



## There was a meeting of the LSU Media Senate held on Monday 13<sup>th</sup> October at 6:00pm.

Location: Sky Room.

**Attendees:** Bryn Wilkes (VP: Media), Matt Peat (Assistant Head of Media), Dan Leedham (LSUTV Station Manager), Isabella Piggott (Head of Lens), Tom Williams (Head of Media Online), Harry Kimbling (LCR Station Manager), Robb Puttock (Head of Loop), Louise Burt (Label Editor).

**Apologies:** Jordan Chambers (Media Technical Production Support), Jennifer Taylor (Chair of Hall Media).

**Absent without apologies:** Luke Gascoigne (Head of Media Marketing).

### Minutes:

#### 1) Actions from Last Meeting:

- a. **ACTION TW – set individual meetings with Section Heads. – Not appropriate time, deferred until new website.**
- b. **ACTION SECTION HEADS – send events planned to Bryn ASAP. Do this.**
- c. **ACTION SENATE – go away and think of wording/framework for this (Media Constitution). – Deferred until after Freshers’.**
- d. **ACTION MP – come up with guidelines for facebook page usage for vote on Senate. Ongoing.**
- e. **ACTION JT – decide a shade of pink. To be sent through to senate.**
- f. **ACTION BW – sort emails for RP and JT. Ongoing.**
- g. **ACTION BW – circulate Contract of Transparency.**
- h. **ACTION DL: Post opportunities on LSU Media Group – done.**
- i. **ACTION MP: Upgrade IP facebook page access to allow photographers to upload photos – done.**
- j. **ACTION JC: Look into policy for BYOD.**
- k. **ACTION MP & JC: Set up area for training documents and policies for volunteer access on MSL – done – Media Training organisation.**
- l. **ACTION SECTION HEADS: Communicate to committees to do refresher courses.**

#### 2) VP: Media Report to Media Senate (Presented by Bryn Wilkes): Exec report online for reference.

#### 3) Senate Reports (Presented by MP, DL, HK, LB, IP, RP, JT, TW, LG, JC) Limited to 3 key points: MP – trips, need label to sign up to The Independent, some work on social, have a lot of coursework at the moment.



DL – editing, sing off, first Live TV Show on Saturday morning, plan to integrate label and LSUTV sport. Big BUCS Wednesday (first Wednesday after elections in March) linking up with other stations, LSUTV getting a lot of support from BUCS and Loughborough Sport **ACTION BW – express level of interest to Steffan and request necessary information.**

HK – Schedule form has been up and running for a week, 25 applications so far, will be reviewed in committee meeting (6pm – 14<sup>th</sup> Oct).

LB – all content in for next issue bar 3 pages, **ACTION IP: content for What's new in LSU Media feature.** LB is planning launch night before label comes out, potentially will be Halloween fancy dress, aiming for £50.

IP – Interest with people getting involved in BUCS, not enough time for training and not enough cameras/lenses. Everyone on committee has now been trained on using server. Currently having issues with missing/broken equipment, list has been written up for review after committee meeting on 14<sup>th</sup> October.

RP – cross platforming opportunities in early Dec, wants to get LSUTV and LCR involved. 2 additional loop sessions coming up, there are always opportunities for LCR and TV. **ACTION RP: Inform Senate of dates to enable cross platforming.**

JT – apologies sent.

TW – awaiting website, **ACTION DL: inform TW on updates.**

LG – not present.

JC – apologies sent.

4) **Media-wide Marketing Strategy** (Presented by Bryn Wilkes):

BW: Keep colours, use minimally not over the top, keep for purposes of stash, logo's – like the new label and lens icons, all sections could have their own logo. LSU Media overall should be used.

MP: agreed.

**ACTION Marketing Teams to create 2/3 new concepts for Senate to approve by 20<sup>th</sup> October, Section Heads to manage individual sections.**

DL: How will we interface with old logos etc, need to use Media marketing budgets??.

5) **The Future of Loop's Location** (Presented by Bryn Wilkes):

Idea has been raised to move Loop over to the college where there are much better recording facilities.

RP – preference would be to stay located in the Media Centre, with opening up bridges to use the college for larger projects.

BW – benefit of moving loop completely would be the creation of a live TV studio.

DL – benefits of having loop in Aura are that there will be more of an emphasis on education in the space. Live TV biggest problem is The Gallery – need to reduce time to set up, would love to have a dedicated studio but focus will be on being out and around campus. Problem in past has been that there has been a lack of understanding on how to convert back from Gallery to Loop setup. Drum room etc needs to be cleared.



- 6) **Media Social Plans** (Presented by Matt Peat):  
All super location start from 7:45:  
LCR & Loop – JC's.  
Label & Lens in Paget.  
LSUTV & Hall Media – The Griffin.  
9pm in Fusion.  
Please make sure volunteers are welcome!  
**ACTION MP to publicise in event, Section Heads to publicise in groups.**  
**ACTION MP to email standard membership and make your mark members.**
- 7) **Media Points** (Presented by Bryn Wilkes):  
BW: something objectively to a point to see what volunteers have contributed to the most.  
Would be run by Section Heads to feed back to Bryn master spreadsheet. Eg 1 point for writing an article for label or for LCR show.  
HK: would be very difficult to manage for LCR, could be excessive.  
In theory what is doable?  
MP: we won't be able to track what people are doing without missing aspects, the quantity of hours that someone puts in is not comparable to the contribution to the media centre.  
JT: would be beneficial to hall media points as would be able to create a competition between halls and may benefit recruitment from halls.  
LB: might be better internally in sections.  
RP: what will it be adding to in the long run?  
MP: to keep competition with halls aspect, why not include a point for the hall for every paid media member that there is. Use Volunteer Turns etc more effectively to reward members and access to extras.  
Left for ongoing discussion.
- 8) **Stash:**  
Jumpers in grey, T-Shirts dark grey, jackets as picked out.  
T-shirts uniform for committee members.  
General volunteer: Video and Photographer black polo shirts.
- 9) **Any Other Business**  
a) Volunteer of the fortnight to be started again, committee member of the fortnight to be introduced also, to be done alternately in Senate meetings.  
Committee member of the fortnight nominees: Naomi Riley-Dudley, Leah Bravo, Matt Parry, Rhea Williams, Ariel Yu. Winner: Matt Parry.  
**ACTION HK – Write blurb for Matt Parry and send through to MP for publication.**  
Honourable mention to Rhea Williams.  
b) HK: New drive for music uploads is [\lcr\lcr\\$](#)  
c) DL: Website update: Natasha working away on structure.



**ACTION BW: arrange meeting with DL.**

Expected new website in 2 weeks time.

d) DL: Elections dates have not yet been published; 1<sup>st</sup> March is currently live reveal date. Results on 11<sup>th</sup> March. Issues with crew, label, LSUTV Dance Comp. Potential clash problems. **ACTION BW to speak to Liam Peoples.**

e) DL: Freshers TV – was discussed. DL to confirm with committee whether to proceed or not.

f) BW: Let's create an awards culture early on, volunteers need to know they can win an award.

### **Items to Note:**

- Senate to buy Media Membership and remind committees.
- People can now buy Media Memberships with cash at Jordan's desk.

### **Dates for the Diary:**

- ITN & The Independent trip (Wednesday 22<sup>nd</sup> October).
- Label Launch night – Fusion (Thursday 30<sup>th</sup> October - 8:30-10:30).
- Media Alumni Weekend (Friday 21<sup>st</sup> – Sunday 23<sup>rd</sup> November).
- Nathan Boul Loop Session (Saturday 6<sup>th</sup> December).