



A meeting of the LSU Media Executive Committee was held on 28/10/20 at 5:00pm virtually

# LSU MEDIA EXECUTIVE 2020-21 MINUTES

## • In Attendance

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

## • Minutes of last meeting

[https://media.lsu.co.uk/?page\\_id=5169](https://media.lsu.co.uk/?page_id=5169)

## • Items to Discuss

- **Chair Update – CG**
  - CG + CL having meeting to discuss sectional head support
  - Expenses365 is a thing and is how we now do expenses, download the app and follow the instructions that have been emailed around to you
- **Financial & Administrative Update – CL**
  - We have money – most of that money is still the leftover from last year
  - Most money this year will go to repairs
- **Expense 365 – CG**
  - New online way of doing claiming and budgeting – CG sending email round to show how to use it
- **Equipment Policy Review – CG**
  - With Tier 2 potentially coming in probably not best to change and update our policy
  - LCR is included within committee and hall blanket ban – from last meeting
  - Halls no longer the centre of the spread of COVID-19 – does this change our policies?

- Ban to be removed on Hall Committee and Hall's
- Person to person is higher risk than person to object to person – more emphasis on cleaning and ppe.
- RAs to be shown and taught to committee
- Lens + TV – Committee member (who has completed the training) must be involved in the booking of and joining of a project – sectional relevant committee member.
- Training: Quiz and training video to be made for committee members and LCR presenters
- **Training** – CG, BC
  - Need to narrow down our ideas for training and who/when/what we're delivering it
  - HF: Got PowerPoints for all the sessions – need to figure out who's delivering it and when.
  - EJ: Know exactly what we're going to do – writing and design – Planning to start after November
    - JG: Would it be possible to have press release training and breaking news training just so we don't have stuff that's wrong going out
  - JG: My training can't be done online
  - LL: Recorded one of the training sessions – just kind of vibing
- **Membership Promotion** – CG
  - Need to keep promoting memberships
- **NaSTAs** – BC
  - We won some awards
  - JG is now NaSTA Secretary
- **Commercial Project** – BC
  - We now have a commercial project – c£500
- **Short Films Budget** – BC
  - We want to use the above to fund a short film
- **Back to the Bubble** – BC
  - Sport – next episode
- **Stash** – CL
  - We'll be doing another order as soon as we get the invoice back
- **Any Other Business**
  - **Naked Calendar** – HF to organise it, JG to help

**Date of next meeting: 11-11-20**