

PIP Minutes, November 3, 2020.

Rob called the meeting to order at 6:06.

Devon moved that the agenda be approved. Stephen seconded. Approved.

Devon approved approval of the minutes. Valentina seconded. Carried.

Board Update.

Rob said that there is room on the Trent Radio schedule, so if anyone wants to put their podcast on Trent Radio, they should get hold of Rob.

Staff Update.

Ayesha said that they have been busy trying to renew their membership, but quite a few have said that because of Covid-19, they don't plan to remove. We also have a couple of new members, though, so we have a membership of 15, counting board members. The on-line option has been working well, so they haven't had to worry about dealing with cash. They have also been using a bundle of programs called G Suite, which has proven to be very help. Ayesha said that the Discord hasn't been updated yet.

AGM.

Rob said that because of the bylaw on the book, we probably need to move the date from November 10 to December 1 at 7:30. LA made the official motion, and Stephen seconded. Carried. Ayesha, Rob, and Valentina will submit reports. We'll meet for a short practice with Zoom on November 17. Our last board meeting will be at 6:00 on November 17. Rob said that if anyone is reconsidering their position on the board, they can E-mail or call him. Ayesha will put a request for board members in the notice of the AGM.

The meeting was adjourned at 6:41.

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.

PIP Minutes January 20 2021.

Rob called the meeting to order at 6:09.

Devon moved that the agenda be approved. Stephen seconded. Carried.

Regarding the minutes, the date should be December 1. Stephen moved that we approve the minutes as amended.

Board and staff updates.

Ayesha said that when the AGM update was sent out, it turned out that they only sent it to themselves. They haven't sent the update yet, but when they do, they will with regrets. Office hours are also moving, but they don't know when as yet.

Virtual AGM and board recruit.

When the notice goes out, we'll give people until February 4 to return their responses.

Ayesha also sent out Facebook postings for volunteer job positions. Ayesha said that the follow-up should be done, and we could review them at the next board meeting.

The date of the next meeting is Wednesday, February 10 at 6:00.

The meeting was adjourned at 6:24.

PIP Minutes, February 10, 2021.

Rob called the meeting to order at 6:05. Everyone was present.

Stephen moved and seconded approval of the agenda. Carried.

Devon moved approval of the minutes. Stephen seconded. Carried.

Rob is back in Peterborough.

Staff Update.

Ayesha said that it was difficult sending out the AGM survey via Mailchimp, so it was eventually sent out using G-mail. So far, seven responses have come back. We have quorum. No one thus far has offered to be on the board. Jeff and Ayesha are working on an auto-monitoring software for discord because it has been too taxing on Ayesha's time. Office hours are going to be on Mondays from 4 to 6. Ayesha would like to continue doing things virtually for now rather than doing things in person. Ayesha would also like to develop a list of resources, such as blogposts, recorded workshops, etc. We decided that we will offer five digital offerings before the end of the year, the first one taking place some time in March.

Ayesha has decided that it wouldn't be good to go after a levy this year.

The date of the next meeting is March 10 at 6:00.

We adjourned at 6:32.

PIP Minutes, March 9, 2021.

Rob called the meeting to order at 6:27.

Stephen moved approval of the agenda. Devon seconded. Carried.

Devon moved approval of the minutes. Stephen seconded. Carried.

Staff and board updates.

Rob said that he was able to reach out to some Trent Radio programmers to participate in the upcoming audiocraft festival. Stephen said that he and Ayesha got together to talk about the workshop that he will be presenting. Devon reported that she will also be doing a webinar for the festival. Ayesha has invited others to the festival as well. There is a good mix of PIP members and other independent podcasters. Ayesha asked us to attend the opening social activity. All of the paperwork has been sent as well. We now have a Zoom licence, thanks to the Rising Youth grant, which will be good until the end of the year. Office hours will be done over Zoom. The AGM voting has also concluded, and we got quorum.

Signing authorities.

Devon moved that Ayesha, Rob, and Stephen be the signing authorities for PIP. Carried

Ayesha said that it would be good to organize virtual workshops that would feature a particular member. Ayesha hasn't yet decided whether those workshops will be monthly, bi-monthly, or quarterly. Stephen suggested that we do a survey which would be a post mortem of the audiocraft festival.

Date of our next meeting: April 14 at 6:00.

Adjourned at 7:05.

PIP Minutes, April, 2021.

Rob called the meeting to order at 6:06

Stephen moved that we approve the minutes. Devon seconded. Carried.

Board and Staff Updates.

Ayesha told us that they're now fulltime at Peterborough Currents rather than part-time. They have managed to get 69 members for Peterborough Currents after a three-week push. Rob said that he and Jill are busy at Trent Radio, changing from Spring to Summer seasons.

