

TRENT RADIO BoD AGENDA
6 June 2023 – 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. Spring 2022 end-of-season reports
 - Spring 2023 Programming Report
 - Student staff reports
6. Committee planning
7. Strategic planning
8. Date of next meeting
9. Any other business
10. Adjournment

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

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

Regrets: Henry Allen, Bill Templeman, 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 (16 February 2023)

Motion to approve minutes of February 16th meeting moved by Alissa, seconded by Sebastian & carried

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

4. Financial reports: Rob presented financial report and budget update. Discussion around wages, and pursuing certification through the Ontario Living Wage Network.

Motion to immediately increase student wages to the current living wage of \$19.05/hour, moved by Alissa, seconded by Sebastian & carried.

Motion for staff to investigate Living Wage Certification, moved by Alissa, seconded by Sebastian & carried.

5. Arthur levy petition & Trent Radio response:

- Rob presented update that petition was deemed invalid and question is not going to petition
- Jill expressed gratitude for Levy Council, working collectively & constructively
- TCSA has expressed commitment to review process & bylaws
- Staff sees this advocacy as role of Trent Radio in levy community, as established group with full-time staff
- Sebastian, as Arthur staff, was limited in ability to speak up publicly
 - Trent Radio's show of solidarity was very helpful
 - Petition campaign made Arthur staff feel unsafe on campus, which should never happen
 - Arthur won on this one issue, but students (especially in media) should always feel safe on campus & dealing with their student union.

6. Committee planning

- Bylaw review committee: started reviewing bylaws, process is on track
- Financial planning committee: met to review financial solution. Multiple years of surplus, and should create a contingency reserve fund

- Target of one year of expenses, beginning by setting 50% of accumulated surplus in September
- Nominating committee: suggestion to do outreach at listening party
- Programming committee: will be busy as proposals go out for start of season in May, will need support at that time
- Hiring committee: Andréanna volunteers to help with upcoming hiring

7. Strategic planning

- Permanent hiring: does it make sense to postpone again? From discussion, yes, with options for managing summer and ensuring Jill's upcoming vacation is covered

8. Date of next meeting: next meeting to be held week of April 10-14, with date to be determined by email.

9. Any other business

- None

10. Adjournment

Meeting adjourns 7:11 PM

Operations Report – prepared June 2, 2023

Director of Programming – Jill Staveley:

- Hired for LJI (Eddy Sweeney), TWESP Student Outreach (David King)
- Mimi started full time as front line programmer support & outreach
- New Season up and running with live programming on TU/WE/TH, as well as self support live on Fri & Saturday evenings
- CD player failure – replaced with new decks
- Tech issues with studio b microphone/turret switch. Needs replacement.
- Radio On The Go – WED W 12:30 weekly from student centre
- Stickers & buttons made for outreach

Director of Operations – Rob Hailman:

- Returned from bereavement leave May 22 – back to full time, approximately 50% on site
 - Thrilled to have Mimi, Eddy & David on staff – returned while Jill was on vacation to find Trent Radio buzzing along wonderfully
- Air conditioner failed to start up when turned on for the season on May 31
 - Called in GasCo who installed it last year – determined the outside low-voltage wiring had been removed (stolen) some point over the winter
 - Likely stolen to sell for scrap (though worth less than a dollar) – probably planned to steal pipes (as happened elsewhere in town this winter) instead but weren't able to.
 - New wires run and AC in working order, waiting for invoice
- Started 2024 budgeting with Jill – will have draft to share at next board meeting
- Planning vacation to BC starting June 10, return date TBD (likely 10 days or so)

Trent Radio

Balance Sheet

As of April 30, 2023

	TOTAL		
	AS OF APR. 30, 2023	AS OF AUG. 31, 2022 (PP)	CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	231,645.76	207,305.43	24,340.33
1110 Tangerine Savings	3.62	3.62	0.00
1115 Paypal	873.59	873.59	0.00
12000 CanadaHelps Clearing	30.89	39.84	-8.95
Total Cash and Cash Equivalent	\$232,553.86	\$208,222.48	\$24,331.38
Accounts Receivable (A/R)			
1200 Accounts Receivable	181,925.12	105,852.70	76,072.42
Total Accounts Receivable (A/R)	\$181,925.12	\$105,852.70	\$76,072.42
1201 Allowance for Doubtful Accounts	-800.00	-800.00	0.00
1300 Prepaid Expenses	1,503.68	3,318.26	-1,814.58
Total Current Assets	\$415,182.66	\$316,593.44	\$98,589.22
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	-156,332.00	0.00
1580 Office Equipment	28,500.31	28,500.31	0.00
1590 Accum Depr - Furn and Equip	-21,546.82	-21,546.82	0.00
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-319,069.86	-319,069.86	0.00
1620 Technical Renovations	9,913.00	9,913.00	0.00
Total Property, plant and equipment	\$98,517.74	\$98,517.74	\$0.00
Total Non Current Assets	\$98,517.74	\$98,517.74	\$0.00
Total Assets	\$513,700.40	\$415,111.18	\$98,589.22
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	2,672.86	6,665.99	-3,993.13
Total Accounts Payable (A/P)	\$2,672.86	\$6,665.99	\$ -3,993.13
2220 Deferred Revenue	910.00	960.00	-50.00
2240 Accrued Liabilities	4,463.50	4,463.50	0.00
2500 Payroll Liabilities			
2510 WSIB Payable	42.64	69.18	-26.54
2580 Federal Taxes	3,208.15	3,990.92	-782.77
Total 2500 Payroll Liabilities	3,250.79	4,060.10	-809.31
25500 GST/HST Payable	-3,337.43	-513.50	-2,823.93
Receiver General Suspense	0.00	-6,684.61	6,684.61
Total Current Liabilities	\$7,959.72	\$8,951.48	\$ -991.76

