

# Radio Caley Meeting Minutes

**Date:** 15/10/2018

**Time:** 4pm

**Room:** Reunion

	Agenda Item
1	Welcome
2	In Attendance
3	Apologies –  Jonnie England      Head of Audio
4	<p>Update from committee-  <a href="https://docs.google.com/document/d/1BKN7xowK_nw1OdEPiBgSzpSOMCqtnFVVeYcuc1pvVf8/edit">https://docs.google.com/document/d/1BKN7xowK_nw1OdEPiBgSzpSOMCqtnFVVeYcuc1pvVf8/edit</a></p> <p>Jack</p> <ul style="list-style-type: none"> <li>- Getaway found a couple of places</li> <li>- Looking at one or two nights?</li> <li>- Maybe Arran</li> <li>- Public transport?</li> <li>- Halloween week - movie night</li> </ul> <p>Monica</p> <ul style="list-style-type: none"> <li>- working with events?</li> </ul> <p>Chloe</p> <ul style="list-style-type: none"> <li>- putting on the jingle workshop with Tom</li> <li>- Database: trying to get in contact with Callum to get the old database</li> <li>- Getting a budget for adding new music</li> <li>- Donate your CDs for an event <ul style="list-style-type: none"> <li>- have a retro night/oldies but goodies night</li> <li>- could have acts in to perform covers</li> </ul> </li> <li>- Chloe get in contact with music society</li> </ul> <p>Katharina</p> <ul style="list-style-type: none"> <li>- only giving strikes to committee members, so good job to you all</li> </ul> <p>Ema</p> <ul style="list-style-type: none"> <li>- Getting to editing</li> <li>- Scheduling Tweets</li> <li>- Facebook, do a featured show of the week with a photo or the small graphics</li> <li>- For meetings decide on show of the week</li> </ul> <p>Elle</p> <ul style="list-style-type: none"> <li>- Updating the calendar</li> <li>- Press passes for events</li> <li>- A lot of hits on the World Mental Health day on the site</li> </ul> <p>Chris</p> <ul style="list-style-type: none"> <li>- Link audio/it group to the main FB group</li> <li>- Find out other software options</li> </ul>

	<p>Alex</p> <ul style="list-style-type: none"> <li>- doing to do lists</li> <li>- went to voice</li> <li>- thanks for the last event</li> </ul>
5	<p>Volunteer Agreement</p> <ul style="list-style-type: none"> <li>- Need people to sign, get your mentees to sign it next time you see them?</li> <li>- Alex will email it to everyone to pass on</li> <li>- Check in next meeting that everyone has 'signed it'</li> </ul>
6	<p>Open Meeting</p> <ul style="list-style-type: none"> <li>- Committee meeting 22nd October at 4pm</li> <li>- 29th for open meeting + event? 5PM</li> <li>- Explain mentoring in the meeting</li> </ul>
7	<p>Possible joint Fundraiser with The EDIT- Mon &amp; Jack</p> <ul style="list-style-type: none"> <li>- Monica organize meeting with The EDIT+RC about fundraising event</li> </ul>
8	Any Other Business
9	<p>Committee equipment training (Elle)</p> <ul style="list-style-type: none"> <li>- Do training next week for basic set up</li> <li>- also how to set up the PA in bar</li> </ul>
10	<p>Working with The EDIT (Elle)</p> <ul style="list-style-type: none"> <li>- It is in the policy</li> <li>- Elle would like to meet with head of news at the edit</li> <li>- Collaborate to a greater extent</li> <li>- Sharing same story in different formats on the two platforms? E.g. Chloe's interview with Tom Walker</li> </ul>
11	<p>Policy changes - news (Elle)</p> <ul style="list-style-type: none"> <li>- Change head of news policy at voice next week, Alex will message Elle</li> </ul>
12	<p>Mentoring (Chris)</p> <ul style="list-style-type: none"> <li>- One complaint</li> <li>- Have mentor reach out to the individual about clarifying the mentor role</li> </ul>