

**TRENT RADIO BoD AGENDA**  
**17 January 2024 – 5:30pm**  
**to be held via teleconference**

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations report
4. Financial statements
5. Fall 2023 programming report
6. Appointment of officers
  - President & Chair
  - Treasurer
  - Secretary
  - Vice-President
  - Vice-Chair
7. Appointment of signing officers
  - typically President, Treasurer, Director of Programming and Director of Operations
8. Board orientation planning
9. Date of next meeting
10. Any other business
11. Adjournment

TRENT RADIO  
Board of Directors MINUTES  
November 16, 2023 – 6:00pm

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

**Guests:** Maddie Preston

**Regrets:** Jill Staveley (DoP)

**Absent** Trinity Torrejos

### **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 October 19th board meeting were approved.

### **3. Operations report**

Rob Hailman presented the operations report

Presented as attached in meeting documents.

- Some new programmers being brought on
- New keys cut, student cards as keys being discussed
- Security discussed
- Gutters cleaned
- Discussing hiring a cleaning service once a month
- Grants:
  - Canada Summer Jobs grant deadline approaching (Jan. 10)
  - Community investment grants (City of Ptbo) due Dec 6
- Received first draft of financial review from JD Watson, mostly ready to go final
- CRTC return mostly complete
- Payroll migration almost ready, should be done by November 24
- Roadwork: supposed to have regular driveway access by November 15, this is unconfirmed.
- Living wage increase: OLWN announces increase to \$20.60/hr. Costs \$2580.75 to switch all full time/permanent employees to this immediately

### **4. Financial statements**

Rob Hailman presented the latest financial statements

Presented as attached in meeting documents.

- Aiming to reduce cash on hand, invest more
- Received one of our two annual levy installments
- Increased wages due to new full-time position and hiring more student positions

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**

Nomination committee discussion deferred to any other business.

#### **6. Strategic Planning**

Bill to prepare presentation on strategic plan for annual general meeting, will meet with Rob to discuss.

#### **8. AGM preparations**

- Once nominees are confirmed, Rob can post agenda for AGM
- Planning to meet on November 24th at 6 PM to confirm AGM minutes
- Rob and Andreanna will meet to discuss how to chair the meeting
- Jill and Rob have been discussing having a catered meal for the in-person AGM at Sadleir House; Andréanna will arrange catering
- Board members should send Rob a photo and short blurb about their role

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

Next meeting to be held November 23rd at 6:00pm, with a subsequent meeting to be held following the AGM.

#### **9. Any other business**

Andréanna presented the nominees for election at the Annual General Meeting: (s: student, c: community)

- Sebastian Johnston-Lindsay [s]
- Mikaela Lewis [s]
- Savannah Lummis [s]
- Alissa Paxton [c]
- Madison Preston [s]
- Andréanna Sullivan [s]
- Bill Templeman [c]

On a motion made by Sebastian Johnston-Lindsay, seconded by Henry Allen, and carried, the nominations were received.

#### **10. Adjournment**

Meeting adjourned at 6:44pm.

TRENT RADIO  
Board of Directors MINUTES  
December 3, 2023 – 4:00pm

**In attendance:** Rob Hailman (DoO, Chair), Andréanna Sullivan, Bill Templeman, Alissa Paxton, Sebastian Johnston-Lindsay, Maddie Preston, Mikaela Lewis

**Absent:** Savannah Lummis

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

Meeting called to order at 4:00pm

**2. Appointment of President until next meeting**

On a motion made by Alissa Paxton, seconded by Sebastian Johnston-Lindsay, and carried, Andréanna Sullivan was appointed President until the next meeting of the board of directors

**3. Motion to approve all grant applications for the upcoming year**

On a motion made by Sebastian Johnston-Lindsay, seconded by Bill Templeman, and carried, the following resolution was approved:

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.

**4. Date of next meeting**

The date of the next meeting will be determined by email.

**5. Adjournment**

Meeting adjourned at 4:05pm.

