

**TRENT RADIO BoD AGENDA**  
**16 November 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. Strategic Planning
7. AGM preparations
8. Date of next meeting
9. Any other business
10. Adjournment

TRENT RADIO  
Board of Directors MINUTES  
October 19, 2023 – 6:00pm

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

**Guests:** Mikaela Lewis, Maddie Preston

**Absent:** Henry Allen

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

Meeting called to order at 6:09

**2. Approval of previous minutes**

On a motion made by Bill Templeman, seconded by Alissa Paxton, and carried, the minutes of the September 21st board meeting were approved.

**3. Operations report**

Jill Staveley and Rob Hailman presented the operations report

Presented as attached in meeting documents.

- Five new staff; one more unfunded position remaining to be filled
- Charlie Glasspool x Trent Radio Audio Time Capsule project beginning on October 29th with Kate Story, Benj Rowland, and Ziysah vonBieberstein
- Jill working on a modified work plan
- Print ad for *Arthur* presented and will be sent to the paper.
- Finances off for September 21 to be completed by mid-November
- Problem with Quickbooks; might be looking at another service in November; no extra cost

No discussion.

**4. Financial statements**

Rob Hailman presented the latest financial statements

Presented as attached in meeting documents.

- Trent Radio continues to be in a very strong financial position
- Levy cheque was received; we continue to have enough funds to continue operations

No discussion

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

**5. Committee updates**

**Nomination committee**

- Andréanna will reach out to current Board members and interested prospective Board members to ensure we will have a full Board for the next year

Discussion: Alissa notes that the Nominations Committee (Andréanna) is doing great work in ensuring that we will have a full roster of candidates for the AGM!

## **6. Memorandum of Agreement with Trent University**

-Jill and Rob were deeply involved in the creation of this document. A lot of how levy groups had been operating had not been written down and so the MoA is an attempt to formalize relationships between Trent, student associations, and levy groups.

-Ensures that there are agreed-upon policies to follow for each party in this arrangement to ensure transparency of how collected funds are distributed and used by groups

-Outlines responsibilities and checks and balances for each party of the agreement

-Student association responsible for running referenda; responsible for their own fees; reporting results of referenda; collecting and publishing data about group finances; and changes to their by-laws

-Groups are responsible for the proper use of their funds, refunds, and abiding by outcomes of referenda; outlines annual reporting requirements for levy groups

-Outlines disputes and resolutions and the roles of Trent and student associations; Any decision to end a levy fee always rests with the students through referenda

Discussion:

Bill asks for clarification around the terminology of refundable levy fees; Rob explains that this means that students can request their levy fee back by a certain point in time in the term and confirmed that Trent Radio's levy is non-refundable.

Alissa brings up a concern with a clause which seems to indicate that Trent University can make undue requests upon a group requesting their levy cheque; specifically the phrase "any conditions" (up to and including doing the Hula; Jill confirms she is down for a Hula dance)

On a motion made by Alissa and seconded by Trinity, Trent Radio Staff staff are authorized to support the MoA at the next levy group meeting and to address the mention of "Trent University" in Section Two with the subcommittee.

## **7. Strategic Planning**

-Jill is really enjoying the focus of the younger core staff members who are actively engaging with students and the community is working really well!

-Bill agrees that he can put a presentation together regarding the progress made on the strategic plan; ultimately prudent to defer larger discussion to November Board Meeting.

## **8. Date of next meeting**

Next meeting to be held November 16<sup>th</sup> at 6:00pm.

## **9. Any other business**

- Alissa if board was still interested in holding an orientation in January – consensus that we are
- Bill raised the possibility of conducting an environmental assessment for Trent Radio

## **10. Adjournment**

Meeting adjourned at 7:05pm.

