

**ANNUAL GENERAL MEETING of TRENT RADIO**  
- a corporation without share capital -  
**Sunday, 29 November 2020, 2 p.m. to be held via teleconference**

**=== AGENDA ===**

- 1.) Call to Order, President's opening remarks, land acknowledgement and setting of the agenda.
- 2.) MOTION to approve minutes of last Annual General Meeting held on 8 December 2019.
- 3.) PRESENTATION of Reports of the Directors, Committee Chairs, Staff and Officers.  
Namely: Yearbook Management Report; Donations, Sponsorship & Earned Revenue; Director of Operations; Director of Programming; Scapegoat, and President.

MOTION to accept the reports of the committee chairs, staff and officers as presented and/or amended.

MOTION to confirm all resolutions of the Board.

- 4.) PRESENTATION of Financial Statements for One Year Ending 31 August 2020 with an independent Financial Review. And if the Members see fit; a MOTION, to accept the Financial Statements as presented; and an extraordinary MOTION, to appoint the accounting agents to prepare an independent Financial Review for the next fiscal year ending 31 August 2021.

- 5.) REPORT of the Nominating Committee and election of Directors. As provided by the By Laws of Trent Radio, the Nominating Committee shall submit nominations to fill vacancies of the Board for consideration by the membership. The Nominees in alphabetical order are;

**Brazil Gaffney-Knox (s), Michael Gray (s), Jehan Mahboob (s), Alissa Paxton (c), Katie Pedlar (s), Tim Snoddon (c), & Bill Templeman (c). (s = student & c = community member) (s = student & c = community member);**

Further nominations may be made by any seven (7) members in good standing by delivering a nomination paper signed by them to the Secretary of Trent Radio not later than seven (7) days before the annual meeting. If more than seven (7) persons or such greater number as shall constitute a full board or increase thereof are nominated, an election by ballot shall take place at the annual meeting. Proper delivery shall be deemed to have been executed if a duly executed nomination paper is received by a responsible Trent Radio representative, by **11 a.m., Sunday, 22 November 2020 at Trent Radio House, 715 George Street North.**

The affairs of Trent Radio shall be managed by a Board of seven (7) directors, each of whom at the time of his or her election or within ten (10) days thereafter and throughout his or her term of office shall be a member of Trent Radio. Each director shall be elected to hold office until the next annual meeting after he or she shall have been elected or until his or her successor shall have been duly elected or qualified. Members of the Board of Directors shall be capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage, and at all times, Canadian Citizens resident in Canada, except when seen to be of exceptional benefit to Trent Radio and its direction. A majority of the Board shall be enrolled students of Trent University at the time of their appointment. Taken together the Board shall be at all times balanced and shall be drawn from among the student body, Trent Radio's volunteers and the community, and may include member(s) drawn from Trent University.

- 6.) Onwards and upwards: Staff Introductions & current projects
- 7.) Any other business
- 8.) MOTION to adjourn

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Please note, that the Directors may elect to hold the first meeting of the new Board, either immediately following the Annual General Meeting, or at some future time, according to their wish. Subject to review and amendment, Trent Radio by-laws state that "all full time Trent University students are members of Trent Radio."

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

Present: Alex Campagnolo, Bob Chrysler, Erin Clancy, Angelica Cooper, Shannon Culkeen, Robert Farr, Alisha Fisher, Brazil Gaffney-Knox, Robert Gibson, Michael Gray, Wes Grist, Rob Hailman, Alex Karas, Roy Layer, George R. Mitchell, Alissa Paxton, Andi Peking, Katie Pedlar, Dale Perry-Peking, Breanon Narendra, Jill Staveley, Nick Taylor, Bill Templeman

1. Notice of the meeting having been duly published according to the bylaws of the Corporation, and a quorum of the members being present in person, the meeting was called to order and declared duly constituted at 11:07am, with Shannon Culkeen presiding and Alex Campagnolo recording the minutes of the meeting. The agenda was agreed upon and discussion followed.
2. The minutes of the previous Annual General Meeting from 25 November 2018 were presented. UPON a motion duly made, seconded and carried unanimously, the minutes were approved.
3. The Reports of the Directors, Committee Chairs, Staff, and Officers were presented. The Radio Free Peterborough Report was presented by Rob Hailman. The Yearbook Management Report was presented by Rob Hailman. The Donations Report was presented by Rob Hailman. The Sponsorship & Earned Revenue Revenue Report was presented by Rob Hailman. The Local Content Project Manager/Broadcast Technology Advisor Report was presented by Rob Hailman. The Programme Director/Community Outreach and Development Manager Report was presented by Jill Staveley. The Summer Operations and Information Manager Report was presented by Jill Staveley. The Production Manager/Deputy General Manager Report was presented by Jill Staveley. In this presentation, it was noted that Special Interest music (Type 3) is an area Trent Radio wishes to have more representation from. The Scapegoat Report was not presented due to Paul Cleveland's unavailability. The President's Report was presented by Shannon Culkeen. UPON A MOTION duly made, seconded and carried unanimously, the Reports of the Committee Chairs, Staff, and Officers were approved.

All Board minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the Trent Radio website throughout the year. UPON A MOTION duly made, seconded and carried unanimously, it was resolved that all resolutions and acts of the Board since the last AGM held 25 November 2018 as set out in the Minutes of Directions of the Corporation or in the Annual Report of the Corporation submitted to this meeting were approved. In addition, Trent Radio committed to keeping physical copies of Board minutes available in the kitchen.

4. The Financial Review Engagement Report for the fiscal year ending 31 August 2019, as prepared by Grant Thornton Chartered Accountants, was presented by Rob Hailman.

Some clarifications were required and provided accordingly. Of note, Trent Radio is thinking about getting a credit card and line of credit. UPON A MOTION duly made, seconded and carried unanimously, the Financial Review Engagement Report was approved. UPON AN EXTRAORDINARY MOTION duly made, seconded and carried unanimously, Grant Thornton Chartered Accountants were appointed as accounting agents to conduct the next Financial Review Engagement Report for the period ending 31 August 2020.

5. The Report of the Nominating Committee was presented by Shannon Culkeen. The Chair of the Board reported that no further nominations had been received, as provided by the bylaws of the corporation. Nominees confirmed they were Canadian citizens and age eighteen or older, and declared that a majority of nominees were enrolled as students of Trent University. The Nominees introduced themselves and explained their interest in serving on the Board. UPON A MOTION duly made, seconded and carried unanimously, it was resolved that the Report of the Nominating Committee be accepted, and that the Nominees presented, namely; Alex Campagnolo (c), Shannon Culkeen (s), Brazil Gaffney-Knox (s), Michael Gray (s), Alissa Paxton (c), Katie Pedlar (s), and Bill Templeman (c) be appointed to the Board of Directors of the Corporation, and shall be considered duly elected to represent the Corporation and to hold office until the next annual election of Directors subject to provisions and bylaws of the Corporation. Note that (s) denotes student, and (c) indicates community member.
6. In Other Business, an update of the Student Choice Initiative was given to attendees. Trent University is putting the levy choice system “on hold.” It is unknown if Trent Radio will receive their outstanding levy from the Fall Semester. Further, introductions were done around the table, as this was missed at the beginning of the meeting.
7. There being no other business, the meeting was adjourned at 12:28pm.



## 2019-20 Annual Report

## Trent Radio as a Cultural Organisation and as a Broadcaster

Established and operated by the students of Trent University for the benefit of the community as a whole and in anticipation of broad community participation, Trent Radio is designed with the production of exceptional radio in mind. Its aims and objectives include producer-oriented programming and the production of creative local radio.

### Trent Radio Aims To:

- Maximise diversity of programming.
- Inspire creative contributions to radio programming.
- Increase awareness of the power and potential of radio.
- Encourage and inspire a positive use of radio.
- Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.
- Formalise its operations so as to promote fairness, clarity and efficiency in its decisions.
- Encourage access to the facilities by both the Peterborough area and Trent communities.
- Encourage the production of programming which reflects both of these communities.
- Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond.

*Gary Schelling, Glenn Bell, Joanna Rogers, Mary Pace, Paul Merriam, John K Muir, Robert Campbell, Graham Longford ~ April 1984*

The two other main forms of radio in Canada are public radio and commercial radio. Public radio is represented by the CBC, which exists to promote "high" culture and a national identity. Commercial radio exists to create an audience to be sold to advertisers.

### Charitable Purpose:

1. The operation of a cultural & education community production and radio broadcast facility in Peterborough.
2. Training & support for those interested in learning of the aural arts.
3. The production & distribution of original spoken & other audio works.
4. The institution & maintenance of instruction pertaining to aural/oral theory & practice.
5. The provision of equipment & facilities in the furtherance of the above
6. Organizing & pursuing common production/performance interest & linkages with other local charitable organizations.

### Administrative Mission:

The general support for the education as well as the artistic, research and administrative activities by those involved in the organisation. The provision of radio production equipment and related training, workshops, direction and facilities in support of radio programming activities and programmer development, and; In carrying out that mission the following functions are performed: The operation, maintenance and development of 715 George Street which houses an archive, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment; The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of Internet accessible stream sources; The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers and community contributions.

