

TRENT RADIO BoD AGENDA
20 March 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 Charitable Purpose
 - Reminder: Strategic Planning session Sunday, March 24, 11:00am at Trent Radio House
6. Date of next meeting
7. Any other business
8. Adjournment

Trent Radio’s Charitable Purpose:

Each year, Trent Radio must state its charitable purpose & programs in our annual return to the Canada Revenue Agency. Any changes to the charitable purpose must be approved by the Charities Directorate at CRA. Currently, our charitable purpose is “advancement of education”, with programs as follows:

1. The operation of a cultural & education community production and radio broadcast facility in Peterborough.
2. Training & support for those interested in learning of the aural arts.
3. The production & distribution of original spoken & other audio works.
4. The institution & maintenance of instruction pertaining to aural/oral theory & practice.
5. The provision of equipment & facilities in the furtherance of the above
6. Organizing & pursuing common production/performance interest & linkages with other local charitable organizations.

Minutes of the Trent Radio Board of Directors February 21st, 2024

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

1. Chair's opening remarks and agenda approval

Meeting called to order at 5:33.

2. Approval of previous minutes

On a motion made by Alissa Paxton, seconded by Mikaela Lewis, and carried, the minutes of the January 17, 2024 Board Meeting were approved.

3. Operations Report

Presented by Jill Staveley and Rob Hailman. Jill reviewed the Levey Council MOU process then updated the Board on the following: CRABO Awards, Radiometres, RPM Challenge, Trent Radio FundRaizio, Morton Lecture Series, Trent U. School of Education, Ada Lee Concert, Cultural Studies Week & our new high school co-op student who will be with us until June.

4. Financial Report

Rob Hailman presented updated Financial Reports.

On a motion by moved by Alissa Paxton and seconded by Maddie Preston, both the Operation Report and the Financial Report were accepted by the Board

5. Board Orientation and Strategic Planning

Jill Staveley reviewed the Aims & Objectives of Trent Radio as created in 1984.

The Board discussed the next steps in its review of the Strategic Plan and agreed to hold another weekend meeting to make operational plans and to establish next steps. The date of this next Strategic Plan session will by Sunday, March 24th at Trent Radio House, presumably at 11:00 a.m.

Rob Hailman shared that he was reminded in an email from board-member Sebastian Johnston-Lindsay that the Board needs to set up an HR Committee to explore a range of issues including a compensation scale, retirement benefits and health benefits. Sebastian expressed a willingness to serve on this committee.

6. Date of Next Meeting

The next Board meeting will be held on Wednesday, March 20 at 5:30 via Zoom.

7. Any other business & adjournment

After birthday wishes were extended to Maddie as the previous day was her birthday, this meeting was adjourned at 6:34 p.m.

Operations Report

prepared March 15, 2024

Director of Programming – Jill Staveley:

- RVF Participation
- Words & Culture
- Successful for TSWEP 17 weeks
- Trent Radio Fundraiser - Sunday March 31 - Saturday April 6th
 - MAR31: RFTS (Charlie G)
 - APR03: RPM Listening Party (Mimi)
 - APR05: Sam's Place (Eddy)
 - APR05-06: 24 hr marathon (??)
 - APR06: Pig's Ear...Trent Radio Staff Talent Show & Birthday Party (Charlie G)
 - ONLINE Campaign
 - Special Programming: Ada Lee

Director of Operations – Rob Hailman:

