

TRENT RADIO
Board of Directors MINUTES
18 September 2024 – 5:30pm via teleconference

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Alissa Paxton (Chair), Sebastian Johnston-Lindsay (Secretary), Mikaela Lewis, Madison Preston, Bill Templeman

Regrets: Andréanna Sullivan

Meeting Called to order at 5:32

1. Chair's Opening Remarks and motion for agenda approval

Sebastian moved to approve, Mikaela seconded the motion

Motion passes

2. Approval of previous minutes

Motion to accept previous minutes

Mikaela moved to accept, Maddie seconded the motion

Motion passes

3. Operations and Programming reports

Director of Programming, Jill Staveley

Presented as attached

Key points:

Preseason started on Sept. 3 with 8 shows scheduled

Campus events: Attended clubs and groups day on Sept. 10; live music event occurred on Sept. 7; Programme Proposal Workshop on Sept. 12; Trent Radio Open House on Sept. 13.

50 program proposals were submitted for the Fall deadline which was also on Sept. 13

20/69 proposed programmers are students!

New Hires: Marina Kydd, Alex Friesn, Valentine Howard; Reese Andison, Kendall Buzzno are

returning hires

Remote Broadcasts to occur from the Odette Makerspace in Bata Library Tuesdays 2-4

Question for the board, do we want to send in \$1,000 for the levy rep which has been budgeted or just \$500?

Discussion:

Sebastian says \$500 seems reasonable given this is the third year and so hopefully more groups are aware.

Jill says that she hopes that without fewer groups just footing the bill people will feel more connected to the position.

Agreement to send \$500.

Director of Operations, Rob Hailman

Presented as attached

Key points:

Trent Radio was off air due to Cable outage for approximately 60 hours from Sept. 11-13

Applied cost of living increases to payroll and have started tracking vacation in wagepoint

Applied for Vital Community Grant through Community Foundation of Greater Peterborough

Signed promissory note with Habitat for Humanity

Began year-end preparation with Josh Raspberry, aiming to have everything handed off

4. Financial statements

Rob Hailman

Presented as attached

Key points:

“Numbers are not real”* - Rob Hailman, Sept. 18, 2024

*In reference to adjustments to be made following the year-end review

Predicts that we will come in right around budget for the year which was approximately -\$16,000

5. End of season reports

Jill Staveley

Presented as attached

Key Points:

Staff's opinion is that the programming is fair and balanced and in line with our broadcast licence

We are doing news now! We are learning how to have an editorial voice at Trent Radio!

22 live shows during the summer season/19 hours; 23 taped shows

5 trent students making radio over the summer; 2 student staff

Motion: To accept all reports as presented

Motion to accept reports moved by Bill, seconded by Maddie

Motion passes

6. Date of next meeting

October 16th, 2024 at 5:30 pm

7. Any other business

Bill raises the prospect of a future strategic planning session to be discussed and scheduled during the October 16 Board meeting

Jill has collected the names of students and community volunteers who have expressed interest in being a Board member; will send it out to the Board shortly following this meeting

Alissa asks about strengthening the connection between Habitat for Humanity and Trent Radio

Rob says that there will be future efforts on this front as the contact has been on vacation

Alissa asks about plans for the apartment...no movement on that?

Libel insurance? Do we have it? Yes, probably.

Has Jill been dunked? Not yet. Next week, maybe? Someone from the carnival has COVID. Likely happening 2-5. Maddie has been asked to keep the board informed as to when we may get to see Jill get dunked.

8. Adjournment

Meeting adjourned at 6:16

TRENT RADIO
Board of Directors MINUTES
16 October 2024 – 5:30pm via teleconference

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Alissa Paxton, Sebastian Johnston-Lindsay (Secretary), Mikaela Lewis, Madison Preston, Andréanna Sullivan (Chair)

Regrets: Bill Templeman

Meeting called to order at 5:41

1. Chair's opening remarks and agenda approval

Sebastian moved to approve, Maddie seconded the motion. Motion passes

2. Approval of previous minutes

Mikaela moved to approve, Alissa seconded the motion. Motion passes

3. Programming and Operations report

Director of Programming, Jill Staveley

Presented as attached

Key points:

- 57 Trent radio programmes being made by 64 programmers
- 41 active community members who have memberships and 22 students
- New Holiday Policy: starting to close on holidays so that directors are left covering shifts
- Amazing new roster of student staff, two groups making shows (Arthur and CCB), one class (CUST 2035) is also participating
- Upcoming events - One radio project day per month. Next one is Halloween themed on October 30th; community social scheduled for October 25 at dreams of beans from 2-5.

No discussion

Director of Operations, Rob Hailman

Presented as attached

Key points

- Accounting and year end is main priority at the moment; working with bookkeeper to hand off documents to JD Watson
- Contributed \$500 to the levy rep position
- Another outage occurred intermittently between October 3-4 and then failed completely on October 5; Cable Cable completed maintenance and replaced failing equipment
- Grant application was unsuccessful for Vital Community Grant; still waiting to hear back on the Enabling Accessibility Fund

-Levy cheques should be available by October 18, which is later than previous years and reflects a trend at Trent finances.

-Concerns about headphone jacks in studio A; attempting to repair turntables and get them back in order

No discussion

4. Financial statements

Presented as attached

Key points

-Habitat for humanity investment now reflected in financial documents; still waiting for Fall 2024 levy cheque (last year Fall cheque was received prior to Sept. 30th 2023); also depreciation of assets have not been reflected as of now

-Next meeting we will be able to review financial documents from the accountant.

Looking forward to a deep and meaningful discussion on the finances at that time.

No discussion

Motion to approve operations, programming, and financial updates

Moved by Maddie, seconded by Alissa. Motion carries

5. Committee updates

- Student Outreach Committee

- Mikaela provides an update on the ongoing work of the committee to bring radio to campus and encourage students and staff to get involved in Trent Radio; skill-building workshops and radio project days in the works

- Live music events! Hoping to do another one in late November. Still confirming the date and the time.

- Possibly recording lectures!

- Nominations Committee

- Andréanna provides an update explaining that we have one new programmer who is a community member who is interested; one student as well, while another student is not sure but wants to be involved.

