

Those in attendance:

Andy Bennett, Andy Rose, Chris Nesbitt, James Robinson, Judith Allen, Tim Harcourt

Observers:

Andy Gallagher, Paul Wortley

1. Apologies for absence

Sameena Misbahuddin who had Re-App duties to attend to.
Andrew Dunleavy who was out of London at the time, so unable to make the meeting.
Emily Mullen who was and will be unable to attend for collegiate reasons.

2. Replacement of Honorary Secretary

The executive committee held a vote and the motion to place Chris Nesbitt as Honorary Secretary was passed with no objections.

3. Reports from Heads

Head of Publicity - Judith Allen

- ✂ A total of 500 green fliers for the Freshers fair were produced, though only 499 are available due to photocopier problems.
- ✂ A promotional DVD style disc is ready as well, although there are still some minor technical issues to be dealt with. Those who manage to get it to work will be suitably impressed.
- ✂ A documentary guide to the union had been created - it is dumped to MPEG on the web, and there will be a feature about it in Felix out this week.
- ✂ Black T-Shirts have also been ordered, and should arrive on Friday 27th Sept. They cost £5.50 each, with 20 on order, however it is possible to order more should we need to.
- ✂ Paul Wortley also pointed out that this year STOIC has been featured in the Union Handbook.

Head of Programming - Andy Rose

- ✂ We will be showing a guide to the union during the Freshers fair.
- ✂ Filming of a Student's Guide to London will commence on Wednesday 25th Sept.
- ✂ For the moment, the current News set up will be maintained, however it stands to be changed once things settle down, later on in the term.
- ✂ There has been no response with regards to co-operative projects with BTV, so plans will be shelved for now.

Deputy Head of Technical (IT) - James Robinson

- ✂ Eldorado has been re-installed and appears to be working.
- ✂ Those who need a Username and Password should speak to James.
- ✂ Edit Suite 1 is still in an unreliable state.
- ✂ Edit Suite 2 appears to be working reasonably well and reliably.
- ✂ An upgrade of IT equipment is needed - see point 7.
- ✂ Crossroads is running well.
- ✂ We have two new computers planned (Bergerac and Lovejoy), one of which will be to render videos and burn DVD's, the other will be solely for VGA output, and situated in the rack, next to Crossroads.

Technical Manager - Andy Bennett

- ✗ Building of the play out system:
 - a. It works
 - b. We have MPEG broadcast capability
 - c. We have live broadcast capability
 - d. The JCR monitor picture quality is significantly better although some levels need to be tweaked slightly
- ✗ A much needed new link to Southside is being designed at the moment
- ✗ There will be a show reel for Freshers in Beit halls on Saturday, which comprises of a looping video cassette, meaning someone will need to periodically rewind and replay it.
- ✗ The possibility of getting a straight feed into the Beit Halls television system needs to be / is being investigated.

Head of Advertising - Sameena Misbahuddin (represented by Paul Wortley)

- ✗ Sameena has spoken to a lot of companies, with a few being interested - all possible avenues are being followed up.
- ✗ Prospective clients may be obtained from the Felix handbook when copies are available.
- ✗ The large banks and city firms are possibilities, which need to be further investigated.
- ✗ All in all a large amount of progress had been made.

Treasurer - Andrew Dunleavy (represented by Paul Wortley)

- ✗ We have a large amount of refundables owed - see point 7.

4. Status of tech set up

- ✗ Central vision system is in, fully installed and stabilised.
- ✗ More audio leads for the duplication rack are needed. The machines aren't in, although the rack has been built. Duplication can take place, but in mono, and the sound desk can be bypassed via the matrix.
- ✗ Edit suite 2 has now been fully installed in the matrix.
- ✗ The CCU's are untested, although they *should* work when we can get some power supplies for them.
- ✗ The vision mix on bus A still has some problems and it would be nice to buy a manual for it - this is being looked into.
- ✗ The voice-over booth is now fitted, sound proofed and working (minus the audio amp).
- ✗ The sound matrix is mostly done - although all the feeds still need to be labelled.
- ✗ The vision matrix has a faulty part, so can be flaky on some inputs.
- ✗ The MiniDisc player still needs to be returned.

5. Status of the Freshers week plan

- ✗ The basic plan can be found on the forum, although it has been slightly modified due to the Union taking the stand on the lawn.
- ✗ We will construct a small set with a couple of camera's presenters and tie mics, with feeds running directly down to the studio gallery.
- ✗ The set should be behind the speaker line so the union PA system shouldn't interfere, although this will need to be monitored.
- ✗ The idea is to broadcast to the JCR (minus the sound), DB's and Da Vinci's.
- ✗ In preparation we may need to move the line from DB's to Da Vinci's or site a UHF DA in DB's to split to Da Vinci's and elsewhere round the union.
- ✗ The broadcast should be going live at 2pm, with 4 presenters.
- ✗ Content plans are for some light ents, with audience participation (e.g. Cracker related shows, bathroom product games etc with winners getting a free beer / chocolate or other small prize (see point 10). VT's should be on standby for gap fillers, and there are plans for a Radio Scalextric in the Studio as well as live news.
- ✗ Other plans are to string out 1-hour live shows throughout Freshers week, with stage schedule imminently pending.
- ✗ Crews are still uncertain.
- ✗ Kit prep on Friday 27th, rehearsal on Sunday 29th, and forthcoming details on Stoic-Talk and website.

