

TRENT RADIO BoD AGENDA
14 December 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. Capacity changes for 2023 Spring season

With CUST3931H workshops being held, capacity limits per our COVID-19 safety plan will need to be revised. The current safety plan specifies a total occupancy of 8 people in the building, but the course may involve up to 10 students in attendance at once.

6. Strategic plan next steps

Per statement of work with Arising, we have one more session for them for debrief & planning next steps for involving membership and implementing the plan. Lauren's suggestion is to combine this with our January board meeting (pending her availability).

7. Schedule for upcoming meetings
8. Any other business
9. Adjournment

TRENT RADIO
Board of Director MINUTES
20 November 2022 – 1:30PM via teleconference

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Alissa Paxton (minutes), Ness Pringle, Tim Snodden, Andréanna Sullivan, Bill Templeman

Regrets: Hannah McCammon, Katie Pedlar

1. Chair's opening remarks and agenda approval

Ness Pringle chairs the meeting.

2. Approval of previous minutes (8 November 2022)

Motion to approve minutes of November 8th moved by Alissa, seconded by Bill & carried

3. Approval of AGM package

Recommendations from Alissa from discussion of the package:

- During presentation of financial statements, thank our outgoing bookkeeping Sue Newman.
- Include bookkeeper in staff bios for future annual reports

Motion to approve the AGM package moved by Bill, seconded by Andréanna & carried

4. Any other business

No other business was raised

5. Adjournment

Meeting adjourns 1:40PM

TRENT RADIO
Board of Director MINUTES
20 November 2022 – following the AGM via teleconference

In attendance: Rob Hailman (DoO), Jill Staveley (DoP, minutes), Tim Snoddon, Henry Allen, Trinity Torrejos, Sebastian Johnston-Lindsay, Andréanna Sullivan, Alissa Paxton

Regrets: Bill Templeman

1. Selection of chair

Rob Hailman appointed to act as chair for this meeting

2. Informal introductions

3. Appointment of officers

Motion to appoint the following officers as follows:

- President & Chair - Andréanna Sullivan
- Secretary - Henry Allen
- Treasurer - Trinity Torrejos
- Vice President - Rob Hailman
- Vice Chair - Rotating (as opportunity for all members to gain experience in this role)

Moved by Tim Snoddon, seconded by Sebastian Johnston-Lindsay and carried.

4. Appointment of signing authorities

Motion to change the signing authorities for the Trent Radio and Trent Annual bank accounts at the Bank of Montreal, as follows:

- Remove: **Katie Pedlar** (former president & chair)
- Maintain: **Jill Staveley** (staff member, Director of Programming), **Robert Hailman** (staff member, Director of Operations), **Andréanna Sullivan** (President & Chair of the board)
- Add: **Trinity Torrejos** (Treasurer)

Moved by Alissa Paxton, seconded by Andréanna Sullivan, and carried

5. Motion to approve all grant applications for the upcoming year, unto the next AGM in 2023

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 by the Director of Operations and Director of Programming to Trent Radio, are hereby approved.

Moved by Andréanna Sullivan, seconded by Alissa Paxton, and carried

6. Board particulars for charity return

Rob Hailman requested all board members provide information required for our charity return and other administrative compliance & grant applications, via google form.

7. Date of next meeting

Rob Hailman will send out an email to determine the date of the next meeting.

7. Any other business

Discussion of a date for an in-person board gathering / social: Friday December 16th for Friday Fivers, location TBA.

8. Adjournment

Meeting adjourns approximately 4:15pm

Operations Report – December 14, 2022

Jill Staveley – Director of Programming:

- Programmer Complaint (via email, not official). Went into the process whereby we inform the programmers regarding the complaint, engage the Programming Committee with the task to consider the complaint while listening to the content in question, meet with the programmers to discuss the complaint and determine if any steps need to be taken regarding the programming style and delivery, and then respond to the complainant with our perspective and defense. The spirit of the process is to defend the programmers rights to communicate lawfully on the radio. As the Director of Programming, I am hired by the board to defend these rights to the letter of the law. In this case it was determined that the programme in question was not meeting their obligations to adhere to community standards for their broadcast time of day, and they would be mindful of this requirement going forward, including issuing a listener warning at the beginning/middle of their show if they planned to push the lines of comedic delivery and farce.
- Wonky Libretime, has happened twice now. Basically something glitches, and programming goes off by the length of a track (that should be cut off), and Rob needs to reboot the server. Pain in the butt.
- Started working with NCCYL to provide training for their monthly show to amplify young newcomer voices on the airwaves.
- Started working with Ms Laton's Grade 4/5 Class to engage with songwriting about the Winter Solstice to include as a recording for Dec 21st, and throughout the Entre Season.
- Submitted application for CRFC Local Journalism Initiative, applying for funds to hire a full-time journalist to create locally reflective news content/coverage that engages a wider diversity of voices, specifically with goals to view our local civic institutions and their processes from Indigenous, Student, New Canadian lenses
- CUST3931H will be using Trent Radio space for workshop seminars on Fridays (3 hours). Each student will pay a \$75 course fee which provides them with access to purchase headphones at a subsidized rate and will cover space rental fees for the course time/blocked off booking. (Fridays
- Squirrels still in attic. Orkin to install one way door at entrance hole. One way door installed - squirrels still in the attic.
- Working with Charlie Glasspool's Geography class to create a radio segment for the Winter Solstice Radio Project Day (4-9pm WED DEC 21). 2 sessions
- Mridul Harbhajanka will be finishing TI contract, and joining us in January to work for the term to support the day to day operations of Trent Radio. An official job title has not yet been determined.

