

TRENT RADIO BoD AGENDA
19 October 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
5. Committee updates
 - Nomination committee
6. Memorandum of Agreement with Trent University
7. Strategic Planning
8. Date of next meeting
9. Any other business
10. Adjournment

TRENT RADIO
Board of Directors MINUTES
September 21, 2023 – 8:30pm

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Andréanna Sullivan (chair), Bill Templeman, Alissa Paxton, Trinity Torrejos

Guests: Savannah Lummis, Mikaela Lewis

Regrets: Sebastian Johnston-Lindsay

Absent: Henry Allen

1. Chairs Opening Remarks

Meeting called to order at 8:37pm.

2. Approval of Minutes

On a motion made by Bill Templeman, seconded by Alissa Paxton, and carried, the minutes of the August 23rd board meeting were approved.

3. Presentation of financial statements

Rob Hailman presented the latest financial statements.

On a motion made by Alissa Paxton, seconded by Bill Templeman, and carried, the financial statements were approved.

4. Annual General Meeting

On a motion made by Alissa Paxton, seconded by Trinity Torrejos, the Annual General Meeting is to be held on December 3rd, 2023 at 2:00pm, in the Sadleir House Lecture Hall

5. Bylaw Review

Alissa Paxton presented the draft bylaws prepared by the bylaw review committee. This draft was written to meet new requirements under ONCA, clean up outdated information, use clear language, reflect our practice, and comply with all relevant legislation.

On a motion made by Alissa Paxton, seconded by Bill Templeman, and carried, the draft bylaws and articles of incorporation will be referred to Joe Grant at LLF for legal review. Pending this review, the bylaws will be presented to the membership at the Annual General Meeting for approval.

6. Date of Next Meeting

The next board meeting is tentatively scheduled for October 19th at 6:00pm via Zoom, to be confirmed via email.

7. Introduction of prospective board members

Savannah Lummis and Mikaela Lewis introduced themselves, as Trent students interested in joining the board of directors for the term commencing at the next AGM.

8. In Camera Session

At 9:20pm, at the request of Jill Staveley, the meeting went to in-camera session. In-camera session ended at 9:38pm.

9. Other Business

- The Pigs Ear Tavern reopens on September 29th, 2023.
- Bill Templeman spoke with Alex Campagnolo regarding an environmental assessment for Trent Radio. Alex had no recollection.

10. Adjournment

The meeting was adjourned at 9:41pm.

Operations Report – October 19th, 2023

Jill Staveley – Director of Programming:

New Staff:

Indigenous Student Producer	Kendall Boissoneau-Johnson,
Local Content Producer	Reese Andison
Local Content Producer	Lauren Yandt
Local Content Producer (Incoming Music)	Anjola Olutunfese
International Radio Correspondent	Annabel Obot

One position left (unfunded) in our plan/budget. Waiting to decide what to do.

- Education Student Placements in the works. These are 36 hour placements required for graduation as part of the Teacher Education Stream. We hope to accept 2 students this season.
- Fridge Friendly & Text Schedules ready this week
- Lots of LIVE programming, and continuing to train new folks (some brand new, others switching from remote to live when schedule allows)
- 50 Artist Applications for the RFTS First Call. Hoping to curate a series that will include most, if not all of the applicants.
- Charlie Glasspool has conceptualised the grant/project to also be an “Audio Time Capsule” that we can use as a catalyst to re-focus on our local archives and local content management project in the long run. The first event of the series will feature Anxiety by Kate Story, music by Benj Rowland, words by poet laureate Ziysah vonBieberstein, and take place at TTOK on OCT 29
- I’m officially on a modified work plan - basically this just means working full-time, but from home. I will finish treatments on November 10th, and take 1 week off. Then determine a work plan based on my physical health.
- AD for PRINT Arthur Due no later than Oct 20 if we want to advertise the AGM in Print. Otherwise, we have an ongoing deal with them for online ad space.