## **Operations Report – presented January 17, 2024**

### Jill Staveley, Director of Programming:

- City Grant Submitted for Journalism
- TSWEP Submitted for full-time 18-week outreach position
- Reese Andison is away this term on an international study program, will return in the Fall.
- New Staff - Clara VanSydenborgh to cover the extra TWSP hours
- Students from TASSS have started a show (without school or parental supervision) called AOK radio. Wondering if the board has any thoughts about getting parental buy in? We haven't in the past - but we might want to going forward.
- CUST3139H Class back at TRadio House. They changed the seminar time without informing me - I think this is something normal, and worth remembering to check in June.
- Merch is in - looks great, already selling well.
- Initial promo for RPM Challenge underway. Mimi will host events &tc to celebrate the project.
- Programmer Socials - 2 are booked, Last Friday of the month at Sadleir House in the evening. Low key, no stress events.
- Jethro's is now a sponsor - in-kind for space usage with the CRFC project
- PROGRAMMING:
  - 3 shows ended after the Fall.
  - 1 show expanded their time from 1hr to 2hrs.
  - 6 new shows in the Spring Season
  - 2 programme proposals still in process (submitted after Jan01)
- 51 Community Member
- 13 Students and/or Student Club Reps
- 5 staff shows per week.

### Rob Hailman, Director of Operations:

- Payroll migration to Wagepoint complete, first payroll run in new system on January 5<sup>th</sup>
  - 2023 T4s will still be issued through Quickbooks
  - Will also need to issue ROEs for all employees because of discontinuity in payroll records – this is routine, Josh Raspberry to prepare them
- Copyright tariffs coming due in January – can calculate amounts now that Dec 2023 bookkeeping is complete
  - Re:Sound – performance rights for recordings – flat rate, already paid
  - SOCAN – performance rights for compositions – based on operating expenses, estimate for 2024 and reconciling actuals for 2023
  - CMRRA – reproduction rights for recordings – based on operating expenses in 2023

- Equipment purchases for Radiometres: Allen & Heath QU-SB mixer (futuristic!), iPad to control it, two Sennheiser e609 amplifier microphones – all used successfully for December broadcast
- Shutdown tech work: routine maintenance, Libretime upgrade, new PCs (one for StudioC, one spare)
- Tech insanity in first week back
  - Router randomly decided to redirect all web traffic it handled to one random website – no access to web from inside our network, and no access to Trent Radio websites from outside. Was able to resolve this temporarily but after it occurred a 2<sup>nd</sup> time, replaced the router (probably long overdue!) on Wed, Jan 10.
  - Broadcast outage on Wed, Jan 10 around 9:45am due to network loss at transmitter. Went up there with Eddy to find Xplore had removed Cable Cable's equipment from the transmitter site. Tech was still on site when we arrived and put some things back, Cable Cable needed to attend to get things functional again. Back on air around 12:45pm. (I can't say this is the most bizarre thing I've ever dealt with at Trent Radio but it's certainly up there.)

# Trent Radio

## Balance Sheet

As of December 31, 2023

	TOTAL		
	AS OF DEC. 31, 2023	AS OF DEC. 31, 2022 (PP)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	405,854.12	314,515.14	91,338.98
1110 Tangerine Savings	3.71	3.62	0.09
1115 Paypal	929.32	928.04	1.28
12000 CanadaHelps Clearing	1,339.72	1,964.47	-624.75
12003 Plooto Instant (Canada - CAD)	47.94		47.94
12001 Undeposited Funds	11,334.77	25.00	11,309.77
<b>Total Cash and Cash Equivalent</b>	<b>\$419,509.58</b>	<b>\$317,436.27</b>	<b>\$102,073.31</b>
Accounts Receivable (A/R)			
1200 Accounts Receivable	37,097.36	6,328.39	30,768.97
<b>Total Accounts Receivable (A/R)</b>	<b>\$37,097.36</b>	<b>\$6,328.39</b>	<b>\$30,768.97</b>
1201 Allowance for Doubtful Accounts	-800.00	-800.00	0.00
1300 Prepaid Expenses	498.31	747.81	-249.50
<b>Total Current Assets</b>	<b>\$456,305.25</b>	<b>\$323,712.47</b>	<b>\$132,592.78</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	-156,332.00	-2,289.36
1580 Office Equipment	28,500.31	28,500.31	0.00
1590 Accum Depr - Furn and Equip	-22,937.52	-21,546.82	-1,390.70
1600 Technical Equipment	333,487.10	333,487.10	0.00
1610 Accum Dep'n - Technical	-323,935.91	-319,069.86	-4,866.05
1620 Technical Renovations	9,913.00	9,913.00	0.00
<b>Total Property, plant and equipment</b>	<b>\$89,971.63</b>	<b>\$98,517.74</b>	<b>\$ -8,546.11</b>
<b>Total Non Current Assets</b>	<b>\$89,971.63</b>	<b>\$98,517.74</b>	<b>\$ -8,546.11</b>
<b>Total Assets</b>	<b>\$546,276.88</b>	<b>\$422,230.21</b>	<b>\$124,046.67</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	334.86	8,086.91	-7,752.05
<b>Total Accounts Payable (A/P)</b>	<b>\$334.86</b>	<b>\$8,086.91</b>	<b>\$ -7,752.05</b>
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	281.92	142.01	139.91
2580 Federal Taxes	6,360.11	3,164.55	3,195.56

