

Peterborough Independent Podcasters
Fourth Annual General Meeting

To be held at 6:30pm, December 1st, 2020, via Zoom

Agenda

1. Call to order, President's opening remarks, and setting of the agenda
2. Presentation of minutes from the previous Annual General Meeting
 - *If the members see fit*, a MOTION to approve the minutes of the previous Annual General Meeting as presented and/or amended
3. Presentation of Reports from staff and officers
 - Managing Director Ayesha Barmania
 - President of the Board Robert Hailman
 - Webmaster Jeffrey Moore
 - *If the members see fit*, a MOTION to accept the reports as presented and/or amended
4. Presentation of Financial Statement by Treasurer Valentina Kibedi
 - *If the members see fit*, a MOTION to accept the Financial Statement as presented
5. Presentation of an update on the Three-Year Strategic Plan
6. Presentation of new board members
 - *If the members see fit*, a MOTION to elect board members
7. Any other business
8. Adjournment

Minutes from the third Annual General Meeting of the Peterborough Independent Podcasters Association.

The Annual General Meeting of the Peterborough Independent Podcasters was called to order by president Rob Hailman at 3:00 on Saturday, November 2, 2019. It took place in the lecture hall at Sadleir House.

Valentina Kibedi moved and Devon Wilkins seconded approval of the agenda. carried.

following introductions, Ayesha Barmania moved acceptance of last year's AGM minutes. steven Stamp seconded. carried.

Ayesha presented the managing director's report. It was suggested that we create a volunteer co-ordinator's position.

Rob presented his president's report. He concluded by thanking Angelica Cooper, Zara Syed, and Mauricio Interiano for their assistance on the board. Jeff Moore said he thought we should thank the late John Muir as well.

Jeff Moore presented the webmaster's report. He said that we temporarily lost our https status, but we now have it back. He recommended that we bolster our security by changing our server. it was agreed that we should get updates from our webmaster every couple of months.

Stephen Stamp moved and Dave Hawkins seconded acceptance of the three reports. carried.

Valentina presented the treasurer's report. We had a negative flow of \$951.56. She recommended exploring alternative accounting policies. She also recommended engaging a bookkeeper or accountant to assist with quarterly reconciliation of the books. Jeff moved and Ayesha seconded approval of the treasurer's report. carried.

Rob presented our strategic plan. Jeff asked for a progress report at the next AGM. Bill Templeman asked about exploring the establishment of a resource hub. Keith Smith agreed to work with Bill on that. L.A. Alfonso suggested that our time at Trent Radio could be used as a swap or trade opportunity. Jeff moved and Dave seconded acceptance of the strategic plan.

After hearing from the candidates, board elections were held. Rob Hailman, Valentina Kibedi, Devon Wilkins, and Lester (LA) Alfonso offered to sit on the board. Jeff moved and Bill seconded acceptance of those candidates. Rob said that we would like one more person, and asked if anyone else would like to volunteer. Stephen put his name forward. Valentina and LA moved for acceptance of Stephen to the board. Carried.

The meeting was adjourned at 4:23.

Managing Director's Report on YE20

Prepared by Ayesha Barmania for the fourth annual general meeting of the Peterborough Independent Podcasters reporting on the period of September 1, 2019 to August 31, 2020.

Introduction

Needless to say, this past year has contained some major disruptions to the plans for maintaining and growing PIP. The first half of the year was extremely promising in developing our capacity and doing community and member engagement. From March onwards, we experienced some significant setbacks due to COVID-19, though the silver lining is that it forced us to develop more organizational capacity to conduct virtual operations.

This report outlines our operations for this past year with both its setbacks and successes.

Member Programs

At the start of this fiscal year, in September 2019, we maintained our partnership with Trent Radio and continued with two initiatives: the **Peterborough Independent Podcasters' Showcase** a radio program that airs on Sunday afternoons that highlights content created by PIP members; and the **Production Studio Booking Time**, a program during which time we make production studio space available to PIP members at Trent Radio on Sunday afternoons. The production space was used eight of the sixteen weeks it was open between September and February until we had to cancel both programs due to COVID-19 in March.

