

Peterborough Independent Podcasters
Fifth Annual General Meeting

To be held at 4:00pm, November 2nd, 2021 via Zoom
Voting to be conducted electronically November 2nd through 30th, 2021

Agenda

1. Call to order, President's opening remarks, voting procedures and setting of the agenda
2. Presentation of the 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
 - *If the members see fit*, a MOTION to accept the reports as presented and/or amended
4. Presentation of Financial Statement by Treasurer Stephen Stamp
 - *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

Rob called the PIP pre-AGM board meeting to order at 6:07.

Valentina and Devon moved to approve the agenda. Carried.

Stephen moved and Valentina seconded that The 2020 AGM package be approved. It was carried unanimously.

The pre-AGM meeting was adjourned at 6:23.

Rob called the 2020 AGM to order at 6:47. Rob welcomed everybody.

The 2019 minutes, the managing director's report, the president's report, the webmaster's report, and the treasurer's report were presented. Ayesha noted that despite Covid-19, we were able to make some progress with regard to our strategic plan.

There being no quorum, it was agreed that the AGM package will be sent out.

The post board meeting was adjourned at 7:28. Stephen moved that we revise the AGM package to revise the date of the webmaster's report, and to authorize voting for the AGM electronically. Devon seconded. Carried. The meeting was adjourned at 7:30.

Summary of voting for PIP's fourth AGM

Intro

The Annual General Meeting was scheduled for December 1, 2020 via video conferencing platform Zoom Meetings. The meeting attendance failed to meet quorum.

At the post-AGM board meeting on December 1 called to order at 7:28 p.m. the board passed a motion to allow the meeting package to be sent out and voting to be conducted online.

Managing Director Ayesha Barmania put together a Google Form that is attached as an appendix to this report. Voting via Google Form was open between Feb. 3 and Feb. 21, 2021.

There was a total of 11 responses, all of whom are PIP members in good standing and therefore eligible to participate. Below is a summary of voting on each agenda item.

Attendance

Rob Hailman
Ayesha Barmania
Angel Hamilton
Jeffrey Moore
Larry Saidman
Kemi Akapo
Devon Wilkins
Michael Fazackerley
Valentina Kibedi
Stephen Stamp
Bill Templeman

Voting results

How do you vote on a motion to approve the minutes of the previous Annual General Meeting?

11 votes for 'Yes'
0 votes for 'No'

How do you vote on a motion to approve the staff and board reports?

11 votes for 'Yes'
0 votes for 'No'

How do you vote on a motion to approve the financial report?

11 votes for 'Yes'
0 votes for 'No'

Conclusion

All reports were accepted as presented in the digital AGM package distributed by Google Form. Thank you to everyone who participated!

Managing Director's report

for the fifth annual general meeting of the Peterborough Independent Podcasters

Prepared and delivered by Ayesha Barmania, managing director

November 2, 2021

Hello PIP membership!

This past year has been a productive year for the organization as we have settled into virtual operations, kept up with our regular programming, and we organized a very successful festival which was several years in the making.

First, I'll address the program that I have been most proud of this year: The Audiocraft Festival. The festival was a weeklong celebration of the craft, skill and knowledge of audiomakers in the Peterborough area. Podcasters, amateur radiomakers, and professional audio technicians all brought and shared their knowledge with the wider community. There were eleven presenters from a wide variety of backgrounds, ages and experience levels who delivered excellent presentations on a variety of topics.

The festival was supported by two grants: one from the City of Peterborough and the second from the RisingYouth Community Project grants. The whole festival is archived on the PTBO Podcasters [Youtube channel](#) and I highly recommend giving them a watch!

The festival also gave us the resources and opportunity to launch a few projects, like our new Youtube channel, as well as a blog for podcasting resources:

<https://resources.ptbopodcasters.ca>

The Audiocraft Festival has been in the works since PIP was founded in 2016, and it was amazing to pull it off in this virtual way. I hope to keep the festival going as an annual or biannual tradition.

Following the festival we held a couple of skillsharing workshops. They were "Fundamentals of Documentary Podcast Budgets, with Angel Hamilton" and "Mistakes I Have Made: Lessons from 3 Years of Podcasting, with Bill Templeman".