## 2019-20 Board of Directors

**Shannon Culkeen** - Shannon is a long-time Trent Radio programmer and has been a member of the board since 2012. She is a Registered Nurse, a Trent alumna, a new(ish) parent, and a great lover of depressing folk music. She likes to play the autoharp and clarinet in her spare time, and when this pandemic is over, she would love to play some music with you. Her radio shows have ranged from passionate explorations of French music, to performing live music with friends, to randomly playing cassettes of James Earl Jones reading the Bible. She would love to meet you.



### **Brazil Gaffney-Knox - 2020 Board President & Chair**

Hello! I am a fifth (eek) year student at Trent, finishing up a degree in Philosophy and Environmental Science. I am Entering my fourth year of service on the Trent Radio board and my eleventh month as President. And I am currently in my sixth month as a Co-Editor of Arthur Newspaper--our radio's melodramatic sister. I strive not to make this bio a resume so I'll say that I enjoy making radio that makes listeners giggle to themselves as though they are eavesdropping on a conversation between good friends. I am so very proud to be a part of this evolving, dynamic and resilient organization--thank you all for having me!



### **Michael Gray - 2020 Board Vice President**

Michael Gray is a Philosophy student at Trent University. He is proud to be involved with Trent Radio because he believes that platforms for the free exchange of ideas and creativity are fundamental in cultivating an intellectually healthy community. Michael considers himself lucky to have worked for Trent Radio as the Local Content Archivist Assistant; that experience provided a greater understanding of Trent Radio's rich history in Peterborough's music scene and how public radio has been—and continues to be—a vital creative hub.



**Jehan Maboob** - First year on the Board of Directors at Trent Radio. Currently in my second year in the Business Program. I enjoy being part of such a vital organization that provides a variety of content that enriches all listeners.



### **Alissa Paxton – 2020 Board Treasurer**

Alissa is the Development Associate (fundraising admin) at the YWCA Peterborough Haliburton. She is an alumna of Peter Robinson College (2001) and has volunteered with Trent Radio as a Programmer and Operator. In her spare time, she's an auntie, political organizer, baker and gardener.



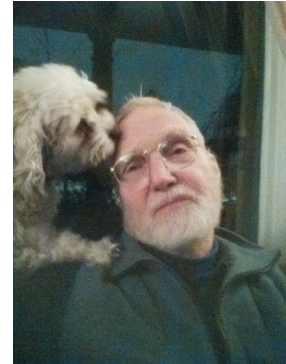
### **Katie Pedlar - 2020 Board Secretary**

Hi there Trent Radio Enthusiast! I am a happy member of the Trent Radio community because it is completely unique to our city. Sharing ideas and stories is a great way to build community and it's a pleasure to part of that. My position on the board is secretariat. Remember folks: the Otonabee is where I wanna be!



### **Bill Templeman - 2020 Board Vice Chair**

Back in the early spring of 2018, Bill was looking for a way to become involved in the municipal election in October of that year. By chance, he happened to hear an announcement on Trent Radio about openings for summer programmers. He submitted a program proposal and soon found himself in a screening interview with the redoubtable Mauricio Interiano. At first, Bill only wanted to interview candidates for city council. On May 2 Pints & Politics was launched. Since then, Pints & Politics has featured candidate interviews, panel discussions and interviews on local, provincial and federal politics, plus discussions on issues such as environmental degradation, climate change, the lack of housing in Peterborough, the opioid crisis, universal basic income, the non-profit sector, urban planning, downtown gentrification, the arts community, the international student experience, poetry, the pandemic, local nuclear manufacturing, the US presidential election, and the very occasional panel discussion about hockey. He owes the success of this program to the patient and timely coaching of Jill Stavely, Rob Hailman, and numerous volunteer operators who come to his aid on-air when bad technical things suddenly erupted and instant panic set in. Bill is also grateful to the dozens of guests who have graciously appeared on these programs over the past 2 and a half years.



## **Yearbook Management Report for Trent Radio AGM**

Prepared November 2020 by Esther Vincent, admin@trentannual.ca

**Intro:** The Trent Annual Yearbook is one of Canada's longest-lived student run university yearbook organizations.

Each year, a group of new and returning students takes on the task of creating a high quality yearbook. Produced during the fall and winter terms, the yearbook is for all Trent students across all faculties, and is presented to graduates each year at convocation. After convocation, copies of the yearbook are made available through department offices and events throughout the year.

While it is produced to a budget, it is made with skill, professionalism and creativity. It is a service for students, creating opportunities for learning skills in publication management, book design, photo editing, team management and communications and distribution. Each copy of the Annual is a physical memento that can be enjoyed for years to come.

Trent Radio is contracted to oversee the administrative aspects of the publication and to provide general support for the ongoing operations of the Trent Student Annual Publishing Corporation.

**Mission:** The yearbook mission is to tell the unique stories of each academic year. The staff of the yearbook function as story tellers, archivists and documentarians.

This mission includes:

- the provision of production equipment and related training, workshops, direction and facilities in support of yearbook production and staff development;
- the operation and maintenance of an office at 751 George Street North which houses production, storage and meeting facilities;
- the production and distribution of a full colour, hardcover yearbook;
- the provision of salaried and contracted production personnel to provide photographic, design and distribution services along with staff oversight, mentoring and evaluation

### **Planning and development:**

This year's operations were managed by Fareeda Imana as EiC, with Esther Vincent providing support as Chief Learning Officer.

There were staffing challenges during the 2019-20 year due to academic changes for individual staff members, but all staffing positions remained filled and the book was produced to deadline.

Due to the onset of the COVID-19 pandemic, convocation for 2020 was postponed. As a result a decision was made to delay the receipt of the printed yearbooks until the fall of 2020 in anticipation of a substitute, in-person graduation in spring of 2021 and for distribution throughout the year.

During the fall term of the past year, all requested tip-ins of the grad photos from the 2018-19 year were distributed to the satisfaction of the graduating students. The 2019-20 grad photos were received and printed with no errors.

As returning Editor in Chief, Fareeda Imana retained her appointment. She and Esther Vincent will form the management core 2020-21 production year.

[end]



## Sponsorship, Grants, Fundraising & Earned Revenue Report

prepared by Rob Hailman

**Donations & Fundraising:** Private donations continue to increase year-over-year. While the closure of Trent Radio House and everything else forced the cancellation of the traditional April radio marathon, online donations through CanadaHelps, including a number of monthly donors, offset the lost opportunity. Trent Radio also received an exceptional individual donation, itself making YE2020 the most successful year for fundraising in recent memory.

**Memberships:** Membership revenues were significantly impacted by the Student Choice Initiative, granting students the choice to opt out of levy fees for the fall 2019 term. Approximately a third of students chose to opt out of Trent Radio's levy fee that term. The Student Choice Initiative was quashed by the courts, pending appeal, in November 2019, and membership revenues returned to trend for the winter 2020 term. Ever-increasing enrolment at Trent University served to partially soften the impact of levy opt-outs.

**Sponsorships:** This area does well in fits and starts, and works best in tandem with outreach.

At the end of Summer 2019, a small committee gathered to increase our Sponsor Engagement Capacity. While we definitely got bumped off our tracks in March, we currently have a new pricing model for sponsorships, have clear procedures and processes, a beautiful rate card that can be shared, and saw a small increase in Sponsor dollars even with just a couple months of hard work. Rachele Sauve took point on reaching out to a wider community of potential sponsors in the Fall '19, and while we didn't see a huge increase in financial engagement, the awareness and impact of connection is an important aspect of this outreach.

Trent Radio also occasionally receives some revenue from time sales for announcements from government and related agencies. This amount is largely out of our control, but was much more than usual in the past year.

**Earned Revenue:** For the most part, earned revenue is derived as rent from the residential apartment, with production, management & recording fees and sponsorships making up the balance. Earned revenue also includes net revenue from the Trent Annual management agreement, and all earned revenue not otherwise captured such as production & recording fees.

### Donors:

Kemi Akapo

Ayesha Barmania

Marie Croutch

Shannon Culkeen

Jennifer Debues

Kady Denton

James Doran

Robert Farr

Julia Fenn

Alisha Fisher

Sandra Floyd

Dave Hawkins

Kirby Hayes

Sue Kuisma

Yvonne Lai

Ingrid Layer

Roy Layer

Leslie McGrath

Thomas Miller

Caleigh Morrison

David Muir

Susan Newman

Alissa Paxton

Deborah Scott

Elizabeth Smith

Loretta Sullivan

Peeranut Visetsuth

Ziysah von Bieberstein

Daniel Wells

Barbara Woolner

Anonymous

The table below shows a selection of revenue sources & totals for the last fiscal year and five years prior.

