

Those in attendance:

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

Observers:

Andy Gallagher, Rich Vodden

1. Apologies for absence

Sameena Misbahuddin.

Andrew Dunleavy.

2. Matters arising

Membership cards

- ✗ There were no objections to the general design.
- ✗ The name 'stoic' needed to be in lower case.
- ✗ The size of the card needed to be a little smaller.
- ✗ The union can laminate each card for a cost of 10p a card.

3. Reports from Heads

Advertising

- ✗ A sample of external advertising leaflets was presented, with quoted prices the main point of interest:
 1. One advertisement every hour between 8am to 6pm, and 1 every 15 minutes between 12pm and 2pm every day for one week (85 in total) for £250, or for two weeks (170 in total) for £450.
 2. One advertisement every 15 minutes between 12pm and 2pm every day for one week (45 in total) for £100 or £175 for two weeks (90 in total).
 3. £30 for a fixed slide on our slide service, £10 for additional slides and £20/slide if the slide is to be designed by ourselves.

Note: The fact that the lunch hours of 12pm-2pm are peak viewing times was brought to the reader's attention in the leaflet.

- ✗ There has been no keen response as of yet.
- ✗ It was noted that the advertisement prices seemed a little low, but the plan is to increase them later on when interest arises.
- ✗ The slide fees seemed reasonable.
- ✗ We need to produce information for 'internal' advertising, which is to be free for non-profit making clubs. **ACTION:** Sameena to draw up a price list.
- ✗ Rich Vodden added that he would be sorting out a media group advertising sub-committee. **ACTION:** Sameena to join the advertising sub-committee.
- ✗ On a side note, the Fresher's Workshops have been mentioned in CGCU Active.

Programming

- ✗ An e-mail has been sent out detailing and asking for some programming ideas and advertising stoic.
- ✗ Andy (Rose) has spoken to John (a medic) with regards to a series of comedy sketches - this is still a work in progress.
- ✗ Andy Gallagher added that programming has started to take place.
- ✗ Rich Vodden suggested that we might like to think about our process for content generation - at the moment the technical side suggest we make a show and then we find content for it whereas we might like to consider finding some content before making a show, effectively reversing our current process.

Publicity

- ✗ All flyers for the Fresher's Fair have been distributed (reaching a potential audience of over 400).
- ✗ The DVD's are to be used for further self-promotion at events where stoic is clearly visible (i.e. when we have the large cameras out).
- ✗ Judith is investigating affiliate union memberships for professional broadcasting / journalist unions to help give stoic an 'official' profile / backing.
- ✗ T-Shirts have arrived and people owing money should pay soon if they haven't already. We need to issue receipts for T-Shirts where possible.
- ✗ James added that stoic events should be put on the CGCU calendar to appear on the web site.

Technical

- ✗ The Fresher's Fair went reasonably well, however there are still a few bodge bits missing.
- ✗ The quality of the monitor on the news desk isn't too good.
- ✗ One of the Barco monitors has the potential to electrocute people and is a Health & Safety risk so needs to be disposed of.
- ✗ Need to contact the 'Grass Valley Group' with regards to the matrix.
- ✗ There is currently no SDI widget for the Abekus.
- ✗ We seem to be losing the stereo feed on DV2.
- ✗ We need a cable for putting DV2 across the edit suites.
- ✗ Currently for outside broadcasts we scrounge parts of the studio equipment which isn't a good thing to do so we need to acquire some more kit specifically for them.
- ✗ Some lights for the studio aren't safety chained and a large number of lights are not clamped yet.
- ✗ Some of the lights on the vision mix, which aren't working, will be replaced by working ones from Bus A.
- ✗ Andy G suggested we get a copy of the manual for the vision mix. **Action:** Andy G to find out the price for a copy of the manual.
- ✗ On the subject of safety, James mentioned that we had been visited by the Fire Officer who was not happy. We badly need to fireproof the studio set. **Action:** Everyone / anyone fireproof the set as soon as possible.

