



## STIRLING UNIVERSITY STUDENTS' ASSOCIATION

Minutes of a SERVICES COMMITTEE MEETING held on Wednesday 1<sup>st</sup> October 2008 at 3pm in the Meeting Room.

**Chair:** Mark Cullen - Vice President (Services & Treasurer)

### 1. Attendance

#### 1.1 Members Present

Mark Cullen - Vice President (Services & Treasurer)  
Tom Spencer - President  
Ally McCrae - Air3 Station Manager  
Dale McEwan - Brig Editor  
Kim Delaney - AirTV Station Manager

#### 1.2 In Attendance

Ross Millar - Senior Bars & Catering Manager  
Catherine Coales - Vice President (Welfare & Education)  
*(part meeting)*  
Wendy Forbes - Membership Services Secretary

#### 1.3 Observers

#### 1.4 Apologies

#### 1.5 Absent without Apologies

Robbie Mackenzie - Ents. Officer

### 2. Matters arising from Previous Minutes

### 3. Adoption of Minutes from Previous Meetings

3.1 Services Minutes: 19<sup>th</sup> February 2008 (previously circulated) - APPROVED

3.2 Services Minutes: 8<sup>th</sup> April 2008 (previously circulated) - APPROVED

### 4. Notice of adoption of any other Competent Business

4.1 Bank Boards to be taken as 9.6

### 5. Challenges to the Order of The Paper

### 6. Resignations & Elections

## 7. Dates to Note

- |     |                             |   |                                     |
|-----|-----------------------------|---|-------------------------------------|
| 7.1 | 6 <sup>th</sup> October     | - | Air3 on air                         |
| 7.2 | 8 <sup>th</sup> October     | - | Scottish Student Radio Training Day |
| 7.3 | 20 <sup>th</sup> October    | - | Brig                                |
| 7.4 | 22 <sup>nd</sup> October    | - | Robbins Halloween Party             |
| 7.5 | 3 <sup>rd</sup> December    | - | Robbins Christmas Party             |
| 7.6 | 30 <sup>th</sup> April 2009 | - | Rock Fling (provisional)            |
| 7.7 | 2 <sup>nd</sup> May 2009    | - | Final Fling                         |

## 8. Reports

### 8.1 Vice President (Services & Treasurer) Report

8.2.1 8.1.1 Vice President (Services & Treasurer): Reported that he had been working hard on Fresher's Week. The Welcome Back Party was a huge success, a sell out, with queues right out to the Loch Bridge. The Foam Party was also a sell out, and sold out in record time. Studio Quiz, Karaoke, Open Mic & Air 3 Live all went really well. Explained that he was also very busy with daytime events including Meet & Greet, Robbins Talks, etc. The Freebie Fayre was extremely successful, the Union Day was average, Clubs & Socs Day was also extremely successful and the Welfare, Volunteering & Charities Day was really good. The Political Day & Debate was mixed, as the daytime event was poor however the debate was a huge success and possibly the highlight of the week. Also working on setting up the new website, which is Live, but still in transition. Would like to give credit to the University for stepping up and supporting the Association this summer. This has been a fantastic summer with a great deal achieved; the Nightclub is back, we are open 7 days, the drinks prices as still low....but there is still lots to do.

### 8.2 Ents Officer Report

8.2.1 Noted: As Ents Officer was not present at meeting, report was read out by Vice President (Services & Treasurer).

8.2.2 Vice President (Services & Treasurer): The report explained that Fresher's Week was a great success and the majority of students he has spoken to have had a great experience. The Robbins has been extremely busy and hopefully we can keep this up. Need to now focus hard on providing a new and exciting environment for our students, possibly even painting the Union over the Christmas or summer break. Has plenty of ideas for theme nights, sports teams incentives, promo drinks, etc.

### 8.3 Air3 Station Manager Report

8.3.1 Air3 Station Manager: Reported that the start of Air3's Semester has been hectic, but very productive. The website is up and running, and although it doesn't have much content everything is running smoothly. Thanks Vice President (Services & Treasurer) for all his help with website. Have been dealing with the licenses, and everything is under control. Have over 70 paid up members and they are being trained at the moment. Will be hosting a training day on 8<sup>th</sup> October for all student radio stations in Scotland. Back on air next Monday.

