

# Media General Meeting

13<sup>th</sup> October 2015

## 1. Attendance

Present:

Henry Harrod (Media Chair)  
Jack Steadman (Media Exec Treasurer)  
Ellen Mathieson (media Exec Secretary)  
Cem Hurrell (Media Exec Development Officer)  
Luke Granger-Brown (Media Exec Technical Officer) – arrived at 19:16  
Neil Stoker (IC Radio Deputy Station Manager)  
Matthew Chaplin (Photosoc President)  
Grace Rahman (Felix Editor)  
Ivan Zheludev (ICTV Station Manager)

Observers:

Jonathan Masters (ICTV, Felix)  
James Targett (Jazz and Rock)  
Sebastian Gonzato (IC Radio) – arrived 19:36  
Kieran Gilmour (Dramsoc) – arrived 19:36  
Robert Schusster (IC Radio) – arrived 19:36  
Chris Love (Dramsoc) – arrived 19:36

Apologies:

None

## 2. Fresher's Fair

- 2.1. Lack of Weather Contingency Plan: this needs better planning as rain was in the forecast but this should not just be moving Clubs into the Concert Hall as this leads to overcrowding or Meeting Room 4 which no-one would be able to find.
- 2.2. Staff did not seem to be particularly helpful – there seemed to be a clear lack of management generally
- 2.3. Moving Media Clubs out of Metric was a good move but some sort of rain cover is needed. Perhaps Media could purchase a gazebo, which could also be used by ICTV for out filming, however a cheap one will break easily so this would need budgeting for.
- 2.4. No access to power outdoors
  - 2.4.1. Last year power was provided by Dramsoc not the Union.
  - 2.4.2. Power was requested as parting as part of the booking process
  - 2.4.3. This can be solved internally by running cables from the basement if located in Beit Quad
- 2.5. There was little incentive from the Union for individuals to assist in the running of the Fair
  - 2.5.1. Management group chairs asked to work very early in the morning without even being offered breakfast and lunch like other volunteers
  - 2.5.2. Cleaning up tables usually receives 1x dinks voucher per table, this year an individual received one voucher irrespective of the number of tables returned

## 3. Chair's Business

- 3.1. Interaction with Imperial College Union
  - 3.1.1. Media feel that certain members of staff are treating students more like children than adults

3.1.2. Certain members of staff are difficult to get to replies to emails, and will only talk to you if you come to speak to them in person. At which point nothing is confirmed in writing, and have on occasion been known to lie in emails about the things that were discussed face to face.

#### 4. Treasurer's Business

##### 4.1. Potential EGM

4.1.1. Treasurer has failed his exams, and, for at least this term, will not be a student. Therefore he cannot hold financial responsibility, and hence an EGM will need to be held.

4.1.2. Temporary interim treasurer needed until EGM.

4.1.3. Election:

i. Candidates from requested from within Media Exec

ii. Cem Hurrell was the sole candidate (against RON)

iii. Cem Hurrell was elected unanimously

##### 4.2. VAT

4.2.1. As a charity, Imperial College Union can claim back VAT from products.

4.2.2. Treasurer reminds Media that all documentation must be clear and present if claim VAT. Please indicate if VAT is NOT being claimed

#### 5. Secretary's Business

5.1. Date for the EGM: 10<sup>th</sup> November 2015

5.2. Development officer has not yet done the key information training quiz

ACTION: Cem Hurrell to complete training quiz

5.3. Reminder to all clubs to complete training quizzes ASAP

#### 6. West Basement

##### 6.1. Code of Conduct

6.1.1. Draft was written by Union Staff without Media's input thus far

6.1.2. Media would like to know why something similar is not being asked of other Management Groups

6.1.3. Whose fault is it if the policy is not followed? What is the punishment?

6.1.4. Most of it is common sense: why is Media being treated like Children?

6.1.5. No alcohol – lost battle. It is a legal matter.

6.1.6. Cem is trying to build shelves to redo the storage

6.1.7. Need to identify the items to be got rid of.

ACTION: Henry Harrod to email James Lindsey about organising a waste amnesty

ACTION: Henry Harrod to identify who the policy will be enforced and by who

##### 6.2. Basement User's Group

6.2.1. For managing the basement space effectively

6.2.2. Would meet once a month, this can be electronical, but should hold a face-to-face meeting at least once a term

6.2.3. Proposed membership was sent to Media by the Deputy President (Clubs and Societies) on 22<sup>nd</sup> September 2015. His proposal was that the group being chaired by the Media Chair, and consist of some members of Media Exec, the basement club chairs and two members of Union

– Student Activities Manager and the Facilities Manager

i. Media believes that members of staff be non-voting members as the Concert Hall Users Groups has been shown to work without voting members of staff.

ii. Media further believes that the staff should not be members anyway, but the staff should normally be invited at the discretion of the Chair.

6.2.4. Discussion over the inclusion of the use of the West indicated that as there is no longer an "East Basement" the use of the word "West" is superfluous and hence Media thinks the group should be BUG rather than WBUG.

