

Trent Radio BoD

September 25, 2019

MINUTES OF THE BOARD OF DIRECTORS MEETING and Sadleir House,
751 George St. N., Peterborough, Ontario on Wednesday September 25, 2019

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Bill Templeman (arrived at 6:39pm)

Regrets: Angelica Cooper

Also present: Jill Staveley, DGM; Rob Hailman, BTA/LCPM

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:16pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the previous Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the previous Board meeting, held 28 August 2019, were approved.
3. The Financial Reports (Financial Statements and Income Statements) were presented. UPON A MOTION duly made, seconded and carried unanimously, they were approved. It should be noted that this is a preliminary draft, and some areas are not fully accurate at this point.
4. The Staff Reports (Director of Programming and Director of Operations) were presented. UPON A MOTION duly made, seconded, and carried unanimously, they were approved. The Trent Radio Levy opt-out percentage for this semester is actually 33%, rather than the 37% we were told initially because of late student registration. In terms of total levy funding, our opt-out rate represents a 25% cut from last year because enrollment at Trent increased this year.
5. Jill is in the process of applying for a CFGP Grant in collaboration with the Theatre on King.
6. The date of Trent Radio's Annual General Meeting (AGM) was determined to be November 17, 2019 at 11am. It will feature a community feast at 1pm.
7. Shannon and Brazil are heading the Nomination Committee. All Board Members present at the meeting confirmed their interest in continuing their service on the Board in the upcoming fiscal year. Thus, the Board is in need of one new recruit, who must be a Trent student. There was talk of putting a call out for Board Members, and potentially using TWSP staff to help recruit new Members.
8. Shannon, Alex, and Bill are heading the Human Resources Committee. They are in the process of drafting contracts for Rob and Jill for the upcoming year. When a draft is made, they will be consulting Joe Grant, LLC before presenting it. UPON A MOTION duly made, seconded and carried unanimously, spending for a lawyer to review the contracts was approved. They will also be reaching out to Kat Dickinson, an HR professional from the Sadleir House Board for advice. It was also brought to the attention of the Board that Trent Radio has no HR policies, which will be a goal to rectify moving forward.

9. There were five items discussed in other business. The Board would like to give an official thank you to Yvonne, Cora, and Iris for the weeks' worth of Girl Guide cookies they donated to Trent Radio. Rachelle Sauve has been committing 3-5 hours a week speaking with and recruiting potential sponsors. She has connected with the Sponsorship Committee through email. Loretta Sullivan has agreed to help Rachelle. Renegade Apparel and Sam's Place are returning as sponsors for the upcoming year. Durable Fencing has been contacted as a potential contractor for the parking lot fencing issue.
10. The next Board meeting is scheduled for October 23rd at 6pm.
11. There being no other business, the meeting was adjourned at 7:04pm.

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House, 715 George St. N., Peterborough, Ontario on Thursday 14, 2019

Present: Alissa Paxton, Bill Templeman, Shannon Culkeen, Brazil Gaffney-Knox

Regrets: Alexander Campagnolo, Michael Gray, Angelica Cooper

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 8:05pm, with Shannon Culkeen acting as Chair, and Brazil Gaffney-Knox recording the minutes of the meeting.
2. UPON A MOTION duly made AGM date and notice for the Arthur were approved.
3. UPON A MOTION duly made the nominating committee presented the directors to be nominated at the AGM:
Alex Campagnolo (c), Shannon Culkeen (s), Brazil Gaffney-Knox (s), Michael Gray (s), Alissa Paxton (c), Katie Pedlar (s), & Bill Templeman (c) (s = student & c = community member);
4. The Board also wanted to note that the Sadleir house dining hall has been officially changed to the John K. Muir Dining Hall, and the notice should reflect this change.
5. The meeting was adjourned at 8:25pm.

Trent Radio BoD

November 19, 2019

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,
715 George St. N., Peterborough, Ontario on Tuesday November 19, 2019

Present: Alex Campagnolo, Shannon Culkeen, Michael Gray, Bill Templeman

Regrets: Angelica Cooper, Brazil Gaffney-Knox, Alissa Paxton

Also present: Jill Staveley, DGM; Rob Hailman, BTA/LCPM

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:08pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the two most recent Board Meetings were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the two most recent Board meetings, held 25 September 2019 and 14 November 2019, were approved following changes to the spelling of Cat Dickinson's name and the additions of signature lines on the 25 September minutes, and the removal of Angelica Cooper from the list of Nominees for the 2019/2020 Board of Directors on the 14 November minutes.
3. The Staff Reports (Director of Operations and Director of Programming) were presented. UPON A MOTION duly made, seconded, and carried unanimously, they were approved. In creating the Annual Financial Review, some errors were detected. It is unclear what impact they will have on finances yet, but it is not to the extent where it is fraudulent. Moving forward, we will be changing our accounting software to QuickBooks. The CRTC annual return is mostly finished, and Grant Thornton will deliver it to us before November 30th. The CMRRA has implemented a new tariff entitling the original content creator of a song payment if there is a copy made of their song. Since we use a logger system, we owe a small sum of money. For the CRFC grant, a recording was done at Sadleir House, and will be available Friday. Roy Lair made a \$20,000 donation to Trent Radio's Physical Plant. We will be using Durable Fence for the new fence and Whalen's Flooring for the new floors. Floors will be installed on December 16th, and we will empty out the studios on December 13th. The goal is to have flooring done by the Christmas broadcast. Further, an accessible railing is needed for the steps leading to the porch.
4. The Annual General Meeting is scheduled for December 8th at 11 am. Sadleir House has been booked, the community feast has been organized, OPIRG green dishes have been booked, a Facebook event has been made, and a notice in the Arthur has been posted. All necessary reports are completed or in progress. There will be Board meetings before and after the AGM.
5. In other business, contract negotiations have been stalled due to the inability to gain second opinions from local connections in Human Resources. The Human Resources Committee is going straight to a lawyer with the contracts. Further, the second opt out period of the academic year is coming, with new measures to ensure students are informed leading into their opt in/out decisions.
6. The next Board Meeting is scheduled for December 8th at 10:15am.
7. There being no other business, the meeting was adjourned at 6:43pm.

Trent Radio BoD

December 8, 2019

MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadleir House,
751 George St. N., Peterborough, Ontario on Sunday December 8, 2019

Present: Alex Campagnolo, Angelica Cooper, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Bill Templeman

Also present: Jill Staveley, DGM; Rob Hailman, BTA/LCPM

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 10:30am, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, held 19 November 2019 were approved.
3. The Financial Review and Report of the Nominating Committee were presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Review was approved.
4. UPON A MOTION duly made, seconded and carried, all grant & funding applications to our regular funding bodies (CRFC, Theatre Trent, RVF, City of Peterborough, Canada Summer Jobs, Artsweek) and to any other new opportunities, deemed relevant and beneficial to Trent Radio are hereby approved.
5. There was no other business.
6. The next Board Meeting is scheduled for December 8th at 12:30pm at Sadleir House.
7. There being no other business, the meeting was adjourned at 10:48am.

Trent Radio BoD

December 8, 2019

**MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadleir House,
751 George St. N., Peterborough, Ontario on Sunday December 8, 2019**

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Katie Pedlar, Bill Templeman

Also Present: Rob Hailman, BTA/LCPM

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 12:30pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. Informal introductions were done among the seven Board Members, DGM, and BTA/LCPM.
3. The interim Board President and Chair were appointed. Shannon Culkeen was elected Board President and Chair until the next Board meeting, where all positions will be elected for the upcoming season.
4. The interim Signing Officers were appointed. Alex Campagnolo, Shannon Culkeen, Rob Hailman, and Jill Staveley were elected until the next Board meeting, where this designation will be reappointed.
5. The Board particulars for charity returns were determined to be best gathered by email at a later time.
6. The next Board Meeting is scheduled for January 15th at 6pm at Sadleir House.
7. There being no other business, the meeting was adjourned at 1:02pm.

