

**TRENT RADIO BoD AGENDA**  
**20 June 2022 – 6:30pm**  
**to be held via teleconference**

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements
5. Preliminary SU22 report
6. COVID-19 protocol
7. Board commitment for 2022-2023
8. 2021-2022 student staff reports
9. Any other business
10. Adjournment

**TRENT RADIO**  
**Board of Director MINUTES**  
**25 April 2022 – 6:30PM via teleconference**

**In attendance:** Rob Hailman (DoO), Hannah McCammon, Alissa Paxton (minutes), Katie Pedlar (chair), Ness Pringle, Tim Snodden, Jill Staveley (DoP), Bill Templeman

**Regrets:** Andréanna Sullivan

**Absent:**

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

Katie Pedlar chairs the meeting.

*Motion to approve the agenda moved by Katie, seconded by Ness & carried*

**2. Approval of previous minutes (21 March 2022)**

*Motion to approve minutes of March 21<sup>st</sup> moved by Bill, seconded by Tim & carried*

**3. Operations reports**

a) Director of Programming (Jill)

b) Director of Operations (Rob)

**4. Financial Statements & Budget Update**

Statement and budget update presented, current and projected surplus due to unbudgeted income and on-budget expenses.

**5. Spring 2022 Programming Report**

Jill Staveley presents end of season report. TR programming is balanced and in accordance with the CRTC license through the 2022 Spring season.

*Motion to accept reports moved by Alissa, seconded by Hannah & carried*

**6. Strategic Planning**

Revised proposal from Arising Consultant had three package options. Board chose to go with the original proposal for \$8,500 +HST

*Motion to retain Arising Consulting to lead our strategic planning moved by Bill, seconded by Alissa & carried*

**7. Any other business**

a) Katie will be away for summer work May-August, we will rotate the chair amongst our student members.

b) Board involvement in summer hiring needed – Hannah will join interviews.

c) *Motion to approve direct deposit process as presented moved by Bill, seconded by Katie and carried.*

d) NCRA's NCRC (c = conference) is happening May 2-6, those interested should connect with Jill.

e) Trout Rodeo (<https://www.trentarthur.ca/print/trout-rodeo-22>) is up on Arthur's website and Jill will email to our donors.

**8. Date of next meeting**

Next meeting is Monday, May 16, 2022 at 6:30PM

**9. Adjournment**

Meeting adjourns 7:30PM

## Operations Report

Programming Dates: Our SOIM (Sas) will be organising Socials, Workshops & Radio Project Days. As always, we strongly encourage Board Members to take part, connect with staff and the community, and ride the airwaves.

- Saturday June 25 - Mini Golf @ Milltown
- Wednesday July 6th - Weird Music Radio Project Day
- Tuesday July 19th - Radio Workshop: Fake News w/Ayesha Barmania (online, 7pm)
- Wednesday July 27 - Summer Social @ Sadleir House (details to follow)
- Saturday August 13th - Myth, Legends & Lore!

Trent U Orientation Live Broadcasts: We've been invited back to Trent Campus to set up a live radio booth during the Summer Orientation/Open House for new students. These are scheduled to take place on the following dates, and we may be looking for help with transporting people & gear up to main campus.

11:00 meet @ Trent Radio to pack & leave  
On Air from 12:00 - 14:30 (2.5hrs)  
3:00 pickup @ Trent to head back to Trent Radio

Saturday July 16<sup>th</sup>,  
Friday July 22<sup>nd</sup>,  
Friday August 5<sup>th</sup>  
Saturday August 13<sup>th</sup>.

TCSA has invited community groups to contribute to their welcome bags. In the past we have done an ad in the calendar – but have opted to purchase Trent Radio Magnets (Renegade Apparel) for inclusion in the bags.

Increasing outreach and connection to/with Trent U Colleges. Working on plans to get Gzowski College on the radio, and Champlain now has a new show. Seeing to make a larger impact on campus & with the student population this coming year.

CRFC Radiometres 2021/22 – Your Radio Is Their Stage is complete. Final report is due July 01, and everything looks to be in order. The Project was a great success, and we're very grateful to the CRFC for funding projects that engage our community in such meaningful ways, and allow us to be as weird and wonderful as possible.

CRFC Radiometres 2022/23 – We have made it to the second stage of the application process for a project (\$35,000) that would focus on expanding and revamping our training resources, protocol and community education outreach & impact. We will find out the status of this application later this summer. If successful, the project would start in September.