## **Operations Report – November 16, 2023**

### **Jill Staveley – Director of Programming:**

- Continue to bring on and train new folks
- Education Stream Placement:
  - Bobby & Heather, will be working on Monday afternoons to oversee Trent Radio House, prepare PSAs that relate to education, and produce a 30 minute show each week that relates to their placement.
- CUST2035:
  - Alternative assignment option, we have 3 students who will be producing radio shows in lieu of a written assignment for CUST2035.
- New Programmer:
  - We keep onboarding programmers throughout the season - to be as accessible to students as possible.
- Keys - cut more keys for staff. Might seek an alternative in the long run (key cards or similar) - but for now, this works.
- Safety & Security (potential visit from unwanted guest) - onsite staff have been alerted
- Youth Leadership In Sustainability - Class Project:
  - We made connections with the YLS class (KPRDSB) through programmer Paul Cleveland. I've spoken with Cameron Douglas (lead teacher) and will be visiting their class (Trent Campus) the week of Nov 20, and connecting for 4 weeks in a row. They will visit Trent Radio House during the Entre Season to produce radio shows for credit.
- Cleaning & House Maintenance:
  - Mridul has created and is overseeing a shared clearing schedule (as I haven't been able to keep up with it this fall, and we don't currently have another position dedicated to the task). It has been suggested that we invest in a once monthly cleaning service to do a deep clean.
- Dan J coming to fix flashing and clean gutters.
- Grants
  - CSJ - Due Jan 10
  - Community Investment Grants (City of Ptbo) - Due Dec 06
  - Increase/Amendment to our LJI grant - to include \$\$ to cover Ptbo Currents mentorship.
- RFTS - Charlie's first report attached. We have the next 4 curated, and will wait for the final 5 until we can accept a 2nd round of applications to consider as many folks as possible.

### **Rob Hailman – Director of Operations:**

- Financial review: received first draft from JD Watson, a few questions coming out of bookkeeping & minor corrections to language but mostly ready to go final

- CRTC return: mostly complete, need a few details from financial review but will be finished by end of November deadline
- Payroll migration: Josh to begin migration to Wagepoint, should be ready for next pay (Nov. 24) or the the one after (Dec. 8)
- Ongoing roadwork:
  - We should have access to our driveway reliably by Nov 15
  - Returned to proper water supply (instead of a hose) on Nov 6. Trisan crew told us water was ready to turn on but left hose faucet open, wasn't noticed until water had leaked into the basement – Trisan acknowledged mistake and helped remove water, nothing damaged
- Living wage increase
  - OLWN has announced that the living wage for Eastern Ontario (including Peterborough) is \$20.60/hour. Previous amount was \$19.05, which we adjusted for inflation to \$19.59 in September. This increase is a further 5.2%.
  - We have 6 months (to start of May) to ensure all staff are paid this amount – per previous email, plan is to raise wage for permanent & full-time staff immediately as needed, and adjust student wages as current positions end in April. Net impact to the budget is \$2580.75. (Other scenarios attached)
- RFTS first event was a great success from my perspective
- Recorded panel discussion “Israel and Palestine: What is Happening and What Might Happen Next?” on Nov 7 – broadcast to be scheduled

### **Radio From The Stage Project Report – Charlie Glasspool**

DATE: October 29/2023. 8pm

LOCATION: The Theatre on King

DESCRIPTION OF THE EVENT: The initial broadcast of Radio From The Stage, a year-long Trent Radio project featuring live-to-air, live-to-audience audible performance art created by Peterborough artists.

ARTISTS INVOLVED: Ziysah von Bieberstein, Kate Story, Benj Rowland

BUDGET/SPENDING: \$1500 total (\$200 ZVB, \$500 KS, \$300 BR, \$500 TTOK)

NOTES: Push live audience aspect of this series more as there was a small turnout for this episode (a dozen). Clarification of PWYC/donations with venue. For example, people donated a small amount of money but there was general confusion as TTOK has a donation jar out all the time to support the theatre...perhaps we need a door person to collect donations--this could potentially be me depending on the venue/circumstances

**YE24 Living Wage Adjustment**

**Cost estimates**

					Increase (per period per employee)				Scenario 1 perm/FT immediately		Scenario 2 all immediately		Scenario 3 all in May			
Trent Radio					Wages	Vacation	MERCs	Total	Periods	Cost	Periods	Cost	Periods	Cost		
Position	#	Wage (before)	Wage (after)	Hours / period												
PSVC	1	20.56	21.63	75	80.25	3.21	6.93	90.39	21	1898.19	21	1898.19	9	813.51		
TWSP/TI	5	19.59	20.60	16	16.16	0.65	1.40	18.21	0	0.00	12	1092.60	0	0.00		
Summer (TWSEP)	1	19.59	20.60	75	75.75	3.03	6.54	85.32	8	682.56	8	682.56	8	682.56		
Trent Annual																
Position	#	Wage (before)	Wage (after)	Hours / period	Wages	Vacation	MERCs	Total	Periods	Cost	Periods	Cost	Periods	Cost		
CLO	1	20.28	21.33	68	71.40	2.86	6.16	80.42	10	804.20	10	804.20	4	321.68		
Editor	1	20.68	21.76	45	48.60	1.94	4.19	54.73	1	54.73	7	383.11	1	54.73		
AEd / Leads	4	19.59	20.60	40	40.40	1.62	3.49	45.51	0	0.00	6	1092.24	0	0.00		
Juniors	4	19.59	20.60	24	24.24	0.97	2.09	27.30	0	0.00	6	655.20	0	0.00		
									<b>Total cost</b>							
									<b>Trent Radio</b>		2580.75		3673.35		1496.07	
									<b>Trent Annual</b>		858.93		2934.75		376.41	

