

TRENT RADIO
Board of Director MINUTES
20 October 2022 – 6:30PM via teleconference

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

Regrets: Hannah McCammon, Katie Pedlar, Andréanna Sullivan

1. Chair's opening remarks and agenda approval

Bill Templeman chairs the meeting.

2. Approval of previous minutes (29 August 2022)

Motion to approve minutes of August 29^h moved by Alissa, seconded by Ness & carried

3. Operations reports

- a) Director of Programming (Jill)
- b) Director of Operations (Rob)

4. Financial statements

Since report, the Trent Annual management fee and Levy cheque have been cashed.

Motion to accept statement moved by Alissa, seconded by Ness & carried

5. Summer 2022 Programming Report

Our programming is balanced and in compliance with our CRTC licence.

Motion to accept report moved by Ness, seconded by Tim & carried

6. Options for credit card & online payments

Important to move payments to an internal method and not rely on staff using personal money.

Motion to accept staff's recommendation to move forward with a Float account and possibly a Ploto account for payments, moved by Ness, seconded by Tim & carried. Abstention by Alissa asked to be noted.

7. Nomination Committee

Seeking non-Board members for committee, have students interested. Interested members will be asked to send a (in)formal letter of interest by October 26th. Board will ask membership for folks interested in helping with the 2023 nomination process at the AGM.

8. Date of next meeting

Next meeting is November 8, 2022 at 6:30pm (short meeting to review & approve nomination slate)

9. Any other business

- a) Katie Pedlar is no longer in Peterborough thanks to a new job and has poor internet access.

Motion to appoint Ness Pringle as President of Trent Radio for the remainder of the 2021-22 term, moved by Alissa, seconded by Tim & carried.

b) Rob will be reducing hours starting October 31 due to family issues. Hours for experienced student staff to be increased to help with tasks. Will also be looking to Board to take on some of the Board admin that Rob currently handles.

10. Adjournment

Meeting adjourns 7:30PM

TRENT RADIO
Board of Director MINUTES
08 November 2022 – 6:30PM via teleconference

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

Regrets: Hannah McCammon, Katie Pedlar, Jill Staveley (DoP)

1. Chair's opening remarks and agenda approval

Ness Pringle chairs the meeting.

2. Approval of previous minutes (20 October 2022)

Motion to approve minutes of October 20th moved by Alissa, seconded by Bill & carried

3. Nominating Committee

The Nominees in alphabetical order are: **Henry Allen** (student), **Sebastian Johnston-Lindsay** (student), **Alissa Paxton** (community), **Tim Snoddon** (community), **Andréanna Sullivan** (student), **Bill Templeman** (community), and **Trinity Torrejos** (student)

Motion to accept the recommendation of the Nominating Committee moved by Andréanna, seconded by Alissa & carried

4. Date of next meeting

Next meeting is November 18, 2022 (prior to Annual General Meeting), 7pm.

5. Adjournment

Meeting adjourns 6:50PM

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

TRENT RADIO
Board of Directors MINUTES
14 December 2022 – 6:30PM via teleconference

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

Regrets: Tim Snoddon

1. Chair's opening remarks and agenda approval

Andréanna Sullivan chairs the meeting. Meeting called to order at 6:36pm.

2. Approval of previous minutes (20 November 2022)

Motion to approve minutes of November 20th meetings (pre- and post-AGM) moved by Alissa, seconded by Bill & carried

3. Operations reports

Jill & Rob presented operations reports.

4. Financial reports

Rob presented financial report. Discussion around comparison of income vs. last year:

- Grants received last year and not received this year (CSJ, Radiometres), or one-time COVID-related funding (Arts Alive)

Motion to approve reports as presented moved by Alissa, seconded by Trinity and carried

5. Capacity changes for 2023 Spring season

Jill presented the need to increase current capacity limits, to facilitate hosting CUST3931H workshops in the spring season.

Motion to increase capacity in safety plan from 10 to 12 (10 students & 2 staff) moved by Bill, seconded by Andréanna, and carried.

Rob to send safety plan as amended to board.

6. Strategic plan next steps

Rob to invite Lauren Hunter to January board meeting, which will be planned for two hours accordingly.