We have carried on with the **Podcast Accessibility Drop-In** program. This time is an opportunity for podcasters to gain assistance with their program, particularly for folks who identify a barrier due to a disability, but open to all. From September to February, this program was run in person during office hours and the program has continued to run remotely since March.

Office Hours continued to be available this year for folks to drop in, ask questions, and become members, as well as for PIP volunteers to work together. In March, we requested that any inquiries be sent by email so that we could meet virtually. Moving into 2021, office hours will be run online through a video conferencing website called Jitsi.

And lastly, our **Podcast Hosting** service is well utilized by our members. It is one of the key services that we offer through our website.

Workshops

This past year we ran a total of seven workshops for approximately 46 participants.

Public Workshops

In September 2019, we held a **Copyright for Content Creators** workshop at Sadleir House which was taught by me.

In December 2019, we ran a successful **Audio Editing in Audacity** workshop taught by PIP member Jeffrey Moore. This workshop demonstrated the basic skills for editing a podcast in the free software Audacity.

In February 2020, I hosted two drop-in workshops on **Getting The Most Out Of Your PIP Site**, which were not well attended. We provide a lot of support one-on-one when people are getting set up and have some resources online for folks to reference, but I think this was a good exercise to test whether there was interest, and the answer was, “no.”

In February 2020, I ran a very successful **Podcasting 101** workshop. Our introduction to podcasting remains our top engagement tool and bestselling workshop.

In March 2020, Devon Wilkins and I co-facilitated a very successful **Podcasting 101 for People with Disabilities** workshop. We held this workshop with the support of the Accessibility and Inclusion Network, who sponsored us with a free venue. This workshop took our Podcasting 101 workshop and adapted it for folks who may be using accessibility tools in their podcast production.

Commissioned workshops

This past fiscal year, we conducted two private **Podcasting 101** workshops for corporate clients in the Peterborough area.

Both took place in November 2019 and the first was for the Norwood Public Library, which was an informal chat with staff and library patrons about podcasting. This workshop was co-facilitated by me and Devon Wilkins.

The second took place later the month for the Peterborough Public Library as part of their “TRY IT” workshop series, which was taught by me.

COVID-19 & capacity growth

In March 2020, COVID-19 triggered a domino effect of organizations temporarily shutting down and government mandated health measures implemented to reduce the spread of the virus.

Measures for reducing the spread of the virus included (and still include) public gatherings being discouraged as well as non-essential trips outside of the home.

When these measures were enacted, I worked with the board of directors and we came to the decision that in-person operations were to be suspended and all PIP operations were to be conducted virtually as much as possible.

Shifting to virtual operations has meant a great deal of capacity development for our digital infrastructure, much of which is still ongoing. This included onboarding with Google Workspace, developing our online payment processing capacity and online bookkeeping through Wave Accounting, and exploring options for virtual podcast education programming.

Moving to virtual operations has presented some opportunities and some challenges. One of the avenues we’ve moved down is accepting payments online for memberships and hosting services,

which is a convenient solution for many members, and we'll see in YE21 whether it improves membership renewal rates. It also tested and proved the mettle of our new accounting software Wave.

One challenge that I've encountered is in the effort to move to a virtual space for office hours is management of time put towards the program. The avenue we're experimenting with for our programming in 2021 is using an online video conferencing website called Jitsi to host a drop-in office hours space on Sunday afternoons.

Ultimately the shift has meant a greater capacity for conducting our operations, which aligns with our strategic goal to build organizational capacity. Though, unfortunately, pandemic measures also forced us to cancel many workshops for YE20, and look at developing new models for workshop delivery that is both accessible and rewarding, which are still in development.

Other developments

In this past year we have also had our volunteer webmaster Jeffrey Moore move on to exciting new career prospects and take a few steps back from administrating the PIP website. I have taken on more of the webmastering duties while Jeffrey serves in an advisory position.