	TOTAL		
	AS OF APR. 30, 2023	AS OF AUG. 31, 2022 (PP)	CHANGE
Total Liabilities	\$7,959.72	\$8,951.48	\$ -991.76
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	296,121.10	296,121.10	0.00
Net income	99,580.98		99,580.98
Total Equity	\$505,740.68	\$406,159.70	\$99,580.98
Total Liabilities and Equity	\$513,700.40	\$415,111.18	\$98,589.22

Trent Radio

Income Statement

September 2022 - April 2023

	TOTAL		
	SEP. 2022 - APR. 2023	SEP. 2021 - APR. 2022 (PP)	CHANGE
INCOME			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs		13,338.00	-13,338.00
Total 4090 Federal Grants		13,338.00	-13,338.00
4160 Provincial Grants			
4155 Other Provincial	7,990.78	10,385.45	-2,394.67
Total 4160 Provincial Grants	7,990.78	10,385.45	-2,394.67
4190 Municipal Grants			
4170 City of Peterborough	9,900.00	3,250.00	6,650.00
Total 4190 Municipal Grants	9,900.00	9,250.00	650.00
Total 4000 GOVERNMENT FUNDING	17,890.78	32,973.45	-15,082.67
4200 DONATIONS & FUNDRAISING			
4220 Corporations			
	500.00		500.00
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada		53,429.54	-53,429.54
Total 4230 Foundations & Service Groups		53,429.54	-53,429.54
4240 Individual Donations	3,961.99	3,777.33	184.66
4310 Trent Student Memberships	198,482.23	187,315.66	11,166.57
4330 Commercial & Non-profit Mships	100.00	400.00	-300.00
4340 Individual Memberships	950.00	895.00	55.00
Total 4200 DONATIONS & FUNDRAISING	203,994.22	245,817.53	-41,823.31
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	2,000.00	2,000.00	0.00
Total 4630 Net On Air Sponsorship - Local	2,000.00	2,000.00	0.00
4660 On Air Time Sales - National	4,609.25	4,751.72	-142.47
4725 Net Merchandise Sales			
4720 Merchandise Sales	250.00	534.00	-284.00
4722 Merchandise Sales Expense		-571.03	571.03
Total 4725 Net Merchandise Sales	250.00	-37.03	287.03
4750 Rental Income	7,680.00	7,648.07	31.93
4760 Mgmt Services - Trent Annual	71,643.02		71,643.02
4770 Production Services	1,259.75	900.00	359.75
4790 Misc. Earned Revenue		60.30	-60.30
Total 4500 EARNED REVENUE	87,442.02	15,323.06	72,118.96
Total Income	\$309,327.02	\$294,114.04	\$15,212.98
GROSS INCOME	\$309,327.02	\$294,114.04	\$15,212.98
EXPENSES			
5000 SALARIES & BENEFITS			
5010 Programming Wage			
	67,224.48	86,088.58	-18,864.10
5030 Technical Wage			
	11,284.44	17,505.30	-6,220.86

