

Radio Caley Minutes

Date: 29.10.2018

Time: 5pm-6pm

Room: W009

In Attendance:

Station Manager
Head of IT
Head of Programming
Head of Multimedia

Alex Rycroft
Chris Brown
Kat Moos Bille
Ema Sabljak

	Agenda item	Action	Person responsible
1.	Apologies <div> <div>Head of Audio Technology</div> <div>Johnnie England</div> </div> <div> <div>Head of Music</div> <div>Chloe Burrell</div> </div> <div> <div>Head of Events</div> <div>Jack Purcell</div> </div> <div> <div>Head of Fundraising</div> <div>Monica Allen</div> </div> <div> <div>Head of News</div> <div>Elle Duffy</div> </div>		
2.	Committee Updates <p>Chloe-Head of Music- has been working on sourcing new music for the database and also getting volunteers involved in interviews and gig reviews.</p> <p>Elle-Head of News- wanted to make sure no one deletes the NEWS item at the top of their playlist. Currently rolling out bulletins throughout the week and would love ongoing feedback.</p> <p>Ema- Head of Multimedia-talked about show of the week and asked everyone to keep nominating other shows.</p> <p>Kat- Head of Programming- the programme has been made and it just needs to be updated once in a while</p>		

	<p>Kat is also taking part of the mentoring system.</p> <p>Chris- Head of IT- is looking into alternatives for a more stable platform and noted that IT are being quite slow.</p>		
3.	<p>Upcoming Events</p> <p>24 Hour Broadcast</p> <p>This is happening on the 20th of November probably between 12noon on Tuesday and 12noon on Wednesday to raise money for Radio Lollipop. Regular shows can keep their slots. Kat is working on programming.</p>		
4.	<p>Music Event</p> <p>This is being planned for December off campus and Alex has emailed Broadcast as they open until three. It was noted that the Music event has worked well off campus in the past and Alex will keep everyone updated with his progress.</p>	Alex to update with venue information and progress	
5.	<p>Getaway</p> <p>This is being organised for the week of the 21st-25th of January and the plan is to book out a hostel to go and stay as a team just before the start of trimester two. There has been lots of discussion amongst the committee about staying for one or two nights. The general though was that two days might be more flexible and easier for the drivers. There was discussion about what would happen on the second day and Kat suggested team building. Ema wondered if a weekend trip would be an option but Alex highlighted that it would be much more expensive to book somewhere on a weekend.</p> <p>Alex commented that they were looking for somewhere close to transport links but it was still in the early stages of planning and they needed to look</p>	Alex/the committee to continue looking into prices	

	into pricing more. Unsure at the moment when tickets will go live. Chris asked if anyone was able to drive and explained the rules for driving the buses that can be booked through the SA. Nobody seemed keen to drive.		
6.	Mentor System The general consensus is that the mentoring system was going well and a non-committee member commented that it was nice to have a first point of call in case something goes wrong. The main idea of the mentoring system is to have someone listen in and offer advice. Alex stated that in the future they would make the name a bit clearer.		
7.	Show of the Week It was pointed out that everyone can nominate a show, you don't have to be on committee to do so you just need to write a sentence or two about why you're nominating.		
8.	New Software It was noted that Mairlist crashes a lot, loses data and has gone down repeatedly in the one show. A non-committee member suggested using a CDJ, but they were unsure if there would be licencing issues. Alex suggested that updating Mairlist might be the best idea but is quite expensive. There was some discussion about using synergy. Chris pointed out that over the summer the university updated to windows 10 and hopefully it might work if Radio Caley updates as well. This is likely to happen over the Christmas break.		
9.	News show bulletins		

	<p>Alex reminded people not to delete them. Kat asked about shows that last over an hour and it was suggested to break them up with jingles.</p> <p>Alex would like to have both computers in the greenroom connected before Christmas.</p>		
10.	<p>Live Sessions in studio</p> <p>Alex asked if anyone wanted to take the lead on organizing live sessions in the studio. It would involve working with committee to find acts and organise audio and visuals. One non-committee member volunteered to do audio. It was highlighted that the university have a studio that can be booked by the station.</p>	Alex is to send the volunteer a message	
11.	<p>Any other business</p> <p>Training-</p> <p>A non-committee member asked if there was any training for issues such as crashing while on air? Alex said he would look into it and make a post on the volunteers Facebook group. Chris explained that they'll be shown how to use the PA because having more people trained would be good for future events.</p> <p>News-</p> <p>A non-committee member thought that news was the best that it's ever been.</p> <p>Facebook groups-</p> <p>Chris mentioned that there were lots of Facebook groups that people could get involved in e.g news and music.</p> <p>Socials-</p>	<p>Alex to look into training and post on the volunteers Facebook group</p> <p>Kat to post</p>	

	<p>Chris wanted to gauge interest in a social to go to the fireworks. Everyone agreed that a gathering would be good. Alex suggested the first Friday of every month and Chris reminded everyone that if you book a table in Re:Union as Radio Caley that the station will get sponsorship from it.</p> <p>Alex thanked everyone coming.</p>	on the volunteer page about going to the fireworks together	
12.	<p>Date of Next Meeting</p> <p>TBC-but ideally there will be another open meeting before the end of term.</p>		