

## Second Meeting of Media Group

Minutes: 4<sup>th</sup> November 2013

Date: Monday 4<sup>th</sup> November 2013  
Time: 18:30 – 19:30 (UTC) Dublin, Edinburgh, Lisbon, London  
Location: FELIX back office  
Head of Meeting: Maciej Matuszewski, Media Group Chair  
Minute Taker: Alexander Mytenka, Media Secretary

Attendees Attendant: Maciej Matuszewski, Alexander Mytenka, Jonny Pratt (stoic), James Dunn (treasurer), George Butcher (radio), Slob (Development officer), Max Hunter (Tech Officer), Joe (Felix), Jamie Targett (Jazz and rock treasurer), Ethan Haley (Jazz and rock chair), Yakub (Magazine treasurer), Alex (Arts and Ents Chair), Phil Power (Union)

Attendees Absent: Leosoc, ICSF

### Agenda:

1. Approval of minutes from 30/9/13
2. Media Group response to Management Group restructure proposals
3. West Basement Restructure
4. Shared Studio Booking Policy
5. ICSF request for Media Group Assistance for Picocon
6. Notices from the central Union
7. Any Other Business

### Action Items:

Chair opened the meeting

1. Group agreed that they are fairly happy with the previous minutes and no alterations were suggested.
2. Chair explained justification of organisation detail changes which were rejected: Chair explained that proposals not completely rejected but union wanted a clean slate. Alex Savell explained last year budgeting was an issue, especially once new media committee was established; confusion on who would lead, but discussion needs to be met when running committees. Chair outlined the main idea to merge media with 'Arts and Ents' (A&E), so wants a discussion over it (the merger).

Alex Savell explained there are currently around 21 societies in A&E but restructure would also add dance societies, but ensured not absorption but merging, with logic being that they share interests, e.g. stoic and dramsoc. George asked about sub management group which was rejected in proposals, and Alex Savell explained possibility of media subcommittee with exec votes to define policy which defines what's going on; possibly adding cohesiveness when it comes to base restructure. Jazz and rock asked possibility of agreeing with A&E to get a subcommittee while staying above board. Slob proposed segregation based on a "spectrum of interests" of the associated societies, but Alex says it is not a singular dimensional problem. Group explained that this was the general gist.

Max explained stoic, jazz and rock and radio for example produce multi genre, such as arts as well as other things as well such as news and how this would be taken into account within the new merger. On technical point groups in media share resources already with A&E societies, but highlighted crucially was the autonomy of the media societies so that finances and budgets will not be affected by a merger.

Alex explained budgets will be on the CSPB agenda because system is currently flawed, so that management groups are not 'screwed' if they change over. A budget would be agreed by current A&E and media chairs, (as budgets agreed by management group) meaning no society is down budgeted. Max emphasised that no day to day operation and collaborations will alter despite the merger. Chair said nothing was final at this stage and will inform the committee on developments, when certain guarantees on budgeting for societies and any proposed changes are sensible. Slob asked about use of facilities, but Alex said management restructure would not change the current booking systems (agreed on in the last meeting).

3. Chair explained Slob and max have had discussions with the union and will yield to them to explain it in due time. Phil Power explained the designs architects are working on what can go where, what walls are supported and what taken down.

(Plans are passed round the group)

Phil explains initially that transmission spaces will be allocated and servers will be included in the restructure. Supporting column in stoic but most walls are movable. Phil explained the more walls we knock down the more expensive it is, hence the current plans. Two plans so far: Option 1 – put rooms in different spaces but less structural alteration, but build a wall to make storage a separate space. Option 2 – General restructure with spaces and corridors moved around. (Group starts with option 1).

George queried the link between jazz and rock to shared studio and would rather link it to the control room and film studio, film and music rooms do not need links. Phil agreed that it made sense. Slob explained that some of the columns take away a lot of space and knock through wall of other staircase so now 4 usable exits, and proposed separation of basement into 2 spaces, with Phil highlighting a separation of storage with the rest of space.

Alex queried about health and safety due to number of exits; corridors needing to be 1.8m wide. Slob proposed room space restructuring to reduce the amount of corridor space to allow more work space without limiting space to get to exits but still within the 1.8m minimum. Phil and group agreed that it would make sense to leave Sci-Fi (ICSF) in same place due to reduced logistical costs. Phil and Jonny agreed that rooms with columns should not be used for work. George also suggested swapping the positions of control room and meeting room so that jazz and rock room is directly linked to the control room, which group generally agreed upon. Max said TV room does not need to be large, so TV room can have the pillar in the middle. Cool room should be near to the centre of the control room, so should be incorporated into the TV room, making option 1 more reasonable. Jazz and rock requested that pillar in their room be as close to the wall as possible. Max discussed the main storage hub, and Phil explained location beside current stairwell and possibility of moving door positions to add more space. Jonny explained the cost of digitisation of stoic alone would be large, but Phil explained probably less than building a wall and digitisation of most media assets would be in long term beneficial.

Max proposed specific media storage space once merger taken place, for our day to day stuff segregated away from the main storage. Phil proposed lockable sections in a main storage facility where each society has certain space base on volume needs. Architects thinks there is enough space for storage, but layout is debatable at this moment. Felix area will have separate quiet area. Slob pointed out area of redevelopment not highlighted on plan, but Phil explained that it is a mistake and not up for grabs. The plant is currently not understood in full at this moment but documents are available, Max explained that major plant room may need to be next to jazz and rock due to soundproofing, and current minor plant room in stoic could be turned in to extra space.

