



LSU Media Executive Committee

Agenda 30/10/19

In Attendance

- **Media SLT**
 - **Chair** – Christopher Leroux, **Vice Chair** – Joshua Thompson,
- **Section Heads**
 - **LSUTV Station Manager** – Joshua Gray, **LCR Station Manager** -Will Reynolds, **Head of Sport** – Will Clough
- **Specialists**
 - **Technical Officer** – Ben Cooke, **Head of Special Projects** – Jack Anderson
- **Affiliates**
 - **Hall and Department Reps Coordinator** – James Bostock

Apologies for Absence

- **Wellbeing Officer** – Alannah Joy
- **Label Editor** – Anna Cooper
- **Head of Design, Marketing and Online** - Eleanor Smith
- **Head of Lens** – Helena Lucas
- **Media and Communications Intern** – Robyn Keetley

Actions from the last meeting

- **Chair** to chase Jo on Maglock
 - Jo – Allan to fix maglock by middle of this week. It is listed as a priority.
- **Chair** to speak to Natalie re treasurers reimbursing media reps
 - Still to do.
 - JB – Speak to hall chairs If hall agrees to reimburse memberships go ahead with it.

Sectional Updates

Items for Discussion

- **Media Chair**
 - Chair Update
 - CL: Adobe licences sorted. College students should be able to buy membership and use adobe. However appears this is not the case (login re-direct flagged by JG).
 - JG: Update on our SUMS website or media module?
 - **CL: Robyn emailed Darshan for follow-up – still waiting on Lincoln for updates. Chris to chase this up.**
 - BC: Do you have screenshots of how it might look?

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- JDA: Robyn showed us in summer meeting, she showed in-progress screenshots.
- **Head of Lens**
 - Proposal for the purchase of flickr
 - CL: Cleaner social media output of photos, proposal to purchase flickr account (£50/year).
 - BC: Benefit compared to Facebook album?
 - CL: More professional, and more engagement from a decluttered Facebook.
 - JDA: Is this not something we should be putting on our website in an ideal world? Do we really want to spend this money now and waste when our website works?
 - JG: Lets talk to Darshan and ask what he can do with Lens and ask for demos and wait and see.
 - JDA: This was a point that Darshan said we could do. If we pay for flickr now this puts people off our social accounts.
 - CL: We'll leave and return to this in a few weeks.
- **Hall and Department Reps Coordinator**
 - Departments and Memberships
 - JB: Halls – deadline on Friday for media hand-ins. Marked between me and my vice. Marked collectively to ensure fairness.
 - JB: Departments – DSF not happy with vote on departments are not allowed to share memberships. Argument – Some departments have more than 1 media SIO/Rep, feel it is not fair as they will have advantage in one sense (hire equipment), disadvantage – more money taken out of budget. They want departments to have a collab membership between departments.
 - JG: This is policy for the entire year and that vote was confirmatory. We are not an equipment hire service. For non-LSU Media projects they shouldn't be using our equipment.
 - CL: They are not obliged to pay for memberships.
 - **Action – CL to talk to DSF.**
 - JB: Meeting with department media reps. Robyn and I agreed to figure out a date and time to sort training for reps.
- **Head of Special Projects**
 - Communication
 - JDA: Is it possible for anything more formal/important eg. Agenda points, can we do that via email please?
 - CL: Yes we can.
 - JDA: And not using Facebook Messenger/Polls?
 - CL: Yeah we'll keep things on email from now on.
 - Nights Access
 - JDA: The only people that have nights access are committee members correct?
 - CL: I believe it is committee members and senate.
 - JDA: Venue are clamping down on people using offices as cloakrooms. Would like to make people aware that people are not allowed to use maglock card or use the office space for cloakrooms or any use.