6. Clarification of committee roles and responsibilities

- ✍ Detailed descriptions can be found in Section 4 of the STOIC constitution, available on the web and provided a week or so ago on Stoic-Talk by Paul Wortley.
- ✍ A gentle reminder for people to avoid stepping on other's toes, and we need some form of reporting procedure when areas overlap - e-mail should be sufficient to keep relevant members informed, and Tim as Station Manager, should be kept up to date with all station activities as well.

7. Financial situation

- ✍ The union has complicated rules with regards to finances, which members should be aware of.
- ✍ When placing an order, there is an associated union form, and for orders of up to £150 an executive signature (i.e. from Tim or Andrew Dunleavy) is required. This form can be found in the STOIC offices as well as in the back of the new finance manual, which appears to be more concise and comprehensible.
- ✍ Orders above £150 and up to £750 need to be countersigned by an executive signatory of the media group (i.e. Richard Vodden or the media group treasurer). Currently, the status of the media group treasurer is uncertain... Andrew Dunleavy or Charlotte - this needs clarification.
- ✍ STOIC is currently owed around £900 of refundables, which should help financial matters, although this money should be used as a last resort.
- ✍ The edit suite upgrades are slightly over budget, so the additional funding sources need to be investigated / clarified.
- ✍ The membership quota this year in order to release our full budget from the union is a total of 67 members.
- ✍ The destination for life membership subscriptions needs to be clarified as well.
- ✍ In order for Freshers plans to go ahead, we need to spend some money, which means we need to bring in some membership money in order to release part of our union budget.
ACTION: Everyone, please bring in subs ASAP.
- ✍ In order for STOIC to achieve its membership quota, we all need to work hard to encourage new members. **ACTION:** Everyone to go on a membership blitz.

8. Contacts and possible jobs

Tim

- ✍ Jon Ferdinand, a medic, is interested in doing some comedy sketches with STOIC - this could be good for rousing the freshers' interest.
- ✍ Sen Ganesh from the union wants us to put together a promotional piece about the union for a shell sponsorship application. It needs to be roughly a couple of minutes on a CD, and done this term, possibly in a couple of months. We should do this for free in order to earn lots of Brownie points with the union
- ✍ Tom Evans, the medic president, has said that the medics have bought a DV Camera and has asked us to show them how to use it. Although this can be done, it has been suggested that instead we offer to cover events for them to a much greater degree of quality than they could provide for themselves. This also highlights the problem of STOIC's extremely low college profile - something that needs to be worked on.

James

- ✍ James has suggested that we try and start a program exchange / broadcast network with other student television stations... perhaps going through NASTA or by direct contact with other stations.

We have a number of possible projects, however we need to keep control of external projects, as although they may provide a sizeable income, could prove detrimental to the membership needs.

ACTION: The Head of Production needs to control projects and put in place the appropriate framework to deal with that.

Related with the last point, we need to generate some £2,500 of our own revenue this year and that will need to be provided for mostly from external projects.

9. Station Manager's Vision for STOIC

Up until now we've had most of the emphasis going to the technical set up of STOIC, with construction of studios etc. However, now the studios are mostly done. We need to move away from the technical set up and start producing a good quality output. The union have sunk a lot of money into the construction of the new studios and now they're completed they expect to see results - this year could be make-or-break for us. We need to significantly raise our profile (as highlighted by the medics) and we need to exude a greater sense of professionalism.

10. Any other business

- i. *Purchasing and spending for Freshers fair.*
 - o Our budget is £30
 - o There could be some licensing issues with the Beit Quad
 - o It will be a bad idea to give away Beer as prizes, so perhaps Choc Ices and penny sweets instead.
- ii. *DV Camera*
 - o This has been rented out to media productions
 - o The lens cap, microphone and boom all still need to be returned and should be shortly.
 - o The Mic Socket was said to be extremely unreliable and a lesser higher charge was requested as a result - our initial testing seemed to prove otherwise, however more testing is needed. Complete repair costs would be around £50.
 - o Tim has offered use of his DV Camcorder should the need arise.
- iii. *Membership cards*
 - o New membership cards for this year are required
 - o This time, photograph spaces could be beneficial
 - o **ACTION:** Honorary Secretary to produce new copies
- iv. *Contacts book*
 - o The contact book has been updated with the exception of Alex, and Chris Nesbitt
 - o **ACTION:** Everyone needs to check that his or her details are present and up to date.
- v. *DV Cassettes*
 - o Time to purchase a large batch for this year's programmes / archives.
- vi. Meetings every 2 weeks, next one 5pm Tuesday 8th October (provisional) presence or Andy Gallagher and Paul Wortley to be advised.