

# Radio Caley Committee Meeting

**Date:** 10/09/2019

**Time:** 13:30

**Room:** W819

In Attendance:

Kathinka Mumme (KM)-Station Manager

Christopher Brown (CB)-Head of IT

Jonnie England (JE)-Head of Events

Emma Duffy (ED)-Head of Programming

Lawren Matthews (LM)-Head of News

Anthony Reynolds (AR)-Head of Music

Hanna Clark (HC)-Head of Multimedia

Susan Docherty (SD)-VP SCEBE

Lora Addison (LA)-Staff Support

	Agenda Item	Responsibility
1	<b>Welcome</b> KM welcomed the committee	Chair
3	<b>Apologies</b> Jon Rush (JR)- Head of Audio Tech	Clerk
4	<b>Update on summer works</b> KM thanked the committee for cleaning the station over the summer.  AR has been working on the database by removing duplicates and is aiming to have a completely clean database by the first few weeks of semester.  CB provided an update that JR has soundproofed the station and reworked the microphones. JR plans to have more sound proofing. CB will order the materials. CB updated that a speaker is broken and JR is waiting on the part coming from America to fix the speaker. CB assured the committee that this won't affect caley-oke because the subwoofer and spare speakers can be used.  KM questioned the cost of said speaker part. AR informed the part should cost no more than £10.  KM asked if the committee could keep the station tidy. KM showed the committee on screen the posters made for the station to encourage tidiness, these will be printed out in A3 and stuck around the station.	Chair

	<p>KM also showed posters created reminding volunteers to be wary of defamation, these will be framed and hung in the station</p> <p>KM showed a poster created to remind volunteers of words which are unacceptable on air. AR asked if KM could work on the poster to create a category of words that are sometimes acceptable dependent on context.</p> <p>Action: KM will hang posters, and update the acceptable words poster.  Action: AR will continue working on the database.  Action: CB will order more soundproofing materials.</p>	
5	<p><b>To do before freshers</b></p> <p>KM mentioned the plan to paint the station before freshers but updated that there will most likely not be enough time or money to complete this before freshers.</p> <p>The committee agreed that the soundproof foam makes the station look better already and paint may not be needed.</p> <p>CB suggested painting the doors, however the committee had concerns that this may make the rest of the station look bad. JE suggested painting in January over winter break. The committee agreed that this would be a good idea, and the topic will be revisited.</p> <p>CB has asked JR to check all equipment before freshers to ensure everything is still working.</p> <p>Action: JR to check equipment before freshers week.</p>	Chair
6	<p><b>Freshers</b></p> <p>The committee were unsure of the times of the freshers fair. LA confirmed the fair is open 10am-3pm</p> <p>KM informed the committee about quiet hour at the fair between 10am-11am and asked the committee to ensure the music goes off completely and there should be a maximum of 2 people at the stall.</p> <p>KM asked the committee their availability to staff the stall. It was agreed that the committee will email KM their availability by this evening and she will allocate a rota of times to staff the stall.</p>	Chair

	<p>CB suggested asking the volunteers to staff the stall. KM said this is a good idea but might not be needed as the stall should not be overcrowded.</p> <p>ED noted that the extra volunteers could help out by handing out leaflets around campus or giving tours of the station. KM agreed that this was a good idea, and that someone should stay at the station at all times during freshers to show students around. CB said that there is IT work to do in the station anyway and so CB will stay in the station and not attend the fair. KM confirmed this as the plan.</p> <p>KM asked the committee their plans for the stall, and asked how many stickers and flyers there are. AR confirmed there are more than enough and ED informed the committee where these materials are stored. KM asked the committee to hand them out to as many people as possible and noted there should be Radio Caley leaflets and stickers everywhere.</p> <p>KM informed the committee that a journalism lecturer is allowing Radio Caley leaflets to be pinned to the noticeboard in journalism department, the committee agreed this was positive.</p> <p>KM is carrying out lecture shouts in media and journalism courses and will ask JR to possibly shout out in audio tech courses. KM will message JR to ask.</p> <p>SD informed the committee that there are caramel wafers available to give away at the freshers event. The committee thanked SD.</p> <p>JE provided an update on the Freshers Summer Sessions event and informed the committee that everything is organised and in place. JE informed the committee that the EDIT editor has organised a raffle. JE listed the prizes; a hoodie, tunnocks caramel wafers, sports massage vouchers, cupping massage vouchers, American treats hamper and coaching session.</p> <p>KM asked the committee if they think Radio Caley lanyards should be added to the prizes. The committee decided they should add five, and then there will be some left for when needed.</p> <p>JE will be putting up posters, and just has to add the SA logo and the raffle information to the poster and then it will be ready.</p> <p>SD asked JE to inform her of event details and SD will help promote.</p> <p>JE informed the committee that Kwaku will present the event and the Re:Union bar is booked.</p>	
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	<p>The committee suggested for an after party, the garage nightclub should be used as it has something to please everyone. SD mentioned the sponsorship opportunities with the garage nightclub. The committee will look into these opportunities and will attend the sponsorship meet and greet in the Re:Union bar tonight.</p> <p>CB suggested there should be prizes at the event for the best singer. The committee voted against this.</p> <p>A live stream of the event was suggested. It was agreed that this is not a good idea but Instagram stories should be posted throughout the event</p> <p>AR offered to put wristbands on people who attend the event to differentiate who is there for the event and who is there just to use the bar. The committee agreed this was not necessary and JE will sort out the sponsorship agreement with the Re:Union Bar staff.</p> <p>The committee discussed Radio Caley being played in the bar and asked why this doesn't happen. CB suggested it is because the bar staff want music to play in the bar and not radio shows. LA suggested the reason is because of the issues of certain playlists not working. CB will try and fix this.</p> <p>KM asked CB if he could create a new Jingle, and CB said this may not happen until Monday of freshers week due to JR being out of the country.</p> <p>KM reminded the committee to put posters and flyers everywhere and CB reminded the team to take photos at freshers for the website.</p> <p>SD suggested having an official photo taken by the SA Staff, and asked if Wednesday 18<sup>th</sup> at 4pm people would be suitable, no one could make this time so KM suggested the photo be taken at 10:45am on 19<sup>th</sup> September at the station. The committee agreed.</p> <p>Actions: KM to create a freshers fair stall rota  Action: KM to ask JR to shout out at audio tech lectures  Action: CB to attempt to fix broken playlists.</p>	
7	<p><b>Upcoming Year</b></p> <p>AR plans to have the database updated and kept tidy.</p> <p>KM questioned if the money spent on CD pool is worth it. CB said the small payment was worth the gain. CB will update the credit card on the account. which will allow an update with the latest songs.</p>	Chair

