

Beesy.me Export - Media Exec Meeting 23/09/19

Wednesday, 25 September 2019

Agenda

1. Media Exec Meeting 23/09/19 Default Topic

Participants

RKE - Keetley Robyn

Action points summary	Completed		Overdues		Ongoing		Total
SH - # Section Heads	0	0%	0	0%	1	100%	1
CR - Leroux Chris	0	0%	0	0%	1	100%	1

1- Media Exec Meeting 23/09/19 Default Topic

- Action from last meeting: Fresher's Plans
 - LABEL Plans
 - Full posting schedule for week commencing 23/09
 - Briefs already prepared for volunteers/memebers
 - LCR Plans
 - Full content schedule planned
 - Some 'live' content ideas may be unachievable due to LCR not being fully operational at present
 - Head of Design offered to make promotional materials for the shows planned
 - LENS Plans
 - No written schedule, but understood that LENS volunteers would be photographing the main events of Freshers (move in, bazaars etc.)
 - Humans of Loughborough to start soon but no date as of yet
 - LSUTV Plans
 - 2 week filming/content schedule planned
 - Spoken to Head of Design as they need logos among other designs creating and sending
 - Attendees shown printed versions of 'The Handbook' (training workshop material) and printed Bazaar posters. Exec informed that due to tight turnaround times, designs etc. can not always be sent out ahead of time to get their opinions/thoughts
 - Concerns raised that it will be difficult for Section Heads to track who has taken which Project Briefs for each section. Suggested that 'Join LSU Media Volunteers 2019/20' be added to the Induction Email and compulsory for Volunteers, so that Section Heads can keep track who has taken which Project Briefs. This will also aid in logging the projects volunteers have participated in and completed.
 - The LSU Media Facebook Picture has been updated.
 - The first Training Workshop will be held on October 14th. These workshops will be run by the Media Intern, Section Heads, Alumni and LU Arts. The online versions of the compulsory workshops (x4) will be available either on Oct 14th or at some point during that week.
 - Budget Update - Explained that we owe money to Marketing in excess of £1,000. This includes the copyrighting strike, stash, leaflets among other things. Exec exception to Stash. Can pay later, still wear volunteer t-shirts to volunteer on projects until they can pay.
 - Explained that our goal for members is 250+ for 2019/20
 - Informed by LSUTV Station Manager that 5 things submitted to the PCAs
 - Expecting LSUTV (gallery etc.) to be finished in Mid October. Expected that LCR may be finished at a similar time.
 - Hall Roadshows:
 - Head of Hall Media shared dates, times and locations with all Media Exec
 - Would like a TV with looped promotional videos
 - Need a representative from each section at each hall roadshow
 - Media Chair wants to keep the Instagram story constantly updated to show Media is a busy and productive section
- SH 25/09/2019 ACTION: Section Heads to log volunteer hours (rough estimates are fine) throughout the year. This is to ensure we have a log of volunteer participation in Media.
- Head of Design has made sectional posters and asked for ideas on posters that introduce 'non-sectional' roles
 - Other points of note:
 1. Wellbeing Officer will only attend meetings that are relevant to their role, not all of them
 2. Fridge Etiquette - keep it clean and make sure food that is out of date is thrown out
 3. Whilst work is going on in the Office, volunteers need to stay as quiet and out of the way as possible
- CR 25/09/2019 ACTION: Media Chair needs to organise the card reader for Hall Roadshows

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