- Maddie says they may have one other person!

- Alissa suggests perhaps the person who is uncertain be encouraged to join a committee, perhaps the student outreach committee

- Possibility of looking at the bylaws for multiple intakes? Nothing to support that in current bylaws, but something to consider

6. Date of next meetings

- November board meeting - November 13th @ 5:30

- Strategic planning session

- Annual General Meeting -

Motion: To hold the Trent Radio AGM on December 4 from 6-8 pm

Moved by Alissa and seconded by Maddie, Motion carries

7. Any other business

Mimi will be moving away from Peterborough at the end of January. Looking at options for filling her position and exploring options.

8. Adjournment

The meeting adjourned at 6:24 pm

TRENT RADIO
Board of Directors MINUTES
13 November 2024 – 5:30pm via teleconference

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Alissa Paxton, Sebastian Johnston-Lindsay (Secretary), Mikaela Lewis, Madison Preston, Andréanna Sullivan (Chair)

Guests: Mary McGillis, Anta (Prospective board members)

Meeting called to order at 5:32

1. Chair's opening remarks and agenda approval

Maddie moved to approve, Bill seconded the motion

Motion passes

2. Approval of previous minutes

Mikaela moved to approve, Maddie seconded the motion

Motion passes

3. Programming and Operations report

Director of Programming, Jill Staveley

Presented as attached

Key points:

- 5 CUST-MDST 205 students signed up to participate in Trent Radio for course credit
- The Dug Out is going well, three segments of programming

No discussion

Director of Operations, Rob Hailman

Presented as attached

Key points:

- Draft financial review is complete! Process went smoothly with JD Watson
- Grey area surrounding the prospective of an audit, plan to do an audit from next year forward; Sadleir is doing their first ever audit this year, so we shall pick their brains
- Operating surplus of \$45,446; \$22,723 to be contributed to the reserves
- Levy cheques and Trent Annual payments for YE 2024 received and deposited
- 2024 living wage rates will be announced on Nov. 18. As a living wage employer, we must pay all employees at at least that rate by May 2025

Discussion:

Bill asks what is happening with the Habitat for Humanity investment → Rob confirms that \$75,000 was invested there at the end of August

Alissa asks about the price of an audit compared to a financial review → Rob says that will be forthcoming as this year's process continues.

4. Financial statements

- Trent student levy went down this year; by less than 100 students. Strategy of not believing Trent Board of Governors on enrollment expectations has paid off!
- Levy should come out almost exactly on budget
- Jill adds that we have applied to the Trillium Grant, and Robb also states we should be hearing back on the enabling accessibility grant sometime soon (Fall 2024).
- Bill asks about the potential for city funding to be affected by announcements of possible cuts in city budget 2025 → Trent Radio always applies, but never expects it. However, yes it is part of what would be cut.

Motion to accept the operations and programming reports, including financial reports

Moved by Bill, seconded by Andréanna

Motion carries

5. Materials for Annual General Meeting

Agenda and minutes of previous meeting → Don't have these to view yet

Financial Statements → Presented by Rob as attached

Motion: To approve the financial statements from JD Watson and present them to the membership at the AGM

Moved by Alissa, seconded by Sebastian

Motion carries

Annual Report

Board nominations

There are 5 people who have shown interest in joining; 1 community member and 4 students. Need to plan to have a meeting to approve the final nominations shortly. We should formalize a nominations process with the membership at the AGM in order to get some community input.

Strategic plan update

Remaining items will need to be approved at upcoming meeting on Thursday November 21 at 12:30 pm.

6. Date of next meeting(s)

AGM document approval meeting - Thursday November 21 @ 12:30 pm

AGM scheduled for Wednesday December 4 @ 6:00 pm in the Seasoned Spoon Cafe

7. Any other business

Check out upcoming events on social media (there are a lot!)

8. Adjournment

The meeting adjourned at 6:17

TRENT RADIO BoD MINUTES
21 November 2024 - 12:30pm
Held via teleconference

In attendance: Rob Hailman (DoO), Alissa Paxton, Sebastian Johnston-Lindsay (Secretary), Mikeala Lewis (Treasurer), Madison Preston, Bill Templeman, Andréanna Sullivan (President & Chair)

Regrets: Jill Staveley (DoP)

1. Chair's Remarks and Approval of Agenda

Andréanna requested that another member chair the meeting due to imperfect audio conditions on her end. Rob agreed to do so to expedite the proceedings and run through the documents quickly. Rob also thanked everyone for taking time out of the middle of the day to approve these documents and notes that having all materials approved two weeks before the meeting is almost unprecedented! Rob also explains that Jill is in a training session and so was unable to attend today.

Motion: To approve agenda -
Moved by Bill and seconded by Alissa
Motion carried

2. Approval of Minutes from previous meeting

Motion: To approve minutes from the previous meeting (Nov. 13) -
Moved by Alissa and seconded by Sebastian

3. Materials for Annual General Meeting

- Agenda & minutes of previous meeting
- Nominating Committee Report
- Strategic plan update
- Annual Report
- Compiled statements of performance
- Compile Minutes

Discussion -

Alissa suggests adding years to the columns indicating year of strategic plan document and goals
Bill asks if there is anything the board can do to lighten to load for Rob and Jill → Answer from Rob is that this wasn't too bad and is to be expected as a non-profit organization.

Motion: To approve materials for Annual General Meeting and that they be presented to the membership -

Moved by Alissa and Seconded by Andréanna
Motion passes

4. Date of next meeting

Annual General Meeting to be held at 6:00 pm on December 4 at the Seasoned Spoon

5. Any other business

Mikaela asks if board members should show up early for the AGM → Rob says that kind of matter will be communicated soon from him or Jill, but it never hurts!

6. Adjournment

The meeting was adjourned at 12:49 as there were no further business

TRENT RADIO BoD Minutes
4 December 2024 – immediately following the Annual General Meeting
Seasoned Spoon, Trent University

In attendance: Rob Hailman (Director of Operations), Chukwuma Christopher Attah, Keira Fisher, Sebastian Johnston-Lindsay, Mary McGillis, Mikaela Lewis, Alissa Paxton, Madison Preston, and Bill Templeman

Regrets: Edward Gloade

1. Call to order and informal introductions

Rob Hailman called the meeting to order at 8:26pm. After thanking the directors for joining or continuing the board, he presented agenda which was approved without contention.