Audiocraft Festival.

Ayesha said that we had twelve presenters that seemed to compliment each other very well. It helped to build our profile a bit as well. We went in with a budget of \$2,200, and spent \$2,546. They said that they would definitely like to do it again. All of the presentations are now on Youtube. The biggest number of views is 100. Stephen moved to authorize Ayesha to secure funding for next year's festival. Devon seconded it. Carried.

Summer operation.

We talked about asking members to host socials between May and August, with an honorarium of \$50. Ayesha said that another webinar beyond Angel Hamilton's webinar would be good.

Stephen said that he and Ayesha are going into the bank to change signing authorities.

Next meeting: May 12.

The meeting was adjourned at 7:02 p.m.

PIP Minutes, May 12, 2021.

Rob called the meeting to order at 7:14.

Stephen moved approval of the agenda. Devon seconded. Carried.

Devon moved approval of April's minutes. Stephen seconded. Carried.

Board and Staff Update.

Rob told us that Trent Radio has received a grant for funding an arts week project. They're hoping to find people who will bring their art to radio.

Stephen is once again hoping to get moving with his lacrosse project.

Ayesha is still busy with Peterborough Currents.

Operations Update.

Ayesha has chatted with other members about hosting our Summer social/educational workshops. One is interested, but Ayesha will be putting out an official call to members.

Three new members have signed up with PIP.

The webinar with Angel Hamilton went well. Eight people were in attendance. There's now a recording of it on Youtube. No one bought a ticket. We all thought it might be a good idea to find some way of encouraging people to make donations.

Next month, Ayesha will have a financial statement for us to discuss at the next meeting. Rob suggested that we just cover this past quarter. Ayesha will do a Word document for Devon.

Next meeting: June 9 at 6:00. Rob adjourned the meeting at 6:51.

PIP, June, 2021.

Rob called the meeting to order at 6:16.

Stephen moved approval of the agenda. Devon seconded. Carried.

Devon moved approval of the May minutes. Stephen seconded. Carried.

Ayesha presented a financial report on the third quarter.

Ayesha presented a financial report on the year-to-date.

Stephen moved to receive the financial update. Devon seconded. Carried.

Two events have been scheduled for the summer: one by Lester Alfonso, and Bill Templeman will lead the second one. Each will do a presentation, and perhaps facilitate discussions. Bill's is on July 24, and LA's is on July 22. We may have a storyteller make a presentation for us as well.

We'll spend the next board meeting talking about the next fiscal year. We also talked about how to go about recruiting new board members.

Next meeting: July 21.



# PIP Q3 financial update

*Prepared by Ayesha Barmania on June 9, 2021*

Hello!

Please see below for a financial update on Peterborough Independent Podcasters YE21 Quarter 3 (March, April, May 2021).

The main differences you may notice in the reports below are as follows:

- Coronavirus shutdown 2020: In March 2020, the province shutdown due to coronavirus outbreaks. The period between March and May 2020 had very little activity for PIP due to our events being cancelled.
- Audiocraft Festival 2021: our expenses for 2021 are significantly higher in Q3 than in 2020 because we hosted a major programming series called the Peterborough Audiocraft Festival. Our contract service fees, marketing, and software expenses are way up because of this.
- That said, the Audiocraft Festival was free. In March 2020 we had a few workshops that brought in \$120 of ticket sales.
- Bank fees: Our bank fees are higher this year because I ordered cheques for us
- Salary & wages: I've moved the account from salary and wages to contract services for honoraria paid out.
- Net cash from financing: this reflects reimbursements.
- Membership dues/Sales: in 2021, these primarily came through the website's new Shop page.

## Profit and Loss

Date Range 1: 2021-03-01 to 2021-05-31

Date Range 2: 2020-03-01 to 2020-05-31

ACCOUNTS	Mar 01, 2021 to May 31, 2021	Mar 01, 2020 to May 31, 2020	Change	
Income				
Program Income				
– Membership				
Dues	\$125.00	\$0.00	\$125.00	0.00%
Program Income				
– Program				
Service Fees	\$25.00	\$120.00	(\$95.00)	-79.17%
Total Income	\$150.00	\$120.00	\$30.00	25.00%
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.00%
Gross Profit	\$150.00	\$120.00	\$30.00	25.00%
Operating Expenses				
Bank Fees	\$197.11	\$5.85	\$191.26	3269.40%
Contract Services	\$1,875.00	\$0.00	\$1,875.00	0.00%
Marketing	\$160.00	\$0.00	\$160.00	0.00%
Merchant Account Fees	\$5.87	\$0.00	\$5.87	0.00%
Payroll – Salary & Wages	\$0.00	\$160.00	(\$160.00)	-100.00%
Software	\$59.89	\$0.00	\$59.89	0.00%
Total Operating Expenses	\$2,297.87	\$165.85	\$2,132.02	1285.51%
Net Profit	(\$2,147.87)	(\$45.85)	(\$2,102.02)	-4584.56%