I would love to organize more events, though I am strained to find organizing time. One model I'd like to suggest to see if there's interest among the membership is a programming committee of volunteers which can assist in scheduling and hosting PIP events and creating resources for the website.

Outside of programming, our regular operations for this past year have included weekly office hours, the accessible podcasting program, and ongoing maintenance of the ptbopodcasters.ca website, which hosts many member programs. Each of these programs have been utilized this year on-par with our previous years performance with between an estimated two and ten requests for assistance per month.

Regular operations also include the maintenance of the creators' directory, our social media platforms, and member services conducted via email.

PIP membership levels remained steady this year, remaining at 22 active members, compared to the same number the previous year.

Behind the scenes, I have also been able to regularize and document much of PIP's day-to-day procedures in step-by-step guides so that others may become involved in this work. My dream over the next few years is to encourage other members to take on some of this work and become more involved. So, documenting how everything works is crucial to setting the organization up for success.

I'm very proud of the work that we've been able to do over this past year, often through really tough times. Everyone in this community of audio workers is so generous with their time and knowledge, and it's such a privilege to help make this sharing happen. Here's to another year of sharing and supporting each other! Cheers!

Sincerely,
Ayesha Barmania
Founder and managing director
Peterborough Independent Podcasters.

President's Report

prepared October 28, 2021 // Rob Hailman

This Annual General Meeting marks the end of another year of PIP's operation as a not-for-profit corporation. The past year has been challenging for all of us, and the on-going pandemic has presented many challenges to all community-based organizations, PIP included. That said, we have had a few great successes this year, and the future looks good for PIP next year and beyond.

As always, Ayesha's report will present more of the details of PIP's operations, so I would just like to highlight a few areas of significance for the past year and the next.

Audiocraft Festival & other workshops

In March, PIP held an online Audiocraft Festival featuring 9 workshops put on both by PIP members and other Peterborough audio creators. This was a great opportunity for our community to gather and share our knowledge, perspectives and experience with the medium - exactly the sort of event that PIP exists to facilitate.

All the workshops from the Audiocraft Festival, and a few others held during the past year, are up on the Peterborough Independent Podcaster's YouTube channel. One perk of holding events virtually is that it's very easy to make & share recordings of them, so we can share our knowledge easily with people who aren't able to attend in real time.

More workshops are scheduled for the coming months, and I look forward to a cautious and gradual move back towards some in-person events over the next year.

Relationship with the students of Trent University

At the last AGM, we briefly discussed the goal of a campaign for a modest levy from the students of Trent University, as a source of stable funding for PIP and an opportunity to foster closer involvement with the students of Trent University.

Unfortunately, with the entirety of the last school year held virtually, and many restrictions still in place, not much progress has been made on this goal. Building this relationship remains a top priority for the year to come. A recently-formed Student Outreach committee is tasked with finding ways to involve students in PIP's activities and operations, with a levy campaign remaining a longer-term goal..

Thank yous

As always, 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.

I'd also like to thank my fellow board members, Devon Wilkins and Stephen Stamp, for their creativity, care and passion for this wonderful organization.

Yearend financial update for YE21

Prepared by Ayesha Barmania, October 19, 2021 for presentation to the PIP Board of Directors

Hello board!

I have prepared a financial update for the fiscal year that ended on August 31, 2021.

Below there are two sections:

1. The YE21 financial reports: the profit and loss statement plus commentary as well as the balance sheet plus commentary
2. A copy of the backgrounder on how our finances work which was originally presented in June 2021 and I think it continues to be helpful context

The PDF version of this report includes the PDF versions of the financial reports as generated by Wave. The DOCX version has a plain text version of the same reports.