	TOTAL		
	AS OF DEC. 31, 2023	AS OF DEC. 31, 2022 (PP)	CHANGE
<b>Total 2500 Payroll Liabilities</b>	<b>6,642.03</b>	<b>3,306.56</b>	<b>3,335.47</b>
25500 GST/HST Payable	-2,024.37	-2,209.53	185.16
Receiver General Suspense	-3,929.90	0.00	-3,929.90
<b>Total Current Liabilities</b>	<b>\$6,396.12</b>	<b>\$14,557.44</b>	<b>\$ -8,161.32</b>
<b>Total Liabilities</b>	<b>\$6,396.12</b>	<b>\$14,557.44</b>	<b>\$ -8,161.32</b>
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	371,188.04	296,121.10	75,066.94
Net income	58,654.12	1,513.07	57,141.05
<b>Total Equity</b>	<b>\$539,880.76</b>	<b>\$407,672.77</b>	<b>\$132,207.99</b>
<b>Total Liabilities and Equity</b>	<b>\$546,276.88</b>	<b>\$422,230.21</b>	<b>\$124,046.67</b>

**Note**

Subject to review and adjustment



# Trent Radio

## Income Statement

September - December, 2023

	TOTAL		CHANGE
	SEP - DEC., 2023	SEP - DEC., 2022 (PP)	
<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	11,300.54	-9.23	11,309.77
<b>Total 4160 Provincial Grants</b>	<b>11,300.54</b>	<b>-9.23</b>	<b>11,309.77</b>
<b>Total 4000 GOVERNMENT FUNDING</b>	<b>12,425.54</b>	<b>-9.23</b>	<b>12,434.77</b>
4200 DONATIONS & FUNDRAISING			
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	60,984.00		60,984.00
<b>Total 4230 Foundations &amp; Service Groups</b>	<b>60,984.00</b>		<b>60,984.00</b>
4240 Individual Donations	2,507.74	3,471.00	-963.26
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	975.00	851.81	123.19
<b>Total 4200 DONATIONS &amp; FUNDRAISING</b>	<b>177,310.74</b>	<b>106,055.28</b>	<b>71,255.46</b>
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	750.00	2,000.00	-1,250.00
<b>Total 4630 Net On Air Sponsorship - Local</b>	<b>750.00</b>	<b>2,000.00</b>	<b>-1,250.00</b>
4660 On Air Time Sales - National	75.59	3,391.69	-3,316.10
4725 Net Merchandise Sales			
4720 Merchandise Sales	461.00	150.00	311.00
4722 Merchandise Sales Expense	-1,567.94		-1,567.94
<b>Total 4725 Net Merchandise Sales</b>	<b>-1,106.94</b>	<b>150.00</b>	<b>-1,256.94</b>
4750 Rental Income	3,660.00	3,900.00	-240.00
4760 Mgmt Services - Trent Annual	35,211.14		35,211.14
4770 Production Services	95.00		95.00
<b>Total 4500 EARNED REVENUE</b>	<b>38,684.79</b>	<b>9,441.69</b>	<b>29,243.10</b>
Sales	25.00		25.00
<b>Total Income</b>	<b>\$228,446.07</b>	<b>\$115,487.74</b>	<b>\$112,958.33</b>
<b>GROSS INCOME</b>	<b>\$228,446.07</b>	<b>\$115,487.74</b>	<b>\$112,958.33</b>
<b>EXPENSES</b>			
5000 SALARIES & BENEFITS			
5010 Programming Wage	66,353.32	30,106.71	36,246.61
5030 Technical Wage	10,030.59	7,272.24	2,758.35
5070 Administrative Wage	13,532.62	13,148.94	383.68
5075 Trent Annual Payroll	32,629.06	26,334.58	6,294.48