<b>Comparative Fundraising &amp; Earned Revenue</b>	<b>YE20</b>	<b>YE19</b>	<b>YE18</b>	<b>YE17</b>	<b>YE16</b>	<b>YE15</b>
<b>Donations &amp; Grants</b>						
Donations: Corporations	500				5,314	
Donations: Private Net	30,891	9,422	5,242	1,953	3,078	5,759
Grants: Canada		8,717	6,720	2,706	7,052	2,640
Grants: Ontario &c	9,596	5,903	5,668	6,667	7,214	4,544
Grants: Municipal (Ptbo)	1,000	1,000	1,000	2,500	750	2,500
Grants: Foundations	19,788	45,000	49,767	59,904	62,000	41,500
<b>Donations &amp; Grants Total</b>	<b>61,775</b>	<b>70,042</b>	<b>68,397</b>	<b>73,729</b>	<b>85,408</b>	<b>56,943</b>
<b>Memberships</b>						
Trent Student Memberships	139,948	155,765	135,607	126,219	112,505	115,531
Community & Other Memberships	1,525	2,350	1,910	780	720	680
<b>Memberships Total</b>	<b>141,473</b>	<b>158,115</b>	<b>137,517</b>	<b>126,999</b>	<b>113,225</b>	<b>116,211</b>
<b>Special Events</b>						
GeekDayPubNight Door Rcpts						80
TRadio Revue Door Rcpts						96
RM1920 In Concert Door Rcpts	139					
Radio Marathon		350	726	647	519	391
<b>Special Events Net</b>	<b>139</b>	<b>350</b>	<b>726</b>	<b>647</b>	<b>519</b>	<b>567</b>
<b>Fundraising Net (Merch)</b>	<b>(198)</b>	<b>220</b>	<b>847</b>	<b>239</b>	<b>(363)</b>	<b>60</b>
<b>On Air Sponsorship &amp; Earned Revenue</b>						
Local Sponsorship Net	1,967	1,100	1,100	1,250	1,000	1,800
Other Sponsorship & Time Sales Net	2,939			1,555	149	372
Rental Apartment Net	8,894	11,067	10,955	10,955	10,077	10,584
Misc Earned Revenue Net	48,490	56,776	35,749	36,316	26,218	27,308
<b>On Air Sponsorship &amp; Earned Revenue Total</b>	<b>62,290</b>	<b>68,943</b>	<b>47,804</b>	<b>50,075</b>	<b>37,443</b>	<b>40,064</b>
	<b>\$265,479</b>	<b>\$297,669</b>	<b>\$255,291</b>	<b>\$251,690</b>	<b>\$236,232</b>	<b>\$213,845</b>

## Operations Report – ye20 (September 2019 – August 2020)

Prepared by Rob Hailman, Director of Operations, for Trent Radio Annual General Meeting  
Presented on November 27, 2020

It's safe to say that very little this year went as I would have guessed a year ago. From the uncertainty of the Student Choice Initiative in the fall, through the chaos of renovations in the winter, to all the difficulties and weirdness of being a community organization in the midst of a pandemic, the past 12 months have been a series of challenges that Trent Radio, while probably not prepared for, has faced admirably.

The passion for, and dedication for, producer-oriented radio in our community amazes me in normal times, and doubly-so over the past year. I'm grateful for the great work of Jill Staveley, our board of directors and all our volunteers and programmers in keeping our airwaves weird and wonderful.

**Broadcast Technology:** The closure of our studios on March 13th led to a mad dash to quickly develop a system that would allow us to continue broadcasting something resembling a regular broadcast schedule, without the ability to produce radio live in Studio A. StudioV was pressed into service to run our entire broadcast, starting on March 23rd, with a patchwork of scheduled tasks (old and new) to build playlists from uploaded files and start them playing at the right time.

The ancient StudioV machine was already past its prime, and failed entirely in July. After 2 weeks running everything manually by remotely controlling the Studio A computer, it was replaced with a new computer, still running the same patchwork of scheduled jobs which remain in service today.

While this system was a great accomplishment for one week in March, and has allowed so much wonderful Trent Radio weirdness since then, it is far from perfect and has many rough edges that have impacted broadcasts. We are switching to Libertime, an open-source broadcast automation system, for the spring 2021 season, which will hopefully be more robust, and opens up some new possibilities including individual programmers producing their shows live from home.

**Physical Plant:** Thanks to an exceptional donation we received in September, we were able to undertake some much needed renovations throughout Trent Radio house over the past year.

The most significant of these is new flooring installed throughout the main floor, primarily during the shutdown in December 2019, replacing the very tired linoleum and carpet that had been there for the past 35-plus years with vinyl plank throughout and rubber flooring, for acoustics, in Studio A and B. This was no small task, as it involved disconnecting and removing all the audio and broadcast gear from Studios A and B, and packing up the entirety of the vinyl archives in Studio C. While there were some challenges during the installation stemming from the age of the building, and the sheer number of cables running everywhere, it brought a much needed revitalization to the space we share.

Over the spring and summer, long-standing challenges with our neighbours at the PR townhouses using our driveway and parking lot became more of an issue as Trent Radio House was closed, raising safety and liability concerns. We had a fence installed between the two properties in August, which has largely put a stop to the problem.

Finally, with the archives out of Studio C, we were able to begin the work of renewing that space as well, painting the walls and installing new shelving to hold a distilled version of the Trent Radio archives. This work began at the end of August, and remains a work-in-progress.

**Local Music Archives:** Things were mostly quiet on the archives front for the past year. Much of the effort around local music at Trent Radio went into the Radiometres project, discussed later in this report.

As mentioned above, in preparation for renovations, the vinyl archives in Studio C were packed up and put away, where they mostly remain. Rather than setting everything up as it was before, we are taking this opportunity to review our collection policy and distill the vinyl archives to a smaller, but more focused collection that will better serve programmers and Trent Radio's aims and objects.

While this work is ongoing, with Canada Summer Jobs funding we were able to hire two archives clerks: Alex Campagnolo, who developed the policies and procedures around this review, and Carmen Himma, who joined us right at the end of August to join in the important work of reviewing each record in our collection.

**License & Certificate Renewal:** Trent Radio's broadcast license, issued by the CRTC (Canadian Radio-television and Telecommunications Commission) and broadcast certificate, issued by ISED (Innovation, Science and Economic Development Canada) are both due for renewal in 2021.

The broadcast certificate specifies the technical aspects of our broadcast, authorizing us to broadcast at a power of 700 watts on 92.7MHz from the CHEX TV tower, while the broadcast license dictates the content, assigning us the call letters CFFF and establishing all the programming regulations we know and love.

ISED has sent us notice of renewal, and our filing is due by the end of April. This renewal requires both an affirmation that we wish to continue broadcasting – we do! – and documentation that our transmitter site complies with Safety Code 6, Health Canada's requirements for exposure to radio-frequency emissions. As we are but a drop in the ocean of equipment at the CHEX TV tower, our hope is to cooperate with Corus Entertainment to compile the required documents.

The CRTC has a significant backlog, so there is a chance that we may be granted an "administrative renewal" for our license until 2022.

### **Radiometres 19/20 – In Concert**

In the past year, I oversaw the completion of our Radiometres project, "In Concert", funded by the Community Radio Fund of Canada (CRFC). The original intention of this project was to produce a series of live shows at Sadleir House, and in-studio broadcasts at Trent Radio, featuring artists who face challenges reaching an audience, and producing professional-quality recordings of those performances.

With the support of the CRFC, we were able to retool the project and complete it through spring 2020 in a way which fit our reality. Trent Radio commissioned a series of "Live and Local" performances by artists recording in their homes, providing some financial support and a platform to reach an audience for musicians while there were precious few opportunities to perform.

In collaboration with Sadleir House, we also produced a series of four live-streamed concerts from the John K Muir Dining Hall in June 2020, each of which was streamed live by Sadleir House on a Saturday night and rebroadcast on Trent Radio the following Wednesday.

The project culminated in a radio project day on July 5, broadcasting 12 hours of local music recorded for the project featuring 20 artists.