### 6.3. Jazz and Rock Room

6.3.1. Jazz and Rock have primary use the performance space

i. Media unofficially can use this space for eight hours a week

ACTION: Media Chair and Jazz & Rock Chair to formalise this agreement

6.3.2. Room is currently a mess: it is missing sound proofing and there is no furnishing. The room is unfinished.

6.3.3. The Union gave less than one week's notice that the Jazz and Rock room needed to be cleared during the summer to enable contractors to survey the room. Media is unimpressed with the short notice especially as many of the Committee were not in London at the time.

6.3.4. The decided work to be carried out is the installation of a 30cm thick concrete block to be installed in the ceiling. This will take six weeks. January has been mentioned as a potential start date but there has been no official confirmation. Neither Media nor Jazz & Rock have received anything in writing from the Union since the email detailing the work.

### 6.4. Security Access

6.4.1. From 8am-8pm all students will have access to the West Basement. After 8pm only the Club Access Card will be able to gain entry, and after 11pm no-one will be allowed entry. On Wednesday and Thursday, members of the Bar staff will be enforcing this. Felix can have people staying after 11pm if they are on a pre-approved list.

6.4.2. Media Clubs are finding this this new controlled access scheme highly restrictive and is having negatives impacts on club activities.

6.4.3. To enable even club activities to take place, students have been lending their ID cards to each other.

6.4.4. Individual club responses are as follow:

i. Photosoc:

- Members are constantly waiting outside the security office to gain access due to the one club card already being taken out. Members
- Members can't gain access to the media hub to use Photoshop even through this was originally agreed prior to the redevelopment

ii. IC Radio:

- Someone has been unable to do a show due to being unable to gain access
- Members also need access to the Media Hub whilst a show is in progress to use IC Radio computer stored in there and to use media computers general as part of preparing shows.
- IC Radio does not understand why access cannot be on personal cards. It seems to be very difficult for access to be given to individual's ID card, and seems to be politically based rather than practical – it requires members of Staff to like the individual in question
- Members have had issues with security being absent meaning they are a late in gaining access to the studio and have missed shows as a result.

iii. ICTV:

- It is highly inconvenient to only have a single card for access.
- ICTV believes that that its committee should at least have more access
- The club card cannot get into the Media Hub preventing access to the Computers and the Edit Suite.

iv. Felix:

- Felix cannot make a paper with only a single access card. It is impossible.

- People will end up wedging doors open.
- Felix is expected to make a list of anyone that may possibly be in the Basement in advance even though no has yet bothered to check.
- v. Jazz & Rock (as users of the basement were invited to comment):
  - Though they currently have no need for access as they are not using the basement. When the sound proofing is installed access will become an issue.
  - Jazz & Rock require lift access for moving their equipment and instruments. They currently are struggling to get this access as it requires gain access to Beit Hall.
  - No-one in Jazz & Rock has been given access to the Performance Space.

vi. Media Exec:

- Certain members of Media feel that students in general should be able to access the Media Hub, as it is impractical to get out a specialised card to enter a shared space.
- Media were promised a new system with personal access being linked to memberships purchased when the Union decided to remove the locks in the basement. This has not happened, and Media expect that this never will.

6.4.5. Solutions:

- i. Interim measure: get more key cards for societies, especially Felix. However there is the worry that people will become less careful with the cards. Also lost cards are marked with the name of club and will allow anyone finding it to gain access and potential steal equipment.
- ii. Could remove the card readers and replace them with locks

6.5. Room Booking System for Basement

6.5.1. Luke Granger-Brown has created a room booking system for us

6.5.2. We do not want to do the room booking through Kx

6.5.3. Anyone can book space. Then authorised by Media Exec.

6.5.4. To initialise account you need to log in from the West Basement when performing your first log in.

6.6. Re-development of the Basement

6.6.1. Is still ongoing. See above regarding Performance space.

7. Magazine Society

7.1. No members committee, or grant from the Union

7.2. All attempts at contact anyone involved with the club have yielded no results

7.3. Vote: To make Magazine Dormant (if they are not already) – Agreed Unanimously

7.4. Vote: To recommend to CSPB that Magazine be shut down – Agreed Unanimously

7.5. Vote: To move any remaining funds belong to Magazine to Media Exec if they are shut down – Agreed Unanimously

8. Creation of Recording Society

8.1. Would be beneficial for: students that wish to learn how to make recordings, and for making recordings in general

8.2. Currently the first point of contact is IC Radio but this is not what they are for

8.3. For managing recording specific equipment, providing records for events such as concerts with a view to this being for a fee, teaching students how to use the equipment

8.4. Media club as the equipment is currently owned by Media, principal aims include the production of media and would work well with existing Media clubs such as ICTV and IC Radio.

8.5. It is not currently viable due to the lack of soundproofing in the Basement. If this is fixed, Media would look to have the Society to be in place for the next academic intake led by Cem Hurrell and Henry Harrod.

9. National Student Media Association

- 9.1. Their email is principally buzzwords
  - 9.2. Who is in the association other than Hertfordshire?
  - 9.3. Felix could do with more support than just the Student Publication Association
  - 9.4. We have already joined the pre-existing associations
- ACTION: Henry Harrod to look into to the Association in more detail

10. AOB

- 10.1. No AOB was presented

Approved as a correct record of the meeting

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT