

The EDIT Committee Meeting



Date: Tuesday 4th February 2020

Time: 5pm

Room: NH208



In Attendance:

Monica Allen (MA)- Editor In Chief
Erin Patterson (EP)- Deputy Editor
Siobhan MacDonald (SM)-Head Of Social Media
Rebekka Lužaitytė (RL)- Entertainment and Tech Editor
Craig Edwards (CE)- Head Of Events
Tora Jóhannusardóttir (TJ)-Head Of Design
Abbie Meehan (AM)-Sports Editor
Nicola Gray (NG)- Online Editor
Callum McQuade (CM)- Music Editor
Lora Addison (LA)-Societies Coordinator

	Agenda item	Person responsible
1.	Welcome MA welcomed the committee and thanked them for their attendance.	Chair
2.	Apologies Hannah Mackenzie Wood (HW)-News and Features Editor William Campbell (WC)-Head of Photography Kirsten Irvine (KI)- Fashion Editor Susan Docherty (SD)-VP SCEBE & Student Media Policy Lead	Clerk
3.	Matters Arising from Previous Meeting RL to create a blurb about getting involved. This is ongoing, hasn't been completed as yet. MA added that this should be short enough to be a Facebook post without clicking see more. EP noted the idea of completing a committee reflection which will help with handover and promotion. Drop in sessions for all editors at The EDIT desk. MA updated that this is ongoing but that there will most likely not be time for this. However, when compiling the spring edition, MA suggested running a short drop in space regarding that. EP noted that everyone could run their own drop in sessions for their section when they are free. AM informed of her plans to get the sports contributors together for a more social meeting rather than a formal drop in, but was unsure about turn out. MA suggested using the all	Chair

	magazine meeting to gauge interest. Callum noted he isn't sure of interest as his contributors tend to come and go, EP agreed.	
4.	Social Media Schedule Monday- News and Features Tuesday- Ents and Tech Wednesday- Fashion Thursday-Music Friday- Arts and Culture Saturday- Sport Sunday- anything which overlaps MA asked if SM could work her way through the drafted social media posts, ignoring any old Christmas posts but work through the rest. This has to be adhered to make things better and means that we will get more social media attention- everyone shares posts to get the word out. ACTION:SM to work her way through social media posts.	Chair
5.	Re-Freshers and All Mag Meeting February MA updated that refreshers went well, and was successful. The committee discussed a valentine's event- MA asked CE if he had any ideas. EP noted the importance of hosting a small event to recognise valentine's day. The committee discussed potential dates, and MA reminded the committee of double sponsorship within the Re:Union bar on Wednesday evenings. The committee agreed on a subcrawl starting at Re:Union on Wednesday 12 th February. ACTION: SM and CE to work together to plan the subcrawl event.	Chair
6.	Common Good Award MA asked if anyone on the committee have looked into this, and informed the committee of the information and discussed how the four attributes apply to work within the EDIT and encouraged them to get involved because of their involvement within The EDIT.	Chair
7.	FTO Elections Coverage 2020 MA informed she will not be working on any election coverage. TJ will be handling design work, AM, SM and HW will be covering social media. Student media press event (old hustings) and results night to cover, this is important. MA reiterated how she and EP cannot be involved in anything to do with the elections. TJ was informed for any guidance required with printing LA could be consulted.	Chair
8.	Trimester B Timetable	Chair

	<p>MA informed of the dates for Trimester B and said this is so the she and EP don't have to be involved in The EDIT during election week, and can pick up on their duties the week after. The committee agreed on the below dates.</p> <p>Contributors Deadline- 25th February 6pm</p> <p>Editors Deadline- 27th February 6pm</p> <p>Senior Editor Deadline- 1st March 5pm</p> <p>Design Deadline- 9th March</p>	
9.	<p>AOCB</p> <p>MA noted the need to elect a new committee by 16th March and the idea of an event on WB 9th March to say goodbye to the current committee as most of the committee are graduating. The committee agreed this would be nice to do.</p> <p>ACTION: CE to begin thinking of plans for the event.</p> <p>MA informed the committee of a date for their diaries, The STAR Awards on 16th April. The EDIT has two awards and MA asked the committee to share the nomination form link amongst the volunteers. LA informed this should be available by 14th February.</p> <p>TJ reminded everyone to name their photos, sources and copyright info in order to speed up the design process.</p> <p>MA asked RL if she could complete a quick graphic displaying the contributor deadlines. RL agreed.</p> <p>ACTION: RL to complete an image on contributor deadlines.</p> <p>EP flagged up to CM that there is a student interested in contributing to music. CM will try to speak the student.</p>	
10.	<p>Date of Next Meeting</p> <p>MA noted she thinks Tuesdays at 5pm are the best days to meet, and the next meeting was agreed for Tuesday 25th February and Tuesday 10th March.</p>	

*****The meeting concluded at 6:00pm*****

Matters Arising

Action	Date of Meeting	Notes	Progress
RL to create a blurb regarding getting involved	3/12/19		
All to organise drop in sessions for contributors	3/12/19		
SM to post pending social media posts	4/2/20		
SM & CE to plan subcrawl event	4/2/20		
CE to begin thinking of plans for the end of year event.	4/2/20		
RL to create an image with contributor deadlines	4/2/20		