	TOTAL		
	SEP. 2022 - APR. 2023	SEP. 2021 - APR. 2022 (PP)	CHANGE
5070 Administrative Wage	22,025.12	33,028.57	-11,003.45
5075 Trent Annual Payroll	52,943.38	44,494.36	8,449.02
5080 Employee Benefits	3,714.74	4,641.52	-926.78
5086 WSIB Expense	384.08	433.77	-49.69
5090 CPP & EI Employer Expense	9,913.69	11,634.53	-1,720.84
Total 5000 SALARIES & BENEFITS	167,489.93	197,826.63	-30,336.70
6000 ADMINISTRATION			
6010 Contract Staff - Admin	3,620.35	2,618.01	1,002.34
6030 Audit	4,313.51	4,105.63	207.88
6040 Bank Charges	317.98	946.06	-628.08
6045 Bldg Repair & Maint - TR	4,761.24	12,633.75	-7,872.51
6050 Bldg Repair & Maint - Upper Apt	213.90	1,529.63	-1,315.73
6060 Insurance & Security	4,475.11	4,344.16	130.95
6072 Management Services Expense		20,066.57	-20,066.57
6075 Meeting Expenses		180.00	-180.00
6080 Memberships & Subscriptions	1,860.35	2,644.59	-784.24
6085 Office Equipment & Software	1,575.67	584.73	990.94
6090 Office Supplies	691.15	1,180.66	-489.51
6095 Postage & Courier	142.89		142.89
6100 Printing & Design - Admin	112.26	11.50	100.76
6105 Professional Development	4,417.45	4,417.45	0.00
6110 Telephone	630.18	545.25	84.93
6115 Travel & Conference	7.00	399.85	-392.85
6120 Utilities	2,796.33	2,693.97	102.36
Total 6000 ADMINISTRATION	29,935.37	58,901.81	-28,966.44
6500 PROGRAMMING			
6505 Contract Staff - Programming	1,000.00		1,000.00
6515 Artist Fees	250.00	19,000.00	-18,750.00
6525 Hospitality & Reception	538.71		538.71
6530 Licences & Tariffs	1,724.49	3,247.30	-1,522.81
6535 Programming Expenses		152.26	-152.26
6540 Workshop Fees & Expenses	31.18	1,920.00	-1,888.82
6545 Misc. Programming Expense		9.26	-9.26
Total 6500 PROGRAMMING	3,544.38	24,328.82	-20,784.44
7000 TECHNICAL			
7010 Contract Staff - Technical		493.70	-493.70
7020 Equipment Acquisition - Tech	3,158.29	7,020.79	-3,862.50
7050 Line Rental	3,724.72	3,641.54	83.18
Total 7000 TECHNICAL	6,883.01	11,156.03	-4,273.02
7500 MARKETING & PROMOTION			
7520 Advertising	798.15	2,078.80	-1,280.65
7530 Design & Printing	1,095.20	33.12	1,062.08
7540 Postage - Marketing		191.24	-191.24
Total 7500 MARKETING & PROMOTION	1,893.35	2,303.16	-409.81
Total Expenses	\$209,746.04	\$294,516.45	\$ -84,770.41
NET INCOME	\$99,580.98	\$ -402.41	\$99,983.39

Trent Radio - Budget YE2023 // update at 2023430
Prepared 20230526 RHailman

Income

4000 - GOVERNMENT FUNDING

	Budget YE23	Actual YE23 to Apr30	% of budget	Budget YE22	Actual YE22	% of budget
4090 - Federal Grants						
4010 - Canada Summer Jobs	\$ 19,479.26	\$ -	0.00%	\$ 13,289.00	\$ 13,338.00	100.37%
Total 4090 - Federal Grants	\$ 19,479.26	\$ -	0.00%	\$ 13,289.00	\$ 13,338.00	100.37%
4160 - Provincial Grants						
4155 - Other Provincial	\$ 7,600.00	\$ 7,990.78	105.14%	\$ 10,000.00	\$ 10,397.53	103.98%
Total 4160 - Provincial Grants	\$ 7,600.00	\$ 7,990.78	105.14%	\$ 10,000.00	\$ 10,397.53	103.98%
4190 - Municipal Grants						
4170 - City of Peterborough	\$ 1,500.00	\$ 9,900.00	660.00%	\$ 1,000.00	\$ 3,250.00	325.00%
4185 - Other Municipal	\$ -	\$ -		\$ -	\$ 6,000.00	
Total 4190 - Municipal Grants	\$ 1,500.00	\$ 9,900.00	660.00%	\$ 1,000.00	\$ 9,250.00	925.00%
Total 4000 - GOVERNMENT FUNDING	\$ 28,579.26	\$ 17,890.78	62.60%	\$ 24,289.00	\$ 32,985.53	135.80%

4200 - DONATIONS & FUNDRAISING

4220 - Corporations	\$ -	\$ 500.00		\$ -	\$ -	
4230 - Foundations						
4231 - Community Radio Fund of Canada	\$ -	\$ -		\$ 48,900.00	\$ 60,899.54	124.54%
4230 - Foundations - Other	\$ -	\$ -		\$ 6,000.00	\$ -	0.00%
Total 4230 - Foundations	\$ -	\$ -		\$ 54,900.00	\$ 60,899.54	110.93%
4240 - Individual Donations	\$ 25,000.00	\$ 3,961.99	15.85%	\$ 30,000.00	\$ 21,330.89	71.10%
4310 - Trent Student Memberships	\$ 200,000.00	\$ 198,482.23	99.24%	\$ 190,000.00	\$ 187,315.66	98.59%
4330 - Commercial & Non-profit Mships	\$ 400.00	\$ 100.00	25.00%	\$ 350.00	\$ 400.00	114.29%
4340 - Individual Memberships	\$ 1,000.00	\$ 950.00	95.00%	\$ 1,100.00	\$ 920.00	83.64%
4470 - Net Fundraising Events Revenue						
4450 - Fundraising Events	\$ 5,000.00	\$ -	0.00%	\$ 2,500.00	\$ -	0.00%
4460 - Fundraising Events Expense	\$ (750.00)	\$ -	0.00%	\$ (500.00)	\$ -	0.00%
Total 4470 - Net Fundraising Events Revenue	\$ 4,250.00	\$ -	0.00%	\$ 2,000.00	\$ -	0.00%
Total 4200 - DONATIONS & FUNDRAISING	\$ 230,650.00	\$ 203,994.22	88.44%	\$ 278,350.00	\$ 270,866.09	97.31%

