Thomas for live poetry programming.
- Transition of *The Dug Out* to a new schedule in January 2025.
- Spring 2025 Programme Schedule Statistics:
    - Programme Withdrawals: 7
    - Programmes Changing Times: 10
    - New Programmes Added: 14
    - New Programmers Added: 15

Rob Hailman – Director of Operations

- Annual return filed successfully with the CRTC.
- Updates on the Online Streaming Act and its impact on licensing.
- Modernization proceedings for radio, including possible changes to non-compliance processes.

- Upcoming review of audio policy (e.g., CanCon regulations).

Technology Updates

- Installation of a new interface for Studio C (Rodecaster Duo).
- Libretime system upgrade completed during the holiday shutdown.
- Broadcast interruptions due to internet outages, with plans to explore alternative providers.

Grant Applications

- Trillium Grant application was unsuccessful; Jill & Rob will attend a meeting to find out why.
- Awaiting a response on the Federal Enabling Accessibility Grant application.
- Applied for funding through Canada Summer Jobs for a journalist position.

4. Planning Workshop
A recording and mixing workshop using Reaper is scheduled as part of the RPM Challenge on Thursday, January 30, 2025, at 4 pm in the Odette Critical Making Space.

5. Staff Transition
Jill Staveley informed the board that Mridul Harbhajanka (Mimi) will complete her two-year contract on Friday, January 24, 2025. Mimi's final show will air on the same date. The board acknowledged her significant contributions to Trent Radio during her tenure.

Upon a motion made by Bill Templeman, seconded by Edward Gloade, and carried, the reports of the directors were approved.

6**. Date of Next Meeting:**

Scheduled for Thursday, February 20, 2025, at 7:30 PM (EST), in person at Trent Radio House, 715 George Street North.

6. Adjournment
With no further business, the meeting was adjourned at 06:50 PM (EST). Members were advised to stay back for the board orientation session, which commenced immediately after a brief recess.

Minutes of the Board Orientation Meeting
Date: January 17, 2025
Time: 7:00 PM
Location: Teleconference

1. Welcome and Introductions

The meeting was called to order, and participants were welcomed by Rob. Attendees introduced themselves and outlined their involvement with Trent Radio and the Board.

2. Overview of Governance Essentials

Rob provided an overview of the legal and regulatory responsibilities for nonprofit directors under the Canada Not-for-Profit Corporations Act (CNCA) and Ontario Not-for-Profit Corporations Act (ONCA). Key topics included directors' duties, liabilities, and core responsibilities, such as ensuring compliance with legal obligations, maintaining financial accountability, and fulfilling the organization's stated purpose.

3. Trent Radio as a Cultural and Educational Broadcaster

Rob discussed Trent Radio's mission as a community-based broadcaster focused on producing diverse, creative, and community-oriented programming. He emphasized the organization's commitment to meeting Canadian Radio-Television and Telecommunications Commission (CRTC) requirements and fostering broad community participation.

4. Shared Leadership and Operational Framework

The importance of shared and distributed governance was highlighted to enhance decision-making and collaboration. Bob also reviewed the operational framework of Trent Radio, including the management of facilities, volunteer training, and broadcast licensing obligations.

5. Next Steps

The meeting concluded with an invitation to explore additional resources, including the *Board of Directors Handbook* and governance frameworks, for deeper understanding and effective board participation.