

**Radio Caley Minutes**

**Date: 07-11-17**

**Time: 5pm-6.45pm**

**Room: NH208**

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|  | **Agenda item** | **Action** | **Person responsible** |
|  | Welcome |  | Chair |
|  | In Attendance  Station Manager, Tom Jarvis;  Head of Presenters, Madeleine Jane Dunne;  Head of Music, Philippa Fraser;  Head of News, Jade Whitaker;  Head of Audio Technology, Alex Rycroft;  Head of Fundraising, Jack Anderson;  Head of Multimedia, Amy Byrne;  VP SHLS, Yetunde Ogedengbe.  Josie McKay, Communications and Media Co-ordinator – Clerk. |  | Chair |
|  | Apologies  Head of IT, Callum Smith  Head of Events, Lauren Mair. |  | Clerk |
|  | Approval of Previous Minutes  No minutes to approve. |  | Chair |
|  | Matters Arising from previous meeting  *Amy*   * Maintaining Facebook posts, great engagement with the firework photos. Has been working on the Target of 2,000 likes on page (currently 1952). * Organizing a media team for the Allister Boyd Ball. * Has emailed O2 and the Hydro to get free tickets for competitions to increase engagement. O2 are going to try but the Hydro said they wouldn’t give any. Philippa is going to contact other venues.   *Alex*   * Ordering a compressor next week. * Maintaining equipment in studio.   *Tom*   * Has been in every day. * helping social media by tagging people in photographs. * Has RC funds printed for Jack.   Congratulated Lauren for successful fireworks night.  *Jade*   * Has been organizing news team * Gave 6 people training on interview techniques. * Has had problems with errors on the system. Has been in touch with Callum was fixing it. * VP GSBS is coming in as a guest on her show. * Has been in touch with Eleanor (volunteer) who is wanting to come in every Wednesday and has been helping her as she has shown interest in running for Head of News next year.   *Madeleine*   * Been offering members who have been turning up for their shows and had no strikes some extra show times. 3 people have taken them it up so far.   *Jack*   * Working on Get away * Brought up about doing Sleep in the Park and have a fundraising week for it. Could get a minibus to go through. Amy and Jack going to work together on social media promotion. Lauren to help organise the event.   *Philippa*   * Working on playlist of the week. Was looking at getting money for a music subscription. Wanted to check with the committee if it was ok to go ahead and which subscription they thought was best.   *Josie*   * Asked if committee would like a planning meeting in January and spoke about the Chief Executive doing a session on reputational risk. * Talked about options open to help promote the station including a listen now button on website, scroller image and then about getting across the screens across the uni. Josie also put a bit about the station in the current all student email. Amy and Callum to take forward with design to be sent to Josie. | Philippa  Jack, Amy, Lauren  Amy, Callum | Chair |
|  | FTO Involvement  Tom asked Yetunde as policy lead plans for the year ahead regarding the station. She said that Rachel and herself would like trained so the Full Time Officers can have a weekly show.  Yetunde also spoke about RC members receiving a certificate at the end of the year. There was a general discussion with the committee including some of the committee getting in touch with people working in media to see if they would ask for a certificate. The committee spoke that the merit is more in body of work the members accumulate over the year with show recordings rather than a certificate. The station already has end of year awards which those who have worked hard get awards anyway and they could give winners a certificate as well as the award. It was also suggested that members know they can get a reference from the Station Manager if they are a involved member who turns up for shows and makes a contribution to helping the station.  There was discussion about the Principal turns down an invitation to talk to the station. Yetunde is going to speak to Kevin to ask if the media groups can get support from the university through an interview with the Principal. | Yetunde |  |
|  | Policy Motions  No motions |  |  |
|  | Verbal Reports  Given at point 5. |  |  |
|  | Any other competent business  *Bar booking form*  Tom asked if Josie could fix the booking form so people can only book one type of PA as they are ticking them all and they then need to get back in touch and find out. They would also like prices added. Alex to send these to Josie. Josie also to change the form only to go to the station if PA is booked.  *Zumba*  Zumba club has been in tuch as they used to use the PA system but RC now run the booking systems. Tom/Alex to get in touch with Zumba to say that they can provide PA for the rest of the Trimester but Zumba will need to find a solution for next Trimester or RC will provide for the next term for £100 for the next term.  *Saasmass*  The Committee need to book Re:union bar for the event. The event could help raise funds for the getaway. Discussion of pairing up with some societies and sports clubs Christmas events for a larger event. Will ask for extended hour to midnight. Friday 8th December for event.  Acoustic gig  Could have this mixed in with Sassmass event, with gig for a few hours then moving on to Saasmass. Philippa will organise bands for event.  *Music Subscriptions*  Philippa has researched subscriptions and what they were offering/cost. The different options were put to the committee.  A vote was cast:  Prime cuts: 0 for, 6 against  CD pool: 6 fro, 0 against.  *CD pool duely elected.*  It was suggested that all the committee choose their favourite ‘picks’ and the team will record 5-6 live voice recordings to play when there aren’t shows airing.  *Jingles*  Tom has spoken to Mel (bar manager at Re:union) about their jingles. Mel has not forthcoming with any information for the jingles.  *Getaway*  The committee thought dates between Saturday 20th -27th  January 2018 would be best as it was after exams. The team committee will put dates to a vote on the volunteers group. The event will be 3 days and will cost roughly £30-£45 and will include food, transport and accommodation.  Lauren will chat to venues and come back with 4-5 options. | Alex, Josie  Alex, Tom  Lauren  Philippa  Lauren | Chair |
|  | Date of next meeting & deadline for agenda  Next un-minuted meeting, Tuesday 14th November 2017, 4pm. |  | Clerk |