Trent Radio BoD

January 15, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING at Sadleir House,
751 George St. N., Peterborough, Ontario on Wednesday January 15, 2020

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Katie Pedlar, Bill Templeman

Regrets: Michael Gray, Alissa Paxton

Also present: Rob Hailman, BTA/LCPM

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:09pm, with Shannon Culkeen acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the two most recent Board Meetings were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the two most recent Board meetings, which were both held on December 8 2019, were approved.
3. Officers were elected for the fiscal year. Brazil Gaffney-Knox was elected Board President and Chair. Bill Templeman was elected Board Vice-Chair. Alex Campagnolo was elected Board Vice-President. Alissa Paxton was elected Board Treasurer. Katie Pedlar was elected Board Secretary. UPON A MOTION duly made, seconded and carried unanimously, the newly elected Officers were approved for their roles.
 - Actionable Item: Brainstorm potential Committee roles that Board Members may wish to be a part of for the fiscal year.
4. The Financial Report was presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Report was approved.
5. The Fall End of Season Reports of the Director of Programming and Director of Operations were presented. UPON A MOTION duly made, seconded and carried unanimously, the Fall End of Season Reports were approved. Of note, Jill is teaching her Cultural Studies course again, and the seminar is Monday morning. Further, the standing desk from Studio C has been moved to the Kitchen and can be used for inputting Music Sheets.
6. Trent Radio's letter of support for the Kawartha Sexual Assault Centre's Odenabe Youth Centre and Outreach Hub was presented. The Board was in agreement that it is certainly a worthwhile project to support.
7. In other business, Brazil, Alissa, Jill, and Rob were recognized as signing authorities for the fiscal year. UPON A MOTION duly made, seconded and carried unanimously, the designation of Signing Authorities was approved. Further, the date of the Trent Radio Marathon is scheduled to be from April 17 to April 22, 2020. UPON A MOTION duly made, seconded and carried unanimously, the date was approved. In addition, Theremin Day, a special project day, is being scheduled for February 14, 2020.
8. The next Board Meeting date is to be determined by the result of a when2meet poll sent out to the Board and Directors.
9. There being no other business, the meeting was adjourned at 7:13pm.

Trent Radio BoD

February 24, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING at Trent Radio House,
715 George St. N., Peterborough, Ontario on Monday February 24, 2020

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray (arrived at 6:36pm) Alissa Paxton, Katie Pedlar (arrived at 6:10pm), Bill Templeman

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:05pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting was presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on January 15 2020, were approved following an amendment a statement that misrepresented Officers as of the Board, not Trent Radio.
3. The Financial Report was presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Report was approved. Accounting software has changed to QuickBooks. Of note, HST is now being calculated differently, and represented as HST Payable now. The final installment of the management fee from the Trent Annual is expected, and levy cheques will be ready for this week.
4. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. Of note from the Reports, Trent Radio has applied for three Canada Summer Jobs positions – two archivists (35 hours for 16 weeks each) and one administrator (35 hours for 16 weeks). A \$50,000 CRFC grant is being applied for. It will focus on producing content on Curve Lake and is due March 5th. Trent Radio merchandise is being sold at Maar's Music. There is a squirrel in the attic, and they are to be addressed.
5. Committees are being reworked to meet the current needs of Trent Radio. The areas that need the most volunteer support were identified as: physical plant, local music, outreach, teambuilding, helping hands, human resources, Board nominations, Programming, fundraising and sponsorship, and making fresh bread.
6. For fundraising and the Trent Radio Marathon, a fundraising and donor stewardship plan was presented and agreed to be adopted by the Board. After a discussion, it was determined that anonymity would be made an option for donors. For the \$500 donation option, it was amended to “on-site” rather than “in-store.” Trent Radio is looking for Operators to take shifts during the marathon. In addition, Black Honey has become a Trent Radio sponsor.
7. In Other Business, the HR Committee has been making progress on Jill and Rob's contracts. After the first drafts are made, the Board will have a comment period. This will be followed by Rob and Jill's comment period. When the contracts are agreed upon, they will be sent to a lawyer for finalization. More HR policies will be made when the contracts are completed. Further, Dreams of Beans has been made the venue for the RPM Challenge listening party. Trent Radio is also applying for Ontario Arts Council funding. They are requesting a \$10,000 grant to host a professional conference. In addition, Nick Taylor is going to complete Trout Rodeo.
8. The next Board Meeting will be March 16 at 6:15pm at the Trent Radio House.
9. There being no other business, the meeting was adjourned at 7:24pm.