Lastly, this past year I worked with volunteers and the board to begin work on a campaign for a Trent University student levy. This initiative is intended to increase our capacity for local podcasting education, particularly working with the students of Trent University, by campaigning for a \$3.20 levy paid by Trent students which would give us operating funding to grow to the next level. Due to capacity and time constraints at the time, we decided to postpone our push for the levy – and now given COVID-19 it is unclear when we'll have an opportunity to work with students more on-campus and resume the campaign. For now that initiative is on hold but ready to go when it looks like we can resume in-person programming.

Conclusion

It's been an interesting year to reflect upon, and I think ultimately 2020 represents a moment to take stock and invest in the capacity to keep operating through unprecedented times.

I'd like to thank the Board of Directors: Rob, Valentina, Devon, Stephen and LA for their incredible support this past year. It's been treasure to have you as colleagues, and for those who are moving on or stepping back, I wish you all the best!

Thanks for your interest and I'm happy to answer questions.

President's Report

prepared November 26, 2020 // Rob Hailman

With this Annual General Meeting, we're celebrating the end of PIP's third year as a not-for-profit corporation. Needless to say, the events of the past year unfolded in a way that none of us could have expected, in ways that certainly threw a wrench into PIP's ambitions and operations. It's impossible to say exactly what the future will mean for our operations, but no matter what comes I am confident PIP will remain a wonderful community of passionate podcasters.

As Ayesha's report summarizes the details of PIP's operations, I would like to highlight a few areas of the most significance from my perspective:

Relationship with Trent Radio

In partnership with Trent Radio, for most of the past year PIP continued to broadcast the Podcast Showcase on Sundays, featuring recent episodes of member podcasts. Sunday afternoons at Trent Radio also served as PIP's office hours and accessibility drop-ins, which I had the privilege of hosting for a few weeks in February, as well as a time for PIP members to use Trent Radio's production facilities.

While Trent Radio's studios are currently closed, these programs are currently on hold. However, this partnership remains of great benefit to both PIP and Trent Radio, as the goals of the two organizations are complementary - and there is significant overlap in our membership.

Trent University Levy Campaign

We had intended to pursue a campaign for a modest levy fee from the students of Trent University during the spring 2020 TCSA elections. Such a levy would provide significant stable funding for PIP, and allow us to foster a relationship with the student community at Trent.

However, while developing the plans for the levy campaign, we determined that our effort would be better spent postponing the actual referendum question by a year, and using the time to run a "soft" campaign to improve our outreach and awareness on campus. Unfortunately, due to the pandemic this has not really been feasible to date.

This remains a worthwhile pursuit for the coming year, but exactly how it will take shape is impossible to predict. Independent of the success of any future levy campaign, increasing PIP's involvement in the university community is a worthwhile pursuit in its own right.

Thank yous

I'd like to extend a heartfelt thank-you to Ayesha Barmania for their dedication and vision in sustaining PIP through such a strange and uncertain time, and to Jeffrey Moore for keeping the tech side of things alive and kicking.

I'd also like to thank my fellow board members for their creativity, care and passion for this wonderful organization - in particular, Valentina Kibedi and LA Alfonso, whose time on the board is ending with this meeting.

Webmaster's Report – December 1st 2020

AGM

Prepared by Jeffrey Moore

Hi PIP Members,

My role as webmaster has been very minimal this year, which is good news. The website is running smoothly, and your director has been handling any issues that come up without my assistance. That said, I believe it is valuable for me to remain on call to deal with any issues that go outside the scope of their familiarity with the system.

Earlier this year, we experienced some issues with automatically renewing our SSL certificate (the thing that lets us put HTTPS in our URL, which is very important to Google and Apple), but Ayesha has found and documented a solution to that problem.

The plugins that add features to our website (like the podcast players and the simple RSS feeds for podcasts) were updated this year with no issues.

Our host has automatically updated WordPress for us with no issues. This is the backend software that makes the website run, and keeping it up-to-date ensures we minimize security risks.

Other than that, there is nothing to report.

Jeffrey Moore
Webmaster

Peterborough Independent Podcasters

Annual Financial Report

December 1, 2020

Introduction

The following is a report to the membership of the Peterborough Independent Podcasters (PIP) from its Treasurer, detailing the organization's financial activity for the organization's fourth fiscal year, September 1, 2019 to August 31, 2020.