**The key statistics:**

- 20 hours of new programming produced:
- 28 musical acts involved, featuring 38 individual musicians
- 3 live music events, and 4 live-streamed concerts
- 3 live in-studio broadcasts
- 24 pre-produced live music programs

# TRENT RADIO PRESENTS

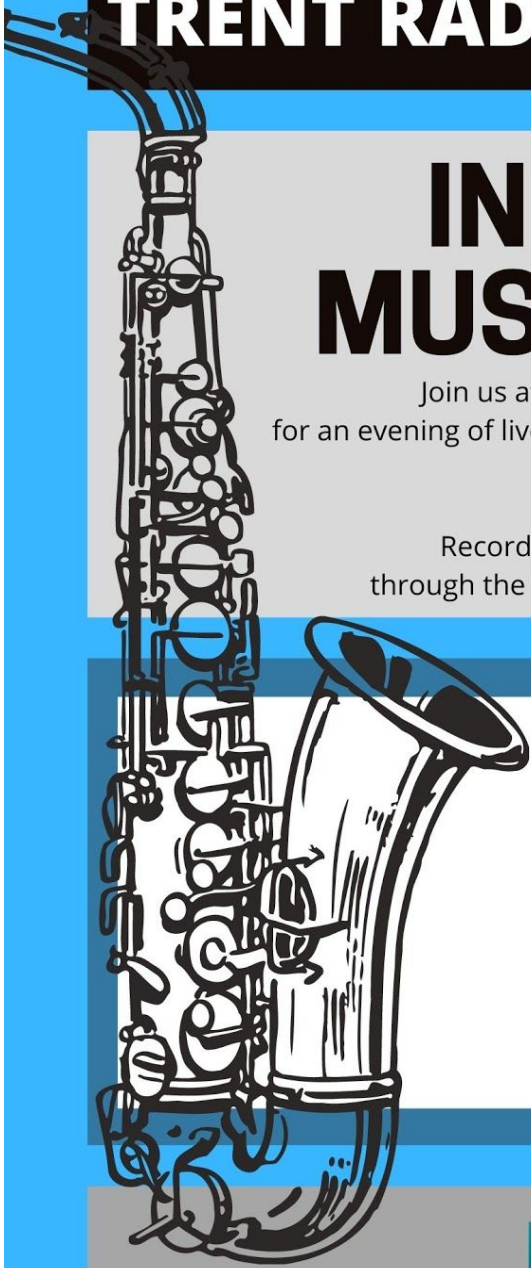
## IN CONCERT MUSIC SERIES

Join us at Sadleir House (751 George St North)  
for an evening of live music in the John K Muir Dining Hall.

Admission by Donation at the Door.

All Ages / Licensed Event

Recordings from this event will be broadcast  
through the facilities of Trent Radio at a later date.



Funded by the  
Community Radio  
Fund of Canada



## **Programming Report – ye20 (September 2019 – August 2020)**

**Prepared by Jill Staveley, Director of Programming, for Trent Radio Annual General Meeting  
Presented on November 27, 2020**

The role of the Director of Programming is to generally be aware of, and accountable for the Programming that broadcasts through the facilities of CFFF 92.7 FM in Peterborough, Nogojiwanong. Each season, Trent Radio Members are invited to submit Programme Proposals. The Proposals are then reviewed for merit, training requirements, compliance requirement fulfillment, and completion. The goal is to approve and schedule every Programme Proposal if we are able. Sometimes this requires some back-and-forth between the Director of Programming and soon-to-be-programmers to make sure that the idea, format, production goals and timeline will meet CRTC regulations, fit within Trent Radio's Aims & Objects, and be deliverable.

Each Programme, and every episode, is required to meet Canadian Content (35%), Spoken Word (25%) and Foreground Format expectations unless exemption requested on the Programme Proposal each Season. Each approved Programme is expected to deliver content for each week of the season that matches the outline and format proposed and approved on the Programme Proposal. If Programmers wish to modify their programme format or topic in the middle of a broadcast season, they are expected to notify the Director of Programming, and fill out a new Programme Proposal. Spoken Word, Canadian Content and Musical Content Category statistics are calculated on a weekly basis for CRTC compliance. The broadcast week is Sunday to Saturday, 6am to midnight each day.

### **STATEMENT OF PERFORMANCE September 2019 – August 2020:**

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
- 2) Trent Radio's programming is in compliance with its broadcast license.

Hard copy programme logs for each broadcast day are to be completed and kept for one month.

Programmers are reminded to initial the programme log and to check for sponsorships.

All sponsorship sheets are completed and kept for one year.

All music sheet data is kept on file indefinitely as a resource for backup shows and archives.

Programmers are reminded to account for all music played noting CanCont and other information.

*For Seasonal Stats & Information, Statements of Performance are attached to this package.*

**INTRO:** Another year of learning, resilience and redefining. That is the best part about Trent Radio. It is a different experience for everyone, and yet somehow exactly the same. This year we really saw what we've been saying for years, and believe is the core force behind, within, and around Trent Radio. We are a community of people, with an energy and drive to lift up this idea of Producer Oriented Radio regardless of our surroundings. It doesn't matter if we are a brick house at the corner of George & Parkhill, or if we have 10 volunteers or 100 making radio. Trent Radio is an opportunity for us to share and connect with one another, and its value is in the personal interaction; its significance is in the moment.

**THANK YOU:** I must tip my hat to Rob Hailman, a gift to Trent Radio and to me, without him I'm not sure Trent Radio or I would be here. A massive cheers to our board of directors, a dedicated and engaged group of humans who continued to show up with positive attitudes and willingness to find ways to succeed. And a heartfelt thank you to Alexia Kambanis who took on the role of Summer Producer, trained entirely via Zoom, and who allowed Meara & I to leave our radio & weather report posts for a whole week this summer. And to everyone - I'm always so grateful to work and learn and play within this vibrant radio family where I learn so much about being an accountable and engaged community member.

**STAFF STRUCTURE:** At the core of building a sustainable staffing model for Trent Radio is a redistribution of day-to-day tasks and responsibilities. Trent Radio staff and volunteers have, in the past, operated within a direct and linear reporting structure through the Programme Director and the General Manager to the Board of Directors. Over time, this model has shifted and changed with the addition of staff roles, grants and projects, and changes in personnel.

Currently, due to many different factors, we are operating within a 2-person Management Team, working in tandem to make sure that all aspects of Trent Radio are cared for. The Director of Programming (me), and The Director of Operations (Rob) – sometimes known as Thing 1 & Thing 2.

This model allows for the two directors to distribute management responsibilities between the two parties, providing daily support to one another, and collectively reporting to the board. The job responsibilities are reflected in our 2 reports, hoping to cover all aspects of Trent Radio’s Operations, without being redundant and/or missing any vital information we’d like to share with the Membership.

**PEOPLE:** Trent Radio relies on many different people for many different reasons. We have Programmers who make radio; Operators who support the Programmers and help with special projects and programming admin; co-op, placement and for-credit student contributors who do a wide range of things from taking risks and making radio all the way to preparing the statistical data used to complete the Statements of Performance; TWSP & TI Staff who support the Operations of Trent Radio in the archives, on air, with production projects in the community, reconciling programme logs and keeping the space clean and safe; Board Members who oversee and participate in the governance of Trent Radio; Contract staff for grant projects and special events...and more....so many more.

WHO	FALL'19	SPRING'20	SEASON BIZARRE
<b>VOLUNTEERS &amp; PRODUCERS (OPS, BOD, VOLUNTEERS)</b>	107	105+	80+
<b>PROGRAMMES</b>	77	74	55+
<b>TRENT U</b>	30	28	~25
<b>COMMUNITY MEMBERS</b>	59	54	~55
<b>CLUBS/GROUPS</b>	7	7	~5
<b>OPERATORS/SELF-SUPPORT</b>	25	31	10
<b>TWSP, TI &amp; PLACEMENT (CUST, MDST, TES, COOP, ETC)</b>	6	35	n/a

**2019/2020 Contract Staff**

- 19/20TWSP Admin Assistant – Nick Taylor
- 19/20TI Local Content Production Assistant – Daniela Leal
- 19/20TWSP Local Content Production Assistant – MG Murphy
- 19/20TWSP Physical Plant – Scarlett Palmer
- 19/20TWSP Incoming Music Archivist – Nic VanBeek
- FA19TES Placement Student – Katelyn Hemstreet
- CSJ Summer Producer (summer'20) – Alexia Kambanis
- CSJ Archives Clerk (summer'20) – Carmen Himma, Alexander Campagnolo

**2019-2020 Operators & Self Support Programmers:** Ayesha Barmania (PIP), Aedan Shaughnessy, Tammy Bunce, Hannah Collins, Em Minthorn, Chris Lawson, Rachele Sauve, Patrick Walsh, Scott Somerville, Anthony Moniz, Jacob Hanna, Charleigh Chomko, Zachary Barmania, Aditi Sharma, Dave Hawkins, Ryan McLean-Purdon, Tristan Moher, Jess Grover, Shan Culkeen, Alex Karas, Wes Grist, Barbara Holtmann, Jackie Marie Hough, Greg Cannon, Allie Heigh-Roper, Devon Wilkins, Roy Layer, Michael Barrett, Radiya Kareem, Alexia Kambanis, Brazil Gaffney-Knox, Katja Drost, James Kerr, Finn Cook, Theodore Williamson, Alissa Paxton, Justin Evangelho, Cormac Culkeen, Stephanie Curtin, Robert Farr

**Clubs/Groups/Organisations making Radio:** The Centre, Arthur, KSAC, All Saints Anglican Church, CCB Peterborough, TISA, TQC, Trent International, Cultural Studies Department (CUST 2035 & 3139H), Education Department, EC3 Peterborough, Public Energy, TTOK, Precarious Festival, Sadleir House, IFTC,

### **Community Partners:**

**PIP** – During the Fall & Spring Seasons, we continued our relationship with PIP to provide an on-air platform to share podcast content on Trent Radio, and use the studio space at Trent Radio House to offer production support and training to its members. This relationship is not currently active, and did not continue after the physical closure of Trent Radio House on March 13<sup>th</sup>.