# Trent Radio

## Balance Sheet

As of October 31, 2023

	TOTAL		
	AS OF OCT. 31, 2023	AS OF AUG. 31, 2023 (PP)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	465,851.49	327,708.53	138,142.96
1110 Tangerine Savings	3.71	3.71	0.00
1115 Paypal	937.22	953.04	-15.82
12000 CanadaHelps Clearing	199.26	24.13	175.13
12003 Plooto Instant (Canada - CAD)	192.50	262.34	-69.84
12001 Undeposited Funds	0.00	412.00	-412.00
<b>Total Cash and Cash Equivalent</b>	<b>\$467,184.18</b>	<b>\$329,363.75</b>	<b>\$137,820.43</b>
Accounts Receivable (A/R)			
1200 Accounts Receivable	20,443.47	86,828.21	-66,384.74
<b>Total Accounts Receivable (A/R)</b>	<b>\$20,443.47</b>	<b>\$86,828.21</b>	<b>\$ -66,384.74</b>
1201 Allowance for Doubtful Accounts	-800.00	-800.00	0.00
1300 Prepaid Expenses	498.31	2,816.85	-2,318.54
<b>Total Current Assets</b>	<b>\$487,325.96</b>	<b>\$418,208.81</b>	<b>\$69,117.15</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	-158,621.36	-158,621.36	0.00
1580 Office Equipment	28,500.31	28,500.31	0.00
1590 Accum Depr - Furn and Equip	-22,937.52	-22,937.52	0.00
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-323,935.91	-323,935.91	0.00
1620 Technical Renovations	9,913.00	9,913.00	0.00
<b>Total Property, plant and equipment</b>	<b>\$89,971.63</b>	<b>\$89,971.63</b>	<b>\$0.00</b>
<b>Total Non Current Assets</b>	<b>\$89,971.63</b>	<b>\$89,971.63</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$577,297.59</b>	<b>\$508,180.44</b>	<b>\$69,117.15</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	1,877.01	4,345.49	-2,468.48
<b>Total Accounts Payable (A/P)</b>	<b>\$1,877.01</b>	<b>\$4,345.49</b>	<b>\$ -2,468.48</b>
2220 Deferred Revenue	910.00	24,296.19	-23,386.19
2240 Accrued Liabilities	4,463.50	4,463.50	0.00
2500 Payroll Liabilities			
2505 Direct Deposit Payable	0.00	-7,746.49	7,746.49
2510 WSIB Payable	105.90	36.67	69.23
2580 Federal Taxes	6,389.03	6,001.84	387.19

	TOTAL		
	AS OF OCT. 31, 2023	AS OF AUG. 31, 2023 (PP)	CHANGE
<b>Total 2500 Payroll Liabilities</b>	<b>6,494.93</b>	<b>-1,707.98</b>	<b>8,202.91</b>
25500 GST/HST Payable	-1,031.92	-513.50	-518.42
Receiver General Suspense	-3,929.90	-3,929.90	0.00
<b>Total Current Liabilities</b>	<b>\$8,783.62</b>	<b>\$26,953.80</b>	<b>\$ -18,170.18</b>
<b>Total Liabilities</b>	<b>\$8,783.62</b>	<b>\$26,953.80</b>	<b>\$ -18,170.18</b>
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	371,188.04	371,188.04	0.00
Net income	87,287.33		87,287.33
<b>Total Equity</b>	<b>\$568,513.97</b>	<b>\$481,226.64</b>	<b>\$87,287.33</b>
<b>Total Liabilities and Equity</b>	<b>\$577,297.59</b>	<b>\$508,180.44</b>	<b>\$69,117.15</b>



