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Senate Meeting 06/02/19

Minutes

Meeting Commenced at 17:05

Present:

Jazz, Tim, Dave, Amie, Josh, Chris, Jo

Liam arrives at 17:49

Absent:

Ellie, Jack, Lucie

- Insurance
 - Jo
 - 70D is returning
 - We are going to have to pay for that
 - JVC is £800 to repair
 - Money from Dance comp to media
 - As well as the Dance show
 - Couple of Grand from this
 - Jo is sorting out the stuff for it
 - Dave
 - Does insurance cover our equipment
 - Jo
 - No, we are all covered as volunteers under insurance
 - Media equipment is insured for fire
 - Camera can be claimed if broken if it's listed in the insurance
 - Excess is £100
 - When equipment is broken there is no report
 - Jo suggests that we have create detailed reports in different things
 - Anything that is big equipment that is knackered
 - We could potentially do an audit and say that as a result of that things are found to be broken
 - We can't give details randomly because it could be fraudulent
 - Suggests we create a form to fill in whenever there are any breakages
 - Trivial breaks could be classed as wear and tear so insurance may not cover it
 - More detailed the document the more covered we are for stuff just in case
 - List is needed to be amended
 - London stuff can't be used yet because its under London insurance
 - Dan is working on it. Should be resolved soon
 - There might be stuff that we don't have anymore on the old list
 - Our volunteers are covered regardless of where we go with the equipment



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- Dave
 - Is happy to create a document for insurance
 - Jo will send Dave the conditions that are needed to claim on insurance
 - Share with Dan once it's completed so Marketing can check it over
- Media's funding
 - Jo
 - The Union doesn't have much money
 - There has been looks into sections being self sustaining
 - Action have to self fund stuff
 - Media budget is looking at £0 for next year
 - However any income will be from media memberships
 - Will go directly to the section
 - Training courses and other sources of income need to be looked at
 - The "favour" economy needs to be changed into ordinary economy with actual money
 - Gives Media much more freedom in regards to choice spending
 - Our budget will not include subs or adobe licences
 - This will be funded elsewhere
 - Tim
 - Does Affiliations come from media?
 - Jo
 - No, it will be paid for by the Union separate from the Media budget
 - Jazz
 - We used to do a lot of Aura
 - This has been decreased#
 - We haven't had a lot of support on this so it will be needed if we are to do this
 - Jo
 - The support will be given
 - We can't charge another section for stuff we do
 - But we can charge externals
 - Sections only count as the big sections
 - Media is not a backfill for Union marketing
 - Paperwork needs to happen for paid stuff
 - This is to create a centralised system
 - Dave
 - We need to know this process
 - Jo
 - We're not communicating enough
 - Next year the Intern will bridge the gap
 - We need to look outside the box in regards to income
 - Essex have an external studio worked on by both marketing and media
 - Training program that is accredited and paid



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- Most people who complete the course end up joining media in the long run
 - Double income
- Over summer we will iron out a lot of the details for income and money
 - Loads of money for language courses
 - We can do intensive things and easily make a lot of money
- Josh
 - Match Report
 - Potential for sponsorship from Loughborough sport in the long run
- Jo
 - Loughborough sport has the goal to live stream every fixture
 - We need to diversify what we do
 - We should be doing big things all year round not just for elections
 - Recruitment of members needs to be a huge priority
 - Training programmes may be key to this
 - Media has always felt a bit cliquy
 - Need to provide multiple pathways into media
 - Need to do more than just freshers bazaar
 - A record of volunteers' progress will be really useful for the section
- Structure
 - Jo
 - The above is where the intern comes in
 - Progress can still be made with the intern whilst people are away at lectures and exams
 - Strategic planning over summer will put us in a better stead for the future
 - Josh
 - Had lots of interest from Graphic Designers
 - Never came to fruition
- How senate is being chosen
 - Jazz
 - Constitution said would be elected
 - Unpopular
 - Tradition has it that everyone apart from the EO is appointed
 - Chris
 - If they're all elected it leads to a popularity contest for specialist roles
 - Most roles in the Union are elected
 - Jo
 - People should be elected
 - Hand-picking leads to cliques
 - Chair should definitely be elected
 - Senate is important
 - The heads of sections should be representatives
 - Amie
 - Chair should be voted in