Trent Radio BoD

March 16, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via GoToMeeting,
Various Locations in Peterborough, Ontario on Monday March 16, 2020

Present: Alex Campagnolo, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Bill Templeman

Regrets: Shannon Culkeen, Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:10pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting was presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on February 24, 2020, were approved.
3. In response to Trent University's decision to suspend classes due to COVID-19, Trent Radio closed until further notice. Since Friday afternoon, only Radio Free Peterborough has been playing. The Spring Season is going to be cancelled. There is contingency planning underway to have some Programming broadcasted via home recording.
4. The Financial Report was presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Report was approved. The Trent Annual still owes Trent Radio, but the payment is expected very soon.
5. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. The squirrel is still in the attic and will be addressed soon.
6. A Budget for 2020 until the end of February and forecasted best- and worst-case scenario for 2021 was presented. The 2020 budget is to be updated and forecasted to inform the Board of what wage for Rob and Jill is affordable for the organization to pay.
7. Trent Radio received two official complaints. The first was accusing a Programmer of spreading hate speech. The Second was for playing listener request which had a racist word in it. The complaints are being taken seriously and an action plan for both scenarios is coming soon.
8. The HR Committee provided an update to Jill and Rob on the development of their contracts. A first draft has been completed and circulated to the Committee for comment. The HR Committee is to meet March 23 to discuss the second draft. Rob and Jill will have their contracts given before the next Board meeting so questions can be asked then.
9. The Board was informed that they do have Directors and Officers Liability Insurance.
10. Trent Radio is no longer applying for Ontario Arts Council funding, as the professional conference will likely not run due to COVID-19. The Trent Radio Marathon is moving forward as scheduled but may use a creative Programming technique depending on the state of COVID-19 mitigation.
11. The next Board Meeting will be March 30 at 6:00pm at Trent Radio, or via online video chat depending on the state of COVID-19 mitigation.
12. There being no other business, the meeting was adjourned at 7:01pm.

Trent Radio BoD

March 30, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario on Monday March 30, 2020

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray

Regrets: Alissa Paxton, Bill Templeman, Katie Pedlar

Also present: Rob Hailmain, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:14pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which were held on March 16, 2020, were approved.
3. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. The Season Bizarre is running Monday through Saturday and is featuring the pre-recorded content of 44 Programmers over 29 Programs. 54 hours of radio is being produced per week. Some archival shows are being played to ensure Category 3 content is satisfied. In addition, government updates and PSAs are being played. Trent Radio also being used as a communication tool for Curve Lake First Nation.
Studio V has been turned into a means of remote broadcasting. Trent Radio is considering using the government's 75% wage subsidy and is awaiting more information. The Trent Annual Yearbook is finished, and the Trent Annual are looking for means to give them out to students. The second installment of the Radiometers grant has been received. The squirrel trap isn't armed, and there is no sign of the squirrel. It is believed to be in self-isolation.
4. A budget for 2021 was presented. The start time and enrollment of the 2020/2021 Academic Year is unknown.
5. Rob and Jill have been given their contracts and have the opportunity to provide comment. The Board is likely weeks away from ratifying the contracts with legal advice, so the Board will grant Rob and Jill their raises starting April 6 via an official communication.
6. In Other Business, there was interest in brainstorming some morale-boosting activities.
7. The next Board Meeting will be April 13 at 6:00pm at via online video chat.
8. There being no other business, the meeting was adjourned at 6:52pm.