	<p>AR asked if these songs need checked for swearing, it was confirmed that these songs are radio edits and are suitable for play.</p> <p>KM asked if the watershed policy has gone through the Students' Association trustee board. SD will find out. ED confirmed the rules of the watershed and asked if this is only for songs or if it means presenters can swear on air. KM said presenters should try to refrain from swearing, to keep the station as professional as possible. The committee agreed.</p> <p>KM asked if the committee could have more events this year than last year, JE said he will try to have an event early October and early December. CB suggested having a societies Halloween party, JE agreed this was a good idea but doesn't want to interfere with any society committees' plans. The SAAS payment schedule was discussed and the committee agreed to bear this in mind when planning events.</p> <p>KM suggested October 29<sup>th</sup> as a date for the Halloween party. It was suggested this may not be popular as many students might be out in town. JE suggested having a guy fawkes themed party on 8<sup>th</sup> November. Emma suggested just having this as a fancy dress event, and this ties in well with SAAS. The committee agreed to consider these options.</p> <p>KM suggested having one event a month. JE said that is his plan and AR suggested having more music events. CB then suggested day time events at the weekend instead of always night out events. KM suggested a radio caley subcrawl.</p> <p>KM suggested a committee meeting to discuss getaway. JE suggested that only KM and JE know where getaway is. The committee agreed to KM and JE planning getaway on their own.</p> <p>CB said there is a freshers taxi cup on 25<sup>th</sup> September and KM asked Lauren to cover the freshers taxi cup to help train new volunteers. JE added the event will need an audio tech team and presenters. KM asked the committee to organise the coverage.</p> <p>LM asked about individual team training and KM instructed that each team leader has to organise this for their team.</p> <p>KM said there should be an all station meeting the week after freshers, KM and ED agreed to organise this. KM confirmed this should happen in Week 1 and AR suggested Wednesday afternoon around 12pm before people go home. The team confirmed 12:30 or 1pm on Wednesday 24<sup>th</sup> as the best time.</p>	
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	<p>ED asked when she should complete the show schedule. KM asked to have the schedule completed for Sunday 15<sup>th</sup> September.</p> <p>CB suggested using excel to monitor who has attended training and the all station meeting before going on air. This was agreed by the committee.</p> <p>KM suggested opening the currently vacant head of fundraising committee role at the all station meeting. AR said he already knows some people who are interested. KM suggested opening manifesto submissions until Sunday 29<sup>th</sup> September, publishing them on Monday 30<sup>th</sup> and holding hustings on 1<sup>st</sup> October, Voting closing 2<sup>nd</sup> October 12pm. The committee agreed.</p> <p>KM asked if the team could think of three stores to ask for sponsorships. CB asked if the Re:Union bar is sponsoring this year, KM said no.</p> <p>The committee agreed to discuss potential sponsorships at the next meeting.</p> <p>ED suggested trying to work better with the EDIT as a goal, the committee agreed.</p> <p>KM suggested 100 members as a goal for year. The committee agreed.</p> <p>It was confirmed the facebook page has 2004 likes, and Kathy suggested 2500 as a goal for the year. The committee agreed.</p> <p>HC confirmed Radio Caley has 198 Instagram followers and KM suggested 250 as a goal.</p> <p>CB asked if Radio Caley should use a social media software to make posting easier and quicker. KM asked HC to look into these apps.</p> <p>KM asked HC to promote shows on Instagram and run a meet the committee campaign. KM noted this would be a good way to get faces known. The committee agreed.</p> <p>The committee agreed upon a financial goal to keep the bank account in a positive balance.</p> <p>KM suggested 10 listeners per show as a goal. The committee agreed and CB said he can track this online.</p> <p>HC suggested a prize for the show with the most listeners, which will encourage people to promote their shows. It was agreed that this will be discussed at the all station meeting.</p>	
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	<p>CB suggested running a show of the month campaign, the committee agreed.</p> <p>KM asked the committee not to sit in on shows unless they are asked.</p> <p>KM asked to avoid running shows as dumpster fires, and JE and AR suggested that the un organization of this is sometimes part of the presenters' performance. KM agreed but asked to prevent this happening too often.</p> <p>KM said she just doesn't want people to sit in when they are not wanted, ED agreed and said this was something she experienced last year.</p> <p>Action: Everyone to work on agreed goals</p>	
8	<b>AOCB</b>	Chair
9	<b>Conclusion</b>	Chair
	KM thanked everyone for their attendance and contributions.	

***\*\*The meeting concluded at 14:15\*\****