

Third Meeting of Media Group
Minutes: 13th February 2014

Date: Thursday 13th February 2014
Time: 18:30 – 19:30 (UTC) Dublin, Edinburgh, Lisbon, London
Location: Meeting Room 3 - Top Floor of Union
Head of Meeting: Maciej Matuszewski, Media Group Chair
Minute Taker: Alexander Mytenka, Media Secretary

Attendees Attendant: Maciej Matuszewski, Alexander Mytenka, James Dunn (treasurer), Gordon Kam, George Butcher (radio), Jayraj (magazine), Max Hunter (Tech Officer)

Attendees Absent: Joe (FELIX), Jonny (STOIC), Slob (Development officer), Jazz & Rock

Agenda:

1. Budgeting
 2. The shared studio booking procedure
 3. The basement redevelopment.
 4. Imperial Plus Program
 5. Date of the AGM
- Any Other Business

Chair opened the meeting

Max apologised for Joe and Jonny's absences due to prior commitments.

1. Chair explained that Felix and Stoic have been given full approval for their budgets, radio and others slight approval. 18th February CSPB meeting will decide round A (core) will discuss budget allocations then another board meeting a week later (25th February) to finalise round B (for not core) in terms of final allocation of budgets.
2. Chair stated that for new Media shared studio, procedure for bookings would be suspended until campaign season is over, so will continue with our system at the moment but discussions will continue afterwards. Max wants us to write to it directly in EPIX and book through central system; with jazz and rock booking through jazz and rock. James says the system, especially for photosoc, is the same that is in place but IC radio should have ideas about what system is best. The chair summarised that Google calendar sufficient or EPIX, with Media societies having access with further discussions to be made by new committee in autumn term. Max suggested we insist on our sole booking in new shared studio and limit the amount of bookings from outside, external societies.
3. It was explained that between March 17th-21st societies need to pack up everything and leave. George brought up radio and stoic have the most stuff and will start to organise the logistics of packing and removal and will speak to Jonny (STOIC station manager) about it. Max brought up different styles of storage required which he will discuss with Alex McKee (Union Central Services Manager); different stuff will have various access. The chair stated that equipment will be stored in secure store in garden hall, with swipe access. Access will be determined; suggested that one or two people from each society will have swipe card access to equipment. George agreed as it would prevent mass access. Chair suggested we need to think about what things we should access then confirm with Alex McKee. George brought up Alex wanted to know the key layouts for equipment which is main priority and design of space layout in new shared space.

4. Chair was asked to bring up Imperial plus program to the room, and explained it as an opportunity to get accreditation to work with societies. This can be done through listing what hours you do (for small roles) to having to fill in forms and attend meetings if higher up in societies. He stated that the program was a good opportunity to get accreditation for work you do and advised all society heads to highlight it to their respective members.
5. The chair asked what dates would be best for people to have the AGM on. Max would not be able to attend any Thursday evenings and George explained that AGM can't be 13th of March as its radios AGM. Chair stated that last term date is 28th march. Max suggested at the end of the decanting so will be able to celebrate afterwards. The room agreed and the chair then suggested that either Monday or Tuesday evening, and asked if there were any major objections, considering that some members had expressed difficulty of attending Monday evenings. No major objections were raised, with the room stating that their schedules had not changed significantly this term. The chair then set Monday evening 24th march at 6pm as date of AGM meeting, which the room was happy with. Venue to be discussed at further notice, with the chair contacting at a later date after rooms had been booked.

Any other business

Jayraj wanted to know about storage and max suggested that they should talk to him and George and George told him to email him about what he needs. Boxes with labels will arrive around the removal dates in March (17th-21st). Max highlighted the need to tidy the areas and any left material will be disposed of, especially chemicals at photosoc which he suggested should be neutralised first in order to prevent any issues.

Chair adjourned the meeting.