



The EDIT Meeting

Date: 1/11/2018

Time: 13:00

Room: M401

In Attendance

Peter Rancati
Monica Allen
Callum McQuade
Agnes Michalska
Richard Mason
Erin Patterson

Sports Editor
Editor in Chief
Co-deputy Editor, Music Editor
Head of Design
Head of Photography and Online
Co-deputy Editor, Arts and Culture Editor

	Agenda Item
1	Welcome & Approval of Last Two Minutes- Approved by those in attendance. Adam, The Entertainment & Tech Editor (in Canada) has been sent them and he also approves.
2	<p>Apologies Charlie Kelly Hannah Wood</p> <p>Fashion Editor Head of Events</p> <p>Adam- on exchange in Canada- kept up to date via Google Drive/ Email/ Messenger</p> <p>Quick Note regarding minutes/attendance</p> <ul style="list-style-type: none"> • If people can't make the meeting they have to read the agenda/minutes and add their thoughts. • They will be uploaded to our Google Drive
3	<p>Committee Updates (Also under Christmas Edition Update)</p> <p>Peter- meeting with Moses, Re:Freshers, promoting Equality and Diversity events that GCU Wolves are taking part in. 12th December- sports club Christmas Jumper crawl. Plan to start writing more articles about GCU Wolves related things as they are very well received.</p> <p>Callum- 2 confirmed articles, YMAS, Lukas Graham</p>

	<p>Richard- mock-up for Photo Map created, getting pictures for ongoing articles and is ready to start getting pictures for the Christmas Edition when actioned to do so.</p> <p>Erin- Gift List article, international Students what to do in GGOW Article</p> <p>Agnes- starting to work with her team, has managed to gather a good group of people interested in assisting her.</p> <p>Monica- keeping in contact with Eilidh regarding what's going on with our committee and our progress with the Christmas Edition. Finishing her Food Hygiene Certificate for the Bake Sale.</p>
4	<p>To do list</p> <p>Ideally completed or partly completed by the next meeting- Thursday 8th 13:00.</p> <p>EVERYONE- Everyone has to read and adhere to the policy, try to build bigger teams, post group in Volunteers Page, anything you post has to be EDIT and not Edit- if you have read the policy you will be aware of why</p> <p>Fraser- make an event for the Bake Sale and promote, put stuff up about the contributors' deadline</p> <p>Zoe- Talk to Elle, collaborate on news stories, get more stories up asap</p> <p>Callum- continue to work with Chloe and to ask around for interview opportunities, possibly articles about new albums so not just constant reviews though</p> <p>Erin- try to work with societies, when Re:Union Bar Contract is arranged, work with Monica to create content</p> <p>Hannah- work with Fraser to promote the event, try to get prizes, work on Christmas Event and work with Charlie to arrange the lookbook (eyeshadow look) small event (can just be done in the SA in NH209).</p> <p>Charlie- work with Fashion, Retail and Marketing Society, Arrange a day to do Christmas Make-Up look w Mon, work with Hannah for the 'Learn how to create this look'</p> <p>Peter- continue to keep in contact with Bethany, Michael and Moses with regard to keeping the magazine updates with things GCU Wolves related</p> <p>Agnes- start to work on the front cover, possibly Christmas Gif to be used on Social Media.</p> <p>Richard- updates required on the website regarding defamation by request of David Carse (Monica to send separately in an email), when photography requests are put in try to get them if not let Monica know and she will lend a hand</p> <p>Adam- keep going with putting things online, possibly get in contact with (come up with questions/ societies want to possibly get articles from and Monica can contact on behalf)</p> <p>Monica- Contact Vapiano regarding content and also getting prizes for events from them, liaise with Callum/Erin/Agnes on the best day after section editor deadline to sit and go through all articles and helping Agnes with Design.</p>
5	<p>Christmas Edition</p> <p>Eilidh is going to create a message for Merry Christmas from the FTOs. She will send this to Monica.</p> <p>Everyone at the meeting is doing okay.</p> <p>Erin is going to contact societies</p>

	<p>Peter been in contact with GCU Wolves has a lot of articles set up also Callum has more interviews set up and is getting on okay with Contributions.</p> <p>Richard is waiting for picture list from Section editors- everyone will contact him with any needs</p> <p>Agnes has a team in place that are going to help with the quick turnaround. Monica is keeping in contact with all section editors.</p> <p>Monica/Callum/Erin will create a Merry Christmas Message to put at the start of the magazine.</p>
6	<p>Next Event/Fundraising Ideas</p> <p>Bake Sale- prizes? Stationary hamper, exam stress hamper (alcohol), Christmas hamper? What are everyone's thoughts? Everyone in agreement, Monica actioned to contact Re:Union regarding getting vouchers from them to use as raffle prizes.</p> <p>Sub Crawl- Thursday 6th.</p>
7	<p>Working with Radio Caley</p> <p>News- Zoe to talk with Elle- wasn't much discussion due to Zoe's absence.</p> <p>Music- Callum plans to continue keeping in contact with Chloe regarding gig opportunities.</p> <p>Noted that Radio Caley have started to put their own articles on their website also.</p> <p>Sub Crawl- get more attended if we do a joint Christmas Event.</p> <p>Charity Night (discuss at joint meeting)</p>
8	<p>Re:Union Bar Contract- more sponsorship</p> <p>Monica gave a brief outline and got everyone's ideas on what we can do.</p> <p>Agreed on social media promotion and writing articles about any promotions which they have.</p>
9	<p>Any Other business</p> <p>None identified</p>