7. Schedule for upcoming meetings

Rob to send poll by email to find January meeting date

8. Any other business

- *Alissa:* Fundraising letter to past donors is going out tomorrow, with printed schedule and magnet for more recent donors
- *Jill:* Merch is available at Trent Radio – toques, meshback hats, t-shirts in M and XXL

- *Bill*: Recognizing the care and patience that went into addressing recent complaint, and the commitment of time required to do this right
- *Bill*: Seeking clarification on membership amount & ways to pay - \$25, payable by e-transfer
- *Jill*: reminder that charitable donations can be made through Canada Helps

9. Adjournment

Meeting adjourns 7:29 PM

TRENT RADIO
Board of Directors MINUTES
19 January 2023 – 6:00PM via teleconference

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

Regrets: Tim Snoddon, Henry Allen

1. Chair's opening remarks and agenda approval

Andréanna Sullivan chairs the meeting. Meeting called to order at 6:06pm.

2. Approval of previous minutes (20 November 2022)

Motion to approve minutes of December 14th meeting moved by Alissa, seconded by Sebastian & carried

3. Operations reports

Jill & Rob presented operations reports.

- Discussion around fundraising letter and donations – raised approximately about 10 times expense of mailout
- Would be interesting to compare with previous years to find best timing, December or earlier

4. Financial reports

Rob presented financial report and budget update.

- Discussion around cost of studio upgrades, as consideration for future budgets. Previous quote from a few years ago was around \$50,000.

5. Programming report

Jill presented the Fall 2022 programming report.

Motion to approve reports as presented moved by Alissa, seconded by Bill and carried.

6. Committee appointments

Committee nominations established as follows:

- **Nominating Committee:** Andréanna, Sebastian
- **HR Committee:** Andréanna as point person for HR issues
- **Programming Committee:** Bill, Sebastian, Henry
- **By-law Review Committee:** Alissa, Andréanna
- **Financial Planning Committee:** Alissa, Sebastian, Trinity
- **RPM Challenge Committee:** Andréanna, Trinity (Alissa & Sebastian can volunteer day-of listening part)

Motion to appoint committees per above nomination moved by Sebastian, seconded by Alissa and carried.

7. Date of next meeting

Next meeting to be held Thursday, February 16th at 6:00pm via Zoom.

8. Any other business

- Discussion around NCRA's lobbying campaign
 - Rob presented concerns around Bill C-16, though they may not be relevant to current campaign
 - Encouraged board to review and send letters if desired
- Trent Radio turned 45 this week!

9. Adjournment

Meeting adjourns 7:06 PM

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 19th 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

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

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

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

Regrets: Henry Allen

1. Chair's Opening Remarks

Meeting called to order at 6:04pm.

2. Approval of Previous minutes

Sebastian Johnston-Lindsay moved to approve
Bill Templemen seconded the motion

3. Operations Reports:

Jill & Rob presented operations reports. See meeting package for details
Rob is leaving for vacation June 10th for 10 days

4. Financial Reports:

Rob presented financial reports (As of April 30, 2023)
We are in a great financial position, and are on track with our budget.
Most of our income has been received so far. (82% of budgeted income received so far this year).

Notes: We have not yet met our fundraising goal - could we pull something off before the end of the year? (\$5000 goal) / Is there a capital expense we'd like to propose to a donor? / We have \$4750 in Artist Fees unspent. Maybe a project this summer?

Quick chat about underspending on wages due to circumstances.

5. Spring Season Reports

**Note: Change Date on Spring 2023 Statement of Performance (from 2022 to 2023)*

Jill presented the end of year reports from student staff and for programming.
It was a great year for everyone!

6. Committee Planning

Should we pick some dates - deadlines are coming up soon.
Will arrange via email

7. Strategic Planning

Bill reviewed the strategic plan priority notes before this meeting and noted that we hit the 3-staff model goal.

Suggests that we challenge ourselves to hit these goals, and get ready for year 2 before it hits us.

Suggested that we can get together in person for an afternoon to work on committees and policy as well as look over the strategic plan more thoroughly. Andreanna is out of town so will look at their schedule to propose some dates that they could be here in person.

8. Date of Next Meeting

Will book for both July & August now, and aim for an in person gathering as well:

- 2nd week of July 10th
- 3rd or 4th week of August
- If we plan an in-person meeting, we can then decide whether or not the regular BOD meeting is necessary.