# Trent Radio

## Income Statement

September - October, 2023

	TOTAL		
	SEP - OCT., 2023	SEP - OCT., 2022 (PP)	CHANGE
<b>INCOME</b>			
4000 GOVERNMENT FUNDING			
4090 Federal Grants			
4010 Canada Summer Jobs	1,125.00		1,125.00
<b>Total 4090 Federal Grants</b>	<b>1,125.00</b>		<b>1,125.00</b>
4160 Provincial Grants			
4155 Other Provincial	-9.23	-9.23	0.00
<b>Total 4160 Provincial Grants</b>	<b>-9.23</b>	<b>-9.23</b>	<b>0.00</b>
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>1,115.77</b>	<b>-9.23</b>	<b>1,125.00</b>
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	44,286.19		44,286.19
<b>Total 4230 Foundations &amp; Service Groups</b>	<b>44,286.19</b>		<b>44,286.19</b>
4240 Individual Donations	408.90	282.47	126.43
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	800.00	525.00	275.00
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>158,339.09</b>	<b>102,539.94</b>	<b>55,799.15</b>
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local		1,250.00	-1,250.00
<b>Total 4630 Net On Air Sponsorship - Local</b>		<b>1,250.00</b>	<b>-1,250.00</b>
4660 On Air Time Sales - National		3,391.69	-3,391.69
4725 Net Merchandise Sales			
4720 Merchandise Sales	50.00	50.00	0.00
<b>Total 4725 Net Merchandise Sales</b>	<b>50.00</b>	<b>50.00</b>	<b>0.00</b>
4750 Rental Income	1,830.00	1,950.00	-120.00
4760 Mgmt Services - Trent Annual	17,717.84		17,717.84
4770 Production Services	75.00		75.00
<b>Total 4500 EARNED REVENUE</b>	<b>19,672.84</b>	<b>6,641.69</b>	<b>13,031.15</b>
<b>Total Income</b>	<b>\$179,127.70</b>	<b>\$109,172.40</b>	<b>\$69,955.30</b>
<b>GROSS INCOME</b>	<b>\$179,127.70</b>	<b>\$109,172.40</b>	<b>\$69,955.30</b>
<b>EXPENSES</b>			
5000 SALARIES & BENEFITS			
5010 Programming Wage	35,508.25	15,894.03	19,614.22
5030 Technical Wage	5,572.55	5,489.04	83.51
5070 Administrative Wage	7,490.38	9,116.19	-1,625.81
5075 Trent Annual Payroll	16,153.26	12,599.62	3,553.64
5080 Employee Benefits	4,438.95	3,714.74	724.21
5086 WSIB Expense	251.67	103.04	148.63
5090 CPP & EI Employer Expense	4,615.00	2,857.54	1,757.46
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>74,030.06</b>	<b>49,774.20</b>	<b>24,255.86</b>

	TOTAL		
	SEP - OCT., 2023	SEP - OCT., 2022 (PP)	CHANGE
<b>6000 ADMINISTRATION</b>			
6010 Contract Staff - Admin	877.26	1,284.80	-407.54
6040 Bank Charges	86.75	80.20	6.55
6045 Bldg Repair & Maint - TR	353.12	1,558.14	-1,205.02
6050 Bldg Repair & Maint - Upper Apt		175.03	-175.03
6060 Insurance & Security	4,187.94	4,475.11	-287.17
6080 Memberships & Subscriptions	1,711.76	1,860.35	-148.59
6085 Office Equipment & Software	1,284.25	609.08	675.17
6090 Office Supplies	47.15	467.54	-420.39
6100 Printing & Design - Admin	17.67		17.67
6110 Telephone	155.68	155.73	-0.05
6115 Travel & Conference	14.57		14.57
6120 Utilities	734.60	773.49	-38.89
6125 Volunteer Expenses	42.57		42.57
<b>Total 6000 ADMINISTRATION</b>	<b>9,513.32</b>	<b>11,439.47</b>	<b>-1,926.15</b>
<b>6500 PROGRAMMING</b>			
6505 Contract Staff - Programming	1,100.00		1,100.00
6515 Artist Fees	1,300.00		1,300.00
6530 Licences & Tariffs	729.20	365.67	363.53
6535 Programming Expenses	500.00		500.00
6540 Workshop Fees & Expenses		31.18	-31.18
<b>Total 6500 PROGRAMMING</b>	<b>3,629.20</b>	<b>396.85</b>	<b>3,232.35</b>
<b>7000 TECHNICAL</b>			
7020 Equipment Acquisition - Tech	2,205.43	350.72	1,854.71
7050 Line Rental	947.80	931.18	16.62
<b>Total 7000 TECHNICAL</b>	<b>3,153.23</b>	<b>1,281.90</b>	<b>1,871.33</b>
<b>7500 MARKETING &amp; PROMOTION</b>			
7520 Advertising	1,514.56	348.50	1,166.06
<b>Total 7500 MARKETING &amp; PROMOTION</b>	<b>1,514.56</b>	<b>348.50</b>	<b>1,166.06</b>
<b>Total Expenses</b>	<b>\$91,840.37</b>	<b>\$63,240.92</b>	<b>\$28,599.45</b>
<b>NET INCOME</b>	<b>\$87,287.33</b>	<b>\$45,931.48</b>	<b>\$41,355.85</b>