2. Appointment of officers

Upon a motion made by Alissa Paxton, seconded by Bill Templeman, and carried, the following officers were appointed:

- Mikaela Lewis, President & Chair
- Sebastian Johnston-Lindsay, Secretary
- Madison Preston, Treasurer
- Alissa Paxton, Vice-Chair
- Rob Hailman, Vice President

3. Appointment of signing authorities

Upon a motion made by Sebastian Johnston-Lindsay, seconded by Alissa Paxton, and carried, Mikaela Lewis, Madison Preston, Rob Hailman and Jill Staveley were appointed signing authorities, including for the Bank of Montreal accounts for Trent Radio and Trent Annual, with all other signatories to be removed.

4. Motion to approve all grant applications for the year coming up until the next AGM in 2025.

Upon a motion made by Bill Templeman, seconded by Mikaela Lewis, 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 to Trent Radio are hereby approved.

5. Board particulars for charity return

Board members to provide their particulars through the Google form linked in the meeting agenda.

6. Date of next meeting

Date of next meeting will be determined by email, with the intention that it be scheduled for January and include an orientation session.

7. Any other business

No other business was raised.

8. Adjournment

There being no further business, Rob Hailman adjourned the meeting at 8:30pm.

Minutes of Trent Radio Board Meeting

Date: January 17, 2025

Time: 6:00 PM (EST)

Location: Teleconference

Board Members Present: Mikaela Lewis, Alissa Paxton, Madison Preston, Bill Templeman, Chukwuma Attah, Keira Fisher, Madison Preston, Mary McGillis, Edward Gloade

Non-Board Members Present:

Rob Hailman (Director of Operations), Jill Staveley (Director of Programming)

1. Call to Order and Approval of Agenda

With a quorum present, the meeting was called to order at 06:05 PM EST, chaired by Mikaela Lewis, with Chukwuma Attah taking the minutes. The agenda was moved for approval by Madison Preston, seconded by Alissa Paxton, and carried unanimously.

2. Approval of Previous Minutes

Three sets of minutes were presented for approval. Jill Staveley noted a typographical error in one set where Rob Hailman's name was misspelled. Upon amendment, a motion to approve the corrected minutes was moved by Alissa Paxton, seconded by Keira Fisher, and carried.

3. Reports of Directors

Jill Staveley – Director of Programming

- Continued collaboration with ReFrame Film Festival, including creating promotional PSAs.
- Successful sponsorship renewals with Sam's Place and Renegade Apparel.
- Took part in the City of Peterborough's Chemong Portage Project by recording Anne Taylor who read the story in Anishinabemoen
- Partnership with poet PJ Thomas for live poetry programming.
- Transition of *The Dug Out* to a new schedule in January 2025.
- Spring 2025 Programme Schedule Statistics:
 - Programme Withdrawals: 7
 - Programmes Changing Times: 10
 - New Programmes Added: 14
 - New Programmers Added: 15

Rob Hailman – Director of Operations

- Annual return filed successfully with the CRTC.
- Updates on the Online Streaming Act and its impact on licensing.
- Modernization proceedings for radio, including possible changes to non-compliance processes.

- Upcoming review of audio policy (e.g., CanCon regulations).

Technology Updates

- Installation of a new interface for Studio C (Rodecaster Duo).
- Libretime system upgrade completed during the holiday shutdown.
- Broadcast interruptions due to internet outages, with plans to explore alternative providers.

Grant Applications

- Trillium Grant application was unsuccessful; Jill & Rob will attend a meeting to find out why.
- Awaiting a response on the Federal Enabling Accessibility Grant application.
- Applied for funding through Canada Summer Jobs for a journalist position.

4. Planning Workshop

A recording and mixing workshop using Reaper is scheduled as part of the RPM Challenge on Thursday, January 30, 2025, at 4 pm in the Odette Critical Making Space.

5. Staff Transition

Jill Staveley informed the board that Mridul Harbhajanka (Mimi) will complete her two-year contract on Friday, January 24, 2025. Mimi's final show will air on the same date. The board acknowledged her significant contributions to Trent Radio during her tenure.

Upon a motion made by Bill Templeman, seconded by Edward Gloade, and carried, the reports of the directors were approved.

6. Date of Next Meeting:

Scheduled for Thursday, February 20, 2025, at 7:30 PM (EST), in person at Trent Radio House, 715 George Street North.

6. Adjournment

With no further business, the meeting was adjourned at 06:50 PM (EST). Members were advised to stay back for the board orientation session, which commenced immediately after a brief recess.

Minutes of the Board Orientation Meeting

Date: January 17, 2025

Time: 7:00 PM

Location: Teleconference

1. Welcome and Introductions

The meeting was called to order, and participants were welcomed by Rob. Attendees introduced themselves and outlined their involvement with Trent Radio and the Board.

2. Overview of Governance Essentials

Rob provided an overview of the legal and regulatory responsibilities for nonprofit directors under the Canada Not-for-Profit Corporations Act (CNCA) and Ontario Not-for-Profit Corporations Act (ONCA). Key topics included directors' duties, liabilities, and core responsibilities, such as ensuring compliance with legal obligations, maintaining financial accountability, and fulfilling the organization's stated purpose.

3. Trent Radio as a Cultural and Educational Broadcaster

Rob discussed Trent Radio's mission as a community-based broadcaster focused on producing diverse, creative, and community-oriented programming. He emphasized the organization's commitment to meeting Canadian Radio-Television and Telecommunications Commission (CRTC) requirements and fostering broad community participation.

4. Shared Leadership and Operational Framework

The importance of shared and distributed governance was highlighted to enhance decision-making and collaboration. Bob also reviewed the operational framework of Trent Radio, including the management of facilities, volunteer training, and broadcast licensing obligations.

5. Next Steps

The meeting concluded with an invitation to explore additional resources, including the *Board of Directors Handbook* and governance frameworks, for deeper understanding and effective board participation.

