

# The EDIT Committee Meeting 2 Minutes



**Date:** 3/12/2019

**Time:** 14:00

**Room:** NH208

## In Attendance

Monica Allen (MA)- Editor In Chief

Erin Paterson (EP)- Deputy Editor

Abbie Meehan (AM)-Sports Editor

William Campbell (WC)-Head Of Photography

Rebeka Lužaitytė (RL)- Entertainment and Tech Editor

Craig Edwards (CE)- Head Of Events

Tóra Jóhannusardóttir (TJ)-Head Of Design

Susan Docherty (SD)-VP SCEBE



1	<b>Welcome</b>  MA welcomed the committee and thanked them for their attendance.
2	<b>Apologies</b>  Siobhan MacDonald -Head of Social Media Hannah Mackenzie Wood -News and Features Editor Callum McQuade- Music Editor Kirsten Irvine- Fashion Editor  MA informed the committee that although Callum McQuade-Music Editor and Nicola Gray-Online Editor are not present, they had not sent apologies.  MA informed the committee that If anyone can't make the meetings they should read the agenda/minutes and add their thoughts which will be uploaded on The EDIT Google Drive
3	<b>Committee Updates</b>  MA updated the committee that membership currently stands at 93. Contributors have not been as engaged as usual. The committee agreed that each section has one or two dedicated contributors and one or two new people involved.  The committee discussed keeping contributors engaged, and agreed a good way would be by having more casual social meet ups.  WC informed the committee, that the photography team are not interacting as much and that many students say they wish to contribute but do not actually partake.

	<p>It was agreed that RL will work on some text about involvement.</p> <p><b>ACTION: RL to create a blurb about getting involved.</b></p>
4	<p><b>To-do list</b></p> <p>The committee agreed that everyone has to read and adhere to the policy, and try to build bigger teams and to remember to post individual group in The EDIT volunteers Page. MA reminded the committee of the importance of capitalising the magazine title e.g. The EDIT, and explains the reasons for this are explained in the policy.</p> <p>There will be drop-in sessions for all editors- at The EDIT desk</p> <p>MA and EP will further discuss writing drop-ins.</p> <p><b>ACTION- All of the committee to write a blurb about themselves including what you study, what you get from being involved, description of your section, your age, favourite thing about the EDIT on all social media platforms.</b></p>
5	<p><b>Christmas Edition</b></p> <p>The committee agreed that the magazine looks amazing. MA formally thanked TJ for the vast amount of effort put into the design of the magazine.</p>
6	<p><b>Christmas Event Outline</b></p> <p>MA informed the committee of the plan for the Christmas event this evening, and informed the price of entry is £3 if the person has an item for the food bank collection and is £4 if no donation is collected.</p> <p>There will be four acts; Cameron McTavish (magician) Liam Farrelly (Comedian), Kevin Campbell, and Jon Rush of Radio Caley and his band.</p>
7	<p><b>Social Media Schedule</b></p> <p>Sport- Saturday  Arts &amp; Culture- Friday  Entertainment and Tech- Tuesday  Music- Thursday  Fashion- Wednesday  News- Monday  Champions League- AM should change to past tense</p> <p>Rules are in the Google Drive, MA asked if anyone has any preferences? Otherwise, MA will create with SM</p> <p>This has to be adhered to make things better and means that The EDIT will get more social media attention- MA asked that everyone shares posts to get the word out.</p> <p>One Article per section per week- pad out if necessary  MA will organise and SM to also contribute</p>

	<p>MA suggested starting a Social Media Team so the pressure is taken off SM and so more people can get involved.</p> <p><b>ACTION- Everyone upload articles to WordPress by Sunday 8th of December</b></p>
8	<p><b>Re-Freshers and All Magazine Meeting February</b></p> <p>The committee discussed a valentine's themed event, raffle event, meet new people.</p> <p>MA informed the committee that the Refreshers fair would take place on 27th and 28th January 10-3 in Hamish Wood Foyer and The EDIT has a stall.</p> <p>The committee agreed 4th February 2020 for an all magazine meeting from 6 pm TBC but asked if everyone can keep the date free. Possibly even just a sit down in the bar rather than a proper ticketed event</p> <p><b>ACTION: MA to create doodle poll to send out to the committee so everyone can have it in their diary.</b></p>
9	<p><b>Photography</b></p> <p>MA reminded the committee of the photography procedure and reminded that everyone has to send pics to William before submitting and he can change if needed.</p>
10	<p><b>Foodbank Update- collaboration with Common Good Society</b></p> <p>There should be a post on social media on Wednesday properly launching our collaboration with the Common Good Society, donations have already started coming in which is fantastic.</p>
11	<p><b>Common Good Award</b></p> <p>MA reminded the committee of the common good award and encouraged everyone to look into it. MA informed that being involved with the EDIT ties in with it.</p>
12	<p><b>Elections (Tora to work with third years and Sara)</b></p> <p>MA informed the committee of the plan to have a formal vote at the next committee meeting regarding who will be in charge during elections week as MA and EP can't be involved with anything relating to elections.</p>
13	<p><b>Next Year Timetable</b></p> <p>MA will make rough timetable over Christmas and once everyone knows when deadlines are for coursework etc we will finalise it.</p>
14	<p><b>Commitment and Attendance Caution</b></p> <p>MA reminded the committee how important attendance and commitment are to the success of the magazine.</p> <p>MA will send an email out regarding committee dedication and engagement to make sure everyone is on board</p>
16	<p><b>Any Other business</b></p> <p>Next Meeting will take place the week before Re-Freshers but will organise at a later date.</p>