Trent Radio BoD

May 18, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario on Monday May 18, 2020

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Bill Templeman

Regrets: Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:07pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which were held on May 18, 2020, were approved.
3. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. A bird, whose official name will be Cristobal in accordance with the National Hurricane Centre's naming guideline, was found in the house. Season Bizarre continues to be a success. Some Programmers have bowed out, but we are receiving a steady flow of newly interested Programmers. In addition, we are playing Ontario Public Health advertisements.
An update on Trent Radio's grants was given. We have received permission from the CRFC to reallocate the in-concert grant. The remainder of the budget is going toward hand-held recording equipment and artist fees. We are putting up \$1,000 for artist fees, and Sadleir House is matching the fee for a concert series at Sadleir House. We have also received a microgrant of \$2,000 from the CRFC to aid in the transition to remote radio.
4. The Financial Statements were presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Statements were approved. We are still waiting on the management fee from the Trent Annual. Further, we are awaiting communications from BMO for the Trent Radio credit card.
5. The HR Committee gave an update on the status of Rob and Jill's contracts. We have received contract revisions from Joe Grant. The Committee will follow up with some minor inquiries before they are finalized. The HR Committee will start meeting to develop Trent Radio HR policies. In addition, Job Descriptions will begin to be drafted for inclusion with the final contracts.
6. Jill requested the Board to become involved in Smooth Operator broadcasts by prerecording content. The Board obliged.
7. In other business, there was interest in hosting a Trent Radio social on Facebook. This task was delegated to the Social Committee. Shannon suggested hosting remote, live broadcasts downtown to offer the opportunity to go on air while socially distancing. June 3rd is the first anniversary of John K. Muir's death. There will be special programming in his honour.
8. Retroactively, the Board approved a motion. UPON A MOTION duly made, seconded and carried unanimously, the waiving of the upstairs tenant's rent for April 1st, and reduction of rent to 2/3 of what is owed for June, July, and August was approved.
9. The next Board Meeting will be Monday June 1st at 6:00pm at via online video chat.
10. There being no other business, the meeting was adjourned at 7:04pm.

Trent Radio BoD

June 15, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Monday June 15, 2020

Present: Alex Campagnolo, Shannon Culkeen, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Bill Templeman

Regrets: Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:06pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on March 30, 2020, were approved.
3. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. There was a minor gas leak at the Trent Radio House, and McMillan replaced the line for \$300. In addition, it has been determined that there is a need to squirrel-proof the porch. Trent Radio did not receive Canada Summer Jobs funding, as we were not planning to hire for positions classified as frontline work. However, there is a possibility of modifying positions moving forward. For the In-Concert Grant, we have completed two events and are planning on broadcasting a new show every Saturday.
4. The Financial Statements were presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Statements were approved. We have received the Trent Annual reimbursement. We are in good financial standing for this point in the year, and there were discussions about investing surplus funds once the result of the Student Choice Initiative appeal is known.
5. Membership fees owed during the pandemic were discussed. Programmers have not been asked to pay their memberships during Season Bizarre. UPON A MOTION duly made, seconded and carried unanimously, all Season Bizarre Members have been made Members of Trent Radio whether they have paid for their membership or not. Jill will follow this up with an email to Programmers.
6. Trent Radio received a number of donations in memory of John K. Muir for John K. Muir Day. Trent Radio, along with Shannon and Brazil will write thank you notes to these donors.
7. Trent Radio received a complaint about a Programme's content, claiming that it is hate speech and/or breaking the law. The Board has reviewed the Programme in question and will issue a response.
8. Two items were discussed in other business. The process of having a Trent Radio credit card through BMO is still ongoing. The HR Committee are meeting next week and will follow up with the Board on HR policies soon.
9. The next Board Meeting will be June 29 at 6:00pm via online video chat
10. There being no other business, the meeting was adjourned at 6:56pm.