- Move Update
 - JDA: Waiting on table legs (arriving this week), similar with Maglock. Hindering move – roof is like a sieve. Chris can you raise this please? We have things that will set on fire.
 - **Action: CL Chase roof repairs.**
 - JDA: Prioritise TV so we can do election coverage.
- **LSUTV Station Manager**
 - *Bookings System*
 - JG: Since it is only Exec on the system can we get rid of time limits on equipment?
 - BC: If people are not on the booking system its usually booked out by Robyn/Committee heads so make sure to not give out to people that do not have access.
 - CL: Agreed.
 - JB: Access to equipment, is everyone on Exec going to get it or only tech? I feel like it would greatly benefit me.
 - JG: This should be Robyns job to sort. Robyn is also the lock box manager. So this should be sorted through Robyn for bookings for Halls/Departments.
 - JG: We should also update lock box combinations.
 - *Proposal for new equipment*
 - Action: CL to add proposal from JG to minutes. Limited lenses for cameras, see detailed proposal from JG.
 - JG: Other repair jobs can be looked at down the line. Eg. 25-105 and 70-200mm. Estimated cost £300-400 ignoring repairs.
 - CL: All lenses is around £350 all together.
 - **CL: Action – itemised list of gear with prices.**
 - Vote: Purchase necessary items
 - For: 7
 - Against: 0
 - Abstain: 0
 - Vote: Purchase additional lenses
 - For: 7
 - Against: 0
 - Abstain: 0
 - Vote: Agree to store as described (
 - For: 7
 - Against: 0
 - Abstain: 0
 - Elections:
 - JG: GE on the 12th. Two live broadcasts for TV. We need to talk to Venue on logistics and access. If not, we could consider other venues.
 - JG: LSU Elections dates have been set. JG will send info over.
 - JG: Please do not use Media Exec as a group to invite us to events, invite individually.
- **Wellbeing Officer**

- Halloween social: I've planned the whole social including games, all I need now is for people to actually show up so please encourage your committees and volunteers to come along. It's going to be a friendly atmosphere where the volunteers and committees get to know one another. This also means no union politics talk 😊
 - Social is set to begin at 9:15 so if committee who are coming could come to Cayley common room for around 8:45 pretty please to help me set up and decorate that would be fab.
- I'm going to decorate the 'welfare' wall for the beginning of November, would have done it earlier but meh life gets in the way. If you'd like anything adding to it drop me a message and this can be arranged.
- If you have a complaint to make please drop me the details of it in an email. I won't be attending every meeting and the reason is so that if you guys want to disclose something to me you can feel more comfortable doing so. This has worked really well so far as i can deal with it in an unbiased manor.
- Media Mover: I'm so so keen for this, please let Chris know if you are too!

Any Other Business

- Motion for any future socials to be self-funded – JDA
 - JDA: Socials should be self-funded, we're doing the same for Media awards, we should focus spending money on equipment, not socials.
 - Vote for future socials to be at zero cost to Media
 - For: 7
 - Against: 0
 - Abstain: 0
- BC: Darts Championship?
 - WC: We need to have a meeting to clarify what they are wanting from us. There is potential for making money from this.
 - JG: Dance comp we charge £1.5k for two days.
 - JDA: Dance is longer but equipment is safe. Darts equipment is not safe.
 - WC: We can include in the price liability fees so our equipment is covered.
 - **Action: WC to meet with Darts and discuss this further.**
- WC: Fight Night date still to be confirmed.
- CL: Lboro has talent have enquired about live broadcast.
 - JDA: We have lots of events already on the go. This is not something we would actively pursue; therefore, we would need to be paid for it.
 - Action: CL to talk to Welfare about sing-off similar setup (as live) for Lboro has talent. Only if we get paid.
- JDA: Crew / Open Heaven are wanting to regularly use a camera to film Sunday Church. If we want to let them do that we should charge them. I'd say do it for £50 or more.
 - **CL: Action – To take this further.**
- WR: Match Report brand, as LCR does more sport, how can we stretch the Match Report brand?

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- JDA: Match Report is meant to be cross-sectional brand. There just hasn't been enough content from other sections other than TV for it.
- JG: Can we get Label to start using Match Report for any sport things? Check on schedules if there is anything else that is listed for the same day and name spellings.

Actions

- **Chris**
 - Chase up Media Website with Robyn
 - Speak to DSF about memberships and mark scheme
 - Chase roof repairs
 - Create list for items to be bought and send off purchase request
 - Discuss finance for Open Heaven to use a camera for a day
- **Will C**
 - Meet with Darts to discuss next steps

Next Meeting: 13/11/19