4500 - EARNED REVENUE

4630 - Net On Air Sponsorship - Local						
4610 - On Air Sponsorship - Local	\$ 2,000.00	\$ 2,000.00	100.00%	\$ 1,500.00	\$ 2,000.00	133.33%
4620 - On Air Sponsorship Expense	\$ -	\$ -		\$ (100.00)	\$ -	0.00%
Total 4630 - Net On Air Sponsorship - Local	\$ 2,000.00	\$ 2,000.00	100.00%	\$ 1,400.00	\$ 2,000.00	142.86%
4660 - On Air Time Sales - National	\$ -	\$ 4,609.25		\$ 250.00	\$ 4,349.95	1739.98%
4725 - Net Merchandise Sales						
4720 - Merchandise Sales	\$ 750.00	\$ 250.00	33.33%	\$ 500.00	\$ 554.00	110.80%
4722 - Merchandise Sales Expense	\$ (250.00)	\$ -	0.00%	\$ (300.00)	\$ (1,007.58)	335.86%
Total 4725 - Net Merchandise Sales	\$ 500.00	\$ 250.00	50.00%	\$ 200.00	\$ (453.58)	-226.79%
4750 - Rental Income	\$ -	\$ 7,680.00		\$ -	\$ 11,503.14	
4760 - Mgmt Services - Trent Annual	\$ 110,256.51	\$ 71,643.02	64.98%	\$ 25,000.00	\$ 101,086.96	404.35%
4770 - Production Services	\$ 1,500.00	\$ 1,259.75	83.98%	\$ 1,000.00	\$ 900.00	90.00%
Total 4500 - EARNED REVENUE	\$ 114,256.51	\$ 87,442.02	76.53%	\$ 27,850.00	\$ 119,386.47	428.68%
49900 - Uncategorized Income	\$ -	\$ -		\$ -	\$ -	
Total Income	\$ 373,485.77	\$ 309,327.02	82.82%	\$ 330,489.00	\$ 423,238.09	128.06%

Expense

5000 - SALARIES & BENEFITS

5010 - Programming Wage	\$ 117,799.17	\$ 67,224.48	57.07%	\$ 103,108.72	\$ 120,688.12	117.05%
5030 - Technical Wage	\$ 28,977.29	\$ 11,284.44	38.94%	\$ 26,936.00	\$ 25,753.30	95.61%
5070 - Administrative Wage	\$ 44,579.28	\$ 22,025.12	49.41%	\$ 35,609.60	\$ 51,721.17	145.25%
5075 - Trent Annual Payroll	\$ 55,848.91	\$ 52,943.38	94.80%	\$ -	\$ 51,664.12	
5080 - Employee Benefits	\$ 5,250.00	\$ 3,714.74	70.76%	\$ 3,700.00	\$ 4,641.52	125.45%
5086 - WSIB Expense	\$ 568.57	\$ 384.08	67.55%	\$ 463.83	\$ 593.95	128.05%
5090 - CPP & EI Employer Expense	\$ 18,940.82	\$ 9,913.69	52.34%	\$ 12,357.81	\$ 16,597.81	134.31%