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- If you've been voted on as Chair you know people who are quite good at certain roles
- If freshers vote people on placement who are best for the role may not get the roles
- Tim
 - Someone from placement has sent in interest
- Amie
 - Vice Chair should be voted in at the same time as chair and will work together a lot more than when the head is paid
 - Chair is obvs more important
 - Both leading together a lot more
- Jo
 - DON'T DESTROY YOUR DEGREE
 - If that is the case then something is wrong
- Amie
 - Voting in Vice Chair puts this person in equal importance
- Jo
 - We sometimes forget that the intern will be back
 - Can bog them down as they're paid and it's their job
- Amie
 - Last Year – Label
 - Thought needs to go into it
- Jazz
 - LCR was picked in a panel
 - Chances are the result would be different that what they're currently in
- Jo
 - Media as a section is not as good at supporting volunteers compared to other sections
 - Unlikely that Head of Tech will be someone who is not the best for the job
- Amie
 - More one to ones and appraisals for the section heads
- Jo
 - Media has been left in a bit of a limb
 - Put trust in the electoral process
- Amie
 - Chair and Vice should be elected separately from the others
 - Doesn't kick people when their down
- Liam
 - Two separate elections will not help our sanity
 - Perhaps have it in two separate sessions on the same day
- Jazz
 - AGM isn't like how the vote will take place
- Tim
 - Bakewell don't elect a Vice Chair



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- Elect Chair
- Elect Section Heads
- Vice chair becomes ceremonial
- Jo
 - Intern gets ignored in structure
 - Act as a sort of a vice chair in a supportive role
 - Makes it look like the Intern doesn't do anything
- Amie
 - Vice shouldn't be attached to another role
 - Vice should support the chair
 - Intern Chair and Vice work as a team of three (threesome)
 - To make sure the Chair and Vice are okay and will give jobs to the intern so that they don't ignore the Intern
 - If its attached the person would be too biased for a certain section
- Tim
 - It works in Halls
- Josh
 - Have two Vice Chairs to balance out the role
- Jazz
 - The Chair will need to spread their workload
 - Can't spread their workload to someone who already spreads their workload
- Amie
 - There's a lot more that can be done
- Jo
 - Media as a structure is quite convoluted
 - Tangled mess of communication structures
- Josh
 - Whole set up doesn't encourage collaborative work
- Jo
 - Rapidly approaching the time we need to open up the Intern role
- Liam
 - There's no carbon copy person for the design role
- Josh
 - Tech ability is most important for the Intern role
 - Training will help with this
- Website
 - Amie
 - Editors can upload posts
 - Can't upload the headers onto the article
 - Amie still has to do that for them
 - Jazz
 - Will look into it
 - Jazz to speak to Dan
- Follow ups on Action Points



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- Chris
 - We have a lot action points that are never really addressed
- Ellie could create a list that is posted on slack
- Volunteers of the month
 - Jazz
 - Had two nominations
 - O
 - Eleanor
 - Senate approved the two nominations
 - Liam
 - Will need images of the two
- 1 to 1s
 - Jazz
 - Please book in 1 to 1s before elections kick off
 - Jazz is free most of Thursday and all of Friday
- AOB
 - Jazz to create poll for meetings in slack
 - Tim
 - Media Awards
 - Highlights video
 - Similar to Craig's AU Ball video last year
 - Media in Numbers

Meeting closed at 18:47

ACTION POINTS FROM MEETING

- Jazz
 - Speak to Dan about the Media Website and Label's problems
- Dave
 - Write a form for breakages
 - Send it to Dan after finishing it
- Jo
 - Send Dave to conditions for the breakages form
- All
 - Book meetings with Jazz for 1 to 1s
 - Think about what the Vice Chair does and what the Intern can do to cover it
 - Think about how we vote in Senate
 - Do we want every position elected?