Rob Hailman – Director of Operations:

- Finances off to Jason Watson for financial review on September 21, to be completed by mid-November
- Bylaw and articles of incorporation handed off to Joe Grant at LLF on Sept 22, should have results of legal review before next board meeting
- New computer installed in StudioA in late September – replacing 7-year old unit.
 - Also switched from Deep Freeze to Reboot Restore Rx – accomplishes same thing but seems to be more reliable, comparable price
- Annual fire extinguisher inspection October 4, no issues

- Issues with office phone line (line 1 – 705-741-4011) – intermittent noise causing line to be completely unusable
 - Nexicom tech on Oct 12 – determined issue was not with Trent Radio equipment, likely with outside Bell equipment
 - Bell techs on Oct 13 – needed some convincing that problem was not with Trent Radio equipment, determined issue was with Bell cables along the telephone poles.
 - Cable repair happened over the weekend and so far no more issues
- Issues with Quickbooks Payroll incorrectly calculating CPP deductions for some employees
 - No pattern determined as far as what triggers it, but seems to be consistently overestimating CPP for affected staff – so far, have been correcting manually
 - Response from Quickbooks support hasn't been helpful so far
 - Discussing changing payroll provider with Josh Raspberry to Wagepoint, which some of his other clients use, looking at a November transition. No change in cost to Trent Radio.

Trent Radio

Income Statement

September 2023

	TOTAL		
	SEP. 2023	SEP. 2022 (PP)	CHANGE
INCOME			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs	1,125.00		1,125.00
Total 4090 Federal Grants	1,125.00		1,125.00
4160 Provincial Grants			
4155 Other Provincial		-9.23	9.23
Total 4160 Provincial Grants		-9.23	9.23
4190 Municipal Grants			
4170 City of Peterborough	9,900.00		9,900.00
Total 4190 Municipal Grants	9,900.00		9,900.00
Total 4000 GOVERNMENT FUNDING	11,025.00	-9.23	11,034.23
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	44,286.19		44,286.19
Total 4230 Foundations & Service Groups	44,286.19		44,286.19
4240 Individual Donations			
	93.62	126.70	-33.08
4310 Trent Student Memberships	112,844.00	101,632.47	11,211.53
4330 Commercial & Non-profit Mships		100.00	-100.00
4340 Individual Memberships	325.00	325.00	0.00
Total 4200 DONATIONS & FUNDRAISING	157,548.81	102,184.17	55,364.64
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local		500.00	-500.00
Total 4630 Net On Air Sponsorship - Local		500.00	-500.00
4660 On Air Time Sales - National			
		1,849.22	-1,849.22
4725 Net Merchandise Sales			
4720 Merchandise Sales	50.00	25.00	25.00
Total 4725 Net Merchandise Sales	50.00	25.00	25.00
4750 Rental Income			
	915.00	975.00	-60.00
4760 Mgmt Services - Trent Annual	9,053.12		9,053.12
4770 Production Services	55.00		55.00
Total 4500 EARNED REVENUE	10,073.12	3,349.22	6,723.90
Total Income	\$178,646.93	\$105,524.16	\$73,122.77
GROSS INCOME	\$178,646.93	\$105,524.16	\$73,122.77
EXPENSES			
5000 SALARIES & BENEFITS			
5010 Programming Wage	19,910.68	9,495.96	10,414.72
5030 Technical Wage	3,343.53	3,260.02	83.51
5070 Administrative Wage	4,469.26	5,797.59	-1,328.33
5075 Trent Annual Payroll	7,990.87	5,732.14	2,258.73
5080 Employee Benefits	4,438.95	3,714.74	724.21
5086 WSIB Expense	84.55	57.63	26.92

