

Those in attendance:

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

Observers:

Andy Gallagher, Paul Wortley

1. Apologies for absence

Andrew Dunleavy

2. Approval of minutes

The minutes from meeting 1 (dated 8/10/02) were approved.

3. Matters arising

Pt. 3 (Report from Heads)

Advertising

- ✍ A full pricing list (set out by organisation type, both internal and external) is still to be drawn up.
- ✍ Media group advertising sub-committee has not yet been formed - status of this to be advised.

Technical

- ✍ MVS Video are to photocopy the entire manual for the KM-2000 vision mixer and post to us. We will be billed photocopier costs (roughly £5 - £10).
- ✍ The set has now been fire proofed.

Treasurer

- ✍ Sameena has still not paid membership - this is to be paid as soon as possible.

Pt. 6 (Tape administration systems)

- ✍ Tim is in the process of placing the order - currently there are problems getting through, both on fax and telephone.

Pt. 7 (Committee e-mails)

- ✍ James has completed all action points,

Pt. 9 (Any other business)

Report from Heads

- ✍ Most reports have been sent out prior to the meeting.

Web site profiles

- ✍ Most committee members still need to write their profiles - Tim can provide photographs if need be.

4. Reports from Heads



Report from Heads

See report e-mails.

Advertising

- ✂ No additional information

Programming

- ✂ No additional information

Publicity

- ✂ On attending the union council meeting the previous evening (21/10/02) it appeared as though most (if not all) council members were aware of stoic's ever growing presence.
- ✂ Andy Gallagher provided some graphs of our streaming statistics - it appears we have become somewhat popular. Graphs unavailable in electronic format at the moment.
- ✂ Our usage of web streaming has sky rocketed in the past few days, none of which has / will be charged for. Should excessive usage persist then we may stand a slender chance of being charged for some bandwidth. However, it is a slender chance and should that happen then we should be able to move to college servers.

Technical

- ✂ A media group sub-committee / focus group is to be formed, charged with solving the problems with transmission to areas such as the JCR.
- ✂ In the meantime, external broadcast is still poor quality in the JCR - the best temporary measure will probably be a VHS tape on loop in the JCR. **Action:** Andy B and Andy G to investigate temporary measures prior to a new transmission system being installed.
- ✂ Transmission into dB's is currently down. **Action:** Andy B to assess the timescale for repairs.

Technical - Computers

- ✂ We have started to order the necessary supplies for the edit suite upgrades, although some problems have occurred due to minor ordering technicalities. Parts should arrive within a week and with any luck the edit suites should be upgraded within two weeks.
- ✂ The union web server went down late Sunday (20/10/02) evening. Although the web server is now back up some images appear to be missing and the database cannot be modified. Reasons for this are to be investigated.
- ✂ E-mail delivery for the stoictv.com domain has gone pear shaped due to a server move - normal delivery should be resumed by Wednesday (23/10/02).

Treasurer

- ✂ **Action:** Paul Wortley to help Tim process outstanding receipts.

5. Tuition Fees Documentary

- ✍ We currently have a lot of raw footage, which Judith has been editing.
- ✍ Graphics and voiceovers still need to be done.
- ✍ Most footage other than the rector's talk on 1/3/01 (stored on the UMAT) has been edited.
- ✍ This should be finished by Friday (25/10/02).
- ✍ Although it'd be nice to, we do not have any footage from BTV. We can, however, make do without.
- ✍ We have a couple of good sound bites from the UCLU meeting yesterday (21/10/02).
- ✍ Statements from both the AUT union and the Liberal Democrats are still pending.

6. IC / UCL Merger Documentary

- ✍ We need to film the rector's address to students on Friday (25/10/02).
- ✍ UCLU are holding a referendum in mid-November.
- ✍ It might be a good idea to release the documentary before the referendum in order to raise the level of awareness. With this in mind, it is necessary to reassess the commencement date for production work - currently we are to hold off for now.
- ✍ We need to collect more footage.
- ✍ Production work/dates to be discussed at the next meeting.

7. Collaboration with BTV at UCL

- ✍ BTV seem very interested in doing some cross collaboration over the issues raised by the possible merger between IC and UCL, as are the committee.
- ✍ Tim will be contacting them on Wednesday (23/10/02) to schedule a meeting with them on Thursday (24/10/02) or Friday (25/10/02), Friday being preferable.

8. Filming of Union Meetings

- ✍ ICU has asked if we can officially film all meetings.
- ✍ They have offered to pay for media costs, and possibly operator costs.
- ✍ This needs further discussion.
- ✍ It has been suggested that should we do so, we should try and put in a contingency claim for an omni-directional microphone, and perhaps a DV Camera specifically for this purpose.
- ✍ We need to develop a suitable policy, and this needs further looking in to.
- ✍ For the moment, when we film any union meetings we should endeavour to film the entire meeting where possible.

9. Next Meeting

- ✍ Next meeting set for Monday 4th November, 6:00pm in the media centre common room.

10. Any other business

- i. Wording on the web site has been a little sensationalist at times - could contributors be more wary in the future.
- ii. After the appearance of several RS invoices in the voiceover booth, a reminder to all that post is to be opened by the addressee only. All receipts and invoices are to be placed in the appropriate folders within the filing cabinet.