We have lost another member of our Trent Radio & Audio Art community. B.P. Hughes was a long time producer, volunteer, supporter and member of Trent Radio. Guiding our audio artists with much kindness and care, B.P. Hughes will be dearly missed. There is a memorial planned for BP Hughes on Friday, June 24, from 7pm-midnight, to be held at Sadleir House.

There will be a drone room set up in the lecture hall downstairs with photos and a guest book. Please bring \*printed\* photos if you wish to add some.

Upstairs in The John K Muir Dining Hall, there will be goth / industrial / weirdo music on the sound system, and a cash bar. They will also have copies of A Quiet Moment Of Turmoil, BP's excellent solo album for purchase.

Admission is free, but donations towards post-death expenses will be received kindly. For those who can't make it but who would like to contribute to defer costs, you can send money via PayPal or e-transfer, the email for both is robyn.avis@gmail.com

Friends of Brion Wagner are holding a festival of all things Brion this August 8-12 and have invited Trent Radio to participate. I have spoken directly with Myles Conner, and as of right now, Trent Radio has tentatively signed up for the following activities – pending staff/volunteer support:

- Play promo leading up to the events
- Play audio content submitted by our community in celebration of Brion (we'll put out a call, and make a schedule)
- Play audio content produced by Brion randomly throughout the week
- Set up a live broadcast feed from Sadleir House on Friday August 12th @ 9pm - and open the Trent Radio StudioA (masks required) so that people can take turns making radio art with the feed from the JKM Hall.

Canada Summer Jobs & summer hiring: Unfortunately, we did not receive Canada Summer Jobs funding this year. While we have been successful for most of the past several years, CSJ funding is never guaranteed. Based on the forecast budget surplus, we are able to afford our planned summer hiring without Canada Summer Jobs funding.

We have hired three summer employees, each for 16 week full time (35 hour / week) positions:  
Sas Mueller – Summer Operations & Information Manager  
Grayden Hatherly – Archive Clerk  
Katy Catchpole – Summer Producer

Power outage and broadcast interruption: Trent Radio was affected by the storm of May 21<sup>st</sup>, causing a multi-day broadcast interruption. While our power switched successfully to generator, both of our internet providers at Trent Radio House had outages, causing our studio-transmitter link to fail on the morning of May 22<sup>nd</sup>. Our ability to respond to this was hampered by all our staff losing power at home, and the general unreliability of telecoms during the outage. Jill & I shut off the transmitter on-site at 17:10 on the 22<sup>nd</sup>, and we remained off air until 10:10 on May 26<sup>th</sup> when power and both internet connections were restored.

Vacation schedule: Jill has 5 weeks vacation remaining for this fiscal year, and Rob has 2. A tentative vacation schedule:

Jill:

July 10 – 23

July 24 – 30 at half-time

July 31 – Aug 6

+ 1.5 weeks in August

Rob:

July 10 – 15

Aug 15 – 20

Levy Council Liaison: Levy groups have been discussing creating a paid representative / liaison position, to serve as a main point of contact for Trent administration and finance, and provide support to levy groups by facilitating meetings, and providing governance and financial management mentorship and support. This would be a part time position paid an honorarium, at an approximate total cost (across all levy groups) of \$6000/year. While the hope is that this would be funded by all (or at least many) levy groups, as a higher-budget & higher-capacity levy organization, Trent Radio should make a significant contribution to ensure this happens.

Physical plant upgrades: Chris Culgin has been working on many of the maintenance tasks around Trent Radio house per the MOU signed in January, such as cleaning & repairing gutters and downspouts, replacing exterior light fixtures, installing locking receptacle covers, and – most notably – coordinating getting central AC installed. While it has been great to have all this work done, there have been some challenges with communication and coordination and overall pace has been a bit slower than originally hoped. The MOU is for 6 months (to end of June) with the possibility of another 6 months – still to be determined if we will proceed with that.

Tech updates:

- Have build two new PCs for Trent Radio – one new office PC and a new studio PC. These are our first Windows 11 systems; it remains to be seen how this will serve us.
- Web/stream server crashed – cause unknown – on June 14 requiring a manual reboot on-site. Seems to be working reliably since, but it is by far the oldest system still in use and is a priority for an upgrade.

