

## In Attendance

- **Media SLT**
  - **Chair** – Christopher Leroux, **Vice Chair** – Joshua Thompson,
- **Section Heads**
- **LSUTV Station Manager** – Joshua Gray, **LCR Station Manager** -Will Reynolds, **Label Editor** – Anna Cooper, **Head of Lens** – Helena Lucas, **Head of Sport** – Will Clough
- **Specialists**
- **Technical Officer** – Ben Cooke, **Head of Special Projects** – Jack Anderson, **Head of Design, Marketing and Online** - Eleanor Smith
- **Affiliates**
  - **Hall and Department Reps Coordinator** – James Bostock

## Apologies for Absence

- **Wellbeing Officer** – Alannah Joy
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## 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

- **Label**
  - **Discussions with Robyn and Chris about getting a print arranged.**
  - **Label spotlights starting – Darts / Belly-dancing / Sing.**
- **Lens**
  - **Meeting soon to pick things back up.**
  - **Humans of Lboro coming back.**
- **LCR**
  - **News - Live satellite fed news on the hour. Need training for how people can use this.**
  - **Lots of shows have been organised – schedule is getting filled.**
  - **Music been updated.**
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- **LSUTV**

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- Getting back to normal schedule.
- Freshen up back on friday.
- Class next week.
- Society showcase next week along with FNC.
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- Sport

## Items for Discussion

- Media Chair
  - Treasury and memberships report
    - £2278.17 currently in the account. After current expenses.
    - Commercial bookings – made £170 in bookings. Projected to make c. £2k from bookings.
    - Grant from Exec to subsidise Nastas.
    - Membership – 151 members. Content hours – 1469.
    - Aim – to get members at 10hrs plus.
    - Robyn and Chris – sorting commercial and training along with supporting Will with filling schedule.
- Head of Special Projects
  - LCR
    - Shows
    - Training
    - Head of Music
    - CD Pool
    - SRA
      - Affiliation
      - Chart Show
  - JDA: LCR training, JCR and myself can make a training syllabus.
  - JDA: Head of Music -> Do we have anyone? WR: No response from either so assumed not.
  - JDA: CD Pool – We're paying for these but are we using them? Will resolve CD subscription.
  - JDA: SRA – Are we affiliated? CL: Have not received any emails. Although stash order has been paid. WR: Not received any communication. JDA: SRA – equivalent of Nasta. WR:

We don't have much award-winning content to throw at it. We'd be paying for a chart show. Let's go for it. JDA: we do want to carry on chart show and host a show? WR: Yes.

- Lens
  - Nights Photography
- JDA: Controversy over Night Photography? CL: Marketing team decided to pay Dan Hess £150 per night for photography. We were charged less, and he's been booking out our equipment and doing it as a freelancer – therefore we are not insured for our equipment when he uses. In process of resolving and will be meeting with marketing soon. JG: If Dan uses our equipment and is insured which covers our use of kit, and he pays us out of his wages eg £10 per hour. CL: Currently an attitude that union staff feel that our equipment is their equipment, which will be discussed in the upcoming meeting. Will keep everyone updated.
- Label
  - Print / PDF
- JDA: Print idea I like but JCR mentioned the possibility of doing as a precursor PDF magazines. AC: We are going to try and do both (Issue site).
- Repairs
  - JVC
  - Studio One Mixer
- JDA: Two big ticket item repairs on our list that I think we should do. Firstly, video camera (STI output does not work which is needed for live shows), which we ideally need for exec elections. JG: Should only take a week to do it, previous issue with return was marketing not paying on time. JDA: Costs, this should hopefully cost c. £200-300 to fix. ES: If there is something that we really need that breaks and is more expensive do we not need money put aside for that? CL: Depends on the circumstances of the item breaking. JDA: Radio studios – each have their own mixing desks, one in the other studio is badly damaged and needs to be sent off for repair, if we convince them to fix the leak in the roof then we could start reusing the studio. Hasn't been maintained and therefore needs repairing. CL: How much would this cost? JDA: Previously cost £500 with the other desk being more damaged. JG: I would rather the desk went off to be fixed, the STI is important but we can convert. BC: Is it worth sending off until the roof is repaired? JDA: If we send it off now then it would reduce downtime later on. If people want to do podcasts and there is a live show going on we have to turn them away. JG: I think we should do the desk now and see how much we make from awards, then we know we can cover repair costs for the JVC later on.
- Vote on sending the radio desk off to be repaired:
  - Aye: 10