Rob Hailman, Director of Operations:

- Working part-time (16h/week) since Oct 31 on partial family leave of absence – so far this seems manageable and I anticipate will continue for the foreseeable future.
- CRTC annual return filed without issue on November 23

- Financial process changes:
 - Move to standing approvals & automated payroll – as most pay periods are the same, rather than seeking board approval for each pay period, only changes from the typical pay will need explicit approval each pay period
 - Accounts payable through Plooto is up and running, have processed some payments successfully with approvals gathered & payments sent electronically
 - Application for Float (corporate VISA cards) has been submitted, waiting for approval and intend to implement in new year
 - After financial review, Jason Watson has suggested meeting in the new year to review & document our financial processes and controls, to provide assurances & improve systems rather than because of any issues identified. We discussed this last year as well but fell off radar before an appointment could be arranged. Depending on scope, may be no additional cost to Trent Radio (but money well spent if needed)
- Planning for December shutdown technical maintenance underway. Largely the usual maintenance & upgrades – plus ensuring StudioC is set up with needed computers & other gear for workshops in January

Trent Radio

Balance Sheet

As of November 30, 2022

	TOTAL		
	AS OF NOV. 30, 2022	AS OF NOV. 30, 2021 (PP)	CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	337,143.50	316,948.79	20,194.71
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	873.59	808.69	64.90
1160 Petty Cash - Programming	0.00	376.54	-376.54
12000 CanadaHelps Clearing	39.84	-181.37	221.21
12001 Undeposited Funds	0.00	539.00	-539.00
Total Cash and Cash Equivalent	\$338,060.55	\$318,495.27	\$19,565.28
Accounts Receivable (A/R)			
1200 Accounts Receivable	5,569.85	1,107.05	4,462.80
Total Accounts Receivable (A/R)	\$5,569.85	\$1,107.05	\$4,462.80
1201 Allowance for Doubtful Accounts	-800.00		-800.00
1300 Prepaid Expenses	0.00	526.76	-526.76
Total Current Assets	\$342,830.40	\$320,129.08	\$22,701.32
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	-156,332.00	-153,947.25	-2,384.75
1580 Office Equipment	28,500.31	20,774.21	7,726.10
1590 Accum Depr - Furn and Equip	-21,546.82	-20,774.21	-772.61
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-319,069.86	-312,987.30	-6,082.56
1620 Technical Renovations	9,913.00	9,913.00	0.00
Total Property, plant and equipment	\$98,517.74	\$100,031.56	\$ -1,513.82
Total Non Current Assets	\$98,517.74	\$100,031.56	\$ -1,513.82
Total Assets	\$441,348.14	\$420,160.64	\$21,187.50
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	7,243.94	24,055.51	-16,811.57
Total Accounts Payable (A/P)	\$7,243.94	\$24,055.51	\$ -16,811.57
2220 Deferred Revenue	910.00	910.00	0.00
2240 Accrued Liabilities	4,463.50	4,463.50	0.00
2500 Payroll Liabilities			
2510 WSIB Payable	86.19	118.70	-32.51
2580 Federal Taxes	3,132.08	4,567.39	-1,435.31
Total 2500 Payroll Liabilities	3,218.27	4,686.09	-1,467.82
25500 GST/HST Payable	-1,539.43	-3,291.74	1,752.31

	TOTAL		
	AS OF NOV. 30, 2022	AS OF NOV. 30, 2021 (PP)	CHANGE
Total Current Liabilities	\$14,296.28	\$30,823.36	\$ -16,527.08
Total Liabilities	\$14,296.28	\$30,823.36	\$ -16,527.08
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	296,121.10	257,112.51	39,008.59
Net income	20,892.16	22,186.17	-1,294.01
Total Equity	\$427,051.86	\$389,337.28	\$37,714.58
Total Liabilities and Equity	\$441,348.14	\$420,160.64	\$21,187.50