- Upstairs tenants have given notice of moving out for start of May
 - As we budgeted \$0 for rental income in YE24, no urgent fiscal impact
 - Need to come up with a plan – renting out the apartment again, or taking over space for Trent Radio
 - Likely some minor repairs & refresh required after being rented for 7 years
 - For now – not planning any rush to re-rent
- TCSA elections March 15 – March 22
 - Referendum to amend TCSA bylaws, to reduce petition threshold to 5%, is going ahead
- Bill C18 & funding from Google: Google has issued open call for “eligible news businesses” to negotiate distribution of \$100m of annual funding
 - As expected, NCRA has signed up to represent member stations during this process. Goal is establishing a single collective representing all eligible organizations, to collect and distribute this funding based on a negotiated framework
 - 30% of funding is allocated to broadcasting – preliminary estimate of around \$20,000/annually per member station.
- New Comrex Access NX on order from GS Broadcast for remote broadcasts – full kit with mixer and cell modem.
 - Up to 6 inputs & headphone outputs, which opens possibility of more complex remotes before needing to bring separate mixer (etc)
 - Cellular capability opens new possibilities to broadcast from places without internet or as backup for unreliable networks
 - Fully compatible with our existing gear, so existing Comrex Portable can serve as backup. Maybe some possibility for broadcasts from two locations?

- RPM Challenge compilation – “Noises by Nogo” – turned out great and released via Bandcamp: <https://trentradio-various.bandcamp.com/album/noises-by-nogo>
- Radio From the Stage broadcast from Sadleir House on Feb 25 went great, with Caylie Staples, Victoria Yeh, Bennett Bedoukian & Neal Retke
 - Next event at Dreams of Beans March 31 @ 2pm w/ Taylor Abrahamse & Joslynn Burford, David Newland
 - Coverage in KawarthaNOW: <https://kawarthanow.com/2024/03/12/radio-from-the-stage-series-connects-live-audiences-and-trent-radio-listeners-with-local-performers/>

Trent Radio

Balance Sheet

As of February 29, 2024

	TOTAL		
	AS OF FEB. 29, 2024	AS OF FEB. 28, 2023 (PP)	CHANGE
Assets			
Current Assets			
Cash and Cash Equivalent			
1100 Chequing - Bank of Montreal	328,215.43	270,973.28	57,242.15
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
Total Cash and Cash Equivalent	\$329,212.81	\$271,935.83	\$57,276.98
Accounts Receivable (A/R)			
1200 Accounts Receivable	55,783.60	65,997.60	-10,214.00
Total Accounts Receivable (A/R)	\$55,783.60	\$65,997.60	\$ -10,214.00
1201 Allowance for Doubtful Accounts	-800.00	-800.00	0.00
1300 Prepaid Expenses	498.31	1,503.68	-1,005.37
Total Current Assets	\$384,694.72	\$338,637.11	\$46,057.61
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	\$474,666.35	\$437,154.85	\$37,511.50
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
2200 Accounts Payable	229.73	2,438.44	-2,208.71
Total Accounts Payable (A/P)	\$229.73	\$2,438.44	\$ -2,208.71
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	84.55	-84.55
2580 Federal Taxes	0.00	3,298.33	-3,298.33

	TOTAL		
	AS OF FEB. 29, 2024	AS OF FEB. 28, 2023 (PP)	CHANGE
Total 2500 Payroll Liabilities	0.00	3,382.88	-3,382.88
25500 GST/HST Payable	-3,187.08	-513.50	-2,673.58
Receiver General Suspense	0.00	-2,352.44	2,352.44
Total Current Liabilities	\$2,416.15	\$8,328.88	\$ -5,912.73
Total Liabilities	\$2,416.15	\$8,328.88	\$ -5,912.73
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	-8,976.44	22,666.27	-31,642.71
Total Equity	\$472,250.20	\$428,825.97	\$43,424.23
Total Liabilities and Equity	\$474,666.35	\$437,154.85	\$37,511.50

Note

Subject to review and adjustment.