Happy to field questions,

Ayesha Barmania

YE21 financial reports

Profit and Loss statement, generated by Wave

Profit and Loss

Peterborough Independent Podcasters

Date Range: 2020-09-01 to 2021-08-31

Income accounts

Grants (entailed funds): \$1,500.00

Program Income – Membership Dues: \$450.00

Program Income – Program Service Fees: \$325.00

Volunteer Discount, -\$150

Total Income: \$2,125.00

Total Cost of Goods Sold: \$0.00

Gross Profit: \$2,125.00

Operating Expenses accounts

Bank Fees: \$37.15

Contract Services: \$2,125.00

Licences: \$113.00

Marketing: \$160.00

Merchant Account Fees: \$6.90

Office Supplies: \$177.51

Postage & Delivery: \$20.79

Software: \$405.67

Website Hosting: \$165.14

Total Operating Expenses: \$3,211.16

Net Profit: -\$936.16

Profit and Loss commentary

The profit and loss report shows money in vs. money out. Here is a breakdown of the accounts and some notes on the figures.

Income

- Grants (entailed funds): this account is for grant money that is directed towards a specific use. This year we received \$1,500 from the RisingYouth Community grants program for the Audiocraft Festival
- Program Income – Membership Dues: this account is for membership dues payments. We received \$450 in membership dues this year
- Program Income – Program Service Fees: this account is for programming like workshops and podcast hosting fees. We received \$325 in podcast hosting fees.
- Volunteer discount: discounts on membership and program service fees to members that volunteer time in lieu of cash payments. We forgone \$150 in income due to volunteer discounts.

Expenses

- Bank fees: this account is for charges from TD Bank (monthly fee, service charges). We paid \$37.15 in bank fees.
- Contract services: this account is primarily for honoraria to workshop leaders and other fees for service provided by people. We paid \$2,125 in teaching honoraria
- Licenses: this account is for operating licences that we pay for. We paid \$113 to SOCAN for music licensing.
- Marketing: this account is for digital or other marketing expenses. We paid \$160 for Facebook ads for the Audiocraft festival
- Merchant Account Fees: these are Wave's transaction processing fees. We paid \$6.90 in payment processing fees to Wave.
- Postage & Delivery: We paid \$20.79 for stamps
- Software: these are software purchases. This year we paid \$405.67 for Zoom Meetings and Zoom Webinar.
- Website hosting: payments to keep our website operations. We paid \$165.14 to GreenGeeks for our website.

Balance Sheet

Peterborough Independent Podcasters

As of 2021-08-31

Assets

Cash and Bank

Cash on Hand: \$297.60

TD Bank: \$1,819.31

Total Cash and Bank: \$2,116.91

Other Current Assets

Total Other Current Assets: \$0.00

Long-term Assets

Total Long-term Assets: \$0.00

Total Assets: \$2,116.91

Liabilities

Current Liabilities

Reimbursements - Ayesha: \$165.14

Total Current Liabilities: \$165.14

Long-term Liabilities

Total Long-term Liabilities: \$0.00

Total Liabilities: \$165.14

Equity

Retained Earnings

Profit for all prior years: \$263.57

Profit between Sep 1, 2020 and Aug 31, 2021: -\$1,086.16

Retained Earnings/Deficit: \$2,774.36

Total Retained Earnings: \$1,951.77

Total Equity: \$1,951.77

Balance Sheet commentary

The balance sheet shows a snapshot of where our money is as of August 31, 2021. Here are a couple of notes to help understand it.

Assets

- Cash on hand: we currently have \$297.60 in cash and coins as a float.
- TD Bank: as of August 31 we had \$1,819.31 in our bank account

Liabilities

- Reimbursements – Ayesha: this is a reimbursement account for any expense that I pay for out of pocket that gets reimbursed by cheque later. The sum in there is for a webhosting invoice that I had forgotten to have signed. As of August 31, PIP owed \$165.14 in reimbursements to Ayesha.

Equity

- Profit for all prior years: this equity account keeps track of the profit we've earned since we've used Wave, which was since September 2019
- Profit between Sep 1, 2020 and May 31, 2021: income less expenses
- Retained Earnings/Deficit: I'm not sure this figure shows anything accurate. Any suggestions on what needs to be fixed for this to show an accurate number are welcome!

Other notes

The 2017 City of Peterborough grant was spent this year. In previous balance sheets that \$700 was reflected as Unearned Revenue. Since that has now been spent, the Unearned Revenue account is gone.

As of August 31, we had no accounts payable or receivable.

Background

By way of background, I wanted to summarize our financial operations as they currently stand.