5000 · SALARIES & BENEFITS - Other	\$ -	\$ -		\$ -	\$ -	
Total 5000 · SALARIES & BENEFITS	\$ 271,964.04	\$ 167,489.93	61.59%	\$ 182,175.96	\$ 271,659.99	149.12%
6000 · ADMINISTRATION						
6010 · Contract Staff - Admin	\$ 3,750.00	\$ 3,620.35	96.54%	\$ 1,800.00	\$ 3,865.29	214.74%
6030 · Audit	\$ 4,100.00	\$ 4,313.51	105.21%	\$ 4,100.00	\$ 4,105.63	100.14%
6040 · Bank Charges	\$ 525.00	\$ 317.98	60.57%	\$ 375.00	\$ 1,038.81	277.02%
6045 · Bldg Repair & Maint - TR	\$ 10,000.00	\$ 4,761.24	47.61%	\$ 42,000.00	\$ 8,884.93	21.15%
6050 · Bldg Repair & Maint - Upper Apt	\$ 2,000.00	\$ 213.90	10.70%	\$ 5,000.00	\$ 1,529.63	30.59%
6055 · Depreciation	\$ 11,000.00	\$ -	0.00%	\$ 18,500.00	\$ 9,239.92	49.95%
6060 · Insurance & Security	\$ 4,200.00	\$ 4,475.11	106.55%	\$ 4,500.00	\$ 4,344.16	96.54%
6070 · Legal & Other Professional	\$ 1,000.00	\$ -	0.00%	\$ 1,000.00	\$ -	0.00%
6072 · Management Services Expense	\$ 25,000.00	\$ -	0.00%	\$ -	\$ 21,010.76	
6075 · Meeting Expenses	\$ 200.00	\$ -	0.00%	\$ 250.00	\$ 180.00	72.00%
6080 · Memberships & Subscriptions	\$ 2,600.00	\$ 1,860.35	71.55%	\$ 2,500.00	\$ 2,644.59	105.78%
6085 · Office Equipment & Software	\$ 750.00	\$ 1,575.67	210.09%	\$ 2,000.00	\$ 792.48	39.62%
6090 · Office Supplies	\$ 1,000.00	\$ 691.15	69.12%	\$ 500.00	\$ 1,281.28	256.26%
6095 · Postage & Courier	\$ -	\$ 142.89		\$ 100.00	\$ -	0.00%
6100 · Printing & Design - Admin	\$ -	\$ 112.26		\$ 100.00	\$ 11.50	11.50%
6105 · Professional Development	\$ 5,000.00	\$ 4,417.45	88.35%	\$ 2,500.00	\$ 4,417.45	176.70%
6110 · Telephone	\$ 950.00	\$ 630.18	66.33%	\$ 1,000.00	\$ 859.19	85.92%
6115 · Travel & Conference	\$ 1,000.00	\$ 7.00	0.70%	\$ 1,000.00	\$ 461.65	46.17%
6120 · Utilities	\$ 4,500.00	\$ 2,796.33	62.14%	\$ 5,000.00	\$ 4,186.26	83.73%
6125 · Volunteer Expenses	\$ 1,000.00	\$ -	0.00%	\$ 1,000.00	\$ 20.22	2.02%
6130 · Misc. Admin. Expense	\$ 1,000.00	\$ -	0.00%	\$ -	\$ -	
Total 6000 · ADMINISTRATION	\$ 79,575.00	\$ 29,935.37	37.62%	\$ 93,225.00	\$ 68,873.75	73.88%
6500 · PROGRAMMING						
6510 · Contract Staff - Programming	\$ -	\$ 1,000.00		\$ -	\$ -	
6515 · Artist Fees	\$ 5,000.00	\$ 250.00	5.00%	\$ 20,000.00	\$ 19,000.00	95.00%
6525 · Hospitality & Reception	\$ -	\$ 434.77		\$ 250.00	\$ -	0.00%
6530 · Licences & Tariffs	\$ 2,600.00	\$ 1,724.49	66.33%	\$ 3,150.00	\$ 3,247.30	103.09%
6535 · Programming Expenses	\$ -	\$ -		\$ 250.00	\$ 362.26	144.90%
6540 · Workshop Fees & Expenses	\$ -	\$ 31.18		\$ 7,000.00	\$ 2,040.00	29.14%
6545 · Misc. Programming Expense	\$ -	\$ -		\$ -	\$ 9.26	
Total 6500 · PROGRAMMING	\$ 7,600.00	\$ 3,440.44	45.27%	\$ 30,650.00	\$ 24,658.82	80.45%
7000 · TECHNICAL						
7010 · Contract Staff - Technical	\$ 1,000.00	\$ -	0.00%	\$ -	\$ 493.71	
7020 · Equipment Acquisition - Tech	\$ 3,000.00	\$ 3,158.29	105.28%	\$ 7,800.00	\$ 10,191.83	130.66%
7040 · Equipment Repair & Maint - Tech	\$ 2,000.00	\$ -	0.00%	\$ 5,000.00	\$ -	0.00%
7050 · Line Rental	\$ 5,500.00	\$ 3,724.72	67.72%	\$ 5,500.00	\$ 5,470.62	99.47%
Total 7000 · TECHNICAL	\$ 11,500.00	\$ 6,883.01	59.85%	\$ 18,300.00	\$ 16,156.16	88.29%
7500 · MARKETING & PROMOTION						
7520 · Advertising	\$ 1,560.00	\$ 798.15	51.16%	\$ 2,000.00	\$ 2,660.30	133.02%
7530 · Design & Printing	\$ -	\$ 1,095.20		\$ -	\$ 69.55	
7540 · Postage - Marketing	\$ -	\$ -		\$ -	\$ 191.24	
7550 · Misc. Marketing Expense	\$ -	\$ -		\$ -	\$ 20.00	
Total 7500 · MARKETING & PROMOTION	\$ 1,560.00	\$ 1,893.35	121.37%	\$ 2,000.00	\$ 2,941.09	147.05%
Total Expense	\$ 372,199.04	\$ 209,642.10	56.33%	\$ 326,350.96	\$ 384,289.81	117.75%
Net Income	\$ 1,286.73	\$ 99,684.92	7747.15%	\$ 4,138.04	\$ 38,948.28	941.23%
Non-cash expenses	\$ 11,000.00	\$ -	0.00%	\$ 18,500.00	\$ 9,239.92	49.95%
Capital contributions	\$ -	\$ -		\$ -	\$ (7,726.10)	
Net Cash Flow	\$ 12,286.73	\$ 99,684.92	811.32%	\$ 22,638.04	\$ 40,462.10	178.74%

Spring 2022 STATEMENT OF PERFORMANCE (January - April 2023):

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.