- 8.3.2 Senior Bars & Catering Manager: Informs Air3 Station Manager that offer is still there for him to come up with a date for Glow.
- 8.3.3 Vice President (Services & Treasurer): Would like to invite Fred Smith of Rock Society to next Services Meeting. Well done to Air3 Manager.
- 8.4 AirTV Station Manager Report
  - 8.4.1 AirTV Station Manager: Reports that in June, 5 members of AirTV attended the International Film Festival as Press, and interviewed Directors and Actors from showcased films, as well as attending and filming red carpet events. Ordered equipment from the Alumni Fund Grant and remaining funds, including a lighting kit and sound equipment. Ran a Fresher's Week stall for 2 days, gaining interest from nearly 100 people. Held a big meeting to inform people about AirTV and gain new members. Created a schedule of events for the next few weeks. Media Office has been reorganised.
  - 8.4.2 Senior Bars & Catering Manager: Asks if AirTV are planning on showing films in Studio and how many licenses are left?
  - 8.4.3 AirTV Station Manager: Reports that there are 3 licenses left, and it depends what the AirTV team have if they will be showing films.
  - 8.4.4 Senior Bars & Catering Manager: Suggests AirTV Manager purchases extra licenses.
  - 8.4.5 AirTV Station Manager: Will purchase licenses when she knows what are needed.
  - 8.4.6 Vice President (Services & Treasurer): Well done to AirTV Station Manager.
- 8.5 Brig Editor Report
  - 8.5.1 Brig Editor: Reported that he returned to the University during the summer to work on the Fresher's Edition. Tidied the Brig section of the Media Office and gave it a face lift. Implemented a new photography system in conjunction with the new Head of Photography. Photos will now be ordered in advance and taken by photography members, thus improving quality. Ran a Fresher's Stall for 2 days in order to increase membership and awareness. Met with Andy Mitchell from Communication & Media Department to set regular news meetings.
  - 8.5.2 Vice President (Services & Treasurer): Well done to Brig Editor.
  - 8.5.3 Senior Bars & Catering Manager: Reported that it might not have been the best idea putting Brig in Studio, as the views of possibly 1 person regarding Catering was not good.
  - 8.5.4 Vice President (Services & Treasurer): Explains that in Brig Editor's defence, Studio came in 2<sup>nd</sup>.
  - 8.5.5 Senior Bars & Catering Manager: Suggest that if there is anything in Brig in future concerning Commercial side, Brig Editor should inform Vice President (Services & Treasurer) and/or Senior Bars & Catering Manager. That way they will have the right of reply. It will be a difficult year for us all, and we all have to work together.
  - 8.5.6 Noted: Discussion regarding Brig article.
  - 8.5.7 Brig Editor: Understands what is being said and agrees that no-one was asked to comment, although he personally thinks the food rating was fair.

## 9. Discussion & Decision Topics

### 9.1 Freshers Week Review

- 9.1.1 Vice President (Services & Treasurer): Would like the Media Officers impressions of Fresher's Week.
- 9.1.2 Air3 Station Manager: Reported that the 1<sup>st</sup> year students really like the Robbins, and they would not have known about the problems of last year. Likes the fact that Glow is now known as the Robbins disco.
- 9.1.3 AirTV Station Manager: Reported that she was too busy to see much of Fresher's, but everything felt the same.
- 9.1.4 Brig Editor: Reported that he also didn't see any difference. Thought the banner in the Atrium was really good, and the facebook bulletin worked well.
- 9.1.5 Senior Bars & Catering Manager: Reported that takings are well down on previous years however we are doing well with the plan we have for this year, although we also lose 1 week this semester as the semester started late. Notices that the 1<sup>st</sup> year students really seem keen and they love the Robbins. Hopes this is the start of better times ahead for student unions in Scotland.
- 9.1.6 Vice President (Services & Treasurer): Would like to come back to Fresher's Week later on in the semester. Wants to set things in motion for next year's Fresher's Fayre, to help the incoming officers.

