

**TRENT RADIO BoD AGENDA**  
**16 March 2022 – 6:00pm**  
**to be held via teleconference**

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements & budget update
5. Arthur levy petition/referendum & Trent Radio response
6. Committee planning
7. Strategic planning
8. Date of next meeting
9. Any other business
10. Adjournment

**TRENT RADIO**  
**Board of Directors MINUTES**  
**16 February 2023 – 6:00PM via teleconference**

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

**Regrets:** Trinity Torrejos

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

Andréanna Sullivan chairs the meeting. Meeting called to order at 6:04pm.

*Motion to approve the agenda moved by Sebastian, seconded by Bill & carried*

**2. Approval of previous minutes (19 January 2022)**

*Motion to approve minutes of January 19<sup>th</sup> meeting moved by Bill, seconded by Sebastian & carried*

**3. Operations reports:** Jill & Rob presented operations reports.

**4. Financial reports:** Rob presented financial report.

**5. Committee reports**

Committee nominations established as follows:

- **Nominating Committee:** Has not met yet, aware of need. Andréanna suggests table at upcoming events.
- **HR Committee:** Need to ensure staff is aware of Andréanna as board contact,
- **Programming Committee:** Dealing with things as they come up. Approved two submissions for community radio awards.
- **By-law Review Committee:** Started process, next meeting March 2
- **Financial Planning Committee:** To meet before next meeting, Alissa to coordinate. Tim volunteers to join the financial planning committee.
- **RPM Challenge Committee:** working towards listening party on March 24

**6. Strategic plan**

- Next steps: reflect on activities and measurements for reflection at next meeting. Plan to keep strategic plan on agenda as monthly check in.
- Sebastian to take job descriptions and convert to google doc for continued discussion at next meeting

**7. Date of next meeting:** next meeting to be held March 16 at 6:00pm via Zoom.

**8. Any other business**

- None

**9. Adjournment**

Meeting adjourns 6:45 PM

## Operations Report – March 16, 2023

Jill Staveley – Director of Programming:

- On-air fundraiser/appreciation?
- In person Trent Radio Talent Show (At the new Traill outdoor stage)?
- Working on Fake News PSA Campaign
- City of Peterborough Grant - recommended for \$9,900 (to purchase gear for remote production)
- Radio Salons 4 in March, featuring
  - John Morris (accessibility & music collections and community radio); mar 12
  - Alex Campagnolo (archiving and physical space - how to pick what to keep, and how to search Trent Radio's vinyl archive);
  - Neal D Retke - audio art & pirate radio; SAT MAR 04
  - Jacob Hannah - how Trent U influenced Trent Radio Music Experience Wed MAR 08
- LJI Plans - Partnership with Ptbo Currents (Will Pearson) to help guide the project for \$1000/month.

Rob Hailman, Director of Operations:

- Applied to Community Services Recovery Fund – application through United Way for funding from Department of Heritage.
  - Applied for \$100,000 for planning & consulting around future capital planning for accessibility improvements and digital studio upgrades
  - Funding to hire architect, accessibility consultant, and broadcast engineers to design plans
- Draft MOU between levy groups and university on hold pending further feedback from TCSA lawyer, no communication from the TCSA about timeline.
- Intermittent issues with right channel of our broadcast signal losing volume. Based on behaviour it's a faulty cable or device in the audio processing rack in Studio B
  - Finding time to chase it down around our broadcast schedule has been challenging.
  - Since it's an intermittent issue, may be difficult to track down & resolve

# Trent Radio

## Balance Sheet

As of February 28, 2023

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1100 Chequing - Bank of Montreal	270,973.28
1110 Tangerine Savings	3.62
1115 Paypal	873.59
1160 Petty Cash - Programming	0.00
1170 Petty Cash - Admin	0.00
12000 CanadaHelps Clearing	30.89
PLCLCAD Plooto Clearing	0.00
12001 Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$271,881.38</b>
Accounts Receivable (A/R)	
1200 Accounts Receivable	65,997.60
<b>Total Accounts Receivable (A/R)</b>	<b>\$65,997.60</b>
1201 Allowance for Doubtful Accounts	-800.00
1300 Prepaid Expenses	1,503.68
<b>Total Current Assets</b>	<b>\$338,582.66</b>
Non-current Assets	
Property, plant and equipment	
1520 Land	10,000.00
1560 Buildings and Improvements	213,566.01
1570 Accum Depr - Building	-156,332.00
1580 Office Equipment	28,500.31
1590 Accum Depr - Furn and Equip	-21,546.82
1600 Technical Equipment	333,487.10
1610 Accum Dep'n - Technical	-319,069.86
1620 Technical Renovations	9,913.00
<b>Total Property, plant and equipment</b>	<b>\$98,517.74</b>
<b>Total Non Current Assets</b>	<b>\$98,517.74</b>
<b>Total Assets</b>	<b>\$437,100.40</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2200 Accounts Payable	2,890.44
<b>Total Accounts Payable (A/P)</b>	<b>\$2,890.44</b>
2220 Deferred Revenue	910.00
2240 Accrued Liabilities	4,463.50
2500 Payroll Liabilities	
2505 Direct Deposit Payable	0.00
2510 WSIB Payable	84.55
2580 Federal Taxes	3,298.33