# Trent Radio

## Comparative Balance Sheet

As of May 31, 2022

	TOTAL		
	AS OF MAY 31, 2022	AS OF AUG. 31, 2021 (PP)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	237,554.46	266,439.92	-28,885.46
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	808.69	731.65	77.04
1160 Petty Cash - Programming	500.00	0.00	500.00
Clearing	39.84		39.84
12001 Undeposited Funds	1,213.92	0.00	1,213.92
<b>Total Cash and Cash Equivalent</b>	<b>\$240,120.53</b>	<b>\$267,175.19</b>	<b>\$ -27,054.66</b>
Accounts Receivable (A/R)			
1200 Accounts Receivable	7,802.78	13,851.05	-6,048.27
<b>Total Accounts Receivable (A/R)</b>	<b>\$7,802.78</b>	<b>\$13,851.05</b>	<b>\$ -6,048.27</b>
1300 Prepaid Expenses	4,712.31	2,997.46	1,714.85
<b>Total Current Assets</b>	<b>\$252,635.62</b>	<b>\$284,023.70</b>	<b>\$ -31,388.08</b>
Non-current Assets			
Property, plant and equipment			
1520 Land	10,000.00	10,000.00	0.00
1560 Buildings and Improvements	213,566.01	213,566.01	0.00
1570 Accum Depr - Building	-151,463.13	-151,463.13	0.00
1580 Office Equipment	20,774.21	20,774.21	0.00
1590 Accum Depr - Furn and Equip	-20,774.21	-20,774.21	0.00
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-305,384.10	-305,384.10	0.00
1620 Technical Renovations	9,913.00	9,913.00	0.00
<b>Total Property, plant and equipment</b>	<b>\$110,118.88</b>	<b>\$110,118.88</b>	<b>\$0.00</b>
<b>Total Non Current Assets</b>	<b>\$110,118.88</b>	<b>\$110,118.88</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$362,754.50</b>	<b>\$394,142.58</b>	<b>\$ -31,388.08</b>

	TOTAL		
	AS OF MAY 31, 2022	AS OF AUG. 31, 2021 (PP)	CHANGE
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	736.16	5,057.26	-4,321.10
<b>Total Accounts Payable (A/P)</b>	<b>\$736.16</b>	<b>\$5,057.26</b>	<b>\$ -4,321.10</b>
2220 Deferred Revenue	910.00	7,030.00	-6,120.00
2240 Accrued Liabilities	3,750.00	3,750.00	0.00
2500 Payroll Liabilities - Rec Gen			
2530 CPP Payable	0.00	1,370.94	-1,370.94
2550 EI Payable	0.00	538.99	-538.99
2570 Income Tax Payable	0.00	1,393.92	-1,393.92
<b>Total 2500 Payroll Liabilities - Rec Gen</b>	<b>0.00</b>	<b>3,303.85</b>	<b>-3,303.85</b>
2510 WSIB Payable	82.42	66.84	15.58
25500 GST/HST Payable	-5,611.48	-2,503.80	-3,107.68
Payroll Liabilities			
Federal Taxes	3,466.03		3,466.03
<b>Total Payroll Liabilities</b>	<b>3,466.03</b>		<b>3,466.03</b>
<b>Total Current Liabilities</b>	<b>\$3,333.13</b>	<b>\$16,704.15</b>	<b>\$ -13,371.02</b>
<b>Total Liabilities</b>	<b>\$3,333.13</b>	<b>\$16,704.15</b>	<b>\$ -13,371.02</b>
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	267,399.83	267,399.83	0.00
Net income	-18,017.06		-18,017.06
<b>Total Equity</b>	<b>\$359,421.37</b>	<b>\$377,438.43</b>	<b>\$ -18,017.06</b>
<b>Total Liabilities and Equity</b>	<b>\$362,754.50</b>	<b>\$394,142.58</b>	<b>\$ -31,388.08</b>