Technical - Computers

- ✗ The edit suites are in the same situation as before, that is, their upgrade is still pending budgetary approval.
- ✗ The edit suite machines have been swapped around but the office suite is still flaky, which indicates a possible environmental problem. Further investigation is needed, but either way, both edit suites could still do with an upgrade.
- ✗ The DVD burner is in the same situation as last time - still pending budgetary approval.
- ✗ The number and owners of FTP accounts for our web server are unclear and so all accounts are to be rescinded and new ones issued to both James and Judith.
- ✗ Web site configuration is to be controlled with an HTAccess file, and built on crossroads.
- ✗ The interface for contact details on the playout system needs to be rebuilt.
- ✗ Plans for public documents on crossroads are similar in approach as that of DoC (i.e. a public_html sub-folder in each user's directory with appropriate permissions).

Treasurer

- ✗ We have had 11 members fees paid in, which released roughly £800 (16%) of our budget.
- ✗ There are £300 - £350 in invoices and a similar amount for receipts.
- ✗ Not all current stoic members have paid in their monies, which are needed in order to release a sufficient amount of our budget to upgrade the edit suites. **Action:** Those who still haven't paid their membership money, please pay it.

4. Recruitment status (Fresher's Fair and Workshops)

Fresher's Fair

- ✗ We had good exposure!
- ✗ Sign-ups were not but, but not fantastic either (120 names approx, which is on par to last year).
- ✗ Historically it's the biggest thing we've done for Fresher's Fair.

Fresher's Workshop

- ✗ Good quality so that most of those who attended signed up.
- ✗ Not as many people turned up as we had hoped, mostly due to other activities going on.
- ✗ Two more workshops are scheduled to run on Wednesday 16th October, one at 2pm (mainly for Freshers) and one at 5pm (ideally for Postgrads who have lectures on a Wednesday afternoon). Ads for this need to go up in halls if possible.

5. Media NT domains

- ✗ Each segment of the media group is currently on their own domain.
- ✗ Cross-domain sharing might be a useful idea.
- ✗ To be discussed in the Media Group on Monday 14th October.

6. Tape administration systems

- ✍ Currently the tape organisation has been ad-hoc to say the least.
- ✍ There had been a system in place, but it wasn't really adhered to last year.
- ✍ As re-organising and implementing a new system is quite a complex process it has been decided to postpone any new implementation until the DVD burner has been installed.
- ✍ We still need more tapes to tide us over until we can archive to DVD's. **Action:** Tim to buy some more tapes (a couple of full-size DVCAM cassettes and 5 - 10 Mini DV's).
- ✍ We need to black-burst some mini-DV's without using the DV Camera as this will add excessive wear and bring forward its next service.
- ✍ The playout system implements a tape archiving system, although the functionality to start MPEG playback after the bars and clock is currently missing.

7. Committee e-mails

- ✍ We need to look into running Major-Domo (or MailMan) on crossroads.
- ✍ Committee members are to have 2 mail addresses for the domain stoictv.com, one being name@stoictv.com, the other being position@stoictv.com.
- ✍ position@stoictv.com will be set to forward to name@stoictv.com to help with future committee role transfers.
- ✍ **Action:** James to sort out mail lists.
- ✍ **Action:** James to post a list of e-mails in the office.
- ✍ **Action:** James to set up a 'committee@stoictv.com' mail list to forward on to all committee members.

8. Next Meeting

- ✍ Next meeting set for Tuesday 22nd October, 12:30pm in the media centre common room.

9. Any other business

i. Report from heads

- ✍ Heads to circulate reports by 5pm the day before the next meeting to cut down on meeting duration.
- ✍ **Action:** Heads to circulate reports at appropriate times.
- ✍ **Action:** Secretary to remind people at appropriate point in time.

ii. Web site profiles

- ✍ **Action:** All committee members to come up with a suitable profile for the stoic web site (to be sent to Judith).
- ✍ **Action:** Committee members to provide a photograph for their corresponding web site profile (to be sent to Judith).