Minutes of Trent Radio Board Meeting

Date: February 20, 2025

Time: 7:30 PM (EST)

Location: Trent Radio House

Board Members Present: Mikaela Lewis, Bill Templeman, Chukwuma Attah, Mary McGillis, Edward Gloade

Non-Board Members Present:

Rob Hailman (Director of Operations), Jill Staveley (Director of Programming)

1. Call to Order and Approval of Agenda

With a quorum present, the meeting was called to order at 7:30 PM EST, chaired by Mikaela Lewis, with Bill Templeman taking the minutes. The agenda was moved for approval by Edward Gloade, seconded by Mary McGillis, and carried unanimously.

2. Approval of Previous Minutes

A motion to approve the corrected minutes was moved by Mary McGillis, seconded by Edward Gloade, and carried.

3. Reports of Directors

Jill Staveley – Director of Operations

Note: As Jill Staveley was not present for the start of this meeting, Rob Hailman presented the first half of the Director of Programming's Report. Upon her arrival, Jill Staveley presented the last half of this report.

- QMPS News Workshop Series & Broadcast (4 sessions to teach, create and record a news broadcast for gr 7/8 students at Queen Mary PS - Eddy Sweeney)
 - Erin Clancy Social Justice in Education Class - Story Project Recording FEB 03
 - SOCAN DAYS FEB 9/10/11
 - Submitted TWSP (4) & TSWEP (1) applications for SU25 & FA25
 - Submitted CRFC Radiometres Application: Indigenous Voices on the Airwaves, to meet Strat Plan goals, and to build community connections within our broadcast range, and support work to decolonise Trent Radio as an institution
 - Continue to host CUST3139H on Fridays at TRadio House, sharing student work and student voices
 - Provincial Elections Period (Jan29-Feb27), impacts Trent Radio programming as we have obligations regarding content. <https://crtc.gc.ca/eng/industr/tvradio/guidelec.htm>
 - Levy Meeting, JAN29, new Levy Rep will be starting soon.
 - Mimi finished her contract, and we went out for a celebratory dinner. Created a kudo board that lots of TRadio community members were able to send her kind messages of thanks and appreciation.
-

SP25 schedule stats:

- 65 regular shows
- 3 syndicated special projects (Luna FM, Words & Culture, earshot daily)
- Produced by 58 Community Members, 24 Trent U Students, 1 CUST Class (20 students)

Jill Staveley also presented the “Fall 2024 Statement of Performance” compiled to meet CRTC requirements.

Rob Hailman – Director of Operations

- “Recording and Mixing with Reaper” workshop Jan 30 went well – 5 attendees, 3 Trent Radio programmers and two others
 - Kat Hicks at Critical Making Studio is keen on continuing to collaborate with Trent Radio further
 - Possibility to convert the workshop material into a series of videos for Trent Radio website
 - Interest from participants in more “hands-on” workshops in future
- Attended NCRA’s Station Manager Summit in Ottawa, February 11-13
 - Great opportunity to network with management staff at other campus & community stations.
 - Big takeaways: lots of the challenges we face are common across the sector – but we are an outlier in many ways, often in ways that make us very successful.
 - Presentations from Bram Abramson, CRTC Commissioner for Ontario; Stephen Sienko, Target Broadcasting; and Alex Freedman from the Community Radio Fund.
- Charitable tax receipts issued and mailed out
- CRTC consultations continue
 - “The Path Forward – Working towards a sustainable Canadian broadcasting system” (<https://crtc.gc.ca/eng/archive/2025/2025-2.htm>) open for interventions until February 24. Not certain if there is any specific areas of interest for Trent Radio but (at time of writing) have not completed review
 - Audio policy review (as mentioned last month) is still forthcoming
 - This is likely to be the most consequential as it impacts the rules & regulations around our programming – e.g. CanCon, spoken work requirements. Exact scope won’t be known until notice is published
 - Will definitely make an intervention on behalf of Trent Radio
 - Also considering PSAs (etc) to encourage Trent Radio programmers and Trent & Peterborough communities to get involved
- Nomination for Canadian Journalism Collective board was accepted, election taking place on February 25
- Special programming projects:
 - Broadcasting Peterborough Currents’ interviews with Ontario elections candidates are part of our election coverage – Sat Feb 22 & Sun Feb 23, 4:00pm-6:00pm each day
 - RPM Challenge open mic live broadcast / recording as a special episode of the Dug Out, Wed Feb 26, 4:00pm-6:00pm

Rob Hailman also presented the balance sheet, income statement and expenses as of January 31, 2025.

At the conclusion of the above reports, a brief discussion of staff workloads ensued. Both staff members said the involvement of volunteers and temporary workers have had a helpful impact on their workloads.

Upon a motion made by Chukwuma Attah, seconded by Edward Gloade, and carried out, the reports of both directors were approved.

4. Date of Next Meeting:

To be determined. Rob Hailman will circulate a “When to Meet” survey so all board members can indicate their availability.

5. Other Business:

Mikela Lewis drew the Board’s attention to the need to revisit the Strategic Plan. The Board will consider this matter at the March board meeting and look at the possibility of scheduling a strategic planning session in April.

6. Adjournment

With no further business, the meeting was adjourned at 8:40 PM (EST).

TRENT RADIO BoD MINUTES
25 March 2025 - 6:00 p.m.
Held at Trent Radio House

In attendance: Rob Hailman (DoO), Alissa Paxton, Sebastian Johnston-Lindsay (Secretary), Mikeala Lewis (President & Chair), Madison Preston, Bill Templeman, Jill Staveley (DoP), Mary McGillis, Keira Fisher

Regrets: Chukwuma Attah, Edward Gloade

1. Chair's Remarks and Approval of Agenda

Mik thanks everyone for coming on what is a cold and grey evening.

