

TRENT RADIO BoD AGENDA
21 February 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. Board orientation & strategic planning
 - Review of Trent Radio's Aims & Objects
 - Setting date for March strategic planning
6. Date of next meeting
7. Any other business
8. Adjournment

Trent Radio's Aims and Objectives as a Broadcaster:

Trent Radio Aims To:

- Maximise diversity of programming.
- Inspire creative contributions to radio programming.
- Increase awareness of the power and potential of radio.
- Encourage and inspire a positive use of radio.
- Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.
- Formalise its operations so as to promote fairness, clarity and efficiency in its decisions.
- Encourage access to the facilities by both the Peterborough area and Trent communities.
- Encourage the production of programming which reflects both of these communities.
- Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond.

Gary Schelling, Glenn Bell, Joanna Rogers, Mary Pace, Paul Merriam, John K Muir,
Robert Campbell, Graham Longford ~ April 1984

TRENT RADIO
Board of Directors MINUTES
January 17, 2024 – 5:00pm

In attendance: Rob Hailman (DoO), Andréanna Sullivan (chair), Bill Templeman, Alissa Paxton, Sebastian Johnston-Lindsay, Maddie Preston, Mikaela Lewis, Savannah Lummis, Jill Staveley (DoP)

1. Chair's opening remarks and agenda approval

Meeting called to order at 5:31. In order to accommodate Jill Staveley's schedule, the Fall Programming report was moved earlier in the agenda.

2. Approval of previous minutes

On a motion made by Bill Templeman, seconded by Alissa Paxton, and carried, the minutes of the November 16th and December 3rd board meetings were approved.

3. Fall Programming Report

Jill Staveley presented the Fall 2023 programming report, stating Trent Radio's programming in the past season was balanced and in regulatory compliance, and providing details on content and programming statistics, staffing, and notable dates.

- Andréanna asked if this report is prepared for other seasons. Jill answered that yes, it is prepared for the Fall, Spring, and Summer seasons each year. The seasonal model gives opportunity for new programmers to join regularly.

4. Operations report

Jill Staveley and Rob Hailman presented the operations report.

- Discussion followed around the question of parental consent or supervision for programmers under 18. The main issues relate to liability and parental consent, rather than the programmes themselves. Current high school students were connected with Trent Radio through their teacher, but they are producing volunteering at Trent Radio independently.
- Jill will look into this issue further.
- Bill asked if the internet outage that occurred is something that is likely to happen again. Rob answered that, while outages are always possible, this situation is very unlikely.
- Andréanna expressed an interest in seeing the transmitter. This may be something that could be organized in small groups.

5. Financial statements

Rob Hailman presented the latest financial statements, for December 2023.

- Bill asked if Trent Radio stands to receive any funding from the agreement reached between Google and the federal government regarding Bill C-18. Rob answered that any money allocated to community radio under that agreement will likely be administered by the CRFC rather than distributed directly to stations.

5. Appointment of Officers

The following individuals were nominated as officers:

- President and Chair: Andréanna Sullivan
- Vice President: Rob Hailman
- Secretary: Savannah Lummis
- Treasurer: Mikaela Lewis
- Vice Chair: Alissa Paxton

On a motion made by Bill Templeman, seconded by Maddie Preston, and carried, the officers were appointed as nominated.

6. Appointment of Signing Authorities

On a motion made by Alissa Paxton, seconded by Bill Templeman, and carried, Andréanna Sullivan, Mikaela Lewis, Rob Hailman and Jill Staveley are appointed as the signing authorities for the Trent Radio and Trent Annual bank accounts with Bank of Montreal, with all other signing authorities to be removed.

7. Board Orientation

The board orientation session was scheduled for Sunday, February 18th from 11am to 2pm, in person. Rob will confirm the availability to host it at Trent Radio House.

8. Date of next meeting

The next board meeting was scheduled for Wednesday, February 21st at 5:30pm via Zoom.

9. Any other business

Bill reminded the board of to continue to revisit Trent Radio's strategic plan, both at the orientation session on the 18th and at monthly board meetings.

10. Adjournment

Meeting adjourned at 6:44pm.

Operations Report

prepared Feb 16, 2024

Director of Programming – Jill Staveley:

