



A meeting of the LSU Media Executive Committee was held on 14/09/20 at 4:00pm virtually

LSU MEDIA EXECUTIVE 2020-21 MINUTES

- **In Attendance**

Chair: Cameron Glenwright (CG)	P	Head of Lens: Helen Forrest (HF)	P
Vice Chair & Secretary: Chris Leroux (CL)	P	Technical Officer: Joshua Gray (JG)	P
LSUTV Station Manager: Ben Cooke (BC)	P	Hall and Department Coordinator: Lucy Sinkinson (LS)	P
LCR Station Manager: Lucie Lewis (LL)	P	Wellbeing Officer: Natalie Doyle (ND)	A
Label Editor: Emily Jackson (EJ)	P	Marketing Officer: Alicia Andrusyk (AA)	P

- **Minutes of last meeting**

<https://media.lsu.co.uk/wp-content/uploads/2020/09/2020-09-03-Minutes.pdf>

- **Items to Discuss**

- **Chair Update – CG**
 - “It’s a very interesting one”
 - Been in a lot of meetings discussing the new plans after the rule of six – plans are being made for online backups for most things that we do
 - LSU have released a statement on Friday and we will be releasing one on Wednesday which outlines what we’ll be doing in terms of social distancing
 - Liam Davis is now responsible for LSU Media
- **Financial & Administrative Update – CL**
 - Committee emails are almost finished being organised.
 - We’ve revised our budget holdback plans which is £600 less than what we originally asked for and it means we’ll have enough money to pay for almost all of our yearly expenses
 - **CG to email Finance about the SRA Membership**
- **Committee Training – CG**
 - LSU are making us do the Student Leadership Academy
 - Online training course – GDPR, Health and Safety etc.

- AT LEAST Media Exec have to complete these training sessions – but generally anyone who has access to the website needs to do this training
- **Training in COVID – CG**
 - Really important that we have online backups for all the training we’re doing as well as in person socially distant training.
 - Where you can do your training online do it online.
 - It’s important that we do our training online as much as possible anyway because there will be some people shielding/ not able to come onto campus.
- **COVID Content – BC + EJ**
 - LSUTV
 - Idea 1: Sports show which focuses on success and highlights from last season, using footage of games from last year & zoom/teams interviews of relevant players and coaches to tell us a bit about how their season went.
 - Idea 2: Weekly Lockdown updates to condense and summarise all information given by the university/council in a given week of a local lockdown. Would aim to include similar information to weekly Label covid updates but with the addition of interviews (zoom/teams) of students and university or LSU staff as required.
 - Idea 3: Some silly quiz show of something, I'm running out of ideas for entertainment when there isn't any happening! I'll have a think about it!
 - Idea 4: Revive Covid Cooking (potentially with Cook + Bake soc involvement), of course with Josh's permission!
 - Label
 - Freshers content is going to be tricky because of the nature of freshers this year.
 - Working with CASH putting out an article about consent and sexual health each week.
- **Worst-Case-Scenario (full lockdown) preparation – CG**
 - Everything online, equipment needs to be divided, we basically need to prep as much as we can so we’re not caught off guard.
- **Getting your committee’s motivated – CL**
 - We now need to start getting committees to begin working on things such as content and training – Freshers is only two weeks away.
 - Can we have a briefing style meeting for all committees so we can plan/discuss freshers?
- **Activism docuseries – BC**
 - A volunteer wants to do this – could be exciting
- **University COVID Comms strategy – BC**
 - The University doesn’t seem to have a clue

- "1 VC Bob apart"
- **Risk Assessments – CG**
 - We only need simplified RAs for our general activities
 - If we're covering a sectional event they provide their RAs to us
- **LSU Exec Forum/Question Time – JG + BC**
 - CG is going to organise a full meeting to talk about this like Question Time where the Exec sit there and get questions fired at them by the public/key volunteers.
 - Good opportunity to be cross-sectional
 - TV to take the lead on this
- **Media Bookings system update – JG**
 - We are trialling a new way of doing this – giving access to everyone but limiting access based off training/approval.
 - A form has been created to get people access.
 - Everything has to be checked in and checked out each time – a form of track and trace
 - Computers are now on the booking system and you have to book them to use them.
- **Remote Desktop solutions – JG**
 - You can now remote desktop to any computer on campus and access Adobe
 - <https://www.lboro.ac.uk/services/it/student/computer-labs/availability>
- **Media Website/Media Wiki -JG**
 - Are people interested in a wiki being made so there's no knowledge lost – we trialled it a few years ago but it would be useful

Any Other Business

- CG
 - LS – We have created your email so see if you can access it. CG has made a brief about what Halls can say about Media
 - LL – Danny Brett would like some people to fill some scripts please

Date of next meeting: Next week at somepoint?