Motion: To approve agenda -
Moved by Alissa and seconded by Bill
Motion carried

2. Approval of Minutes from previous meeting

Motion: To approve minutes from the previous meeting (Feb. 20) -
Moved by Kira and seconded by Maddie
Carried

3. Director of Programming Report - Jill

Presented as attached

Key points:

- Approval of one TSWEF position - 35 hours for 17 weeks this summer and four TWSP positions for the Fall
- Summer programme proposals are up on the website and are due April 11th
- Asks for board approval to run Rock Camp for Girls as part of Rock and Roll Fairy Godmother mandate – it was determined this is operational and Jill has the green light to rock out!
- Odete Critical Making Space continues to bolster Trent Radio's presence on Trent's campus
- Tentative RPM listening party to be organized for April 4th at Dreams of Beans from 6-8 p.m. and being organized by Andreanna Sullivan
- We are still waiting for our winter levy cheque from Trent → We are fine, but we're in a position to try and advocate for other organizations to speed up the process
- Live broadcast for International Women's Day which will hopefully be a continued event
- Producing journalism newscasts with students at Crestwood (Eddy and Jill); also working with students at Adam Scott. Continues to be a great success and priority.

Discussion:

Bill asks about the Trent Radio credit card

Rob responds that it's difficult to determine how Trent Radio would be able to access credit, instead it would be a prepaid card; Jill notes that through Plutoo allow for electronic transfers. We also can't pay out of our bank account at a point of sale due to two to sign.

4. Director of Operations Report - Rob

Presented as attached

Key points:

- Special broadcast for cultural studies week final concert from Sadleir House on March 15 → First time streaming directly to Libretime and it seemed to have worked well. This is exciting!
- Local Journalism Initiative position ends at the end of March. There is currently no one to take that position over. Jill adds that we had requested an extension for funding which was approved but Eddy is moving on and the powers that be would not allow for another person to be hired using the extension money. There are plans to hire a journalist, position would start in May at this time.
- CRTC audio policy proceedings → Aiming to have a draft of Trent Radio's intervention ready by the end of the week
- Rob has been elected to the board of Canadian Journalism Collective as a director representing "non-profit community radio broadcasters" → First meeting to take place on April 3 in Toronto!
- Very preliminary budget discussions. Trent is predicting declining enrolment over the next three years (6 per cent in YE 2026 then smaller decreases by about \$10,000
- CPI might balance this out in the coming years. We can, however, expect a drop in buying power for at least four years.
- Approved for the Enabling Accessibility Fund Grant → \$115,117 for the installation of an exterior ramp and accessible interior and exterior doors on the porch. The project needs to be completed by March 2027
- Heritage Designation → Trent Radio House has been listed since 2018 under the heritage act; we had been approached previously about designation in 2016. Will need direction from the board when that comes forward which will be any time in the next 21 months.
- Rob is planning some vacation for May and in June.

Discussion:

Congrats again to Rob for being elected to the board of the Canadian Journalism Collective!

5. Financial Update - Rob

Presented as attached

Key points:

- Accessibility fund money will be placed in the Tangerine account to get some interest; some hoops to jump through with the funding
- Rob calls attention to accrued vacation pay for all employees
- We are currently at the six month point for the budget
- We're sitting at 49 per cent of our expected revenue at the halfway point of the fiscal year
- Bill asks specifics around how much it takes to operate Trent Radio per month → Rob says about \$20,000; \$36,000 according to the books includes the Trent Annual employees, which Trent Radio is reimbursed for.

Discussion:

- Jill asks how stable the university is financially → Rob responds that it's uncertain based on their board of governors. He foresees it being pretty bad. Mik adds that it will likely hit the university harder due to the loss of international student tuition dollars, whereas all students pay the same levy fees.

Motion: to receive the operations and financial reports

Moved by Maddie, seconded by Alissa

Motion is carried

6. Fundra\$io planning

- To take place on April 12 - Talent show! Solid lineup of performers for the gala
- The word on the street is that our sponsorship rates are far too low!
- Community members are donating gifts and prizes for giveaways → We don't have a raffle license and don't think we want one.
- Print off some sponsorship letters for board members to have and maybe distribute
- Media release, recording PSAs, postering
- RPM listening party is kind of a kick off for this
- Spread it through social media!

7. Date of Next Meetings

Strategic Planning -

April Board Meeting -

Rob suggested that we put the two meetings together for April as it will be a shorter board meeting. He will send out a When to Meet poll in the coming days and the date will be determined at that time.

8. Any other Business

Jill asks for board support for hiring process for permanent position and summer staff → Interviews will probably take place in early April. Select three candidates to do three interviews.

9. Adjournment

The meeting was adjourned at 7:26 p.m. as there were no further business

TRENT RADIO BoD MINUTES
Date: April 26, 2025 - 6:00 PM (EST)
Held at Trent Radio House

In attendance: Rob Hailman (DoO), Jill Staveley (DoP), Mikaela Lewis (President & Chair), Chukwuma Attah, Alissa Paxton, Mary McGillis, Bill Templeman, & Madison Preston

Regrets: Keira Fisher, Edward Gloade, Sebastian Johnston-Lindsay

1. Call to Order and Approval of Agenda

With a quorum present, Mikaela Lewis chaired the meeting, which was called to order at 06:01 PM EST. Chukwuma Attah took the minutes.

Mikaela welcomed everyone.

Motion: To approve the agenda.

Moved by Alissa and seconded by Mary.

Motion carried.

2. Approval of Minutes from the previous meeting

Motion: To approve minutes from the previous meeting (March 25).

Moved by Bill and seconded by Madison.

Motion carried.

3. Reports of Directors

Jill Staveley – Director of Programming

Key points:

- Seasonal Shut Down – deep clean up of Trent House and yard scheduled.
- Elections Coverage primarily through programmer content. Encouraged everyone to go and vote.
- City Grant of \$5,000 received.
- Radio project Day Workshop with Media Club @ Adam Scott CVI. Workshop with high school kids. Live broadcast on May 21st during the school day.
- Summer 2025 Programme Proposals Summary: 27 new programmes. 26 community members and 8 Trent students. 3 more applications have recently been received. The spring/Summer season starts on 26 April 2025. Season Shut Down: August 17 – September 02.
- Summer Staff Hiring: 3 positions hired - Programming & Volunteer Support Coordinator, TSWEP Summer Events & Student Outreach, CSJ Summer Broadcast Journalist. The role and funding for a 4th person were discussed.