- **Levy Council, MOU Approved.** Trent Radio requested that the recommendation to change the wording of Responsibilities Section, Associations, Point 2 be recorded in the minutes for future discussion.
- **CRABO Awards,** 2 programmers have put forth 3 submissions. We are currently encouraging some staff and other folks to put applications together to increase Trent Radio's visibility and participation within the NCRA Community
- **Radiometres,** Stage 1 application submitted for \$35,000 to fund 8 months of a journalist/educator position to develop Trent Radio's Editorial Voice, and create programs (not programming) to facilitate CAT11 contributions from volunteers and other community members.
- **RPM Challenge going very well.** Mimi is leading the activities this year with a weekly radio show (during and after to play local rpm tracks), workshops, socials, recordings and a listening party in March.
- **Trent Radio FundRaizio (FundRai\$io?)** - First week of April. Kick off with Radio From the Stage on Sunday March 31. Focused programming all week to get volunteers to "do the ask" on air, and special event programming on Friday evening (as part of First Friday) starting with a remote broadcast, and moving into a marathon that will end on Saturday evening when we take over the Pig's Ear Tavern for a music event featuring: Rob Hailman, Mridul Harbhajanka, Charlie Glasspool & Jill Staveley (not recorded, not live - just fun!)
- **Morton Lecture Series:** Recorded for broadcast to engage with academic lectures, and to build our relationship with the School for the Study of Canada
- **Trent U School Of Education:** Classroom recording (for credit) of storybook reading segments, to be featured as a project presentation, and included in our Kid's Show: Where Do The Children Play
- **Pathway Of Fame, Ada Lee Concert:** Recorded for archive preservation (very special event & local musician), and will be presented on Trent Radio during our FundRai\$io
- **Cultural Studies Week:** Trent Radio will be taking part in Cultural Studies week through the Radio/Podcast Workshop Class - project #3, Live Radio Drama Productions (Wed Mar 6th, 10am - 12:00noon). Tune in!

Director of Operations – Rob Hailman:

- Martins Lawncare hired for snow removal for the remainder of the winter now that driveway is accessible again. Weekly rate for remainder of winter covering plowing of driveway and maintenance of walkways.
- Driveway access continues to be an issue as gravel poured by road crew has settled, making it difficult to get vehicles over the sidewalk. Waiting for a response from Andrew Beamer about who best at city to contact. Also looking for confirmation about what we

can expect as far as paving/repair of our driveway and George St walkway when crew return in spring, so we can hire our own contractor if needed.

- Payroll migration is complete and successful with Trent Annual staff migrated over for end of January. Reviewed during bookkeeping for January to ensure that payroll transactions are being posted to Quickbooks to appropriate accounts and classes.
- T4s issued on February 5 – this is the final thing that needed to be done with Quickbooks Payroll.
- Charitable tax receipts mailed out February 12.
- Radio From The Stage progressing well. Broadcast from Take Cover books on Jan 28 was a great success, next broadcast at Sadleir House on Feb 25.
- RPM Challenge Music Festival, Feb 15 at Dreams of Beans: as Jill mentioned, organized by Mimi, with Rob doing sound & recording. Event was a great success; Annabel Obot did a brief songwriting workshop then had 8 acts perform. Plan is to edit recordings to release as a Trent Radio RPM Challenge compilation. (QU-SB mixer purchased in January continues to be very cool!)
- TCSA bylaw amendments: The TCSA brought forward bylaw amendments for consideration at their Winter SAGM on Feb 14, including some relating to petitions and referenda.
 - Levy groups not notified, as specified in MOU and previous Undergraduate Levy Policy.
 - TCSA membership voted against the amendments at the SAGM in two separate votes
 - TCSA executive has called emergency board meeting to consider putting the amendments to referendum

Trent Radio

Balance Sheet

As of January 31, 2024

	TOTAL		
	AS OF JAN. 31, 2024	AS OF JAN. 31, 2023 (PP)	CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	358,603.51	294,050.63	64,552.88
1110 Tangerine Savings	3.71	3.62	0.09
1115 Paypal	929.32	928.04	1.28
12000 CanadaHelps Clearing	16.41	30.89	-14.48
12003 Plooto Instant (Canada - CAD)	47.94		47.94
Wagepoint Clearing	11,543.41		11,543.41
12001 Undeposited Funds	11,309.77	500.00	10,809.77
Total Cash and Cash Equivalent	\$382,454.07	\$295,513.18	\$86,940.89
Accounts Receivable (A/R)			
1200 Accounts Receivable	51,532.16	9,081.68	42,450.48
Total Accounts Receivable (A/R)	\$51,532.16	\$9,081.68	\$42,450.48
1201 Allowance for Doubtful Accounts	-800.00	-800.00	0.00
1300 Prepaid Expenses	498.31	747.81	-249.50
Total Current Assets	\$433,684.54	\$304,542.67	\$129,141.87
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
Total Property, plant and equipment	\$89,971.63	\$98,517.74	\$ -8,546.11
Total Non Current Assets	\$89,971.63	\$98,517.74	\$ -8,546.11
Total Assets	\$523,656.17	\$403,060.41	\$120,595.76

	TOTAL		
	AS OF JAN. 31, 2024	AS OF JAN. 31, 2023 (PP)	CHANGE
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	565.41	2,867.87	-2,302.46
Total Accounts Payable (A/P)	\$565.41	\$2,867.87	\$ -2,302.46
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	0.00	40.13	-40.13
2580 Federal Taxes	0.00	3,018.63	-3,018.63
Total 2500 Payroll Liabilities	0.00	3,058.76	-3,058.76
25500 GST/HST Payable	-3,008.78	-2,371.19	-637.59
Total Current Liabilities	\$2,930.13	\$8,928.94	\$ -5,998.81
Total Liabilities	\$2,930.13	\$8,928.94	\$ -5,998.81
Equity			
30000 Opening Balance Equity	110,038.60	110,038.60	0.00
Retained Earnings	371,188.04	284,092.87	87,095.17
Net income	39,499.40		39,499.40
Total Equity	\$520,726.04	\$394,131.47	\$126,594.57
Total Liabilities and Equity	\$523,656.17	\$403,060.41	\$120,595.76