Bank account

The first thing to note is that PIP is incorporated as an enterprise without share capital – which means we are incorporated as a not-for-profit organization in the province of Ontario.

Our not-for-profit status makes us eligible for a very affordable Community Chequing Account at TD Bank, which we have had since 2016.

The account type is “Business Chequing Account – CAD Community Plan” and includes 5 transactions per month, 15 deposit items, \$2,500 in cash deposits and a fee rebate at \$5,000 minimum monthly balance. Our monthly fee is \$1.95. On busy months we pay transaction fees which are \$1.25 each and are noted as ‘Service Fees’ on the monthly account statements.

Account statements are made available online through TD Easy Web. We could have paper statements mailed to us for an additional fee.

Our bank account has the rule “Any two to sign” for any withdrawals or cheque payments. Money can be deposited by an card holder or through a deposit slip, but two signing authorities must authorize any withdrawal. Currently we have three signing authorities: myself, Rob and Stephen.

Wave Accounting

Between 2016 and 2019, I kept track of PIP’s finances in a big spreadsheet general ledger. In 2019, we moved over to an online tool called Wave Invoicing, now called Wave Financial. Initially Wave was just an invoicing tool and over the years they have added features, making it more of a robust accounting software.

We use Wave as an online financial recordkeeping tool, in addition to paper recordkeeping and records kept in Google Drive, and are available for the board to view.

Wave is connected to our bank account and automatically loads transactions a few days after they are posted to the bank account.

Day-to-day I upload any receipts, invoices, honoraria, or other bills to Wave. As payments are deposited, I match the bill to the transaction.

We use Wave to generate reports like the Profit and Loss and Balance Statements. It is capable of generating many other types of statements, like a Cash Flow statement, a general ledger, etc.

Since 2019, we have also been sending membership invoices to our members. These are automatically generated on a set schedule, which is annually. Wave deducts a processing fee from credit card or bank transactions that use their tool.

When members pay by e-transfer, cash or cheque I update their invoice as paid in Wave.

This year we have been trying a feature called 'Wave Checkouts' which allows patrons to click a link and pay us money. These are being used on our new Shop page on the website, which lists hobbyist memberships, workshop tickets, and a donation link.

DonorBox

DonorBox is a tool that we set up several years ago to facilitate donations online. It is very very rarely used. But the donation link on the website is nice to have, though we don't promote it much.

Donators are able to select whether they want to give one-time or on a schedule.

The funds are later deposited into our account less a processing fee.

Stripe

We have a Stripe account. It was set up a few years ago to experiment with whether it was a viable option for us. It wasn't at the time but it may be good to re-explore now.

Paper record keeping

I keep paper copies of bank statements, expense documentation, invoices and Wave checkouts and other documents in a binder.

I have templates for making paper records of workshop ticket sales and honoraria.

Cash and cheque transactions are noted in a small blue account book that is kept with the binder.

These paper copies are used for quarterly account reconciliation in Wave as well as to fulfill our legal obligations.

Strategic Directions update

for the fifth annual general meeting of the Peterborough Independent Podcasters

Prepared and delivered by Ayesha Barmania, managing director

November 2, 2021

In 2019, Peterborough Independent Podcasters underwent a strategic planning process which identified 3 main priorities for the organization for the following three years. Below is an update on what progress has been made towards each goal in this past year ending August 31, 2021.

1. Building a sustainable and resilient organization

COVID-19 has accelerated a process of developing internal capacity for PIP operations. We've made a lot of progress this past year in cementing our operations and documenting them for future volunteer and staff involvement.

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

2. Serving the local podcast community

This past year we developed a niche of new programming that offers the local podcast community opportunities to share their knowledge and receive knowledge from their peers. The Audiocraft Festival and our other workshops were excellent examples of serving the local podcast community.

We also have been able to develop assets that are not-event-based like the resources website that will suit podcasters who want to learn at their own pace.

3. Fostering strong relationships

PIP continues to have a strong relationship with local organizations including Trent Radio, Sadleir House, and the local arts community. The Audiocraft Festival was a great experience for building a new relationship with local music store, Maar's Music.