	TOTAL
<b>Total 2500 Payroll Liabilities</b>	<b>3,382.88</b>
25500 GST/HST Payable	-2,856.88
Receiver General Suspense	0.00
<b>Total Current Liabilities</b>	<b>\$8,789.94</b>
Non-current Liabilities	
2720 Long Term Loan - J.K. Muir	0.00
<b>Total Non-current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$8,789.94</b>
Equity	
30000 Opening Balance Equity	110,038.60
Retained Earnings	296,121.10
Net income	22,150.76
<b>Total Equity</b>	<b>\$428,310.46</b>
<b>Total Liabilities and Equity</b>	<b>\$437,100.40</b>

# Trent Radio

## Profit and Loss

September 2022 - February 2023

	TOTAL
<b>INCOME</b>	
4000 GOVERNMENT FUNDING	
4160 Provincial Grants	
4155 Other Provincial	4,552.53
<b>Total 4160 Provincial Grants</b>	<b>4,552.53</b>
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>4,552.53</b>
4200 DONATIONS & FUNDRAISING	
4220 Corporations	500.00
4240 Individual Donations	3,702.43
4310 Trent Student Memberships	101,632.47
4330 Commercial & Non-profit Mships	100.00
4340 Individual Memberships	900.00
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>106,834.90</b>
4500 EARNED REVENUE	
4630 Net On Air Sponsorship - Local	
4610 On Air Sponsorship - Local	2,000.00
<b>Total 4630 Net On Air Sponsorship - Local</b>	<b>2,000.00</b>
4660 On Air Time Sales - National	3,054.25
4725 Net Merchandise Sales	
4720 Merchandise Sales	170.00
<b>Total 4725 Net Merchandise Sales</b>	<b>170.00</b>
4750 Rental Income	5,850.00
4760 Mgmt Services - Trent Annual	57,988.26
4770 Production Services	20.00
<b>Total 4500 EARNED REVENUE</b>	<b>69,082.51</b>
<b>Total Income</b>	<b>\$180,469.94</b>
<b>GROSS INCOME</b>	<b>\$180,469.94</b>
<b>EXPENSES</b>	
5000 SALARIES & BENEFITS	
5010 Programming Wage	45,537.15
5030 Technical Wage	7,272.24
5070 Administrative Wage	18,894.50
5075 Trent Annual Payroll	40,069.54
5080 Employee Benefits	3,714.74
5086 WSIB Expense	284.19
5090 CPP & EI Employer Expense	7,150.56
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>122,922.92</b>
6000 ADMINISTRATION	
6010 Contract Staff - Admin	2,743.09
6030 Audit	4,313.51
6040 Bank Charges	226.73
6045 Bldg Repair & Maint - TR	3,477.60
6050 Bldg Repair & Maint - Upper Apt	213.90
6060 Insurance & Security	4,475.11

	TOTAL
6080 Memberships & Subscriptions	1,860.35
6085 Office Equipment & Software	1,575.67
6090 Office Supplies	519.50
6095 Postage & Courier	142.89
6100 Printing & Design - Admin	112.26
6105 Professional Development	4,417.45
6110 Telephone	474.42
6120 Utilities	2,384.50
6130 Misc. Admin. Expense	0.00
<b>Total 6000 ADMINISTRATION</b>	<b>26,936.98</b>
6500 PROGRAMMING	
6530 Licences & Tariffs	1,724.49
6540 Workshop Fees & Expenses	31.18
<b>Total 6500 PROGRAMMING</b>	<b>1,755.67</b>
7000 TECHNICAL	
7020 Equipment Acquisition - Tech	3,111.92
7050 Line Rental	2,793.54
<b>Total 7000 TECHNICAL</b>	<b>5,905.46</b>
7500 MARKETING & PROMOTION	
7520 Advertising	798.15
<b>Total 7500 MARKETING &amp; PROMOTION</b>	<b>798.15</b>
<b>Total Expenses</b>	<b>\$158,319.18</b>
<b>NET INCOME</b>	<b>\$22,150.76</b>