Note

Subject to review and adjustment

Trent Radio

Income Statement

September 2023 - January 2024

	TOTAL		
	SEP. 2023 - JAN. 2024	SEP. 2022 - JAN. 2023 (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	27,631.39	4,552.53	23,078.86
Total 4160 Provincial Grants	27,631.39	4,552.53	23,078.86
4190 Municipal Grants			
4170 City of Peterborough	0.00		0.00
Total 4190 Municipal Grants	0.00		0.00
Total 4000 GOVERNMENT FUNDING	28,756.39	4,552.53	24,203.86
4200 DONATIONS & FUNDRAISING			
4220 Corporations		500.00	-500.00
4230 Foundations & Service Groups			
4231 Community Radio Fund of Canada	60,984.00		60,984.00
Total 4230 Foundations & Service Groups	60,984.00		60,984.00
4240 Individual Donations	3,332.63	3,588.75	-256.12
4310 Trent Student Memberships	112,844.00	101,632.47	11,211.53
4330 Commercial & Non-profit Mships	100.00	100.00	0.00
4340 Individual Memberships	1,050.00	901.81	148.19
Total 4200 DONATIONS & FUNDRAISING	178,310.63	106,723.03	71,587.60
4500 EARNED REVENUE			
4630 Net On Air Sponsorship - Local			
4610 On Air Sponsorship - Local	750.00	2,000.00	-1,250.00
Total 4630 Net On Air Sponsorship - Local	750.00	2,000.00	-1,250.00
4660 On Air Time Sales - National	412.19	3,429.62	-3,017.43
4725 Net Merchandise Sales			
4720 Merchandise Sales	461.00	170.00	291.00
4722 Merchandise Sales Expense	-1,567.94		-1,567.94
Total 4725 Net Merchandise Sales	-1,106.94	170.00	-1,276.94
4750 Rental Income	4,575.00	4,875.00	-300.00
4760 Mgmt Services - Trent Annual	43,961.12		43,961.12
4770 Production Services	145.00	20.00	125.00
Total 4500 EARNED REVENUE	48,736.37	10,494.62	38,241.75
Total Income	\$255,803.39	\$121,770.18	\$134,033.21
GROSS INCOME	\$255,803.39	\$121,770.18	\$134,033.21

	TOTAL		
	SEP. 2023 - JAN. 2024	SEP. 2022 - JAN. 2023 (PP)	CHANGE
EXPENSES			
5000 SALARIES & BENEFITS			
5010 Programming Wage	82,012.14	36,887.51	45,124.63
5030 Technical Wage	12,259.61	8,163.84	4,095.77
5070 Administrative Wage	16,554.86	15,130.12	1,424.74
5075 Trent Annual Payroll	40,866.96	33,202.06	7,664.90
5080 Employee Benefits	4,438.95	3,714.74	724.21
5086 WSIB Expense	460.45	239.77	220.68
5090 CPP & EI Employer Expense	10,712.50	5,954.33	4,758.17
Total 5000 SALARIES & BENEFITS	167,305.47	103,292.37	64,013.10
6000 ADMINISTRATION			
6010 Contract Staff - Admin	3,193.15	2,304.46	888.69
6030 Audit	4,443.44	4,313.51	129.93
6040 Bank Charges	226.70	186.43	40.27
6045 Bldg Repair & Maint - TR	3,167.29	3,207.36	-40.07
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	2,987.28	1,575.67	1,411.61
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	389.52	389.76	-0.24
6115 Travel & Conference	28.04		28.04
6120 Utilities	1,935.30	1,937.61	-2.31
6125 Volunteer Expenses	358.11		358.11
6130 Misc. Admin. Expense	0.01	0.00	0.01
Total 6000 ADMINISTRATION	23,550.34	25,656.26	-2,105.92
6500 PROGRAMMING			
6505 Contract Staff - Programming	6,500.00		6,500.00
6515 Artist Fees	4,200.00		4,200.00
6530 Licences & Tariffs	4,793.69	670.11	4,123.58
6535 Programming Expenses	500.00		500.00
6540 Workshop Fees & Expenses		31.18	-31.18
6545 Misc. Programming Expense	46.76		46.76
Total 6500 PROGRAMMING	16,040.45	701.29	15,339.16
7000 TECHNICAL			
7020 Equipment Acquisition - Tech	5,039.06	1,022.39	4,016.67
7040 Equipment Repair & Maint - Tech	410.56		410.56
7050 Line Rental	2,369.50	2,327.95	41.55
Total 7000 TECHNICAL	7,819.12	3,350.34	4,468.78
7500 MARKETING & PROMOTION			
7520 Advertising	1,521.83	798.15	723.68
7530 Design & Printing	66.78		66.78
Total 7500 MARKETING & PROMOTION	1,588.61	798.15	790.46
Total Expenses	\$216,303.99	\$133,798.41	\$82,505.58
NET INCOME	\$39,499.40	\$ -12,028.23	\$51,527.63

Note

Subject to review and adjustment