Trent Radio

Profit and Loss

September - November, 2022

	TOTAL		
	SEP - NOV., 2022	SEP - NOV., 2021 (PP)	CHANGE
INCOME			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs		9,130.00	-9,130.00
Total 4090 Federal Grants		9,130.00	-9,130.00
4160 Provincial Grants			
4155 Other Provincial	-9.23		-9.23
Total 4160 Provincial Grants	-9.23		-9.23
4190 Municipal Grants			
		6,000.00	-6,000.00
Total 4000 GOVERNMENT FUNDING	-9.23	15,130.00	-15,139.23
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada		29,880.00	-29,880.00
Total 4230 Foundations & Service Groups		29,880.00	-29,880.00
4240 Individual Donations			
	380.10	613.96	-233.86
4310 Trent Student Memberships			
	101,632.47	94,520.09	7,112.38
4330 Commercial & Non-profit Mships			
	100.00	200.00	-100.00
4340 Individual Memberships			
	725.00	795.00	-70.00
Total 4200 DONATIONS & FUNDRAISING	102,837.57	126,009.05	-23,171.48
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	2,000.00	1,250.00	750.00
Total 4630 Net On Air Sponsorship - Local	2,000.00	1,250.00	750.00
4660 On Air Time Sales - National			
	2,068.15	307.05	1,761.10
4725 Net Merchandise Sales			
4720 Merchandise Sales	70.00	102.00	-32.00
Total 4725 Net Merchandise Sales	70.00	102.00	-32.00
4750 Rental Income			
	2,925.00	2,829.12	95.88
4770 Production Services			
		900.00	-900.00
4790 Misc. Earned Revenue			
		60.00	-60.00
Total 4500 EARNED REVENUE	7,063.15	5,448.17	1,614.98
Uncategorized Income			
	25.00		25.00
Total Income	\$109,916.49	\$146,587.22	\$ -36,670.73
GROSS INCOME	\$109,916.49	\$146,587.22	\$ -36,670.73
EXPENSES			
5000 SALARIES & BENEFITS			
5010 Programming Wage			
	22,885.99	32,283.80	-9,397.81
5030 Technical Wage			
	5,934.84	6,164.30	-229.46
5070 Administrative Wage			
	11,613.56	13,529.10	-1,915.54
5075 Trent Annual Payroll			
	19,467.10	15,794.31	3,672.79
5080 Employee Benefits			
	3,714.74	4,641.52	-926.78
5086 WSIB Expense			
	143.82	163.46	-19.64

	TOTAL		
	SEP - NOV., 2022	SEP - NOV., 2021 (PP)	CHANGE
5090 CPP & EI Employer Expense	3,872.36	4,369.90	-497.54
Total 5000 SALARIES & BENEFITS	67,632.41	76,946.39	-9,313.98
6000 ADMINISTRATION			
6010 Contract Staff - Admin	1,427.20	1,058.91	368.29
6030 Audit	4,313.51	4,105.63	207.88
6040 Bank Charges	116.75	114.10	2.65
6045 Bldg Repair & Maint - TR	3,124.00	2,824.05	299.95
6050 Bldg Repair & Maint - Upper Apt	175.03		175.03
6060 Insurance & Security	5,016.32	4,344.16	672.16
6072 Management Services Expense		16,930.96	-16,930.96
6080 Memberships & Subscriptions	1,860.35	1,461.88	398.47
6085 Office Equipment & Software	986.38	376.85	609.53
6090 Office Supplies	467.54	382.42	85.12
6110 Telephone	233.91	233.69	0.22
6115 Travel & Conference		60.00	-60.00
6120 Utilities	869.21	938.34	-69.13
Total 6000 ADMINISTRATION	18,590.20	32,830.99	-14,240.79
6500 PROGRAMMING			
6515 Artist Fees		6,500.00	-6,500.00
6530 Licences & Tariffs	724.55	918.50	-193.95
6540 Workshop Fees & Expenses	31.18	1,020.00	-988.82
Total 6500 PROGRAMMING	755.73	8,438.50	-7,682.77
7000 TECHNICAL			
7010 Contract Staff - Technical		493.70	-493.70
7020 Equipment Acquisition - Tech	300.72	2,143.15	-1,842.43
7050 Line Rental	1,396.77	1,469.52	-72.75
Total 7000 TECHNICAL	1,697.49	4,106.37	-2,408.88
7500 MARKETING & PROMOTION			
7520 Advertising	348.50	2,078.80	-1,730.30
Total 7500 MARKETING & PROMOTION	348.50	2,078.80	-1,730.30
Total Expenses	\$89,024.33	\$124,401.05	\$ -35,376.72
NET INCOME	\$20,892.16	\$22,186.17	\$ -1,294.01