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- No: 0
- Chris / Robyn Actions
  - Office Phone
  - Cupboard Shelving
  - Roof Leaks
  - TV Studio Door Seals
- JDA: Office phone. Can you formally chase it? CL: I have formally chased them but will do again. JDA: Can you check that the phone is the old exec phone.
- JDA: Cupboard shelving. CL: Robyn has spoken to Chris Spencer and so have I. Builders are only in Mondays and Fridays with an emergency building list, with our items often at the bottom of the list. Robyn will speak directly to builders next week - **Cupboard Shelving** - Spoken to Chris Spencer, apparently the builders are only in on Monday and Friday and they are given a list of 'emergency building work' that takes priority. Apparently, this means that our shelves being put in goes to the bottom of the list every week. I'm going to try and speak to Chris again, or find the builders next Monday to try and resolve this.
- JDA: Roof leak. JG: Can you email Trevor and add Chris Spencer into email, to make it as a formal complaint which is leaking onto electric equipment.
- JDA: TV door seals – Ryan should have ordered something for this. CL: **TV Studio Door Seals** - If this is about the soundproofing, Ryan spoke to Jo this week about it. The response was that Jo needs to speak to Maria first because it's coming out of 'Capital Budget'.
- Special Projects
  - Building Works Update
  - Enterprise Grant
  - Booking System Update
  - IRN
  - Asset Management
    - Software
    - Tags
    - Security
- **JDA: Work updates, TV cabling, Studio 1, roof leak, shelving are a problem but most things are now as operational as they can be.**

- JDA: Enterprise Grant - £500 available; proposition for this, we have pieces required to do a livestream from an IMS game which we trialled last year. We would like to make a bid for this and purchase a hyperdeck which is missing (c£560), if we could convince them what we would be able to do with this eg. Set up live streams much easier and simpler to use – less experienced people could run a livestream.
- JDA: Booking system outdated and will try to update.
- JDA: IRN (Independent Radio News) - have news at the top of the hour every hour, there will be 2mins of news every hour, and will also have access to news snippets etc.
- JDA: Asset management – found open source piece of software. Insurance requires us to have an asset list which we do not have. Going to persue using this software to update and track our assets. We'd like to purchase asset tags for each asset with our information on, making it more obvious that its ours and makes it harder to steal, would cost around £30 (No brainer). We'd like to purchase a bunch of padlocks to secure our equipment to stop people taking equipment without booking/asking. JG: Keyed or coded? JDA: To be decided.
- JDA: another idea is forensic marking eg. Smart Water. JG: Basically DNA water. JDA: For a van with tools in it costs around £50. I'll come back with a quote.
- Head of LSUTV
  - Darts
  - JG: Would recommend refrain communications with them for now. If someone comes up to you from Darts, pop it in the group before we commit or not, as they keep asking for more things and we should be charging for them – they're asking people that aren't in the know to try and get more free stuff. Event is getting far more complicated – difficult dealing with Dan Gallagher and Tech.
  - Exec elections
  - JG: Election period now started. When representing committee/union things be impartial. If you are on a campaign team, do not do anything when representing media/committees - just please don't bring campaigning in. End of next week rules will become stricter – people on campaign teams will not be able to come into offices etc. Dates: 17<sup>th</sup> and 18<sup>th</sup> of Feb are first two days of media week. Start off with candidate videos and a 10min manifesto video. Victory Bar will do photos with Dan Hess. Label will do an interview at the same time. Then to LCR doing a radio interview (LCR may be out of action then). Council chambers will be hosting TV interviews. Times will be sent through ASAP once received. Week after is live reveal (lots of setup on the 27<sup>th</sup>). Soapbox 1 and 2 (1<sup>st</sup> and 2<sup>nd</sup> of March). Show will be identical to how it was two years ago. Day one section chairs, day two exec candidates. Will be presented by Ed Radford, Amie and Rahul. Friday 6<sup>th</sup> (results night) evening, live show in Room 1, Pre-Show and Post-Show in JCs and in the gallery. Stage rehearsal is at 7pm. JDA: In terms of

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impartiality what are we going with? JG: Previously going with campaign team – cannot direct or present, which is what we are sticking with. May extend that to vision mixing if we have enough volunteers. However, Elections committee soapbox presenting will incorporate general union terms of conflict of interest.

- NaSTAs
- JG: Lots of submissions for Nastas. All entries will go up on YouTube (will require a playlist of all material included in the video on a youtube playlist).
- BUCS
- JG: Thank you for everyone who did the trial – can put material in best sport entry. However, BUCS have not taken us up on our offer to use our graphics package. Therefore won't be doing any more content with them this year.

### **Any Other Business**

- ES: If anything needs any help with design feel free to send over a form.
- JB: After exec elections and Dance Comp – media social? CL: Will plan a pub trip.
- JG: Advertise position of Media Chair for next year.

### **Actions**

- ES – get cough medicine
- CL – Chase up mentions from JDA.
- JDA – Investigate smart water, tags, padlocks, booking system updates, bid for mini OB kit, studio one mixer send off, see about CD pool and training for LCR.
- AC – Work with CL and Robyn to work with print.
- WC – Finish documentary film.
- CL – Advertise Media Chair.
- JT – Get the fucking drone footage

**Next Meeting: TBD**