Max explained idea of having large work benches for maintaining equipment which would be moved into media hub with added ventilation, or media storeroom. Alex said that photosoc not really been vocal about space, but max explained that photosoc would have full access to computers for editing in media room and a darkroom, but cameras in specific media storage. Slob explained that need a specific space and Alex and Slob agreed on need for a double door. Phil explained architects found that dark room space in general would not change, possibly getting slightly thinner and longer. Group discussed the space which Leosoc would need despite also having access of prince's gardens studio. Alex explained that prince's garden are only used at the moment for Leosoc but should be used by all and demand increase as time goes on, and still use current space for painting. Max proposed that group needs confirmation from them on space before moving on, proposing that dark room space could move into their old room. Max proposed that current Leosoc could be also used as a shared room for multi-use (e.g. fashion/dramsoc make costumes), with Alex proposing it as being a 'media workshop'. Max proposed the validity of using double doors for dark room, as extra space would be needed to make use of both. Slob proposed that dark room should be more square shaped with benches on edge for work.

(Group next moves onto option 2) Max explained problem that jazz and rock room needs to be seen by control room, which Jazz and Rock agreed is a bad idea. Alex explained that door moved for ICSF despite space stays same because you would still need to move everything anyway. Option 2 would also include split level studio which jazz and rock would not be happy with. Phil explained positives for option 2: good entrance to area and long straight corridors ideal for larger equipment, but raised issue of separate entrances which would leave jazz and rock isolated from rest of media, but corridor separation raised by Slob is a possibility. Max also explained option 2 would mean vents would have to be further away which would be more expensive.

Group agreed that option 1 is the more plausible and the preferred option for all at this stage

Max brought up the lack of natural light into the windows, with photosoc dark room only room with a window, plus ICSF having largest windows but has little natural light. Max proposed editing suite to not have natural light and everywhere else should, but Phil explained that architects cannot get natural light into current Felix space (due to rest of building), and would be a challenge for rest of areas. Max and slob discussed possibility of getting natural light through the plant room, but conceded that no natural light would get into main media room.

Phil said budget for restructure has been agreed (not known at time of meeting), but east basement would be used for rooms. Max discussed much of this restructure plan relies on societies having enough budget for new equipment which will affect space available.

Jamie asked when plans go in place, Phil answered around September 2014: finish plan, put timetable together, with work starting in Easter (term 3). Jamie asked about practice space during term 3 when the disruption would start, which Phil explained that further conversations will be needed with outside venues (e.g. use of Blythe centre for couple of months), but Felix would still need space, and for others would be relocated short term into rooms with internet access. Slob brought up issues with metric build and whether same will repeat for this plan, but Phil explained that plans were longer in place and basement space not been restructured for up to 40 years.

Max discussed actual fitting, soundproofing and logistics; and is in contact with companies and stoic alumni integral to previous refitting, and discussions need to be had in terms of it how it affects space. Phil explained that once plans and structure is finalised, then next stage will involve logistics, e.g. how much power is needed, sound proofing etc. Emphasis on expertise and resources is crucial to getting it done right, giving example of jazz and rock not properly soundproofed the last time.

(Phil leaves after agenda 3 is finished)

4. Chair explained that Issues with booking on Google system have been occurring, highlighting an example of media society booking a room which Fashion Soc also booked so had to cancel. Chair explained that external booking media chairs will be informed, and if want to book media studio outside of him sending confirmation out, but recommended societies to both book on the union website and Google system.

Slob explained that no tolerance should be implemented when it came to booking and media should be given plan of bookings per week. Max explained that he would have access on a screen of the bookings per week and then will be put on the Google calendar. Jonny suggested that we just book using the union system. Slob explained the need for short term preferential booking for media if we need it on short notice, which the group seemed to agree upon. Chair explained that societies should use the union system and in the right amount of time.

Max proposed that Dom (union officer responsible for bookings) should be contacted and given our Google system accounts, but Alex questioned the success of that idea. Feedback from A&E shows calendar of events and bookings should be visible on union website which would see which spaces are available and when space is used for events; showing when its booked and those that booked it, but not necessarily why, which Jonny agreed upon; saying once they only knew about space booked by looking at that societies event fliers. Chair said discussions with relevant parties was needed, and Alex said he would contact Anthony (student activities manager) on these proceedings.

5. ICSF have PIOCON event next year and request collaboration with media. George discussed previous meetings between ICSF and radio which were just initial, and suggested contact between ICSF and other media societies would be useful to see how media can contribute and what/when resources will need to be co-ordinated.
6. From CSPB, Chair explained need for right documentation for each society, and Jonny followed on by saying union have not yet changed a committee position despite an AGM had been done. Chair continued be reiterating that officers with outstanding quizzes need to get them done and other documentation signed off, even if not applied to them.

Chair also explained that Yasmin Edwards (Vice president, Clubs and Societies) wants us to promote imperial plus; log hours working for societies online to receive accreditation and attend certain training. Group agreed more information will be emailed to society chairs and online.

7. (Brought up during agenda point 3)

Keyless access (swipe) was brought up by slob and Phil explained the challenge is logistics with individual users with the restructure, and so change in key lists may be needed. Alex explained that lots of societies have alumni with no swipe cards, so a need for specific media swipe cards which can be for both current members and alumni's. Jonny explained Key 50 currently is for 24 hour access to media after hours, and Phil explained security should use names from online than on paper, so no confusion comes over who has access.

Chair closed the meeting