Rob Hailman – Director of Operations

Key points:

- Final amount raised from Trent Radio Fundra\$io was \$14,280.37. The event was a huge success.
- Winter levy cheque, shortfall of \$4,000 due to the reduction in students' enrolment. Cheque came in late after the report was finished/prepared. An update will be provided in the next report.
- CRTC hearing postponed until 18th September, CRTC submission deadline for audio policy postponed until May 5.
- Evaluation of reliability issues with the Comrex studio-transmitter ongoing. Issue linked to the ice storm. Installed new router at transmitter on April 22 and evaluating performance.
- Rob attended the Canadian Journalism Collective meeting in Toronto on April 13. CJC holds 4 meetings per year. CJC is currently seeking 3 independent directors. Call for applications open until April 28. Determination letter for Trent Radio funding application expected May 5.

Motion to approve reports moved.

Reports approved by Mary and Madison.

Discussions:

- i. After the success of the last Gala, Bill asked if we could organize Galas and other community-building activities more often.

Jill responded that having Galas often won't be as successful, suggesting that people came because it was part of the marathon/fundraising. However, Jill suggested that we could be doing more social engagements, especially as we are on the other side of the lockdown. Rob also cited that the organization might be a challenge.

Mikaela suggested regular socials e.g. 6 months apart. The house concluded that this will be a thought to be carried forward.

- ii. Bill asks about the big tree on Trent's Radio fence.

Rob responds that it's the neighbor's responsibility and suggests calling the City to authorize the tree owner to handle it

6. Date of Next Meeting:

Rob to send out WhenToMeet poll. Poll responses to determine the date of the next meeting.

6. Adjournment

With no further business, the meeting was adjourned at 06:34 PM (EST), and we proceeded to the strategic planning discussion.

TRENT RADIO BoD MINUTES

20 May 2025 - 6:00 p.m.

Held at Trent Radio House

In attendance: Rob Hailman (DoO), Alissa Paxton, Sebastian Johnston-Lindsay (Secretary), Mikeala Lewis (President & Chair), Madison Preston, Bill Templeman, Jill Staveley (DoP), Mary McGillis,

Regrets: Chukwuma Attah, Keira Fisher

1. Chair's Remarks and Approval of Agenda

Mik thanks everyone for coming out this evening. There is a lot of cool stuff happening at Trent Radio this year.

Motion: To approve agenda

Moved by Alissa and seconded by Maddie

Motion carried

2. Approval of Minutes from previous meeting

Sebastian noted the date should be changed to April 24

Motion: To approve minutes as amended from the previous meeting (April 24) -

Moved by Maddie and seconded by Bill

Carried

3. Operations Report

Director of Programming - Jill Staveley

Presented as attached

Key points:

-Met with the coordinator for the Radio Metres grant; suggestions on grant working clarity to better our chances of getting funding. We can also try and finish the grant earlier and send it in to get feedback if we can.

-Variety of programming and rerunning programs

-Rock Camp is on for the Summer! Go Jill!

Discussion:

No discussion

Director of Operations - Rob Hailman
Presented as attached

Key points:

- CRTC audio policy submission has been submitted as of May 5
- Received confirmation that we will receive \$2,617.62 from the Canadian Journalism Collective, this is 60 % of funding
- Live broadcast at TTOK
- Physical spaces - upstairs apartment has been cleaned, tree on our fence has been removed, first meeting with Mary to coordinate physical plant items (making contacts with people and making priorities); HR committee will meet on May 29 (rescheduled from May 15 due to the Library Rally)

Discussion:

4. Financial Report

Director of Operations - Rob Hailman

Presented as attached

Key points:

- Student enrolment is declining already and is something to bear in mind as this will continue

Discussion:

No discussion

5. Spring 2025 programming report

Director of Programming - Jill Staveley

Presented as attached

Key points:

- Programmers are filling out their logs!
- Trent Radio is fulfilling its duties as a broadcaster under its license! This is good news!
- Jill provides a fulsome breakdown of exactly how Trent Radio's programming meets both the CRTC's requirements and Trent Radio's own obligations
- 49 community members, 24 Trent students, 1 project staff (LJI), 20 students for coursework, 4 community student groups (Arthur, CCB Peterborough, NCRA, CRFC)

-15 new community programmers/participants and 5 returning programmers

Discussion:

No discussion

Motion to accept operations, programming, and financial reports under one motion

Moved by Eddie and Mary seconded by

Carried

6. Next meeting

June 26 @ 6:00 - To include some strategic planning (2 hour meeting)

No meeting in July

August 14 @ 6:00

7. Any other business

-Mik mentioned two committee meetings - Student Outreach Committee, and the Finance and HR Committee – will be meeting in the coming weeks

-Folk Festival Application to be done by Eddie

-Bill asks about the apartment; there are still some details to be sorted out around legalities

8. Adjournment

The meeting was adjourned at 6:34 p.m. as there were no further business

TRENT RADIO BoD MINUTES

26 June 2025 - 6:00 p.m.

Held at Trent Radio House

In attendance: Rob Hailman (DoO), Alissa Paxton, Sebastian Johnston-Lindsay (Secretary), Mikeala Lewis (President & Chair), Bill Templeman, Jill Staveley (DoP), Mary McGillis, Keira Fisher, Edward Gloade, Chukwuma Attah

Regrets: Madison Preston

1. Chair's Remarks and Approval of Agenda

Mik thanks folks for coming out. Lots of exciting stuff happening around finances. Stay cool!

Motion: To approve agenda

Moved by Mary and seconded by Keira

Motion carried

2. Approval of Minutes from previous meeting

Edward notes that they were in attendance and this should be reflected.

Motion: To approve minutes as amended from the previous meeting -

Moved by Mary and seconded by Bill

Carried

3. Operations Reports

Director of Programming - Jill Staveley

Presented as attached

Key points:

-Squirrels living in the attic! Tom Reader and Trent Radio have fostered a relationship around property maintenance.

-Summer Social at Traill College was a success! Important to be seen doing things on campus.

-Geoff Barnes offered to take on our lawn maintenance! Going to give us the same deal we got last year from Martin's

-Eddy has been organizing many outreach events with Peterborough Folk Fest, Neighbourhood Vintage, Medieval Fest, etc.

-SOCAN reporting days will be upcoming June 18-21 → This sample determines the artists who get paid!
Encouraging programmers to play local music during this four day stretch to support local!