Prepared by Jill Staveley, (DoP)

Reference:

The Commission's primary objective for the community radio sector is that it provides a local programming service that differs in style and substance from that provided by commercial stations and the CBC. The programming should be relevant to the communities served, including official language minorities. The Commission considers that community stations should add diversity to the broadcasting system by increasing program choice in both music and spoken word.

They should contribute to diversity at three levels:

Community stations should offer programming that is different from and complements the programming of other stations in their market. Their not-for-profit nature and community access policies should assist them in contributing to the achievement of this objective.

Community stations should be different from other elements of the broadcasting system, including commercial stations and stations operated by the CBC.

The programming broadcast by individual community stations should be varied and provide a wide diversity of music and spoken word.

Our license requirements regarding Content Categories are based on our license type (Community) and our specific license conditions (CFFF):

CRTC Community License

- at least 20% of all musical selections be drawn from categories other than sub-category 21.
- the Commission will require, by condition of licence, that all campus and community stations broadcast a minimum of 15% spoken word each broadcast week. For the purpose of this requirement, all spoken word shall be locally produced.

CFFF

- The licensee shall devote, in each broadcast week, a minimum of 12% of its musical selections from content category 3 (Special Interest Music) to Canadian selections broadcast in their entirety.

Trent Radio Internal Policy

- Maximum 5% Hits (as per non-competition agreement with CORUS)
- 25% of programming be devoted to Foreground Format (an old CRTC requirement that we continue to value and strive to achieve). Measurement of this goal is not set up.

Total Stats	SP23 hr/wk	%	CAT 21 maximum factor stats	SP23 hrs/wk	%	Music Stats	SP23 hrs/wk	%			
CAT 1	24.1	27.5%	CAT 21	29.25	43%	CAT 2	66.35	73%			
CAT 2	66.35	52.5%	2x	27.1	30%	CAT 3	25	27%			
CAT 3	25	20%	CAT 3	25	27%						
TOTAL	126	100		91.35	100		91.35				

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

Content Category	CRTC Required	TRadio Req	Weekly Average
CATEGORY 1 – SPOKEN WORD	MIN 15% of all programming (19hrs)		27.5% (34.65hrs)
11 – NEWS			-
12 – S/W Other			34.65 hrs
CATEGORY 2 – POPULAR MUSIC (35% CanCon)			52.5% (66.36hrs)
21-pop rock & dance	At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS		43% of all musical selections were drawn from CAT21 selections. 57% of all musical selections were drawn from categories other than CAT21.
22 - country & country oriented			18.5hrs
23 – acoustic			8.35hrs
24 – easy listening			0.24hrs

CATEGORY 3 – TRAD & SPECIAL INTEREST (12% CanCon)	MIN 5% of all Musical Selections		27% of all musical selections (25hrs)
31 – concert			0hrs
32 – Folk & Folk Oriented			2.75hrs
33 – World Beat/International			8.5hrs
34 – Jazz & Blues			6hrs
35 – Religious			1hrs
36 – Audio Art			6.75hrs
HITS PLAYED	No specification	MAX 5%	Below TR MAX
Station Produced			120HRS
Adv & Sponsorship		MAX 252 minutes	Below TR MAX

Description	Spring'23
Total "live" b.casting hours / week (average)	64hrs
Number of Regular Producers	69 (plus 19 from CUST3139H)
Number of Programmes (excluding repeats, TRadio archive & produced)	49
*Red Morning Radio	7hrs

Prepared by Jill Staveley 20230601

The People

Staff Programmes: 6
 Archive Series: 1 (WDTCP) x 6 episodes per week
 Red Morning Radio: 7/week
 Smooth Op Pre-Record: ~18/week
 New Programme Repeat: 9/week
 Programming Instances Total: 65
 Live Programming Instances: 23
 Programmers: 77 (+19 from CUST 3139H)

- 43 Community Members
- 15 Trent U Students
- 5 Student Staff
- 1 Highschool Co-Op Student (til Jan 26)
- 4 Community/Student Groups (NCCYC, Champlain College, Gzowski College, CCB)
- ~ 10 others (bod, Operators, group participants, special contributors/supporters)
- 2 production support programmes (via zoom)
- 3 core staff

New Programmers (Programmer Orientation Completed)

Oliver Matthews-Hanna 20221207

Mikaela Lewis 20221207

Carol Lawless

Ronnie Ritchie

Madison Preston

Aaron Shafer

Phil Williams

John McCrae

Sponsorship & Advertising

Silver Bean x 2 (25 Sep/Oct'22) + x 2 (25 June/July'23) Silver Sponsor

Sam's Place x 3/week for Full Year (Nov'22 - Oct'23) Gold Sponsor

Renegade Apparel x 3/week for Full Year (Nov'22 - Oct'23) Gold Sponsor

Target Broadcasting x Contracts to broadcast government messages during Indigenous programming blocks

