

## Radio Caley Meeting Minutes

**Date:** 24/1/2019

**Time:** 17:00

**Room:** NH209

### In Attendance

Station Manager  
Head of Audio Tech  
Head of News  
Head of Events  
Head of IT  
Head of Multimedia  
Head of Programming  
VP SCEBE  
Societies Co-ordinator

Adam Fraser  
Jonnie England  
Elle Duffy  
Jack Purcell  
Chris Brown  
Sian McCluskey  
Kathinka Mumme  
Eilidh Fulton  
Una Marie Darragh

	<b>Agenda Item</b>	<b>Responsibility</b>
1	<p><b>Welcome</b></p> <p>AF welcomed KM to her first committee meeting.</p>	Chair
2.	<p><b>Apologies</b></p> <p>Head of Music <span style="float: right;">Chloe Burrell</span></p>	Clerk
3.	<p><b>Head of Fundraising Resignation</b></p> <p>The station manager informed the committee that Monica Allen had stepped down from her position as Head of Fundraising. It was decided to divide the role between the committee until the elections later in the year, as opposed to having another by-election.</p>	Chair
4.	<p><b>Station Finances</b></p> <p>The SRA membership is on hold while the committee pays off their invoices. JE is still waiting on money from PA hires and needs to organise refunds for Getaway tickets. AF has requested statements from the finance department at the SA. UMD reminded the committee that once the sponsorship agreement with Re:Union has been fulfilled, they would receive those funds. The committee agreed to try and reach out to possible new sponsors as soon as possible.</p>	Chair

	<p><b>ACTION-</b> EF to chase up the PA hires that have not been paid.</p> <p><b>ACTION-</b> JE to ask for full financial statement for the year and to deal with the refunds for Getaway.</p> <p><b>ACTION-</b> ALL to think of 10 places that might be willing to sponsor the station, then draft an email. The email and the suggested sponsors need to be sent to UMD before they go out.</p>	
5.	<p><b>Getaway</b></p> <p>Getaway has been postponed due to the changes in the exam timetable. AF does not want to make any profit on the event, but rather charge at cost price. KM and ED wanted to reiterate that the purpose of the event is to get to know the volunteers and to give them the chance to get to know one another better. CB agreed and believes the committee needs to interact with the volunteers more. SMcC highlighted that the committee needs to work on changing the cliquy image that it currently has. KM suggested a rebrand for summer getaway and JP added that it should just be one night away. It was agreed that the ideal time for the event would be straight after exams, but before students go home. If there are plans in place before Radio Caleyoke it will be announced at the event.</p> <p>There was a discussion about the itinerary for the day. Most of the committee were happy with the idea of teambuilding to help break the ice. The consensus was that the current perception of Getaway is not what the committee would like it to be and it is important to change that moving forward.</p> <p><b>ACTION-</b> ALL Fill in doodle poll for committee training and the committee timetables so that meetings can be scheduled.</p> <p><b>ACTION-</b> JE and CB to make the jingle for the bar.</p> <p><b>ACTION-</b> JP to start organising Summer Getaway.</p>	Chair
6.	<p><b>Radio Caleyoke</b></p> <p>JE stated that everything was organised for the 12<sup>th</sup> of February. ED would like to have an article on the site and SMcC will be organizing photos.</p>	Chair
7.	<p><b>Radio Caley Talent Show</b></p> <p>KM and ED proposed a talent show as an end of term event where they would reach out to clubs and societies and get as many people involved as possible.</p> <p>All the committee present at the meeting were happy to take an active part in helping to organise the event. JP will take the lead and look at dates, rooms, prices. UMD informed the committee that the STAR awards were on April 18<sup>th</sup> so that date was not an option.</p>	

	<p><b>ACTION-</b> EF to check prices for hiring the university and having refreshments once there are a few tough dates in mind for the event.</p> <p><b>ACTION-</b> JP to start looking at dates and possible venues for the talent show.</p>	
8.	<p><b>Radio Caley/Music Society Pub Crawl</b></p> <p>The committee agreed unanimously in favor of having a joint pub crawl.</p> <p><b>ACTION-</b> AF to set up a chat to organize the pub crawl with the Head of Events, Head of IT and the Music Society.</p>	
9.	<p><b>Station Database</b></p> <p>JE has been fixing metadata and explicit tracks have been marked with an *. However, the database still needs to be cleared out fully.</p> <p>AF is no longer going to bulk buy used CD's due to having less money in the budget than originally thought. KM suggested using the library as a resource for music and the committee agreed.</p> <p>CDPool- need to be subscribed to again. AF will look into the packages and prices. KM stated that the station should use more free music from people who email in with their own tracks.</p> <p><b>ACTION-</b> JE and CB to make jingles.</p> <p><b>ACTION-</b>CB and/or the music team to make playlists for Re:Union</p> <p><b>ACTION-</b>AF to talk to CB about the database.</p> <p><b>ACTION-</b> AF to look into the different packages and pricing for CDPool.</p> <p>CB leaves 18.32</p>	Chair
10.	<p><b>Music being moved towards Arts and Culture</b></p> <p>There was a debate questioning if arts and culture was more relevant to news but the discussion was tabled as CB was not present.</p>	
11.	<p><b>Station Wide Social Events</b></p> <p>The committee would like to engage more with their volunteers and proposed having a social after the all station meeting next week.</p>	

12.	<p><b>Re-Freshers</b></p> <p>Radio Caley have stalls on both Monday and Tuesday from 10am-3pm. (Set up from 9:00am)</p> <p>JE will be there for both days. CB will be there Monday and AF will be there on the Tuesday.</p> <p><b>ACTION-</b> KM to ask volunteers to help out with the stall.</p>	
13.	<p><b>Radio Caley Birthday Awards</b></p> <p>The Birthday Awards will be happening in March, and the plan is to tie them in with committee elections. This will be a small award ceremony and celebration.</p> <p>EF leaves at 18:41</p>	Chair
14.	<p><b>AOCB</b></p> <p>KM-Feb 1<sup>st</sup> is the deadline for show proposals.</p> <p>CB has been fixing the website and the page looks much better. All shows need to have a graphic. The committee thanked Chris for all his work.</p> <p>KM is keeping the mentoring system this trimester but does not want to force anyone to mentor so committee members can opt out. Each show can decide how much or how little mentoring they would like to receive.</p> <p><b>ACTION-</b> AF to ask the clothing provider if the quote was for embroidery or prints and to inquire about women's cut top.</p> <p><b>ACTION-</b> SMcC to have a look at the Radio Caley Logo.</p> <p><b>ACTION-</b> EM to post on Facebook offering volunteers with at least one years' experience the chance to mentor.</p>	