- Artsweek application → We have been part of Artsweek in the past. Funding for artists fees for four performances and remote broadcasts
- 5 people have registered for rock camp to date and there is a lot of volunteers willing to help out. In the midst of tracking down all the gear for it
- Weird Olympics Radio Project Day was a success
- Jill is going to be on vacation from June 27-July 17!

Discussion:

No discussion

Director of Operations - Rob Hailman

Presented as attached

Key points:

- Provincial government introduced some truly Bill 33, Supporting Children and Students Act, 2025 → which is just another attack on all levels of education and re-invents the Student Choice Initiative by giving the province the legislative authority to determine what fees are charged to students after SCT was struck down in the courts
- Rob has met with the NCRA to discuss strategies
- The good news is that because it goes after everybody, there's a very broad coalition of people who may resist it
- Reply to the CRTC audio policy proceedings. It was brief and outlined our support for the NCRA and Community Radio funds positions regarding the need for funding
- NEWS WEBSITE HAS LAUNCHED! Great reception as well. This is strategic, as CJC funding requires news to be indexed by Google. We now have three journalists working at Trent, which is very exciting!
- Rob has taken TWO vacations since the May board meeting. We're all happy for him and think it's well deserved!

Discussion:

Bill asks whether the journalists are free to report on anything they would like. Rob responds that yes, but there are certainly discussions to make sure that they meet Trent Radio's goals. There are fewer restrictions than previously under the LJI.

4. Financial Report

Director of Operations - Rob Hailman

Presented as attached

Key points:

- We are still able to pay the bills! (Large sigh of relief)
- No change in the picture from last month. No surprising expenses, no big grants.

Discussion:

-Mik asks if we'd received our levy cheque! Yes, we have but it may have been sitting undeposited at time of last meeting. It was received on April 22 (crazy late!!)

Motion to accept operations, programming and financial reports

Moved by Kiera and seconded by Alissa

Carried

5. 2026 Draft Budget

Rob Hailman and Jill Staveley -

Presented as attached in meeting package

- Where things were hard to predict, we have been pessimistic. We're expecting drops in enrolment, especially in International Students
- We have not included Trent International funding in the budget
- Living wage continues to increase in excess of 5 per cent - we've always had a funding shortfall on summer student and academic year positions
- New Revenue: Community Radio Initiative - we expect to receive in excess of \$15,000 budgeted. We could get it in the next fiscal year.
- There is, however, a ton of uncertainty!
- Jill notes that a usual fee for CUST-3139H will not longer be charged to students by the university, but will be covered by Cultural Studies for this year. Hoping the university will cover rental fee for use of Trent Radio facilities in future.
- Predicting a net deficit of \$7,711.10 at this time
- There is a big hole in the budget due to the decline in enrolment

Discussion:

- Rob notes that we are very conservative when it comes to budgeting income, for example, rental unit staying at \$0 and also certain government ads. Jill explains the relationship between Trent Radio and Trent Annual which includes a chunk of money which Trent Radio can receive, but we encourage them to use all the money they need to operate and create jobs!
- Alissa asks for clarification around the principles applied in terms of estimating costs - Pessimistic on income, conservative on expenses.
- Alissa asks if there are any things we can delay spending on until we know how enrolment pans out
- Rob points to a staff contingency fund of \$1,000 for each full time staff member to use for professional development

- Other expenses include artists fees for events, though Rob says it's important that we pay artists!
- Equipment acquisition is another one, perhaps.
- Mary asks about working to create relationships with folks at Trent to raise our profile among alumni? It's possible, and has been done to some degree in the past
- Increasing aspects of operations to volunteers? Perhaps...again, we want to consider how we frame and help create meaningful, well paid, employment to students
- Chukwuma asks about online presence - We can always explore other options around Bill C-18, but can always do better.
- Bill asks if this forces us to look at the apartment in a new light, recognizing other implications? It would be a thing that we could do. We're also not sure how legal it is...whoops! But we want to make sure it is before we do. The worst thing we could do is have it be empty, but there are some options.
- Can we get into Bingo (following Sadleir House's lead)
- Discussion around the Habitat For Humanity investment coming due at the end of this fiscal year? Maybe invest more. Rob will come back with some recommendations on this.

Motion to receive the 2026 Draft Budget for information as presented

Moved by Bill and seconded by Alissa

Carried

6. Any other business

- a.) Communication from the Community Health Centre → Want to be able to support their community during emergency events and asked about the potential for using Trent Radio's facilities to broadcast updates.
 - Trent and a former board member have also reached out asking about this. In theory, we can continue to operate from here as we don't lose power. However, stable internet is a concern at the tower.
 - Trent Radio is in a position to increase our reliability as a community resource. Consider reaching out to donors who have expressed interest in funding projects.
 - Rob notes it's matter of being able to commit to playing a role in the local community's emergency response; maybe the city would fund us more if we were integral! It's a legitimate point of consideration.
 - Mik suggests asking around and seeing if there's any other community stations who are doing this emergency work. Maybe see how they are doing things.
- b.) Alissa notes that the HR committee has met and next week (July 3 @ 6:00 p.m.) we're going to write 110 thank you cards for everyone who donated to Trent Radio! There will be food! Everyone is invited and encouraged.

7. Next meeting

No meeting in July! Next meeting will be on Thursday August 14th at 6:00 p.m. at Trent Radio House

8. Adjournment

The meeting was adjourned at 7:26 p.m. as there were no further business!

TRENT RADIO BoD MINUTES

14 August 2025 - 6:00 p.m.

Held at Trent Radio House

In attendance: Rob Hailman (DoO), Alissa Paxton, Sebastian Johnston-Lindsay (Secretary), Mikeala Lewis (President & Chair), Jill Staveley (DoP), Mary McGillis, Keira Fisher, Chukwuma Attah

Regrets: Eddie Gloade, Bill Templeman

1. Chair's Remarks and Approval of Agenda

Meeting Called to Order at 6:06

Motion: To approve the agenda

Moved by Alissa and seconded by Maddie

Motion carried

2. Approval of Minutes from previous meeting

Motion: To approve the minutes

Moved by Chukwuma and seconded by Keira

Carried

3. Operations Reports

Director of Programming - Jill Staveley

Presented as attached

Key points:

-Advert in the TCSA magazine to be placed in this year's welcome bag (\$325) and purchased an ad in Arthur's Issue 0.