## Cash Flow

Date Range 1: 2021-03-01 to 2021-05-31

Date Range 2: 2020-03-01 to 2020-05-31

CASH INFLOW AND OUTFLOW	Mar 01, 2021 to May 31, 2021	Mar 01, 2020 to May 31, 2020	Difference	
<b>Operating Activities</b>				
Sales	\$144.13	\$120.00	\$24.13	20.11%
Purchases	(\$2,385.11)	(\$5.85)	(\$2,379.26)	-40671.11%
Inventory	\$0.00	\$0.00	\$0.00	0.00%
Payroll	\$0.00	(\$160.00)	\$160.00	100.00%
Sales Taxes	\$0.00	\$0.00	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	0.00%
Net Cash from Operating Activities	(\$2,240.98)	(\$45.85)	(\$2,195.13)	-4787.63%
<b>Investing Activities</b>				
Property, Plant, Equipment	\$0.00	\$0.00	\$0.00	0.00%
Other	\$0.00	\$0.00	\$0.00	0.00%
Net Cash from Investing Activities	\$0.00	\$0.00	\$0.00	0.00%
<b>Financing Activities</b>				
Loans and Lines of Credit	\$0.00	\$0.00	\$0.00	0.00%
Owners and Shareholders	\$0.00	\$0.00	\$0.00	0.00%
Other	(\$586.46)	\$0.00	(\$586.46)	0.00%
Net Cash from Financing Activities	(\$586.46)	\$0.00	(\$586.46)	0.00%
<b>OVERVIEW</b>				
Starting Balance	\$5,000.20	\$2,988.92	\$2,011.28	67.29%
Gross Cash Inflow	\$150.00	\$120.00	\$30.00	25.00%
Gross Cash Outflow	\$2,977.44	\$165.85	\$2,811.59	1695.26%
Net Cash Change	(\$2,827.44)	(\$45.85)	(\$2,781.59)	-6066.72%
Ending Balance	\$2,172.76	\$2,943.07	(\$770.31)	-26.17%

# PIP YTD financial update

*Prepared by Ayesha Barmania on June 9, 2021*

Hello board!

I have prepared a financial update for the fiscal year-to-date below. The reports reflect PIP's financial standing as of May 31, 2021.

Below there are three sections:

1. the year-to-date financial reports: the profit and loss statement plus commentary as well as the balance sheet plus commentary
2. An update on our strategic directions as regards PIP's finances
3. A backgrounder on how our finances work

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

## Year-to-date financial reports

### Profit and Loss

ACCOUNTS	Sep 01, 2020 to May 31, 2021
Income	
Grants (entailed funds)	\$1,500.00
Program Income – Membership Dues	\$1,400.00
Program Income – Program Service Fees	\$375.00
Total Income	\$3,275.00
Total Cost of Goods Sold	\$0.00
Gross Profit	\$3,275.00
Operating Expenses	
Bank Fees	\$208.81
Contract Services	\$2,125.00
Licences	\$113.00
Marketing	\$160.00
Merchant Account Fees	\$6.90
Postage & Delivery	\$20.79
Software	\$405.67
Website Hosting	\$165.14
Total Operating Expenses	\$3,205.31
Net Profit	\$69.69

## 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 funds from the RisingYouth Community grants program for the Audiocraft Festival
- Program Income – Membership Dues: this account is for membership dues payments
- Program Income – Program Service Fees: this account is for programming like workshops.

### Expenses

- Bank fees: this account is for charges from TD Bank (monthly fee, service charges)
- Contract services: this account is primarily for honoraria to workshop leaders and other fees for service provided by people
- Licenses: this account is for operating licences that we pay for. (SOCAN)
- Marketing: this account is for digital or other marketing expenses (Facebook ads)
- Merchant Account Fees: these are Wave's transaction processing fees.
- Postage & Delivery: stamps
- Software: these are software purchases. This year it's all for Zoom.
- Website hosting: payments to keep our website operations (GreenGeeks)