Trent Radio - Budget YE2023 // update at 20230228

Prepared 20230309 RHailman

Income

**4000 - GOVERNMENT FUNDING**

	Budget YE23	Actual YE23 to Feb28	% of budget
4090 - Federal Grants			
4010 - Canada Summer Jobs	\$ 19,479.26	\$ -	0.00%
<b>Total 4090 - Federal Grants</b>	<b>\$ 19,479.26</b>	<b>\$ -</b>	<b>0.00%</b>
4160 - Provincial Grants			
4155 - Other Provincial	\$ 7,600.00	\$ 4,552.53	59.90%
<b>Total 4160 - Provincial Grants</b>	<b>\$ 7,600.00</b>	<b>\$ 4,552.53</b>	<b>59.90%</b>
4190 - Municipal Grants			
4170 - City of Peterborough	\$ 1,500.00	\$ -	0.00%
4185 - Other Municipal	\$ -	\$ -	0.00%
<b>Total 4190 - Municipal Grants</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total 4000 - GOVERNMENT FUNDING</b>	<b>\$ 28,579.26</b>	<b>\$ 4,552.53</b>	<b>15.93%</b>

**4200 - DONATIONS & FUNDRAISING**

4230 - Foundations			
4231 - Community Radio Fund of Canada	\$ -	\$ -	0.00%
4230 - Foundations - Other	\$ -	\$ -	0.00%
<b>Total 4230 - Foundations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
4220 - Corporations	\$ -	\$ 500.00	0.00%
4240 - Individual Donations	\$ 25,000.00	\$ 3,702.43	14.81%
4310 - Trent Student Memberships	\$ 200,000.00	\$ 101,632.47	50.82%
4330 - Commercial & Non-profit Mships	\$ 400.00	\$ 100.00	25.00%
4340 - Individual Memberships	\$ 1,000.00	\$ 900.00	90.00%
4470 - Net Fundraising Events Revenue			
4450 - Fundraising Events	\$ 5,000.00	\$ -	0.00%
4460 - Fundraising Events Expense	\$ (750.00)	\$ -	0.00%
<b>Total 4470 - Net Fundraising Events Revenue</b>	<b>\$ 4,250.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total 4200 - DONATIONS &amp; FUNDRAISING</b>	<b>\$ 230,650.00</b>	<b>\$ 106,834.90</b>	<b>46.32%</b>

**4500 - EARNED REVENUE**

4630 - Net On Air Sponsorship - Local			
4610 - On Air Sponsorship - Local	\$ 2,000.00	\$ 2,000.00	100.00%
4620 - On Air Sponsorship Expense	\$ -	\$ -	0.00%
<b>Total 4630 - Net On Air Sponsorship - Local</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>100.00%</b>
4660 - On Air Time Sales - National	\$ -	\$ 3,054.25	0.00%
4725 - Net Merchandise Sales			
4720 - Merchandise Sales	\$ 750.00	\$ 170.00	22.67%
4722 - Merchandise Sales Expense	\$ (250.00)	\$ -	0.00%
<b>Total 4725 - Net Merchandise Sales</b>	<b>\$ 500.00</b>	<b>\$ 170.00</b>	<b>34.00%</b>
4750 - Rental Income	\$ -	\$ 5,850.00	0.00%
4760 - Mgmt Services - Trent Annual	\$ 110,256.51	\$ 57,988.26	52.59%
4770 - Production Services	\$ 1,500.00	\$ 20.00	1.33%
<b>Total 4500 - EARNED REVENUE</b>	<b>\$ 114,256.51</b>	<b>\$ 69,082.51</b>	<b>60.46%</b>
49900 - Uncategorized Income	\$ -	\$ -	0.00%
<b>Total Income</b>	<b>\$ 373,485.77</b>	<b>\$ 180,469.94</b>	<b>48.32%</b>

Expense

**5000 - SALARIES & BENEFITS**

5010 - Programming Wage	\$ 117,799.17	\$ 45,537.15	38.66%
5030 - Technical Wage	\$ 28,977.29	\$ 7,272.24	25.10%
5070 - Administrative Wage	\$ 44,579.28	\$ 18,894.50	42.38%
5075 - Trent Annual Payroll	\$ 55,848.91	\$ 40,069.54	71.75%
5080 - Employee Benefits	\$ 5,250.00	\$ 3,714.74	70.76%
5086 - WSIB Expense	\$ -	\$ 284.19	0.00%
5090 - CPP & EI Employer Expense	\$ 19,509.39	\$ 7,150.56	36.65%
5000 - SALARIES & BENEFITS - Other	\$ -	\$ -	0.00%
<b>Total 5000 - SALARIES &amp; BENEFITS</b>	<b>\$ 271,964.04</b>	<b>\$ 122,922.92</b>	<b>45.20%</b>

