

The EDIT - Meeting Minutes

Wednesday 6th February 2019

09:00

NH208



In attendance:

Monica Allen (MA)	Editor
Erin Paterson (EP)	Co-deputy Editor, Arts and Culture Editor
Callum McQuade (CMcQ)	Co-deputy Editor, Music Editor
Adam Lyon (AL)	Entertainment and Tech Editor
Charlie Kelly (CK)	Fashion Editor
Peter Rancati (PR)	Sports Editor
Rebeka Lužaitytė (RL)	News and Features Editor
Eilidh Fulton (EF)	VP SCEBE, Policy Lead
Una Marie Darragh (UMD)	Societies Co-ordinator (Clerk)

	Agenda item	Person responsible								
1.	<p>Welcome & Approval of Previous Minutes</p> <p>Minutes were approved by those who were at the previous meeting.</p>	Chair								
2.	<p>Apologies</p> <table border="0"> <tr> <td>Bethany Stevenson (BS)</td> <td>Head of Social Media</td> </tr> <tr> <td>Richard Mason (RM)</td> <td>Head of Photography</td> </tr> <tr> <td>Hannah Wood (HW)</td> <td>Head of Events</td> </tr> <tr> <td>Agnieszka Michalska (AM)</td> <td>Head of Design</td> </tr> </table>	Bethany Stevenson (BS)	Head of Social Media	Richard Mason (RM)	Head of Photography	Hannah Wood (HW)	Head of Events	Agnieszka Michalska (AM)	Head of Design	Clerk
Bethany Stevenson (BS)	Head of Social Media									
Richard Mason (RM)	Head of Photography									
Hannah Wood (HW)	Head of Events									
Agnieszka Michalska (AM)	Head of Design									
3.	<p>Certificates</p> <p>EF discussed having certificates for the committee to recognise their commitment and hard work. She has a proposal drafted to send to the Director of Communications as agreed by the committee.</p>									
4.	<p>Training</p> <p>The committee received some training delivered by UMD.</p>	Clerk								
5.	<p>Publishing Articles Online</p>									

	<p>MA referred to page 19 of the EDIT's policy and reminded the committee that all articles have to be approved by her. They should be put online as pending review and then MA should be contacted to look over them. However, it's different if articles have already been approved (e.g. if they are in the Google Drive from a print edition).</p>	
6.	<p>Student Elections Edition</p> <p>Common good funding was provided for a Student Elections Edition. Nominations close on the 15th February and on the 18th AM and MA will be putting together the election edition which needs to be here by the 26th. CK offered to help. The committee was reminded of the need to make sure that the coverage is all fair and does not show any bias. Sara, the returning officer will sign off the election edition to go to print.</p> <p>MA asked if anyone available could come and help with distribution during hustings and election week. MA suggested an article about why and how to vote. She wants there to be a running commentary published throughout the week. All other articles going online during that week should be scheduled in advance.</p> <p>Action- Make Facebook event for hustings.</p>	
7.	<p>Next Event/Fundraising Ideas</p> <p>The committee decided against an all magazine meeting for the moment. EP suggested Musical Bingo and the Committee agreed.</p> <p>It was suggested to reach out and include some societies, potentially the Disney and Music societies.</p> <p>CK suggested having a set host and MA thought it was best to wait and see if any societies wanted to get involved.</p> <p>Action-MA to make an event on Facebook and book Re:Union.</p>	
8.	<p>To Do List</p> <p>Action- MA to upload the To Do List onto the google drive.</p> <p>Action- MA to post on the volunteer Facebook group about the deadline for contributions for the print issue.</p>	
9.	<p>Sponsorship/Working with Glasgow Companies</p>	

	<p>The committee are going to send out some emails looking for sponsorship with a focus on Glasgow companies. Potentially-In House the security company, crazy golf, new restaurants, the glee comedy club etc. The email needs to be sent to UMD before it's sent out. PR suggested checking Glasgow Life as they regularly post about start up's. A full page advert in the magazine will cost £150 and a half page will be £75.</p> <p>Action-CK to talk to a contact at INKED about EDIT merch for an advert. Action-MA to speak to Gordon about promotion and sponsorship with external companies.</p>	
10.	<p>Spring Edition</p> <p>It's the 19th of February for deadlines and then the magazine needs to be sent to UMD for approval ASAP before being sent to print by the 28th. Want the magazine to arrive for the Music Bingo event on the 5th.</p>	
11.	<p>AOCB</p> <p>Committee meetings will be 9-10am on Wednesday mornings.</p>	