Assurance

This report is based on PIP's internal financial records kept by PIP's Managing Director, Ayesha Barmania. The records are unaudited, but have been reviewed for consistency by the Board Treasurer.

2019/2020 Income Statement

Revenue

Membership Dues	\$950.00 ¹
Program Service Fees	\$873.57 ²
Individual Contributions	\$122.76
<i><u>Total Revenue</u></i>	<i><u>\$1,946.33</u></i>

Expenses

Rent	\$305.10
Website Hosting	\$407.34
Contract Services	\$213.00 ³
Salary & Wages	\$650.00 ⁴
Travel Expenses	\$12.80
Bank & Processing Fees	\$34.52 ⁵
<i><u>Total Expenses</u></i>	<i><u>\$1,622.76</u></i>

¹ 17 individual memberships and two organizational memberships

² Fees for PIP services such as workshops

³ Includes Trent Radio and SOCAN license

⁴ Includes workshop instructor payments and reimbursements

⁵ Includes bank fees, merchant account fees, and Stripe processing fees

Peterborough Independent Podcasters

Annual Financial Report

December 1, 2020

2019/2020 Fiscal Year Opening and Closing Balances

Opening Balance (September 1, 2019) \$2,714.34

Closing Balance (August 31, 2020) \$3,097.93

PIP Balance Sheet (September 1, 2020)

Assets

Total Bank \$2,875.33

Cash on Hand \$297.60

Accounts Receivable \$1,562.50

Contribution In-Kind \$250.00

Total Assets \$4,985.43

Liabilities

Unearned Revenue \$700.00⁶

Total Liabilities \$700.00

Total Equity **\$4,285.43**

Conclusion

Despite the challenges brought on by this year's global pandemic, PIP has continued to push forward, with a focus on strengthening its systems and adapting for the future.

Although many of PIP's operations were suspended for most of 2020 due to COVID-19, PIP had a net positive cash flow in the 19/20 fiscal year, due in part to a strong start to the fiscal year (e.g. workshop revenue and membership renewals) and a reduction of our overall operating expenses.

⁶ This is a grant from the City of Peterborough to put towards PIP's speaker's series.

Other notable developments this year included the introduction of Wave accounting software to manage PIP's financial operations, and securing a bookkeeping firm to assist with PIP's accounting on an annual basis moving forward.

Strengthening PIP's systems and digital infrastructure will allow the organization to keep adapting and building its digital and virtual offerings in the coming year.

Having served as PIP's Treasurer for FY 2018/19 and 2019/20, I am resigning my role as of the 2020 AGM on December 1, 2020. Thank you to our members for your ongoing support of PIP. And thank you to Managing Director, Ayesha Barmania, and to my fellow board members, for their continued dedication, passion, and stewardship of the organization.

Valentina Kibedi

YE20 Update on the 2019-2022 Strategic Directions

In YE19, Peterborough Independent Podcasters underwent a strategic planning process which identified 3 main priorities for the organization for the next three years. Below is an update on what progress has been made towards each goal in YE20.

1. Building a sustainable and resilient organization

COVID-19 has accelerated a process of developing internal capacity for PIP operations. We've been able to take some time this year to formalize our record keeping practices and utilize more tools for digital operations.

Part of the intention for this strategic direction is building regularity in operations and increasing capacity for further growth, and despite setbacks with our in-person operations, we're on track towards this goal.

2. Serving the local podcast community

Until COVID-19 hit, PIP was on track for a stellar year in hosting successful workshops and in delivering member services. Since March, we have been struggling to adapt to new models for online program delivery, though given the strides towards building a sustainable organization, the capacity for new forms of programming is building and will be utilized in YE21.

3. Fostering strong relationships

PIP continues to have a strong relationship with local organizations including Trent Radio, Sadleir House, and the local arts community. YE20 also represented a moment of remarkable strides building relationships with local public libraries with several custom workshops for their patrons.