**6000 - ADMINISTRATION**

6010 - Contract Staff - Admin	\$ 3,750.00	\$ 2,743.09	73.15%
6030 - Audit	\$ 4,100.00	\$ 4,313.51	105.21%
6040 - Bank Charges	\$ 525.00	\$ 226.73	43.19%
6045 - Bldg Repair & Maint - TR	\$ 10,000.00	\$ 3,477.60	34.78%
6050 - Bldg Repair & Maint - Upper Apt	\$ 2,000.00	\$ 213.90	10.70%
6055 - Depreciation	\$ 11,000.00	\$ -	0.00%
6060 - Insurance & Security	\$ 4,200.00	\$ 4,475.11	106.55%
6070 - Legal & Other Professional	\$ 1,000.00	\$ -	0.00%



6072 · Management Services Expense	\$ 25,000.00	\$ -	0.00%
6075 · Meeting Expenses	\$ 200.00	\$ -	0.00%
6080 · Memberships & Subscriptions	\$ 2,600.00	\$ 1,860.35	71.55%
6085 · Office Equipment & Software	\$ 750.00	\$ 1,575.67	210.09%
6090 · Office Supplies	\$ 1,000.00	\$ 519.50	51.95%
6095 · Postage & Courier	\$ -	\$ 142.89	—
6100 · Printing & Design - Admin	\$ -	\$ 112.26	—
6105 · Professional Development	\$ 5,000.00	\$ 4,417.45	88.35%
6110 · Telephone	\$ 950.00	\$ 474.42	49.94%
6115 · Travel & Conference	\$ 1,000.00	\$ -	0.00%
6120 · Utilities	\$ 4,500.00	\$ 2,384.50	52.99%
6125 · Volunteer Expenses	\$ 1,000.00	\$ -	0.00%
6130 · Misc. Admin. Expense	\$ 1,000.00	\$ -	0.00%
<b>Total 6000 · ADMINISTRATION</b>	<b>\$ 79,575.00</b>	<b>\$ 26,936.98</b>	<b>33.85%</b>
<b>6500 · PROGRAMMING</b>			
6515 · Artist Fees	\$ 5,000.00	\$ -	0.00%
6525 · Hospitality & Reception	\$ -	\$ -	—
6530 · Licences & Tariffs	\$ 2,600.00	\$ 1,724.49	66.33%
6535 · Programming Expenses	\$ -	\$ -	—
6540 · Workshop Fees & Expenses	\$ -	\$ 31.18	—
6545 · Misc. Programming Expense	\$ -	\$ -	—
<b>Total 6500 · PROGRAMMING</b>	<b>\$ 7,600.00</b>	<b>\$ 1,755.67</b>	<b>23.10%</b>
<b>7000 · TECHNICAL</b>			
7010 · Contract Staff - Technical	\$ 1,000.00	\$ -	0.00%
7020 · Equipment Acquisition - Tech	\$ 3,000.00	\$ 3,111.92	103.73%
7040 · Equipment Repair & Maint - Tech	\$ 2,000.00	\$ -	0.00%
7050 · Line Rental	\$ 5,500.00	\$ 2,793.54	50.79%
<b>Total 7000 · TECHNICAL</b>	<b>\$ 11,500.00</b>	<b>\$ 5,905.46</b>	<b>51.35%</b>
<b>7500 · MARKETING &amp; PROMOTION</b>			
7520 · Advertising	\$ 1,560.00	\$ 798.15	51.16%
7530 · Design & Printing	\$ -	\$ -	—
7540 · Postage - Marketing	\$ -	\$ -	—
7550 · Misc. Marketing Expense	\$ -	\$ -	—
<b>Total 7500 · MARKETING &amp; PROMOTION</b>	<b>\$ 1,560.00</b>	<b>\$ 798.15</b>	<b>51.16%</b>
<b>Total Expense</b>	<b>\$ 372,199.04</b>	<b>\$ 158,319.18</b>	<b>42.54%</b>
<b>Net Income</b>	<b>\$ 1,286.73</b>	<b>\$ 22,150.76</b>	<b>1721.48%</b>
Non-cash expenses	\$ 11,000.00	\$ -	0.00%
Capital contributions	\$ -	\$ -	—
<b>Net Cash Flow</b>	<b>\$ 12,286.73</b>	<b>\$ 22,150.76</b>	<b>180.28%</b>