Trent Radio BoD

July 13, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Monday July 13, 2020

Present: Alex Campagnolo, Brazil Gaffney-Knox, Michael Gray, Alissa Paxton, Bill Templeman

Regrets: Shannon Culkeen, Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:04pm, with Brazil Gaffney-Knox acting as Chair, and Alex Campagnolo recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on July 13, 2020, were approved.
3. The Financial Statements were presented. UPON A MOTION duly made, seconded and carried unanimously, the Financial Statements were approved. We are in an exceptional financial situation. Studio V failed multiple times last week, so an order has been sent in to Benchmark to replace the computer and get a backup.
4. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved. Season Bizarre continues to run smoothly, with 43 shows, 38 Programmers (7 Trent students), and 5 episodes of Red Morning Radio. Blank spots are being supplemented with archived content. We have received funding for three Canada Summer Jobs positions: Summer Producer (28 hours/week) and two Archive Clerks (20 hours/week). For the Radiometers Grant, we are working with Sean Conway at Curve Lake to produce content. Some volunteers have signed up to Operate remotely during Season Bizarre. Thank-you letters were sent out to donors for John K. Muir Day. The ad for the TCSA pamphlet has been made.
Trent Work Study Program positions are up. We will hire for positions in content production and physical plant. Gary Peeples has been contracted to build the fence, and building will begin soon. Red Morning Radio is being supplemented with logger files until a long-term solution is developed. The In-Concert Grant finale was completed July 4. It created 16 hours of new content recordings for our archives. Studio V failed Wednesday through Saturday this past week. We moved to broadcast from Studio A, which is workable but not sustainable. Job descriptions are being developed.
5. A Reopening Committee is being made to develop a Reopening Policy. They will be tasked with creating a quick guide for reopening which can be added to over time. They are meeting next week.
6. In Other Business, we will receive the 10% government wage subsidy automatically, in bulk at the end of the year. We have not applied to the 75% subsidy, as the program was created for organizations unlike ours.
7. The next Board Meeting will be July 27, 2020 at 6:00pm via online video chat.
8. There being no other business, the meeting was adjourned at 6:53pm.

Trent Radio BoD

July 27, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Monday, July 27, 2020

Present: Shannon Culkeen, Brazil Gaffney-Knox, Alissa Paxton, Bill Templeman

Regrets: Alex Campagnolo, Michael Gray, Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:09pm, with Brazil Gaffney-Knox acting as Chair, and Alissa Paxton recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on July 13, 2020, were approved.
3. The Board accepted the resignation of Alex Campagnolo.
4. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved.
 - a. Canada Summer Jobs positions have been hired with Jill, Rob, and Shan making up the hiring committee. Alexia Kambanis as full-time Summer Producer and Alex Campagnolo and Carmen Himma as part-time Archive Assistants. Changes to hours/terms being approved by Grantor. Alexia and Alex started today, allowing Rob and Jill to take vacation next week.
 - b. Parts for Studio B computer borrowed from Maars Music and automation should be back up this week.
 - c. Fence currently being erected by Gary Peeples.
 - d. Our 6 TWSP positions have been approved. Waiting to hear about TIP funding.
 - e. Working with Arthur on new student outreach and programming.
 - f. Supporting OPIRG Dis-Orientation Week programming.
 - g. TCSA Handbook ad has been purchased and submitted.
 - h. Jordan Cook has taken on garden and lawn maintenance – looking great!
 - i. Regular summer concerns about Trent Radio House (specifically the upstairs office) will only grow with climate change/global warming.
5. Board adopted COVID policy for re-opening Trent Radio House to staff, volunteers and contractors (attached below). Shan shared a list of recommended workplace PPE.
6. HR Committee:
 - a. Rob and Jill submitted a draft of the job descriptions and included a 2000 proposal for Fundraising and Membership Coordinators for information.
 - b. Brazil will forward latest/final contract draft and set meeting date for HR Committee to finalize Directors' contracts for goal deadline of August 31st.
 - c. Working on HR Policy drafts.
7. Board Vacancy: Alissa to draft call for volunteers with deadline of August 21.
8. The next Board Meeting will be August 10 at 6:00pm via online video chat
9. There being no other business, the meeting was adjourned at 7:01pm.