	TOTAL		
	SEP. 2023	SEP. 2022 (PP)	CHANGE
5090 CPP & EI Employer Expense	2,585.94	1,670.00	915.94
Total 5000 SALARIES & BENEFITS	42,823.78	29,728.08	13,095.70
6000 ADMINISTRATION			
6010 Contract Staff - Admin	438.63	142.40	296.23
6040 Bank Charges	33.75	33.50	0.25
6045 Bldg Repair & Maint - TR	206.60	206.60	0.00
6050 Bldg Repair & Maint - Upper Apt		175.03	-175.03
6060 Insurance & Security	4,187.94	4,475.11	-287.17
6080 Memberships & Subscriptions	1,764.33	1,860.35	-96.02
6085 Office Equipment & Software	912.41	439.66	472.75
6090 Office Supplies	47.15	467.54	-420.39
6100 Printing & Design - Admin	17.67		17.67
6110 Telephone	77.84	77.88	-0.04
6115 Travel & Conference	6.69		6.69
6120 Utilities	317.05	377.09	-60.04
Total 6000 ADMINISTRATION	8,010.06	8,255.16	-245.10
6500 PROGRAMMING			
6505 Contract Staff - Programming	1,000.00		1,000.00
6515 Artist Fees	300.00		300.00
6530 Licences & Tariffs	755.87	365.67	390.20
6540 Workshop Fees & Expenses		31.18	-31.18
Total 6500 PROGRAMMING	2,055.87	396.85	1,659.02
7000 TECHNICAL			
7020 Equipment Acquisition - Tech	934.65	350.72	583.93
7050 Line Rental	473.90	465.59	8.31
Total 7000 TECHNICAL	1,408.55	816.31	592.24
Total Expenses	\$54,298.26	\$39,196.40	\$15,101.86
NET INCOME	\$124,348.67	\$66,327.76	\$58,020.91

Trent Radio

Balance Sheet

As of September 30, 2023

	TOTAL		
	AS OF SEP. 30, 2023	AS OF SEP. 30, 2022 (PP)	CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	312,699.08	174,329.88	138,369.20
1110 Tangerine Savings	3.71	3.62	0.09
1115 Paypal	953.04	873.59	79.45
12000 CanadaHelps Clearing	6.76	39.84	-33.08
Plooto Instant (Canada - CAD)	207.55		207.55
12001 Undeposited Funds	114,469.75	101,657.47	12,812.28
Total Cash and Cash Equivalent	\$428,339.89	\$276,904.40	\$151,435.49
Accounts Receivable (A/R)			
1200 Accounts Receivable	93,726.58	106,576.98	-12,850.40
Total Accounts Receivable (A/R)	\$93,726.58	\$106,576.98	\$ -12,850.40
1201 Allowance for Doubtful Accounts	-800.00	-800.00	0.00
1300 Prepaid Expenses	498.31	541.21	-42.90
Total Current Assets	\$521,764.78	\$383,222.59	\$138,542.19
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	\$620,282.52	\$481,740.33	\$138,542.19
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	6,527.20	5,324.55	1,202.65
Total Accounts Payable (A/P)	\$6,527.20	\$5,324.55	\$1,202.65
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	191.71	136.04	55.67
2580 Federal Taxes	8,633.45	5,790.22	2,843.23
Total 2500 Payroll Liabilities	8,825.16	5,926.26	2,898.90
25500 GST/HST Payable	-751.97	-686.83	-65.14
Receiver General Suspense	-3,929.90	-6,684.61	2,754.71

	TOTAL		
	AS OF SEP. 30, 2023	AS OF SEP. 30, 2022 (PP)	CHANGE
Total Current Liabilities	\$16,043.99	\$9,252.87	\$6,791.12
Total Liabilities	\$16,043.99	\$9,252.87	\$6,791.12
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	369,851.26	296,121.10	73,730.16
Net income	124,348.67	66,327.76	58,020.91
Total Equity	\$604,238.53	\$472,487.46	\$131,751.07
Total Liabilities and Equity	\$620,282.52	\$481,740.33	\$138,542.19