# Trent Radio

## Comparative Income Statement

September 2021 - May 2022

	TOTAL		
	SEP. 2021 - MAY 2022	SEP. 2020 - MAY 2021 (PP)	CHANGE
<b>INCOME</b>			
<b>4000 GOVERNMENT FUNDING</b>			
4090 Federal Grants			
4010 Canada Summer Jobs	13,338.00	11,959.00	1,379.00
<b>Total 4090 Federal Grants</b>	<b>13,338.00</b>	<b>11,959.00</b>	<b>1,379.00</b>
4160 Provincial Grants			
4155 Other Provincial	5,142.15	6,974.00	-1,831.85
<b>Total 4160 Provincial Grants</b>	<b>5,142.15</b>	<b>6,974.00</b>	<b>-1,831.85</b>
4190 Municipal Grants			
4170 City of Peterborough	3,250.00	7,500.00	-4,250.00
<b>Total 4190 Municipal Grants</b>	<b>9,250.00</b>	<b>7,500.00</b>	<b>1,750.00</b>
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>27,730.15</b>	<b>26,433.00</b>	<b>1,297.15</b>
<b>4200 DONATIONS &amp; FUNDRAISING</b>			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	53,429.54	61,001.00	-7,571.46
<b>Total 4230 Foundations &amp; Service Groups</b>	<b>53,429.54</b>	<b>63,251.00</b>	<b>-9,821.46</b>
4240 Individual Donations			
4310 Trent Student Memberships	3,890.13	27,495.98	-23,605.85
4330 Commercial & Non-profit Mships	187,315.66	182,843.87	4,471.79
4340 Individual Memberships	400.00	300.00	100.00
4340 Individual Memberships	920.00	1,075.05	-155.05
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>245,955.33</b>	<b>274,965.90</b>	<b>-29,010.57</b>
<b>4500 EARNED REVENUE</b>			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	2,000.00	1,500.00	500.00
<b>Total 4630 Net On Air Sponsorship - Local</b>	<b>2,000.00</b>	<b>1,500.00</b>	<b>500.00</b>
4660 On Air Time Sales - National			
4725 Net Merchandise Sales	3,701.01	7,430.19	-3,729.18
4720 Merchandise Sales	504.00	445.00	59.00
4722 Merchandise Sales Expense	-571.03	-287.40	-283.63
<b>Total 4725 Net Merchandise Sales</b>	<b>-67.03</b>	<b>157.60</b>	<b>-224.63</b>
4750 Rental Income			
4770 Production Services	8,611.85	8,632.63	-20.78
4790 Misc. Earned Revenue	900.00		900.00
4790 Misc. Earned Revenue	0.30		0.30
<b>Total 4500 EARNED REVENUE</b>	<b>15,146.13</b>	<b>17,720.42</b>	<b>-2,574.29</b>
<b>Total Income</b>	<b>\$288,831.61</b>	<b>\$319,119.32</b>	<b>\$ -30,287.71</b>
<b>GROSS INCOME</b>	<b>\$288,831.61</b>	<b>\$319,119.32</b>	<b>\$ -30,287.71</b>
<b>EXPENSES</b>			
<b>5000 SALARIES &amp; BENEFITS</b>			
5010 Programming Wage			
5030 Technical Wage	92,238.24	73,415.20	18,823.04
5030 Technical Wage	19,567.30		19,567.30