-Merch order is to be submitted; Eddy is all about getting some Dad Hats

-NCC Welcome pass - As a partner of the NCC Welcome Pass we offer new comers a one year membership to Trent Radio.

-Pride Radio Project Day - Sept. 19

Discussion:

No Discussion

Director of Operations - Rob Hailman

Presented as attached

Key points:

- Tabling at events: Vintage Market, Peterborough Folks Festival, Hastings Medieval Festival (potentially)
- Mary says she has contacts
- Request to present at the CRTC hearing regarding audio policy. Rob, Jill, and Mik have worked on the submission, only Rob will appear before the CRTC.
- CJC board membership, will be more manageable after Sept. 10 meeting. Trent Radio will be eligible to receive second installment of payment for 2023 after journalism hours submitted are approved.
- Trent Radio has joined with the NCRA working group around student levy fees; NCRA coordinating collaboration with Canadian University Press and Ontario Undergraduate Student Alliance.
- Soffit and fascia replacement is planned for shutdown weeks (August 18-29); a donor has agreed to cover this work.

Discussion:

No discussion

Motion to approve the operations reports

Moved by Mary seconded by Maddie

Carried

4. Financial Report - 2026 Financial Planning

Director of Operations - Rob Hailman

Presented as attached

Habitat for Humanity Investment -

-Investment matures on August 31, 2025 at 4.5 per cent. Last year we invested \$75,000 last year and can either have that returned to us or continue the investment for a term we choose.

Motion to up invest an additional \$25,000 drawn from the existing contingency fund to bring the investment to a total of \$100,000 with Habitat for Humanity for a term of one year (September 1, 2025 - August 31, 2026).

Moved by Mary seconded by Alissa

Carried

Community Membership Rates -

Motion to increase the community member rate to \$30 starting on September 1, 2025 recognizing that the student membership has now eclipsed the current \$25 student membership and raise the community membership rate to \$125

Moved by Alissa seconded by Keira

Carried

Sponsorship Rates -

Current:

Silver Sponsor - \$500 - 50 spots (\$10/spot)

Gold Sponsor - \$750 - 100 spots (\$7.50/spot)

Platinum Sponsor - \$1000 - 200 spots (\$5.00/spot)

Proposed:

Bronze Sponsor Package - \$250 - 10 spots (\$25/spot) designed to have a low cost option for smaller businesses who may wish to participate

Silver Sponsor Package - \$600 - 50 spots (\$12/spot for 2+ per week for 2 seasons or 1+ per week for the full year)

Gold - \$850 - 100 spots (\$8.50/spot for 4+ per week for 2 seasons or 2+ per week for the full year)

Platinum - \$1100 - 200 spots \$5.50/spot for 4+ per week for the full year)

Motion to increase sponsorship rates to the proposed amounts starting with new season on September 1 2025

Moved by Maddie seconded by Mary

Carried

2025-2026 Budget -

Presented as attached in meeting agenda

-Increases to membership fees and assumptions regarding increased Habitat for Humanity investment

-Investigating possible benefits packages and RRSP contributions for permanent staff; Jill has spoken to Tracy at TCSA about their model and is waiting for a quote

Motion to adopt the 2025-2026 budget

Moved by Chukwuma and seconded by Keira

Carried

Motion to receive the 2026 Draft Budget for information as presented

Moved by and seconded by

Carried

5. Committee Updates

Nomination Committee

- Mik is the chair of the committee and will be very busy in September so has gotten the ball rolling. Looking into the future of outreach events including clubs and groups day in September to hopefully solicit interest in the board from students
- Putting together a pamphlet to be able to hand out
- To current board members, please consider whether or not you want to run again; might want to confirm returning positions by the middle of September
- Jill noted that Rob spoke to the NCRA and has determined that staff can help with recruitment

Student Outreach Committee

- Where is Eddy!?! 🙄
- We are doing an event for O-Week on Sept. 6 → Quad outside Gzowski College; looking for student bands (hopefully have three); Send these to Alex
- Event for Dis-O week (End of September - Early October); thinking about a roundtable to discuss issues students have and barriers students experience
- Clubs and Groups Day is a go! Tuesday September 9; 10-3; Eddy is organizing this and will send out an email
- The Dugout is back, baby! Meeting with Dwayne Collins next week to begin setting that up!

Discussion:

Mary asks about balance with the Dis-O week event and wants to make sure there is someone there to maybe answer questions or provide solutions, or who is connected to resources in the community, who can speak to students' concerns

Chuckwuma asks about connections to Trent Alumni. Jills says it's existence but can be better due to turnover.

Finance & HR Committee

- Committee hasn't met as such since last board meeting, however, they did meet to write thank you cards to donors in regards to Fundraisio
- Fourth staff member requires more discussion, as well as contracts.

6. Any other business

1.) Jill mentions this year is the year we should get involved with Delta Bingo. Rob speaks to the potential impacts of Bill 33, which echoes aspects of the Student Choice Initiative, and gives universities the power to tell universities how to collect fees.

In the one term in 2019, the opt-out rate for Trent Radio was 40 per cent.

Uncertainty is always there. Need to make sure that there is another version of Trent Radio that can operate outside of the Levy Groups. Potentially work with the Levy Council at Trent to make sure that everyone is informed about this moving forward.

2.) Rob brings up the fact that Trent Radio remains on the list of properties to potentially receive heritage designation. It's unclear whether or not we want to take action on this front at this point, or wait. It doesn't necessarily benefit the organization.

Rob agrees to write to staff and council.

3.) Mik reminds folks that Trent Radio will be tabling at Folk Festival! Sign up, drop by! Have fun!

7. Next meeting

Jill wants a set monthly meeting time moving forward. This would benefit the future board as well.

Considerations need to be made for returning students and the beginning of the new year. It is decided that a poll will be sent out in a couple weeks (first week of September) when folks know their full school schedule.

Jill says that everyone is great! <3

8. Adjournment

The meeting was adjourned at 7:10 p.m. as there was no further business!