**Ptbo Currents** – Long-time Trent Radio producers, Ayesha Barmania & Will Pearson, were successful in securing a Local Journalism funding initiative through Facebook, and created content that was broadcast on Trent Radio (daily) in April/May. This content focused on providing relevant and informative content regarding COVID-19.

**Precarious** – Precarious Artswork Festival is a great series of events in downtown Peterborough, organized by Kate Story & Ryan Kerr (TTOK). Trent Radio strives to engage with our local arts scene by creating engaging content for broadcast on the radio during and surrounding the festival events. We continue to build our relationship with local artists through support of, and involvement with this festival.

**In From The Cold** – Every year we record the live performance from In From The Cold, an annual fundraiser for the YES Shelter, and broadcast the show on December 25<sup>th</sup>. It is a lovely tradition, a special way for the volunteer performers to hear the show, a beautiful addition to our Local Content Archives, and lets people know they can make donations.

**Sadleir House** - Live Streams & Recorded Events were a big part of the In Concert Broadcast series. We love Sadleir House, and wish we were sitting the JKMuir Dining Hall having the AGM right now.

**St. Joseph's @ Fleming** – We've developed a relationship with St. Joseph's at Fleming since the Community Connections Project. We were able to remotely produce two 100<sup>th</sup> Birthday Parties on the Radio for two of the residents. It was a proud moment to connect our community safely during a time when we weren't allowed to be together.

### **Notable Dates/Activities:**

AUG17-SEP02 SUMMER/FALL 2019 Shut Down (2 weeks)

SEP03-SEP21 FALL 2019 Pre-Season (3 weeks)

SEP22-DEC13 FALL 2019 Broadcast Season (12 weeks)

DEC14-DEC22 Shut Down/Off Air (1 week)

DEC23-JAN04 ENTRE SEASON (2 weeks)

05JAN – MAR13 SPRING 2020 (10 weeks)

MAR14 – MAR22 Emergency Shut Down due to COVID-19 Pandemic (1 week)

MAR23 – AUG21 SEASON BIZARRE (22 weeks)

AUG22 – SEP7 Summer/Fall 2020 Shut Down (2 weeks)



## Fall 2019

Sep04 – Radio Drama Remote Broadcast @ TTOK  
Sep05 – Programme Proposal Workshop @ Sam's Place  
Sep09 – OPIRG Remote Broadcast – SCI Panel @ Student Centre  
Sep11 – Clubs & Groups Day  
Sep13 – CUST4041H start (Friday Mornings @ 10am)  
Sep13 – Open House, Programme Proposal Deadline, Operator/PSC Planning Meeting  
Sep14 – Programme Selection Committee Meeting  
Sep16 – Intro CUST2035 for class participation  
Sep18 – Levy Council Meeting  
Sep22 – Fall 2019 Season Start  
Sep26 – CFGP Grant Application Submitted (not approved)  
Sep27-Oct18 – GCT Elections Canada Traffic (Ads)  
Oct9 – ArtsVote Remote Broadcast w/EC3 @ Nexicom Lounge  
Oct17 – Levy Council Meeting  
Oct 21 – NCC Living Library Recording Session #1  
Nov01 – Showplace Lounge named in honour of Sean Eyre (& bday party)  
Nov04 – NCC Living Library Recording Session #2  
Nov04-Nov28 – CUST 2035 training and production for 7 students  
Nov06 – NCC Living Library Recording Session #3  
Nov07 – Met with Sylvie from Trent French Department to Arrange Radio Opportunities as Academic Credit for Year Abroad & Placement Students  
Nov11 – NCC Living Library Recording Session #4  
Nov18 – NCC Living Library Recording Session #5  
Nov28 – Levy Council Meeting  
Nov25-30 – Union of Ontario Indians Traffic (Ads)  
Dec5 – NCC Living Library Recording Session #6  
Dec6/7 – In From The Cold Recording  
Dec8 – Trent Radio AGM & Community Feast  
Dec9 – NCC Living Library Recording Session #7  
Dec11 – Visit from PACE ESL Class (Live Broadcast & Tour)  
Dec13 – Season End @ Noon  
Dec13-22 – OFF AIR, Studio Deconstruction, New Floors

Dec16 – Submitted Support Letter for KSAC's application to Canadian Heritage Anti-Racism Action Program for the proposed Odenabe Youth Centre and Outreach Hub  
Dec23 – Studio Reconstruction, Back ON AIR  
Dec25 – Christmas Themed Playlist (monitored from home) including IFTC and other Trent Radio Programming  
Dec26 – Boxing Day (Rachelle Sauve & friends) Radio Project Day/Entre Season  
Dec27 – Entre Season (Aedan Shaughnessy, Rob Hailman, Alex Karas as Operators)  
Jan01 – Entre Season (Dave Hawkins as Operator)  
Jan03 – Install & Set Up Space for basic Programming Purposes  
Jan03 – Entre Season (Alex Karas as Operator)  
**Spring 2020**  
05 Jan - Season Start  
08-11 Jan – SOCAN Charting Days  
13 Jan – CUST Seminar  
15 Jan – Clubs & Groups Day (Student Centre)  
16 Jan – Trent Radio turned 42!  
20-25 Jan – UOOI Sponsorship Run  
20 Jan – CUST Seminar  
24 Jan – TI Reimbursement Request Due/Submitted  
26 Jan – Gas Leak Detected by Ayesha, Rob came and facilitated repair with Enbridge Technician  
27 Jan – CUST Seminar  
30 Jan – CRFC "In Concert" Progress Report Due  
31 Jan – TWSP Reimbursement Request Due/Submitted  
06 Feb – EDUC Radio Project Day  
14 Feb – Theremin Day  
Feb/Mar – RVF Promotion  
05 Mar - In Concert, Drift & Collide Live in StudioC

## Season Bizarre

Friday March 13th @ 4pm – Trent Radio House Closed  
Tuesday March 17th – I moved my work computer and yellow ball to my home  
Monday March 23rd - Season Bizarre started with 3 blocks of Programming Daily  
April – Call for Live & Local DIY Radio Sessions (6 were submitted!)  
Apr5 - Jill Staveley turned 42 (same age as Trent Radio!)  
Monday April 13th – CUST 3139H Broadcast of Apocalypse Radio Final Assignment

Monday April 20th – Friday May 22nd – [1900] Pandemic Update w/Ptbo Currents through FB Funding  
Monday April 27th – Live CYOA (w/ Rob Hailman in StudioA broadcasting a live stream)  
Wednesday May 06th - Betty Taylor 100th BDay Party on the Radio!  
Thursday May 28th - gas leak, repaired  
Saturday May 30th - Drone Day (BP Hughes)  
Wednesday June 03rd - JKM Radio Project Day  
Saturday June 6th - Rick & Gaylie Live Stream - In Concert from Sadleir House (RM1920 – Hailman)  
Saturday June 13th – Trent U Grad From Your Pad (w/Jill Staveley & Meara Watson in StudioA broadcasting the live stream)  
Saturday June 20th - Mayhemingways Live Stream- In Concert from Sadleir House (RM1920 – Hailman)  
Friday June 28th – Kim Krenz 100th BDay Party on the Radio!  
Saturday June 29th - In Concert Radio Project Day (RM1920 – Hailman)/\*StudioV starts a slow disintegration  
Thursday July 9th – First Weekly "Campus Media Zoom Session" With Arthur  
Thursday July 9th – StudioV starts to fall apart, purchase new automation broadcast computers  
Friday July 10th – Notification of CSJ Funding  
Saturday July 11th – Tuesday July 28th – All playlists manually started via StudioA computer  
Monday July 27th – CSJ Staff Start (Alex & Alexia)  
Tuesday July 28th – New StudioV in the signal chain and running (via Channel 2 in Studio B)  
Monday August 3rd – Friday August 7th – STAFF HOLIDAY!  
Friday August 21st – End of Season Bizarre SHUT DOWN – \*\*\*BROADCAST OF LETTERS FROM THE EDITOR, A RADIO PROJECT THAT FEATURES CONTRIBUTIONS FROM FORMER ARTHUR EDITORS/STAFF/CONTRIBUTORS TALKING ABOUT THEIR EXPERIENCES AT TRENT AND THEIR TIME WORKING WITH ARTHUR (Julia Caron, Nathaniel Christopher, Patrick Reddick, James Burrows, Sara Swerdlyk, Jess Sachse, Meghan Kelly, Jasmine Cabanaw, James Kerr, Jesse McRae, Melinda Rigby, Nick Taylor, Brazil Gaffney-Knox)

## President's Report Brazil-Gaffney Knox

Greetings radio people of all stripes and types. My name is Brazil and this is my first year acting as president and chair for Trent Radio's Board of Directors. I would like to thank you all for coming here, for participating, and for being the bums-in-seats we need to do this whole 'not-for-profit governance' thing.

This will be my last year on the board and my last as president. I started at Trent Radio in the Fall of 2017. I was new to programming, I had begun my first show *Untrained Ears* that September. I am pretty sure Mauricio mistook me for someone else in Peterborough because when I started he was shocked to find out that I had been to Trent Radio only seven times before. Having barely squeaked through my programmer training, I was a shaky board member to say the least.