Notable Programming Dates:SPRING 2023 Broadcast Season

JAN 08 - Season Start

JAN 09 - New Programmer Orientation Session (1)

JAN 11 - Clubs & Groups Day

JAN 13 - CUST3139H takes over TRadio House on Fridays (WI Term)

JAN 23 - Outreach & Production Assistant Start (Mridul Harbhajanka)

JAN 26 - Last Day of HS Co-Op (Izzy Lloyd)

JAN 28 - ReFrame Panel Discussion Recording

FEB 01 - RPM Challenge Start

FEB 04 - Bird In Trent Radio House (we don't know where it came from, or where it went)

FEB 08 - Live Remote Broadcast: From Canadian Studies to Canadian Stories (Michael Eamonn & Jonathan Pinto)

Feb 08 - 10, 4 squirrels caught in live traps & removed by ORKIN

FEB 12 - Remote Recording Project: Trent U Education Students, Story Presentation Project

FEB 22 - New Programmer Orientation Session (3)

FEB 23 - Live Remote Broadcast: Teaching & Tech Conference (Cancelled due to snow)

MAR 01 - Rendezvous de la Francophonie advertising starts

MAR 01 - Radio On The Go (Live Remote Broadcasts from the Student Centre) starts (Mridul Harbhajanka)

MAR 04 - RADIO SALON #1 w/Neal Retke (hosted by Hazel Dreslinski) ~ DIY & The International Underground

MAR 05 - Trent U Education Students, Story Presentation Broadcast

MAR 08 - RADIO SALON #2 w/Jacob Hanna (hosted by Mridul Harbhajanka) ~ Trent University Taught Me That Weird Music Can Save The World

MAR 12 - RADIO SALON #3 w/John Morris - "My Life On And Off Air"

MAR 19-21 SOCAN Reporting Days

MAR 22 - RADIO SALON #4 w/Alex Campagnolo ~ Sustainable Music Archives in the CC Radio Sector

MAR 24 - RPM Listening Party @ Sadleir House

MAR 24 - Trout Rodeo Publication

MAR 31 - TWSP Reimbursement Deadline

APRI 01 - LJI Partnership with Ptbo Currents Begins

APR 12 - 15 - SOCAN Reporting Period

APR 14 - LJI & TSWEP Applications Due

APR 20, 21 & 24 - TSWEP & LJI Interviews

APR 21 - Spring Season End

APR 22 - Spring SHUT DOWN

Student Staff Reports

Reese Andison – Community Outreach & Programming Assistant

My general job responsibilities included shifts at the Trent Radio house, which consisted of letting programmers in and out of the radio house, tidying/closing up the area of use after the day, and so on. In doing this I would also be of assistance to programmers if needed, this included procedures and processes to going on air, as well as ensuring mask and screening policies for in-studio production were upheld. Throughout the duration of my shift (4:30pm-8:30pm) I would produce and present my show (TU Sports) which would air every Tuesday night at 6 pm. TU Sports is a radio show focused on the coverage of local sports and connecting with athletic-related community members as well as athletes from within the province (Professional hockey players Jana and Owen Hedrick, Olympic Swimmer Bailey Andison, Jack MacAlpine from the Trent Men's Lacrosse Team, etc.). On air, I would touch on topics such as the Peterborough OHL team the Peterborough Petes, the Trent Excalibur team and individual sporting events, high school level sports in the Peterborough region (OFSSA qualification, provincial championships), and so on. Throughout my time this season with the radio station, I also had the chance to produce programme promos for TU Sports and PSAs for local events and organizations.

This position at Trent Radio provided me with valuable experience, as well as new-found knowledge and a love for producing radio content. Through this, I was trained on how to use music and audio mixing applications which benefitted me in enhancing my technological skills, as well as other skills with technologies like microphones, audio recording devices, and so on. Another aspect of Trent Radio that I found to be of value was the room for creativity that this specific station brings to radio, programmers are able to produce shows focusing on a vast category of subjects. Radio shows are customizable to individual aspirations and hobbies, likes and dislikes, etc.

I believe that this season was really well-organized regarding programmers whether it be volunteers or my co-workers there was a lot of communication which was very beneficial. I enjoy the fact that the Trent Radio team is very involved with its employees and volunteers in the sense that they ask for feedback and input to improve for the next season. This provides a spotlight for people to come forward with suggestions that may enhance production and overall enjoyment for the next season. For this reason, I do not have any suggestions for the following year.