9. Any other business:

- Alissa inquired if there was any move on the living wage incentive, and offered to take the lead on this project.

Meeting Adjourned At 7:02

TRENT RADIO
Board of Directors MINUTES
11 July 2023 – 5:30 PM via teleconference

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

Regrets: Henry Allen, Trinity Torrejos

1. Chair's Opening Remarks

Meeting called to order at 5:35 PM.

2. Approval of Previous minutes

Alissa Paxton moves to approve.

Andréanna Sullivan seconds the motion.

3. Operations Reports

Jill & Rob present operations reports. See the meeting package for details.

4. Financial Reports & 2024 draft budget

Rob presents financial reports. We are in a great financial position.

June consumer price index inflation rates could change our estimates.

Approved for radiometers program.

Significant increase in salaries due to cost of living and additional staff member.

Capital contributions for physical upgrades.

Comments: Alissa recommends that we include \$10 000 from our annual income in a contingency fund.

5. Committee planning

Financial planning committee – meeting on August 16, 2023 at 6 PM, to discuss our surplus and will present recommendations to the board at our August meeting.

Bylaw review committee – met on June 29, 2023 to review edits made by the members, and we plan to meet on July 27, 2023 to complete revisions. We will have a draft for the AGM.

Nominations committee – reaching out to potential board members with an application form which is now accessible to Jill and Rob for editing.

6. Strategic planning

Not discussed

7. Date of next meeting

Wednesday, August 23, 2023

8. Any other business

Alissa Paxton speaks on our involvement with the Living Wage Coalition.

Documents were received for review and will be forwarded to staff to fill out.

The new annual living wage rate is released in November.

The cost of being a member is \$50 per year.

The Living Wage Coalition is interested in doing a press release.

9. Adjournment

Meeting adjourned at 6:33 PM

TRENT RADIO
Board of Directors MINUTES
August 23, 2023 – 5:30 PM via Teleconference

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Alissa Paxton, Bill Templeman (late), Sebastian Johnston-Lindsay, Andréanna Sullivan (Chair)

Regrets: Henry Allen, Trinity Torrejos

1. Chair's Opening Remarks

Meeting called to order at 6:00 PM.

2. Approval of Previous minutes

Motion to accept previous minutes

Alissa Paxton moves to approve. Sebastian Johnston-Lindsay seconds th motion.

3. Operations Report

Jill Staveley presents operations reports. See the meeting package for details.

20 Program Proposals received. TWSP staff approved.

Trent Radio to participate in a levy group clubs & groups day in the future.

Rob Hailman acknowledged that August ran smoothly despite Jill's absence.

A C-18 PSA was aired summarized Trent Radio's position.

Some equipment repair/replacement is pending including the Studio B turret switch.

There was a brief router failure.

The PTBO Folk Festival was a positive opportunity for Trent Radio to gain community exposure.

Alissa Paxton asked if Jill & Rob have used their vacation time. Neither staff member has significant carry-over time.

4. Financial Report

Rob Hailman presents financial reports. We continue to be in a great financial position. 61k surplus.

Cost of living provision to improve wages shows up as higher salary numbers. Reserve contingency fund of 10k set up.

Motion to accept financial report and proposed 2024 Budget as presented.

Moved by Alissa Paxton,

Seconded by Sebastian Johnston-Lindsay

A question was asked if in the future Trent Radio should undergo an environment assessment.

Alex Campagnolo may have done an assessment. Bill Templeman to follow-up.

Motion to designate 50% of cash surplus as a reserve fund.

Moved by Alissa Paxton,

Seconded by Sebastian Johnston-Lindsay

5. Covid 19 Safety Plan

The relevance of the Covid 19 Safety Plan was discussed. Masks deemed optional. The wishes of those who want to work in a masked environment should be accommodated.

Motion to repeal the Covid 19 Safety Plan.

Moved by Sebastian Johnston-Lindsay

Seconded by Alissa Paxton

6. Committee planning

The nominating committee will be formed at the AGM. Nominees are welcome to attend Board Meetings to observe.

Bylaw Committee Update – revised bylaws to be presented to the Board prior to the AGM then presented to the AGM for approval

7. Strategic planning

Not discussed

8. Date of next meeting

Prior to the week of Sept. 18 a poll will be circulated on which the next meeting date can chosen.