	TOTAL		
	SEP - DEC., 2023	SEP - DEC., 2022 (PP)	CHANGE
5080 Employee Benefits	4,438.95	3,714.74	724.21
5086 WSIB Expense	427.69	199.64	228.05
5090 CPP & EI Employer Expense	8,659.95	4,904.04	3,755.91
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>136,072.18</b>	<b>85,680.89</b>	<b>50,391.29</b>
6000 ADMINISTRATION			
6010 Contract Staff - Admin	2,754.52	1,865.83	888.69
6030 Audit	4,443.44	4,313.51	129.93
6040 Bank Charges	200.20	154.18	46.02
6045 Bldg Repair & Maint - TR	1,891.98	3,135.64	-1,243.66
6050 Bldg Repair & Maint - Upper Apt		213.90	-213.90
6060 Insurance & Security	4,187.94	4,475.11	-287.17
6075 Meeting Expenses	698.58		698.58
6080 Memberships & Subscriptions	1,711.76	1,860.35	-148.59
6085 Office Equipment & Software	1,407.38	1,575.67	-168.29
6090 Office Supplies	47.15	519.50	-472.35
6095 Postage & Courier		142.89	-142.89
6100 Printing & Design - Admin	176.07	112.26	63.81
6105 Professional Development		4,417.45	-4,417.45
6110 Telephone	311.49	311.82	-0.33
6115 Travel & Conference	28.04		28.04
6120 Utilities	1,502.24	1,565.57	-63.33
6125 Volunteer Expenses	42.57		42.57
6130 Misc. Admin. Expense	0.01	0.00	0.01
<b>Total 6000 ADMINISTRATION</b>	<b>19,403.37</b>	<b>24,663.68</b>	<b>-5,260.31</b>
6500 PROGRAMMING			
6505 Contract Staff - Programming	4,700.00		4,700.00
6515 Artist Fees	2,200.00		2,200.00
6530 Licences & Tariffs	729.20	365.67	363.53
6535 Programming Expenses	500.00		500.00
6540 Workshop Fees & Expenses		31.18	-31.18
6545 Misc. Programming Expense	46.76		46.76
<b>Total 6500 PROGRAMMING</b>	<b>8,175.96</b>	<b>396.85</b>	<b>7,779.11</b>
7000 TECHNICAL			
7020 Equipment Acquisition - Tech	2,265.67	1,022.39	1,243.28
7040 Equipment Repair & Maint - Tech	410.56		410.56
7050 Line Rental	1,895.60	1,862.36	33.24
<b>Total 7000 TECHNICAL</b>	<b>4,571.83</b>	<b>2,884.75</b>	<b>1,687.08</b>
7500 MARKETING & PROMOTION			
7520 Advertising	1,521.83	348.50	1,173.33
7530 Design & Printing	46.78		46.78
<b>Total 7500 MARKETING &amp; PROMOTION</b>	<b>1,568.61</b>	<b>348.50</b>	<b>1,220.11</b>
<b>Total Expenses</b>	<b>\$169,791.95</b>	<b>\$113,974.67</b>	<b>\$55,817.28</b>
<b>NET INCOME</b>	<b>\$58,654.12</b>	<b>\$1,513.07</b>	<b>\$57,141.05</b>

**Note**

Subject to review and adjustment

## **Fall 2023 STATEMENT OF PERFORMANCE (September - December 2023):**

Overall, it is our 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 logs are available through libertime analytics, and available upon request.

All music sheet data is now kept indefinitely to accompany and facilitate the rebroadcast of archive content.

Prepared by Jill Staveley (DoP) & Mridul Harbhajanka (PVSC)

**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.

Calculations are based on blocks of time, rather the selections of music. If audited by the CRTC, these calculations for the window of time requested would be based on the number of tracks played, rather than the duration of the content category playlist.

Trent Radio end of season programming statistics do not include spoken word minutes from music shows for two reasons. (i) in order to include spoken word in small chunks, we must indicate start and end time of each segment (song intro, foreground format - etc), which we currently do not request from our programmers, (ii) in building our schedule and calculating statistics at the beginning and end of each season, we believe that it is in our best interest to underestimate quota minimum requirements so that we do not become complacent with these conditions of license.