Hazel Dreslinski – Community Outreach & Programming Assistant

My responsibilities included:

- Training and monitoring live programmers
- Scheduling pre-recorded broadcast material using Libretime
- Maintaining records of broadcast content (using Excel) and keeping track of programme log submissions
- Designing social media promos and Trout Rodeo yearbook
- Recording PSAs
- Hosting a live interview
- Hosting a 4-week show, RPM Roundup, to highlight local RPM Challenge submissions

The diversity of responsibilities in this position allowed me to gain experience in a variety of areas, including data management, graphic design and working one-on-one with programmers. I feel that this variety is the position's greatest strength; I consistently looked forward to special assignments such as hosting a one-off interview or putting together the Trout Rodeo yearbook. The work environment was wonderfully supportive and I always felt able to reach out to my colleagues and supervisors with questions if necessary. I would absolutely recommend this job to potential applicants as is - I don't really think the experience could be improved!

Mridul Harbhajanka - Production and Outreach Assistant

Job Responsibilities:

- On-site volunteer programmer support
- Managing the PSA email account
- Making PSAs and removing outdated ones
- Keeping the house clean and other daily duties
- Support with special events like Clubs & Groups Day, panel talks etc.
- Producing a local music radio show “**Tunes of Nogo/Ptbo**”
- Producing an interview-style radio show “**Friday Afternoon Live**” for community building around and within Peterborough
- Producing a remote radio show “**Radio on the Go**” from the Student Centre for community building with Trent students, alumni, faculty
- Maintaining/setting up equipment used for the remote broadcast
- Making promotional material for the radio shows (postering, Instagram lives)
- Producing special radio segments/series relevant to the community (like info segment on Naloxone, Fake News, upcoming events etc)

Aspects I enjoyed:

- The opportunity to give community members a spot on the radio when they requested for interviews (Friday Afternoon Live)
- Being able to interview, and just listen to, people with a diverse range of experiences to share (authors, musicians, drag queens etc)
- Going on campus and producing a live radio show from a public place (definitely intrigued people and made them more curious/aware about Trent Radio)
- “Out on the field” work: Remote broadcasting a talk by keynote speaker (the Jonathan Pinto event), recording a panel talk (Reframe event)
- Producing a local music show where I got to discover great music & be my authentic self (also helped me get more comfortable on the radio and go live without a plan/script)

Suggestions:

- Making the remote broadcast from campus a permanent thing. Having a pull-out banner/standing poster with Trent Radio logo, name of the show etc. which can be taken to the Student Centre. Will make it easier for people to know what’s happening and make it even more “official.”
- Having some small Trent Radio pins/stickers/rubber bracelets to give out to guests who come on the show.
- Having a tripod and a device if we are doing Instagram livestreams for some special radio shows (especially from Student Centre)
- Maybe having another person responsible for PSAs? Sometimes I miss the emails and the event goes out of date before I get to make the PSA.

Grayden Hatherly - Incoming Music Archivist

General Job Responsibilities including Radio Show Name & Description if relevant: Produced the IMA Interview Series which broadcasted on Tuesday's in the fall and Wednesday's in the winter seasons. This was a series where I interviewed local and touring artists about things like new music and upcoming shows/performances/events, as well as playing some of their songs. Responsibilities of this position also included responding to phone & email inquiries about submitting music, archiving local music submissions and uploading them to Libretime, helping local musicians with their RPM Challenge (answering questions about how to register, submit, rules, events, etc.), and recording interviews with local and touring musicians for broadcast. Also included in responsibilities was being an on-site support staff for programmers during their live shows, and helping programmers and musicians access resources such as the earshot digital distribution system.

What aspects of the job did you enjoy and found to be valuable learning experiences?: I really enjoyed getting to work on-site and interact directly with programmers who were doing their shows live this season. In terms of learning experiences, I think it was valuable to have learned how to upload content to Libretime and become comfortable with using it regularly. Also, even though I have been working here for a few years now, I still find that I'm learning new stuff about sound and audio editing all the time.

Do you have any suggestions for improving the job description and/or experience for next year?: I think having someone who can help with the amount of emails/submissions we get each week would be good. I found that with only having 6 hours a week and multiple responsibilities, that it wasn't always easy to stay consistent with responding to emails in a timely manner. This was especially true during the RPM Challenge and during weeks where I was also scheduling/recording/editing interviews for the IMA Interview series.

Skye Vasey - Community Outreach & Programming Assistant

This year my duties at Trent Radio were primarily related to on-site support for programming on Thursday nights, but also included a few other aspects. In the fall I did a bit of public outreach, and in the spring I worked to create an archive of children's stories and music so that the children's show I piloted back in the summer of 2021 could become an archived and automated broadcast. I also created community PSAs and conducted the occasional interview with community members to promote upcoming events such as the RPM challenge, with interviews usually playing in the Smooth Operator time slot.

I particularly enjoy supporting programmers and teaching in the studio; particularly teaching people how to use the soundboard and problem shooting when problems arise. It has been great to see the progress that new programmers have made in learning the ropes and the great content that Trent Radio community members are putting out. I don't have any suggestions for future seasons, except that I really enjoyed the Trent Radio in person events and think we could try to do more in the future. I think they are totally worth the struggle of organizing, because they bring the community together in such a great way.