Trent Radio BoD

August 24, 2020

MINUTES OF THE BOARD OF DIRECTORS MEETING online via Zoom Meeting,
Various Locations in Ontario, on Monday, August 24, 2020

Present: Shannon Culkeen, Brazil Gaffney-Knox, Alissa Paxton, Bill Templeman

Regrets: Michael Gray, Katie Pedlar

Also present: Rob Hailman, DoO and Jill Staveley, DoP

1. Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at 6:09pm, with Brazil Gaffney-Knox acting as Chair, and Alissa Paxton recording the minutes of the meeting.
2. The minutes of the most recent Board Meeting were presented. UPON A MOTION duly made, seconded and carried unanimously, the minutes of the most recent Board meeting, which was held on July 27, 2020, were approved. Notes from the August 10, 2020 meeting without quorum were presented for information.
3. The Operations Reports were presented. UPON A MOTION duly made, seconded and carried unanimously, the Operations Reports of the DoP and DoO were approved.
 - a. Season Bizarre is complete! Kudos to all (especially Rob and Jill) who made it happen.
 - b. Policy for evaluation of vinyl archive being implemented.
 - c. Alex Campagnolo is coordinating painting of Studio C while it is empty of records.
 - d. Fence along north property line is finished!
 - e. Porch: Rob is working with Gary Peeples on initial plans and quote. Our major donor is looking at a 2020 donation which may help fund this.
 - f. Rob updating "Studio V" during shutdown.
 - g. Levy Groups getting regular updated from Trent VP Nona Robinson. Enrollment looks pretty stable, but many students choosing part-time course loads.
 - h. Trent Radio will be added to Trent Portal.
 - i. Fall Season proposals starting to come in (rolling deadline with season set by September 30th)
 - j. Entre-Season Programming includes: past Arthur editors, clubs and groups interviews, NCC Living Library.
4. The financial statements to July 31, 2020 were presented. UPON A MOTION duly made, seconded and carried unanimously the financial statements were approved.
 - a. Questions regarding long-term loan were raised, including the interest rate (8%) and possibility of lump-sum repayment. Decisions were postponed until at least after fall levy payment is confirmed.
5. Grants:
 - a. Canada Summer Jobs: 3 full-time positions with modified hours approved.
 - b. Trent Work Study: all positions approved. Postings are up and applications are coming in.
 - c. Trent International Program: one production position, waiting on funding decision.

- d. Community Foundation of Greater Peterborough: We were granted \$550 from an anonymous donor for our “wish list” project: *Funds to deliver in-class radio & communication-arts based programming for KPRDSB students in downtown Peterborough*. Laurel Paluck, a local artist, arts educator and former Trent Radio Programme Director, will deliver project for \$500 - so we could keep \$50 for admin expenses:

From Laurel:

I propose to work with one class of students from Highland Heights P.S. to explore and create stories inspired by "The Longest Night of the Year".

The Winter Solstice is an event near and dear to my work as an community-artist, and I would very much like to explore ways to celebrate this year's occasion through sharing stories created by children made specifically for broadcasting on Trent Radio.

Over 3 sessions in the classroom, a series of stories will be developed, rehearsed and recorded. I would take this recording and edit for broadcast asking to schedule the first broadcast on December 21 2020.

I have brought art projects to Highland Heights on a few occasions and think this school deserves and would benefit from art programming such as this.

- e. Community Radio Fund of Canada: funding “Producer Oriented” which included a paid position to bring workshops and programming to Curve Lake First Nations with support from Band Councillor, Sean Conway.
6. Fall COVID plan: continuing remote programing for near future. Current protocols will remain in place for staff in Trent Radio House.
 - a. Creating plan for select producers (who CAN’T produce remotely) to access Trent Radio House/studios on limited basis, starting around Thanksgiving.
7. Board Vacancy: two applications from community members. We will leave the posting up until our next meeting and try posting on Trent platforms in hopes of attracting a Trent student.
8. HR Committee: presented finalized Contracts and Job Descriptions for Director or Operations and Director of Programing. UPON A MOTION duly made, seconded and carried unanimously, the contracts and job descriptions were approved. Brazil will coordinate printing and signing of the contracts with Rob and Jill before September 1, 2020. Rob and Jill will coordinate filing of Trent Radio’s copies (hard and digital).
9. The next Board Meeting will be TUESDAY, September 8, 2020 at 6:00pm via online video chat
10. There being no other business, the meeting was adjourned at 7:01pm.