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

<b>Content Category</b>	<b>CRTC Required</b>	<b>TRadio Req</b>	<b>Weekly Average</b>
<b>CATEGORY 1 – SPOKEN WORD</b>	MIN 15% of all programming (19hrs)		27% (33.90hrs)
<b>11 – NEWS</b>			2.15hrs
<b>12 – S/W Other</b>			31.75hrs
<b>CATEGORY 2 – POPULAR MUSIC (35% CanCon)</b>			45% (56.60hrs)
<b>21-pop rock &amp; dance</b>	At least 20% of ALL MUSICAL SELECTIONS must be drawn from categories other than 21 / MAX 80 % of ALL MUSICAL SELECTIONS		36% of all musical selections were drawn from CAT21 selections (32.85hrs). 64% of all musical selections were drawn from categories other than CAT21.
<b>22 - country &amp; country oriented</b>			16.25hrs
<b>23 – acoustic</b>			7hrs
<b>24 – easy listening</b>			.5hrs
<b>CATEGORY 3 – TRAD &amp; SPECIAL INTEREST (12% CanCon)</b>	MIN 5% of all Musical Selections		39% of all musical selections (35.5hrs)
<b>31 – concert</b>			1.25hrs
<b>32 – Folk &amp; Folk Oriented</b>			9.25hrs
<b>33 – World Beat/International</b>			8hrs
<b>34 – Jazz &amp; Blues</b>			8.25hrs
<b>35 – Religious</b>			1.5hrs
<b>36 – Audio Art</b>			7.25hrs
<b>HITS PLAYED</b>	No specification	MAX 5%	Below TR MAX
<b>Station Produced</b>			126
<b>Adv &amp; Sponsorship</b>		MAX 252 minutes	Below TR MAX

Description	FA'23
Total LIVE NEW b.casting hours / week (average)	32
Total TAPED NEW b.casting hours / week (average)	30
Total repeat/archive/automated block hours / week (average)	30.5
Total Number of Local Music (aka RFP) Hrs/week	33.50
Total Broadcast Hours (per CRTC definition) / week	126
Number of Regular Volunteer Producers	56
Number of Volunteer Produced Programmes/week	41
Number of 'live' Staff Produced Programmes/week	11
Where Do The Children Play episodes/week (Youth Programming Priority)	6
Smooth Op episodes/week (incl. LJI News shorts)	19
Drums & Voices (Indigenous Music Priority)	7hrs
Total Number of Programming Instances (incl. Weekly repeats, automated blocks & TRadio Produced)	92

Total Stats	FA23 hr/wk	%		CAT 21 maximum factor stats	FA23 hrs/wk	%		Music Stats	FA23 hrs/wk	%
CAT 1	33.90	27%		CAT 21	32.85	36%		CAT 2	56.60	61%
CAT 2	56.60	45%		2x	23.75	26%		CAT 3	35.50	39%
CAT 3	35.50	28%		CAT 3	35.5	38%				
TOTAL	126	100			92.10	100				

*Stats Calculated by Mridul Harbhajanka 20231231*

## **The People**

- 43 Community Members
- 12 Trent U Students
- 5 Student Staff
- 2 Project Staff (LJI and Project Curator RFTS)
- 1 Internship Student
- 3 Trent Students for Coursework
- 3 Community/Student Groups (Lady Eaton College, Arthur, Law&Arts)
- 10+ others (bod, Operators, group participants, special contributors/supporters)
- 2 production support programmes (via zoom)
- 3 core staff

## **15 New Programmers/Participants (Programmer Orientation Completed)**

Steven Haylestrom  
Bobby Muir (Ed Stream Placement)  
Ella Shuttleworth  
Dean Cronin  
Brooke Dewhurst  
Abby Buchanan  
Ralph Antwi-Baffoe (Grad Studies Intern)  
Abbigale Kernya  
Caleb Clawson  
Annabel Obot (TWSP)  
Lauren Yandt (TWSP)  
Lea Lannin  
Adelaide Quinn  
Nigel Norrad  
Jack Martin  
Anjola Olutunfese (TWSP)  
Echo Van Voorst (cust2035 project)  
Ingrid Hernandez (cust2035 project)