Trent Radio

Income Statement

September 2023 - February 2024

	TOTAL		
	SEP. 2023 - FEB. 2024	SEP. 2022 - FEB. 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	16,321.62	4,552.53	11,769.09
Total 4160 Provincial Grants	16,321.62	4,552.53	11,769.09
Total 4000 GOVERNMENT FUNDING	17,446.62	4,552.53	12,894.09
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	3,435.90	3,706.50	-270.60
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	951.81	98.19
Total 4200 DONATIONS & FUNDRAISING	178,413.90	106,890.78	71,523.12
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	1,010.59	3,619.25	-2,608.66
4725 Net Merchandise Sales			
4720 Merchandise Sales	476.00	170.00	306.00
4722 Merchandise Sales Expense	-1,567.94		-1,567.94
Total 4725 Net Merchandise Sales	-1,091.94	170.00	-1,261.94
4750 Rental Income	5,490.00	5,850.00	-360.00
4760 Mgmt Services - Trent Annual	52,711.10	57,988.26	-5,277.16
4770 Production Services	165.00	20.00	145.00
Total 4500 EARNED REVENUE	59,034.75	69,647.51	-10,612.76
Total Income	\$254,895.27	\$181,090.82	\$73,804.45
GROSS INCOME	\$254,895.27	\$181,090.82	\$73,804.45
EXPENSES			
5000 SALARIES & BENEFITS			
5010 Programming Wage	106,305.13	45,537.15	60,767.98
5030 Technical Wage	14,488.63	9,055.44	5,433.19
5070 Administrative Wage	22,202.73	17,111.30	5,091.43
5075 Trent Annual Payroll	49,104.86	40,069.54	9,035.32

	TOTAL		
	SEP. 2023 - FEB. 2024	SEP. 2022 - FEB. 2023 (PP)	CHANGE
5080 Employee Benefits	4,438.95	3,714.74	724.21
5086 WSIB Expense	555.86	284.19	271.67
5090 CPP & EI Employer Expense	13,600.58	7,150.56	6,450.02
Total 5000 SALARIES & BENEFITS	210,696.74	122,922.92	87,773.82
6000 ADMINISTRATION			
6010 Contract Staff - Admin	3,631.78	2,743.09	888.69
6030 Audit	4,443.44	4,313.51	129.93
6040 Bank Charges	247.45	228.16	19.29
6045 Bldg Repair & Maint - TR	3,167.29	3,477.60	-310.31
6050 Bldg Repair & Maint - Upper Apt		213.90	-213.90
6060 Insurance & Security	4,187.94	4,475.11	-287.17
6075 Meeting Expenses	542.67		542.67
6080 Memberships & Subscriptions	1,711.76	1,860.35	-148.59
6085 Office Equipment & Software	3,071.74	1,575.67	1,496.07
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	467.36	474.42	-7.06
6115 Travel & Conference	34.36		34.36
6120 Utilities	2,285.53	2,384.50	-98.97
6125 Volunteer Expenses	565.11		565.11
6130 Misc. Admin. Expense	0.01	0.00	0.01
Total 6000 ADMINISTRATION	24,579.66	26,938.41	-2,358.75
6500 PROGRAMMING			
6505 Contract Staff - Programming	6,900.00		6,900.00
6515 Artist Fees	5,200.00		5,200.00
6525 Hospitality & Reception	90.98	103.94	-12.96
6530 Licences & Tariffs	4,793.69	1,724.49	3,069.20
6535 Programming Expenses	957.34		957.34
6540 Workshop Fees & Expenses		31.18	-31.18
6545 Misc. Programming Expense	46.76		46.76
Total 6500 PROGRAMMING	17,988.77	1,859.61	16,129.16
7000 TECHNICAL			
7020 Equipment Acquisition - Tech	5,039.06	3,111.92	1,927.14
7040 Equipment Repair & Maint - Tech	410.56		410.56
7050 Line Rental	2,853.80	2,793.54	60.26
Total 7000 TECHNICAL	8,303.42	5,905.46	2,397.96
7500 MARKETING & PROMOTION			
7520 Advertising	1,594.83	798.15	796.68
7530 Design & Printing	708.29		708.29
Total 7500 MARKETING & PROMOTION	2,303.12	798.15	1,504.97
Total Expenses	\$263,871.71	\$158,424.55	\$105,447.16
NET INCOME	\$ -8,976.44	\$22,666.27	\$ -31,642.71

Note

Subject to review and adjustment.