## Balance Sheet

Balance Sheet  
Peterborough Independent Podcasters

As of 2021-05-31

ACCOUNT NUMBER	ACCOUNTS	31-May-21
	Assets	
	Cash and Bank	
	Cash on Hand	\$297.60
	TD Bank	\$1,875.16
	Total Cash and Bank	\$2,172.76
	Other Current Assets	
	Accounts Receivable	\$1,000.00
	Contribution In-Kind (Income) - Volunteers	\$400.00
	Total Other Current Assets	\$1,400.00
	Long-term Assets	
	Total Long-term Assets	\$0.00
	Total Assets	\$3,572.76
	Liabilities	
	Current Liabilities	
	Accounts Payable	\$50.00
	Reimbursements - Ayesha	\$165.14
	Total Current Liabilities	\$215.14
	Long-term Liabilities	
	Total Long-term Liabilities	\$0.00
	Total Liabilities	\$215.14
	Equity	
	Retained Earnings	
	Profit for all prior years	\$513.57
	Profit between Sep 1, 2020 and May 31, 2021	\$69.69
	Retained Earnings/Deficit	\$2,774.36

Total Retained Earnings	\$3,357.62
Total Equity	\$3,357.62



## Balance Sheet commentary

The balance sheet shows a snapshot of where our money is as of May 31, 2021. Here 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: money in our bank account
- Accounts receivable: this is money owed to us by members who have not renewed. Between now and the end of the fiscal year, I will move these expected payments from Accounts Receivable to Bad Debts.
- Contribution In-Kind – Volunteers: this account reflects the value of services traded for volunteer time in lieu of payment

### Liabilities

- Accounts Payable: these are payments that are pending from us for services rendered. The \$50 is for two second instalments of Audiocraft honoraria.
- Reimbursements – Ayesha: this is a reimbursements 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 keep forgetting to write a cheque for.

### 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.

## Strategic Direction update

In 2019, we engaged in a strategic planning process. One of our goals was “strengthening our fiscal management and governance structures.” We are well on track towards that goal!

Moving to Wave as an accounting tool has helped a lot in keeping complete records. Experiences that I have had with other projects has also given me a good working knowledge on good recordkeeping.

I have also completed a working draft of documentation on how-to do our financial work. This will allow a successor to step right into the role and be immediately oriented towards how our operations stand.

Where we can move next is working on documentation for the Treasurer with info on the role and AGM financial presentation expectations. We can also work on doing scheduled financial updates, perhaps quarterly or halfway through the fiscal year.

## 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 Financial

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 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.

Pip Board Meeting, July 27, 2021.

Rob called the meeting to order at 6:15.

Approval of June's minutes was deferred to the next meeting.

\Stephen moved that we approve the agenda as amended.

Board and staff updates.

Rob said that Trent Radio might be open in September, but nothing is definite.

Stephen said that he has become busy, and that we should perhaps not anticipate things quite going back to the way they were before.

Operations Updates.

Ayyesha said that Bill's Skill Share session went ahead last weekend. LA's was put off until later. Bill's session has been put up on PIP's Youtube channel. Rob suggested that we might want to consider peer feedback that Trent Radio is trying. If someone signs up, their show is listened to by someone, and that person commits to listen to two other shows.

Levy Campaign.

Rob wondered if we wanted to be involved in this coming Fall's Clubs and Groups Day at Trent. We would only be able to do it one day of the three, because officials want to keep crowds down. Rob also suggested doing something during Disorientation Week, which is the week after Orientation Week. Ayesha will put out a call for members to work on these projects, and try to have planning meetings in August.

AGM and Board Recruitment.

The discussion was tabled due to time constraints.

Next meeting: Tuesday, August 17 at 6:00.

The meeting was adjourned at 6:55.

PIP Board Minutes, August 24, 2021.

Rob called the meeting to order at 6:03.

Stephen moved approval of the agenda. Devon moved approval of June's minutes. Ayesha said the  
than the deficit. Stephen seconded. Carried.

Staff and board updates were given.

Ayesha said the Peterborough Currents has hired two people. Part-time positions are open for four  
months.

Devon said that she has begun her Paralympic Update podcast, which will run until Sunday, September  
5.

AGM and Board Recruitment.

Devon said she would ask Justin if he might be interested in sitting on the PIP board. Rob will speak with  
Marisol. Rob said that he would send an article for the newsletter. It can also be used as a PSA on Trent  
Radio and an article for The Arthur.

Tentative date for virtual AGM, Tuesday, November 2 at 4:00. We'll do the reports live, with a 3-week  
voting period to follow.

Ayesha reported that they and Jill from Trent Radio would like to do a series of workshops on radio  
called Audio Salon, which would include things like Podcasting 101.

They also reported that Angel Hamilton will head up a levy committee.

We agreed that instead of working on a quarter 4 report, we'll go straight to working up a year-end  
statement.

Next meeting: Tuesday, September 14.

The meeting was adjourned at 6:58 p.m.