## **Sponsorship & Advertising**

Sam's Place x 3/week for Full Year (Nov'23 - Oct'24) Gold Sponsor  
Renegade Apparel x 3/week for Full Year (Nov'23 - Oct'24) Gold Sponsor  
Target Broadcasting x Contracts to broadcast government messages during Indigenous programming blocks

## **Notable Programming Dates:FALL 2023 Broadcast Season**

01 Sep - RM23-24 Start, Radio From the Stage	21 Oct - Radio Project Day: Between the Bars
01 Sep - RFTS Curator Start - Charlie Glasspool	22 Oct - Fall Reading Break Start
01 Sep - Missy Knott AOV Series start	29 Oct - RFTS EP #1 - TTOK
05 Sep - Fall Pre-Season Start	06 Nov - Edu Stream Placement Start - Bobby Muir
11 Sep - PP Workshop #1	07 Nov - Israel/Palestine: Panel Discussion Recording
12 Sep - Clubs & Groups Day	08 Nov - PJ Thomas Poetry Series Project (Studio)
13 Sep - Seasoned Spoon Recording, PP Workshops #2 and #3	23 Nov - Water Shut-off: 830 to 1630 - No LIVE Programming
14 Sep - PP Workshop #4	24 Nov - Water Shut-off: 830 to 1630 - No LIVE Programming
15 Sep - Programme Proposal Deadline	26 Nov - RFTS EP #2 - Sadleir House
18 Sep - Returning TWSP Start - Kendall Boissoneau & Reese Andison	03 Dec - AGM
23 Sep - Wild Rice Festival	09 Dec - Regular Broadcast Season End
24 Sep - Fall Season Start	10 Dec - Entre Season Start
24 Sep - Grad Stu Intern Start - Ralph Antwi-Baffoe	14 Dec - New Merch from Renegade Apparel Arrives (mugs, tote bags, hats, toques, shirts)
28 Sep - TI Radio Corr Start - Annabel Obot	19 Dec - Mimi away
29 Sep - DisO Week (Mikaela Lewis & David King)	21 Dec - Entre Season End
02 Oct - TWSP New Hire - Lauren Yandt	22 Dec - Shutdown
07 Oct - PJ Thomas Live Poetry Event (Field Recording & RFTS Kick Off)	31 Dec - RFTS EP #3 - NYE at Jethro's Bar & Stage
14 Oct - RFTS Artist Application Deadline	
17 Oct - TWSP New Hire - Anjola Olotunfese	
18 Oct - Joel Buxton Visit and Special TRadio Event	

## **Responsibilities of officers (from Trent Radio's bylaws)**

### **5.03. Duties of President and Chair:**

A Director shall be appointed President and Chair of the Board of Directors and shall, when present, preside at all meetings of the Board of Directors and Membership of Trent Radio. They shall ensure the preparation of a proper agenda, notify the members of the Board of time and place of meetings, and where appropriate of particularly significant or urgent matters to be introduced. The President shall also be charged with the general and overall management and supervision of the affairs, staff, and operations of Trent Radio, and shall act as the usual Spokesperson for Trent Radio. In recognition of the contributions of the student body of Trent University to Trent Radio, the best practice shall be to have a Student Member hold this office.

### **5.04. Duties of Vice-President:**

During the absence or inability of the President to act, their duties and powers may be exercised by the Vice-President. In addition, render assistance to the President and Chair in the performance of such duties when called upon to do so.

### **5.05. Duties of Secretary:**

The Secretary shall be the clerk of the Board of Directors. They shall, where possible, keep a roll of the names and addresses of the Members; ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees; attend to correspondence on behalf of the Board; maintain all minute books, documents, registers and the seal of the Corporation by law; ensure that all reports are prepared and filed as required by law or requested by the Board.

### **5.06. Duties of Treasurer:**

The Treasurer shall work with staff to ensure full and the accurate accounts of all receipts and disbursements of Trent Radio in accordance with generally accepted accounting principles, and shall render to the Chair and Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of Trent Radio. The Treasurer shall also perform such other duties as may from time to time be directed by the Board. The office of Secretary and the office of Treasurer may from time to time be combined as the office of Secretary-Treasurer, as the Board of Directors may from time to time determine.