### 9.2 Studio Thursday Night

- 9.2.1 Vice President (Services & Treasurer): Reports that there is a Gap in the Studio program on a Thursday, and it looks likely we will do a rotating night, i.e. Open Mic Night or Film Night, and would like ideas.
- 9.2.2 Air3 Station Manager: Reports that having a Film Night in the Long Bar isn't the best idea, as it is difficult to see.
- 9.2.3 Senior Bars & Catering Manager: Suggests that Film Night would be better in Studio.
- 9.2.4 Air3 Station Manager: Suggests a Film Night in Glow, but with a projector.
- 9.2.5 Vice President (Services & Treasurer): Agrees to look into the possibility of getting a decent projector.
- 9.2.6 Noted: Discussion on where to show films, what films to show, etc.
- 9.2.7 Vice President (Services & Treasurer): Reports that another option is to have a games night with either a Wii or PS3 tournament, as he is sure that would go down well.
- 9.2.8 Noted: Discussion on whether to hold Film Night, Games Night or Open Mic Night.
- 9.2.9 Brig Editor: Suggests Bingo Nights.
- 9.2.10 Senior Bars & Catering Manager: Agrees that Bingo Nights would be a good idea.
- 9.2.11 Vice President (Services & Treasurer): Thinks it is an excellent idea. Services Committee need to make a quick decision, and remind people that the Robbins is open 7 days a week.

### 9.3 Website & Mini-sites

- 9.3.1 Vice President (Services & Treasurer): Reported that he is waiting on a few things to be sorted on the new website, but everyone can still get access to the old site. All students will be sent an e-mail when the new site is ready, and then we can get mini-sites up and running. Will hold training sessions for all Club Presidents.
- 9.3.2 Brig Editor: Will keep using the old system until new site is up and running.
- 9.3.3 Senior Bars & Catering Manager: Would like to know when the new site will be up and running.
- 9.3.4 Vice President (Services & Treasurer): Reports it should be ready very shortly, and then we will have to fill in details. Hoping to re-launch after mid-semester.
- 9.3.5 Noted: Discussion on website, forums, admin privileges, etc.

### 9.4 Media Office Equipment Key Arrangements

- 9.4.1 Vice President (Services & Treasurer): Reports that at the moment AirTV members have to sign for the equipment key. Is there a formal list of where the items are?
- 9.4.2 AirTV Station Manager: Explains that the items are written on a whiteboard.
- 9.4.3 Vice President (Services & Treasurer): Suggests having a log book, it would be a lot simpler.
- 9.4.4 Brig Editor: Reports that Brig only have 1 camera, and he has the key.
- 9.4.5 Vice President (Services & Treasurer): Advises Brig Editor to keep the key with him at all times.
- 9.4.6 Brig Editor: Agrees to keep the key safe.
- 9.4.7 Senior Bars & Catering Manager: Reminds Media Officers to always make sure that all windows are closed and cabinets locked.
- 9.4.8 Vice President (Services & Treasurer): Reports that over the last 2-3 years, the Media Groups have been really good with their equipment. The Media Office looks nice & tidy, and there will be new windows installed in January.
- 9.4.9 Air3 Station Manager: Suggests that as all Media groups use computers, they could maybe have a circle of desks/computers in the centre of the room.
- 9.4.10 Brig Editor: Requires extra storage space.
- 9.4.11 Senior Bars & Catering Manager: Suggests Media Officers sit down together and decide what they want from the office.
- 9.4.12 Noted: Discussion on Media Office storage, layout, etc.

### 9.5 Banners

- 9.5.1 Vice President (Services & Treasurer): Reports that AirTV and Brig need banners, and as he will be ordering SUSA banners, it would be a good idea to do 1 big order. AirTV Station Manager & Brig Editor to design banners.
- 9.5.2 AirTV Station Manager: Would like to know the cost.
- 9.5.3 Vice President (Services & Treasurer): Agrees to look into prices.

9.6 Bank Boards

9.6.1 Vice President (Services & Treasurer): Reports that the 3 Media Officers have to start using the bank boards properly, or they will be taken from them.

10. Date of Next Meeting

t.b.c.

*Mark Cullen*  
*Vice President (Services & Treasurer)*

*3<sup>rd</sup> October 2008*