	TOTAL		
	SEP. 2021 - MAY 2022	SEP. 2020 - MAY 2021 (PP)	CHANGE
5070 Administrative Wage	36,847.23	54,301.05	-17,453.82
5075 Trent Annual Payroll	45,785.00	31,546.55	14,238.45
5080 Employee Benefits	4,641.52	3,605.39	1,036.13
5082 CPP Expense	3,762.53	6,518.36	-2,755.83
5084 EI Expense	1,965.45	3,522.82	-1,557.37
5086 WSIB Expense	467.41	382.04	85.37
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>205,274.68</b>	<b>173,291.41</b>	<b>31,983.27</b>
<b>6000 ADMINISTRATION</b>			
6010 Contract Staff - Admin	2,929.83	1,423.98	1,505.85
6030 Audit	4,105.63	4,170.60	-64.97
6040 Bank Charges	972.06	272.25	699.81
6045 Bldg Repair & Maint - TR	12,841.56	2,475.91	10,365.65
6050 Bldg Repair & Maint - Upper Apt	1,529.63	674.57	855.06
6060 Insurance & Security	3,842.92	4,157.61	-314.69
6065 Interest Expense		382.42	-382.42
6072 Management Services Expense	20,066.57	3,415.95	16,650.62
6075 Meeting Expenses	180.00	160.00	20.00
6080 Memberships & Subscriptions	100.00	2,037.34	-1,937.34
6085 Office Equipment & Software	479.25	426.11	53.14
6090 Office Supplies	849.44	413.01	436.43
6100 Printing & Design - Admin	11.50		11.50
6105 Professional Development	4,417.45	83.95	4,333.50
6110 Telephone	623.19	702.88	-79.69
6115 Travel & Conference	339.85	100.00	239.85
6120 Utilities	2,929.38	2,598.29	331.09
6125 Volunteer Expenses		77.94	-77.94
6130 Misc. Admin. Expense	0.00	111.04	-111.04
<b>Total 6000 ADMINISTRATION</b>	<b>56,218.26</b>	<b>23,683.85</b>	<b>32,534.41</b>
<b>6500 PROGRAMMING</b>			
6510 Trent Univ Student Payroll		10,273.24	-10,273.24
6515 Artist Fees	19,000.00	10,100.00	8,900.00
6530 Licences & Tariffs	2,372.10	2,857.97	-485.87
6535 Programming Expenses	152.26	197.26	-45.00
6540 Workshop Fees & Expenses	1,920.00		1,920.00
6545 Misc. Programming Expense	9.26		9.26
<b>Total 6500 PROGRAMMING</b>	<b>23,453.62</b>	<b>23,428.47</b>	<b>25.15</b>
<b>66000 Payroll Expenses</b>			
Taxes			
Federal Taxes	6,977.28		6,977.28
<b>Total Taxes</b>	<b>6,977.28</b>		<b>6,977.28</b>
Wages	1,139.32		1,139.32
<b>Total 66000 Payroll Expenses</b>	<b>8,116.60</b>		<b>8,116.60</b>
<b>7000 TECHNICAL</b>			
7010 Contract Staff - Technical	493.71		493.71
7020 Equipment Acquisition - Tech	7,004.16	1,459.32	5,544.84
7040 Equipment Repair & Maint - Tech	0.00	415.70	-415.70
7050 Line Rental	3,984.48	4,040.64	-56.16
<b>Total 7000 TECHNICAL</b>	<b>11,482.35</b>	<b>5,915.66</b>	<b>5,566.69</b>

	TOTAL		
	SEP. 2021 - MAY 2022	SEP. 2020 - MAY 2021 (PP)	CHANGE
7500 MARKETING & PROMOTION			
7520 Advertising	2,078.80		2,078.80
7530 Design & Printing	33.12		33.12
7540 Postage - Marketing	191.24		191.24
7550 Misc. Marketing Expense		116.35	-116.35
<b>Total 7500 MARKETING &amp; PROMOTION</b>	<b>2,303.16</b>	<b>116.35</b>	<b>2,186.81</b>
<b>Total Expenses</b>	<b>\$306,848.67</b>	<b>\$226,435.74</b>	<b>\$80,412.93</b>
<b>NET INCOME</b>	<b>\$ -18,017.06</b>	<b>\$92,683.58</b>	<b>\$ -110,700.64</b>

## SU22 – Preliminary Statistics

Unique Locally Produced Regular Programmes: 31 programmes

Weekly New Programme Repeats: 7 instances

Hrs/week of Trent Radio Blocks (RMR/Smooth/WDTCP/Local Country): 24hrs

Regular Programmers: 39

Live Shows: 11

Student Producers: 12

Community Member Producers: 27

SU22 Weekly Average Stats - 126 hrs per broadcast week.

All Prog	HRS/Week	%of prog	Music Prog	HRS/Week	%of music
CAT1	22.55	17.80%	CAT21	49.35	48%
CAT2	78.95	62.70%	CAT2x	29.6	28%
CAT3	24.5	19.50%	CAT3	24.5	24%
	126	100.00%		103.45	100%



Rob Hailman <robhailman@gmail.com>

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## Fwd: Masks Optional on Campus as of June 20

1 message

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**Jill Staveley** <jstaveley@trentradio.ca>  
To: Rob Hailman <rhailman@trentradio.ca>

Thu, Jun 16, 2022 at 3:47 PM

Also - we should talk COVID policy plans at the board meeting.

----- Forwarded message -----

From: **Trent Communications** <communications@trentu.ca>  
Date: Thu, Jun 16, 2022 at 3:36 PM  
Subject: Masks Optional on Campus as of June 20  
To: Trent Communications <communications@trentu.ca>

*A message to all Trent students, staff and faculty*

Following the end of spring term, masks will be optional on Trent's campuses as of Monday, June 20.

We respect the decision of students, staff and faculty regarding their choice on masking.

As always, the University continues to monitor conditions and will advise our campus communities of any changes to plans. If you are feeling unwell, please do not come to campus. If you have been exposed to someone with COVID-19, be sure to review this helpful guide from the Province at [ontario.ca/exposed](https://ontario.ca/exposed).

COVID-19 indicators continue to trend in the right direction in our local communities. Thank you for continuing to do your part to keep our campuses safe.

### **Communications**

**Trent University**  
1600 West Bank Drive  
Peterborough, ON K9L 0G2

Tel. (705) 748-1011 ext. 6180  
Fax (705) 748-1029

**trentu.ca**

## **2021-2022 Student Staff Reports**

### Katrina Creelman – Local Content Production Assistant

My name is Katrina Creelman, and during the fall and winter of 2021/2022 I worked as one of Trent Radio's Local Content Production Assistants. In this position, I was tasked with creating radio shows that showcased locally sourced content for Trent University students and Peterborough residents. I had two radio shows during my work period: The Tuesday Cinema Club in the fall, and Club Connect in the winter. The Tuesday Cinema Club was focused on locally produced film and media and Peterborough's film culture, while Club Connect was an interview show that provided a platform for Trent University's numerous clubs and groups. My time at Trent Radio allowed me to expand my communications skills and build my overall confidence. I found that conducting interviews pushed me out of my comfort zone and, while it was a challenge, ultimately made my leadership skills stronger. I also developed skills in radio and audio production that have already helped me with projects outside of these shows. In conclusion, I am very grateful for my experiences with Trent Radio. I always felt very supported, and I would definitely recommend applying to anyone who may be interested.

### Hazel Dreslinski – Local Content Production Assistant

During my time at Trent Radio, my primary goal was to provide a radio platform for members of the Peterborough music community to share their work, talk about their creative process, and hopefully find connections with other musicians through listening to my show. When possible, I gave priority to scheduling interviews with Trent University students, but I was also open to interviewing a variety of other local talent. During the first half of my position, my work involved a lot of outreach to artists via Instagram and Bandcamp, but in the latter half I was able to more easily secure interviews via recommendations from previous guests or musicians reaching out to me after seeing the social media promo. When keeping in touch with previous guests and folks in the community, I was pleased to hear that they had listened repeatedly to the show and became interested in the interviewees' work afterwards.

Since this position was my first time producing pre-recorded radio, I gained a lot of know-how with regards to streamlining the editing process and conducting interviews in a conversational but still efficient manner – a tricky balance in the beginning! Learning to interview properly built up interpersonal skills, and towards the end of my position I felt much better about conducting myself as a speaker in a professional environment. I'm also very grateful to have made all of the connections I did, both at Trent Radio and the broader Peterborough cultural scene; hearing so many different perspectives so often was really wonderful.

### Mridul Harbhajanka – International Radio Correspondent (TI)

My name is Mridul Harbhajanka (she/her) and I also go by Mimi! For the past academic year, I worked as an International Radio Correspondent at Trent Radio and my role was to highlight and represent the international community at Trent. My radio show was called “Being International” which started as a 30-minute weekly programme, and soon became a 60-minute programme that broadcasted twice a week. Over the course of the year, I got the opportunity to speak and engage with so many students from different backgrounds, who were all warm-hearted and taught me so much about their cultures. I would normally conduct an interview with my guests over Zoom, and we would have interesting chats about moving to Canada, their home country, and their international student experience. Often, students would share their music and stories with us too, and the 1 hour interview always felt like minutes. This job never felt like a job to me; it was something I looked forward to, and speaking with a new student every week was exciting!

Working this position at Trent Radio has allowed me to become so much more confident and helped me make a lot of connections at Trent. It has also helped me learn how to manage my time, develop my audio recording/editing skills, and definitely improve my speaking skills as well. At the start of this position, I always felt a bit nervous before I had to interview someone, but it just got easier every time. Now, it feels as if every interview is just me talking to a friend.

A part of this job also included promoting my show on campus and social media. I designed a poster for my show and put it around campus bulletin boards and often shared it on social media. We also had weekly meetings with the Trent Radio crew, who also became like a close community to me and every week we would catch up and support each other, which felt welcoming. As a film and media student, working this position at Trent Radio has not only helped me grow in my academic life but also in my personal life in so many ways!

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

**General Role:** Collecting and categorizing submissions of local content to our digital archive, and also highlighting a number of local artists through broadcast interviews.

**The Experience:** This experience was an incredibly rewarding one. Through working at Trent Radio, I have learned so much about the importance of community outreach and making spaces in our community where people can come together to share the things they are passionate about. I have spent a lot of time getting to know so many talented artists in our community through emails, Zoom calls, phone calls, and more. This year at Trent Radio, not only did I work on both collecting and highlighting local music, but I also worked on increasing student engagement with Trent Radio as a levy group and put together a local RPM Challenge listening party online. This helped me to learn about the different ways we can still bring people together, even when we cannot be together in-person. I was able to utilize tools such as social media and video-conferencing platforms like GatherTown to be able to share information and create spaces where people could gather safely and still have fun.

## Sas Mueller - Assistant Producer & Administrative Assistant (CSJ)

My job entailed the production of two weekly shows: Smooth Operator and Where Do The Children Play? These shows were either done live or prerecorded due to the pandemic. Each show was 30 minutes in length. Where Do The Children Play? Was a weekly kid's show in which I would read stories and play songs for kids of all ages in addition to including at least 35% of Canadian Music Content. Often I would record covers of Canadian music to play on-air. Smooth Operator was a spoken word show which entailed Peterborough news, local events and community announcements. Part of this job included my organization of emails in said document and editing of the news binder itself. I would also pass along messages from the phone or the mail.

Furthermore I took part in weekly meetings with staff, our annual general meeting, as well as a few levy meetings.

I was in charge of training new staff members. I showed staff how to operate the radio in StudioA and informed about the Trent Radio policies and missions, house history, Canadian radio laws, the logger, etc. I was lucky enough to train Katrina Creelman, Hazel Dreslinski, Mridul Harbhajanka, Zachary Barmania, Greg Cannon, and James Cullingham.

As well as training new staff members, I took time to interview clubs and groups at Trent University to get the word out about their organization. I created 5-10 minutes long interviews to air on Trent Radio throughout the spring. The groups I interviewed were as follows Trent Islamic Relief, Trent Book Club and Trent Forensic Science Society. I learned lots of helpful information about these groups and it was great to connect with students who may not be too familiar with the radio station.

I had many moments I was proud of whilst working here. Some include producing radio programming live, which was nerve-wracking at first but so rewarding. Recording PSAs was another highlight.

Throughout the job I felt like I definitely gained more knowledge with editing via Audacity and GarageBand.

I felt like I had a lot of artistic freedom at this job. I was able to design posters for Trent Radio merch. As well as being in charge of the sales and advertisement.

Another moment of success was definitely producing and recording a novel I had written when I was eleven onto the radio for my kid's show. I worked so hard on the production of this written piece and I'm so glad it was able to air.

Lastly, as for my duties regarding the pandemic. I was responsible for screening each person who came into the house, requiring masking, vaccination and sanitizing. I felt the safest I ever had at this job, masks were always provided, sick-days and taking care of yourself was encouraged, and rapid antigen tests were provided which added such an extra level of comfort.



Scarlett Palmer – Physical Plant (TWSP)

Not a lot to report here. At least I can't think of much to be changed.

Perhaps if the basement was more organized and utilized we could declutter the office and studio C a little better, but that's by no means infringing on the day to day running of the station right now so I don't see it as really being that high priority.

An alternative also could be to use John's old office but you probably already have plans for that space. I also agree with Rob that the space could definitely use a coat of paint this summer. Particularly the walls in the office stairwell that I scuffed up trying to change the light bulb.

Oh and the last thing I was going to get to but forgot to bring glue for is the handle for the vacuum cleaner. It snapped cleanly one day so I was going to super glue it when I got a chance but forgot to bring the glue. (The super glue that was here had dried up so I threw it out). I think that's everything.

Text me if you need me for anything like painting or helping you find things and thank you so much for having me back this year.

Skye Vasey – Admin Assistant (TWSP)

Over the fall 2021 spring 2022 season I worked at Trent Radio on various tasks including the production of recorded interviews for local events and organizations to be aired during Smooth Operator. During the fall term I primarily worked as onsite admin, visiting Trent Radio onsite on a weekly basis and maintaining the smooth operator binder. I also aided in the sorting and storage of the Vinyl archives on occasions throughout the year. During the spring I continued work with the Smooth Operator binder and maintenance of the corresponding email address as well as producing PSA mp3 blurbs for upcoming events. I love working at Trent Radio because of the community it keeps me updated with; organizing smooth op keeps me in the loop with events such as the February RPM challenge which I participated in, creating an entire album in the month of February.