

Spring 2011 Staff Meeting
Sunday, January 23rd, 7-9 PM
Pearson 104

Meeting Topics:

- **Renovations:** We have renovated **Studio A and the front hallway**. The layout is functionally equivalent to the old one, but makes some much needed improvements. We hope that it will open up the Studio A space for more functional use and encourage the production of quality Freeform radio. Plus, it's great for on-air dance parties. A few notes:
 - **New Layout** - The DJ consul now faces Studio Dee, allowing DJs to observe On-Air concerts. It also allows DJs to see out the windows and minimizes traffic bleed into the mics. The keyboard has been moved atop the desk and the equipment rack moved below. There is now more desk space for laptop computers, etc.
 - Sound Trap - We will now be using **both Studio A doors** on a regular basis. Please do not prop these as they are important to the sound isolation in the studio.
 - Future Plans - We have moved all of the major vinyl storage in Studio A and the library to rest on leveled planks atop the subfloor. This means that **replacing the carpet in the future** will avoid the arduous task of moving all of the vinyl. Should we have money left over this year, we will be replacing the hallway and Studio B carpet next.
- **Graffiti Policy:** To help protect the new Studio A layout and maintain our space and equipment, we have a **new graffiti policy**. We are proud to be a Freeform radio station and do some great non-conformist radio, but we still need our DJs to treat the station and our equipment with the respect it deserves. As always, all **DJs are responsible for their actions and the actions of their guests**.
 - Things You **Can't** Draw On or Sticker:
 - Studio A Walls
 - Any Equipment or Desk Furniture
 - Any Thing Painted Teal
 - Any Thing Painted Red
 - Doors or other finished woodwork
 - Things You **Can** Draw On or Sticker:
 - Ceiling Tiles
 - Vinyl Shelves
 - Bathrooms
 - Butcher Paper
 - Shades (For Now)
 - Alternate Creative Outlets
 - Fine Art Minor
 - Muraling (At Creative Content Meetings Each Week)
 - WMFO Publicity and Street Team

- **Website:** A big thanks to our webmaster Marshall who has been working to fix the bugs in the website. The **bugs should now be repaired** and the website functioning in all current major browsers. If you are still experiencing issues, please contact the webmaster.
- **Access Lists:** We now have two new card readers, on the **front door of Curtis hall (no more key!) and on the Studio B door.** Community members will need to get new IDs to properly use these new card readers. All students should have been issued new IDs over the previous 2 years. The new proximity readers on the front door, Studio B door, and MD door are triggered by holding your card near them. The swipe readers on the station door and stairwell door are still triggered by swiping your ID. **If you have any issues after the new access lists are sent in next week, please let us know.**
- **E-Lists:** We are close to completing our shift to the new Google Group e-lists, if you are still relying on the old Yahoo lists, please shift now.
- **Advanced Training:** We will be exploring some optional advanced training sessions this semester teaching topics such as using the DJ mixer and CDJs, radio presence, and other advanced topics. Stay tuned for more information.
- **Donation Drive:** we'll be doing another donations drive this year and will need your. We raised about \$5000 last year and would like to do so again.
 - February/March Timeline
 - Two Week drive
 - \$5000 Goal
- **Volunteering:** 5 Hours per semester are required per DJ. Extra hours improve your showtime.
 - **Volunteer Days**
 - January: Sun 1/23, 1 - 5pm
 - February: Sun 2/6, 12 - 5pm
 - March: Sun 3/6, 12 - 5pm
 - April: Sun 4/3, 12 - 5pm
 - **Weekly Volunteering Opportunities**
 - **Creative Content - Thursday Evenings**
 - Mural Work
 - PSA Creation
 - Promo material creation
 - Etc
 - **Ops Work - Tuesday Evenings**
 - Painting
 - Programming
 - Building/Fixing Stuff
- **Elections:** We have elected our 2011/2012 Executive Board. Congratulations to all of the winners! See separate document for results.
- **Scheduling:** Scheduling forms are due under the GM door by **noon, on Wednesday, 1-26-11.** Forms are available on the wiki.