Now, three years later I am here working alongside Rob, Jill and this lovely board, trying to make good decisions in unparalleled times. I am uneasy in attempting to summarize the last 365 days of Trent Radio in 250 words, so I'll just say this: I am extremely pleased to report that COVID-eo did not kill the radio star. We are still running. I have so much gratitude for Rob and Jill and their tireless efforts to keep this ship riding the airwaves- in such an unrivaled time!

It has been gratifying to work with this team to build COVID-19 protocols in effort to keep our membership safe. Getting programmers recording their shows remotely has been an immense task. Though our board meetings are now another hour I spend on "zoom" a week, these people still have a way of making me smile, bringing forth all the elation that not-for-profit governance has to offer.

Thank you to the board members here today: Bill, Michael, Alissa, and Katie. Thanks as well to our outgoing directors, Alex (who started his term with me in 2017) and Shan who ends her 9 year term at this General Meeting. I would also like to extend a very warm welcome to Jehan, our board's newest member. I am so proud of our Board of Directors for the many projects we have accomplished this year. This includes writing thorough employment contracts for Rob and Jill. (Jill's contract was 11 years in the making!) As well, we have made some impressive headway on our HR policy. This might sound boring but these things are imperative to running an ethical and equitable organization.

The Trent Radio team has negotiated unmatched circumstances and I believe we have come out stronger. You'll see throughout the presentations today that Rob and Jill have brought this organization unprecedented stability, in a time that has been quite the opposite.

On a personal note, Trent Radio (and all those who keep it alive) have taught me so much more than I can ever quantify--thank you.

With love for the airwaves;

Brazil Gaffney-Knox

## Current Staff Members & Upcoming Projects

### **Alex Campagnolo - Archives Clerk (funded by Canada Summer Jobs)**

My role at Trent Radio is to redesign the vinyl archive. I researched each record to identify those that were CanCon, not Category 21 (rock/pop/dance), not available on streaming services, and/or considered a limited rarity. Using this data, I am reorganizing the archive in Studio C to make it more accessible to Programmers. You can email me at [acampagnolo@trentu.ca](mailto:acampagnolo@trentu.ca) to find out more about the changes to the archive, see how you can get involved with the project, and/or get a list of the crazy things I found digging through Trent Radio's wax.

### **Grayden Hatherly - Incoming Music Archivist (TWSP)**

My job for Trent Radio during this 2020/21 academic year is as their Incoming Music Archivist. I'm a TWSP staff member, meaning I'm also a Trent University student. My job includes all kinds of different responsibilities, and it's a lot of fun. Some of these responsibilities have included; creating a social media campaign to encourage local musicians to send us their music, following up with artists who have questions about sending us their music, responding to music-related emails, and recently, interviewing artists for the radio to highlight some of our local talent. Most importantly, I take any musical submissions we receive and tag them with important information, such as who is the artist and what year the song was released, and add them to our archives so they are available for future use here at Trent Radio. It feels like a really important and a really exciting job. If you want to get in touch with me about any of the work I do, or to submit your songs, talk music, or set up an interview, please feel free to send an email to [music@trentradio.ca](mailto:music@trentradio.ca)

### **Laurel Paluck - Project Coordinator (CRFC)**

Project Coordinator for "Producer Oriented" a project funded by the Community Radio Fund of Canada to encourage and increase the diversity of Trent Radio's producers. Through reaching out and working with members of the New Canadians Center; teachers and students in the KPRDSB; and members of Curve Lake First Nation with liaison Missy Knott, we are opening virtual doors to invite new programmers into Trent Radio. Through an ongoing series of online workshops, training sessions and one on one info gatherings we are teaching, listening, and learning from participants to find just how many ways radio can be made.

If you'd like to learn more about this amazing project or have someone in mind who might be interested, please give me shout at [lpaluck@trentradio.ca](mailto:lpaluck@trentradio.ca)

### **Alexia Kambanis - Administrative Assistant (TWSP)**

"I'm Alexia and I'm currently the admin assistant which is funded by TWSP. I help Jill with programmer paperwork and compliance behind the scenes, and I also produce Thursday's Smooth Op, PSAs, and the occasional interview.

This past summer I was the Summer Producer, funded by the Canada Summer Jobs program, where I produced a series of interviews promoting campus clubs and groups.

I was a programmer and operator last school year as well and I'm very happy and grateful to be working at Trent Radio this year, even though we can't see each other in person."

### **Skye Vasey – Local Content Production Assistant (TWSP)**

I'm a second year environmental science major student and Peterborough local. My current project is the weekly show 'a pickle for the knowing ones' which aims to gauge the realities of individuals from different corners of the Trent and Peterborough cultural sphere. I would love to be more involved in the local music scene and to expand the diversity of those I talk to, so if you are interested please feel free to contact me at svasey534@gmail.com .

### **MG Murphy - Local Content Production Assistant (TWSP)**

MG Murphy is a student employee at Trent Radio. She works as a Local Content Production Assistant, meaning, she works alongside members of the Trent and Peterborough Community to produce community content to air. More recently, MG has conducted Trent clubs and groups interviews, script readings, and also produced a student written absurdist scene for airing. MG loves to produce theatre related radio, so if you are interested in getting involved with creating theatre feel free to email her at marymurphy@trentu.ca. You can also hear her on Fridays during smooth operator every week.

### **Spencer Wells - MDST 4041Y Intern**

Spencer Wells is a fourth-year Media Studies student at Trent University, working as an intern as part of a year-long Cultural Studies program. His responsibilities include taking on operator shifts, community sponsorships and engagement, logging in data for programmes, and a slice of everything else that keeps Trent Radio up and running. He is also the co-host of the hardcore/punk/rock show The Broken Record (@thebrokenrecordradio) which airs every Wednesday at 5pm.

### **Missy Knott - Community Liaison (CRFC)**

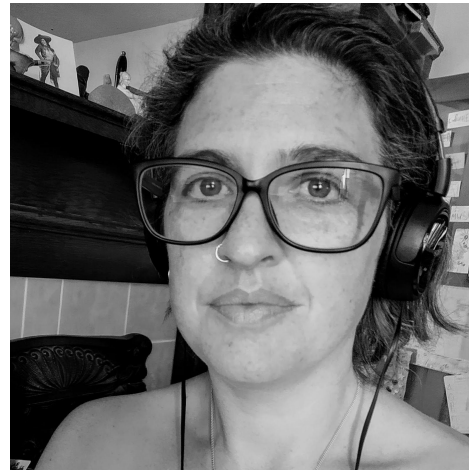
Missy Knott is the Community Liaison for the Producer Oriented Radio Project funded by the Community Radio Fund of Canada. Missy resides in Nogojiwanong/Peterborough and is a member of Curve Lake First Nation. She is a singer-songwriter who has released 5 albums, and in 2017 her album "My Sister's Heart" was nominated for Producer of the Year at the Indigenous Music Awards. Missy's radio journey started locally with talk sports 90.5 FM and her very own show "Stages". In 2018 she launched her record label, Wild Rice Records, and then took the position as Afternoon Drive Host for ELMNT FM in Ottawa, Ontario.

"I'm happy to be home, working for our community. Trent Radio provides so much opportunity, and I'm ready to help take Community Radio to the next level"

You can contact Missy at mknott@trentradio.ca to learn more about the project in general.

**Jill Staveley - Director of Programming, Rock & Roll Fairy Godmother, Thing 1**

Musician, Mother & Radio Nerd, Jill Staveley is a Trent Grad who moved to Peterborough in 1999. Since moving here, she's been an active member of the local arts scene as a technician, administrator, committee member, artist, workshop leader, radio producer, teacher, open mic host and audience member. Jill is passionate about many things - and they all centre around building a healthy community around her and her family.



**Rob Hailman - Director of Operations, Radio Basement Sorcerer, Thing 2**

Rob Hailman once wandered into a programme proposal workshop with no idea what Trent Radio was about, and as they say, the rest is history. Today he is the Director of Operations, also known as Thing 2. Outside of his work at Trent Radio, he also produces weird radio shows and passes his time as a musician and electronics tinkerer.



**2019FALL Broadcast Season STATEMENT OF PERFORMANCE 22Sep19-13Dec19:**

Overall, it is my opinion that:

- 1) Trent Radio's programming is balanced, and
  - 2) Trent Radio's programming is in compliance with its broadcast license.
- Hard copy programme logs for each broadcast day are to be completed and kept for one month.  
 Programmers are reminded to initial the programme log and to check for sponsorships.  
 All sponsorship sheets are completed and kept for one year.  
 All music sheet data is kept on file indefinitely as a resource for backup shows and archives.  
 Programmers are reminded to account for all music played noting Canadian content and other information.

**Average Weekly Stats (excluding RFP)**

Content Category	CRTC Required	TRadio Required	FALL19/weekly stats	FALL19 total stats (12weeks)
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming	MIN 25% of all programming	40% (OF ALL PROGRAMMING)	
11 – NEWS			-	
12 – S/W Other			50.5HRS/WEEK	606
CATEGORY 2 – POPULAR MUSIC		MAX 60% of all music	45% (OF ALL MUSICAL SELECTIONS)	
21-pop rock & dance	At least 20% of CAT2 must be other than 21		34HRS (63% OF CAT 2 SELECTIONS)	408HRS
22 - country & country oriented			10HRS/WEEK	
23 – acoustic			7HRS/WEEK	84HRS
24 – easy listening			3HRS/WEEK	36
CATEGORY 3 – TRAD & SPECIAL INTEREST	MIN 5% of all selections	MIN 5% of all selections	29% (OF ALL MUSICAL SELECTIONS)	
31 – concert			1.25HRS/WEEK	15hrs
32 – Folk & Folk Oriented			5HRS/WEEK	60HRS
33 – World Beat & International			.25HRS/WEEK	3HRS
34 – Jazz & Blues			1HRS/WEEK	12HRS
35 – Religious			5.4HRS/WEEK	64.8HRS
36 – Audio Art			8.6HRS/WEEK	103.2HRS
HITS PLAYED	No specification	MAX 5%	Below TR MAX	Below TR MAX
Station Produced	Minimum 42hrs	Minimum 42hrs	126HRS	126HRS
Advertising & Sponsorship		MAX 252 minutes	Below TR MAX	Below TR MAX
CAT1 total hrs			50.5HRS or 40% of programming	606
CAT 2 total hrs			54HRS or 43% of all musical selections	648
CAT 3 total hrs			21.5HRS or 17% of all musical selections	258

**Average weekly broadcast hours (6:00 – midnight daily)**

Total live b.casting hours / week (average)	87HRS
Red Morning Radio	4hrs
*RFP b.casting hours/week (average)	35HRS

Prepared by Jill Staveley, Friday January 10<sup>th</sup>, 2020

**2020 Spring Season Statement OF PERFORMANCE (January - March 2020):**

Overall, it is my 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.

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

Content Category	CRTC Required	TRadio Required	Season Bizarre Weekly Average	Spring Season Total (Jan -March, 10 wks)
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	40% of Total Programming	
<b>11 – NEWS</b>			-	
<b>12 – S/W Other</b>			49.9HRS	499
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	45% of Total Programming	563
<b>21-pop rock &amp; dance</b>	At least 20% of CAT2 must be other than 21		38 HRS	380
<b>22 - country &amp; country oriented</b>			9.75 HRS	975
<b>23 – acoustic</b>			6.05 HRS	605
<b>24 – easy listening</b>			2.5 HRS	250
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	19.8HRS / 26% of Musical Selections, 15% of Total Programming	198
<b>31 – concert</b>			1HRS	100
<b>32 – Folk &amp; Folk Oriented</b>			4 HRS	400
<b>33 – World Beat &amp; International</b>			0.65 HRS	65
<b>34 – Jazz &amp; Blues</b>			1.25 HRS	125
<b>35 – Religious</b>			5.15 HRS	515
<b>36 – Audio Art</b>			7.75 HRS	775
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	126HRS	
<b>Adv &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			=499HRS or 40% of programming	
<b>CAT 2 total hrs</b>			= 563HRS or 45% of all musical selections	
<b>CAT 3 total hrs</b>			= 198HRS or 15% of all musical selections	

Description	SPRING2020
Total "live" b.casting hours / week (average)	87
Number of Producers	98
Number of Programmes	74
*Red Morning Radio	4HRS
*RFP b.casting hours/week (average)	35HRS

**2020 Season Bizarre Statement OF PERFORMANCE (March –August 2020):**

Overall, it is my 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.

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

Content Category	CRTC Required	TRadio Required	Season Bizarre Weekly Average	Season Bizarre total approximation (22weeks)
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming	MIN 25% of all programming	28%	
<b>11 – NEWS</b>			-	
<b>12 – S/W Other</b>			35.25HRS	775.5HRS
<b>CATEGORY 2 – POPULAR MUSIC</b>		MAX 60% of all music	43%	1199
<b>21-pop rock &amp; dance</b>	At least 20% of CAT2 must be other than 21		32.5HRS	715HRS
<b>22 - country &amp; country oriented</b>			10.25HRS	225.5HRS
<b>23 – acoustic</b>			8.25HRS	181.5HRS
<b>24 – easy listening</b>			3.5HRS	77HRS
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST</b>	MIN 5% of all selections	MIN 5% of all selections	29%	797.5hrs
<b>31 – concert</b>			2.5HRS	45HRS
<b>32 – Folk &amp; Folk Oriented</b>			4HRS	88HRS
<b>33 – World Beat &amp; International</b>			1HRS	22HRS
<b>34 – Jazz &amp; Blues</b>			8.5HRS	187HRS
<b>35 – Religious</b>			10.25HRS	225.5HRS
<b>36 – Audio Art</b>			10HRS	220HRS
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX	Below TR MAX
<b>Station Produced</b>	Minimum 42hrs	Minimum 42hrs	126HRS	2772HRS
<b>Adv &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX	Below TR MAX
<b>CAT1 total hrs</b>			– 775HRS or 28% of programming	
<b>CAT 2 total hrs</b>			= 1199HRS or 60% of all musical selections	
<b>CAT 3 total hrs</b>			= 797.5HRS or 40% of all musical selections	

Description	SPRING2018
Total “live” b.casting hours / week (average)	82.5HRS
Number of Producers	80
Number of Programmes	55+
*Red Morning Radio	5HRS
*RFP b.casting hours/week (average)	67.5HRS





Financial Statements

Trent Radio

August 31, 2020

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# Independent Practitioner's Review Engagement Report

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**Grant Thornton LLP**

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To the Directors of  
Trent Radio

We have reviewed the accompanying financial statements of Trent Radio that comprise the statement of financial position as at August 31, 2020, and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

## Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Trent Radio as at August 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Peterborough, Canada  
November 29, 2020

Chartered Professional Accountants  
Licensed Public Accountants

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## Trent Radio

### Statement of Financial Position

August 31	2020	2019
<b>Assets</b>		
Current		
Cash	\$ 110,756	\$ 13,657
Accounts receivable	14,712	17,403
Prepaid expenses	<u>911</u>	<u>2,105</u>
	126,379	33,165
Property and equipment (Note 4)	<u>110,117</u>	<u>127,802</u>
	<u>\$ 236,496</u>	<u>\$ 160,967</u>
<b>Liabilities</b>		
Current		
Accounts payable and accrued liabilities	\$ 7,530	\$ 3,782
Current portion of long-term debt (Note 5)	<u>4,651</u>	<u>4,279</u>
	12,181	8,061
Long-term debt (Note 5)	23,004	27,735
Deferred contributions (Note 6)	<u>960</u>	<u>935</u>
	<u>36,145</u>	<u>36,731</u>
<b>Net assets</b>		
Invested in capital assets	110,117	127,802
Unrestricted	<u>90,234</u>	<u>(3,566)</u>
	<u>200,351</u>	<u>124,236</u>
	<u>\$ 236,496</u>	<u>\$ 160,967</u>

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## Trent Radio

### Statement of Changes in Net Assets

Year ended August 31

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**2020**

	Invested in capital assets	Unrestricted	Total
Balance, beginning of year	\$ 127,802	\$ (3,566)	\$ 124,236
Excess (deficiency) of revenues over expenditures	<u>(17,685)</u>	<u>93,800</u>	<u>76,115</u>
Balance, end of year	<u>\$ 110,117</u>	<u>\$ 90,234</u>	<u>\$ 200,351</u>

---

**2019**

	Invested in capital assets	Unrestricted	Total
Balance, beginning of year	\$ 146,274	\$ (78,506)	\$ 67,768
Excess (deficiency) of revenues over expenditures	<u>(18,472)</u>	<u>74,940</u>	<u>56,468</u>
Balance, end of year	<u>\$ 127,802</u>	<u>\$ (3,566)</u>	<u>\$ 124,236</u>

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# Trent Radio

## Statement of Operations

Year ended August 31

	2020	2019
Revenues		
Membership fees	\$ 141,473	\$ 158,115
Production and management fees (Note 7)	90,852	91,718
Donations, grants and fundraising	51,318	55,674
Provincial grants	9,596	5,903
Rental income	8,894	11,177
Sponsorships	4,906	1,100
Municipal grants	1,000	1,000
Miscellaneous	580	-
Merchandise sales	260	-
Interest income	8	277
Federal grants	-	8,717
	<u>308,887</u>	<u>333,681</u>
Expenditures		
Salaries and related benefits	116,952	178,440
Production and management expenses (Note 7)	44,923	34,147
Amortization	17,685	18,472
Repairs and maintenance	19,445	16,343
Office	1,546	2,480
Programming and licenses	9,206	3,688
Professional fees	4,864	3,670
Equipment rental	4,645	4,774
Heat and utilities	4,397	4,413
Insurance	4,134	3,892
Interest and bank charges	2,784	3,854
Telephone	939	993
Advertising and promotion	794	1,977
Cost of merchandise sales	458	-
Miscellaneous	-	70
	<u>232,772</u>	<u>277,213</u>
Excess of revenues over expenditures	<u>\$ 76,115</u>	<u>\$ 56,468</u>

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## Trent Radio

### Statement of Cash Flows

Year ended August 31

2020

2019

---

Increase (decrease) in cash

#### Operating

Excess of revenues over expenditures	\$ 76,115	\$ 56,468
Item not affecting cash		
Amortization	<u>17,685</u>	<u>18,472</u>
	<b>93,800</b>	74,940
Change in non-cash working capital items		
Accounts receivable	2,691	(6,909)
Prepaid expenses	1,194	(290)
Accounts payable and accrued liabilities	3,748	(56,606)
Deferred contributions for operating funding	<u>25</u>	<u>25</u>
	<b>101,458</b>	11,160

#### Financing

Repayment of long-term debt	<u>(4,359)</u>	<u>(3,858)</u>
-----------------------------	----------------	----------------

Increase in cash **97,099** 7,302

Cash

Beginning of year 13,657 6,355

End of year \$ 110,756 \$ 13,657

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# **Trent Radio**

## **Notes to the Financial Statements**

August 31, 2020

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### **1. Purpose of the organization**

Trent Radio is sponsored and operated by the students of Trent University and is shared with the community as a non-profit cultural and educational organization broadcasting to Peterborough and the Kawarthas as CFFF-FM, 92.7 FM.

The organization was incorporated on January 16, 1978 without share capital under the laws of Ontario. It is a registered charity under the Income Tax Act (Canada) and, as such, is exempt from income taxes.

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### **2. Summary of significant accounting policies**

#### **Basis of presentation**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

#### **Revenue recognition**

Trent Radio follows the deferral method of accounting for contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of property and equipment are deferred and amortized into revenue on a straight-line basis at rates corresponding with amortization rates for the related property and equipment.

Restricted investment income is recognized as revenue in the year in which related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Membership fees and rental income are taken into income ratably over the terms of service.

Production and management fees are earned for providing management and administration services under the TSAPC agreement. These fees are recognized when services are performed.

#### **Property and equipment**

Purchased property and equipment assets are stated at acquisition cost. Contributed property and equipment is stated at fair market value at the date of contribution. Amortization is provided on a straight-line basis over the assets estimated useful lives, which for the building is 25 years and for equipment is 7 years.

#### **Contributed services**

Volunteers contribute a significant number of hours per year to assist Trent Radio in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.



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# Trent Radio

## Notes to the Financial Statements

August 31, 2020

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### 2. Summary of significant accounting policies (continued)

#### Financial instruments

The organization considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The organization accounts for the following as financial instruments:

- cash
- accounts receivable
- accounts payable
- long term debt

A financial asset or liability is recognized when the organization becomes party to contractual provisions of the instrument.

The organization initially measures its financial assets and financial liabilities at fair value and subsequently measures all of its financial assets and financial liabilities at amortized cost, except for cash which is subsequently measured at fair value.

Financial assets or liabilities obtained in related party transactions are measured at the exchange amount.

The organization removes financial liabilities, or a portion of, when the obligation is discharged, cancelled or expires.

#### Use of estimates

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action. These estimates are reviewed periodically and adjustments are made to revenue and expenditures as appropriate in the year they become known. Items subject to significant management estimates include the collectibility of accounts receivable and the estimated useful life of capital assets. Actual results could differ from those estimates.

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### 3. Financial instruments risks

The organization is exposed to various risks associated with its financial assets and liabilities as described below. Unless otherwise noted, there has been no change in risk exposure from the prior year.

#### (a) Liquidity risk

Liquidity risk is the risk that the organization will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provides a substantial portion of the organization's cash requirements.

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# Trent Radio

## Notes to the Financial Statements

August 31, 2020

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### 3. Financial instruments risks (continued)

(b) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge the obligation. The organization is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The maximum exposure to credit risk is the carrying value of accounts receivable. Accounts receivable are non-interest bearing and are generally due in 30 days. An impairment allowance is recorded based on management's review and identification of specific accounts. No impairment allowance has been recorded at year end as management believes the receivables are fully collectible.

(c) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The long-term debt is at a fixed rate of interest and payments are based on the contractual requirements of the debt instrument. A change in market interest rates has no impact on cash flows required to service this debt. Consequently, the organization is not exposed to significant interest rate risk.

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### 4. Property and equipment

The major categories of property and equipment and accumulated amortization are as follows:

	<u>2020</u>		<u>2019</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Cost</u>	<u>Accumulated Amortization</u>
Land	\$ 10,000	\$ -	\$ 10,000	\$ -
Building	213,564	151,463	213,564	146,563
Office equipment	20,774	20,774	20,774	20,774
Technical equipment	<u>343,400</u>	<u>305,384</u>	<u>343,400</u>	<u>292,599</u>
	<u>587,738</u>	<u>477,621</u>	<u>587,738</u>	<u>459,936</u>
Net book value	<u>\$ 110,117</u>		<u>\$ 127,802</u>	

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# Trent Radio

## Notes to the Financial Statements

August 31, 2020

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### 5. Long-term debt

Long term debt is as follows:

	<u>2020</u>	<u>2019</u>
8.5% promissory note, repayable in blended monthly payments of \$565, due August 15, 2025	<b>\$ 27,655</b>	\$ 32,014
Less principal payments due within one year classified as a current liability	<u>4,651</u>	<u>4,279</u>
Due beyond one year	<b><u>\$ 23,004</u></b>	<b><u>\$ 27,735</u></b>
Principal repayments until maturity are as follows:		
2021	\$ 4,651	
2022	5,055	
2023	5,493	
2024	5,971	
2025	<u>6,485</u>	
	<b><u>\$ 27,655</u></b>	

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### 6. Deferred contributions

#### *Operating funding*

Deferred contributions represent unspent restricted operating funding received in the current year that is related to the subsequent year. Changes in deferred contributions are as follows:

	<u>2020</u>	<u>2019</u>
Balance - beginning of year	<b>\$ 935</b>	\$ 910
Add (deduct):		
Contributions received during the year	<u>25</u>	<u>25</u>
Balance - end of year	<b><u>\$ 960</u></b>	<b><u>\$ 935</u></b>

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# Trent Radio

## Notes to the Financial Statements

August 31, 2020

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### 7. Trent annual yearbook

Trent Radio has been appointed by the Trent Student Annual Publication Corporation (TSAPC) to manage and administer the affairs of TSAPC. As such, Trent Radio receives an annual sum from TSAPC and incurs costs in relation to management and administration.

	<u>2020</u>	<u>2019</u>
Production and management fees	\$ 89,668	\$ 87,790
Production and management expenses	<u>(44,923)</u>	<u>(34,147)</u>
	<u>\$ 44,745</u>	<u>\$ 53,643</u>

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### 8. Economic dependence

Membership fees consist primarily of ancillary student fees levied to full-time students enrolled at the Peterborough campus of Trent University. Trent Radio relies upon the University to determine enrolment data and levy the appropriate fees to the students.

In January 2019 the Ministry of Training, Colleges and Universities established a new framework dividing ancillary fees into essential and non-essential categories. Under this new framework, students have the ability to opt out of non-essential fees each semester. The levy for Trent Radio is part of the non-essential ancillary fees. This framework is currently under appeal and has been temporarily suspended. As such, students currently are not able to opt out. Until the appeal has been considered and resolved, the impact for fiscal 2021 and beyond is indeterminable.

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# Trent Radio

## Notes to the Financial Statements

August 31, 2020

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### 9. Impacts of COVID-19

Since January 2020, when the first case of COVID-19 was identified in Canada, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

While radio services were deemed essential, Trent Radio chose to temporarily close its studios. Broadcasting has continued on a remote basis. To assist with training and the purchase of remote recording equipment, the organization received a \$2,000 grant in the current fiscal year. Subsequent to year end, Trent Radio received approval for another COVID relief grant in the amount of \$19,369.

In response to the pandemic, the organization also waived rental income for a two month period and reduced the rent for an additional two month period.

Trent Radio is eligible for the Temporary Wage Subsidy program ('TWS'), one of the federal government's responses. Under the TWS program, the organization is entitled to receive a subsidy equal to 10% of an employee's wages up to a maximum of \$1,375 per employee to a total of \$25,000 for the organization. The total eligible assistance will be determined at the time of reconciling the payroll reporting for calendar 2020.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of Trent Radio for future periods..

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**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 to 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 23<sup>rd</sup> 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 30<sup>th</sup>. 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 16<sup>th</sup>, and we will empty out the studios on December 13<sup>th</sup>. 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 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 15<sup>th</sup> 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 5<sup>th</sup>. 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 3<sup>rd</sup> 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 1<sup>st</sup>, 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 1<sup>st</sup> 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 31<sup>st</sup>.
  - 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 30<sup>th</sup>)
  - 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.