

Fall '14 Staff Meeting

((WMFO)) Tufts Freeform Radio

News!

There's a new Sheriff in town

Moving into the 21st century, plus or minus a decade

Nice. nice.. nice.

Facts and Facts

No Figures, I'm not an econ major.

What can the PD do for me?

Contact me with questions, comments, complaints and concerns regarding:

- Your show
- Scheduling
- Card Access
- Station Policy (The policies and their enforcement)
- Non-technical aspects of WMFO

The Info Booklet & FAQ

Find them on the Wiki!

- Frequently Asked Questions - Answered!
- Brings clarity to the machinations of the eBoard.
- Not all-encompassing! Feel free to email pd@wmfo.org with any questions.
- Suggestions for additions can also go to pd@wmfo.org

Getting a Show

a.k.a. The Fun Part

DJ Agreements

- Fill one out every semester.
- Use your legal name.
- Located online!
- We need these to get you card access.
- A record that you have read and agreed to WMFO policies.

Show Forms

- Circle 15 times, list 9.
 - For 2-hour shows, circle two-hour blocks.
- Circle 15 Show Times. List 9 Show Times.
- First you circle 15 possible show times, then list your top 9 choices.

Words to the Wise

- Select a variety of times on your show form, including those outside of the high-demand time slots.
 - “High-demand” hours are in the late afternoon and evening.
- Look at the long-running community member shows. Those won't change. Don't rely on getting that time.
- You can get show forms here at the meeting, from the Wiki (wiki.wmfo.org), or by emailing me at pd@wmfo.org
- As a reminder, the DJ Agreements are now online! This is a new technology.

Turning in Show Forms

- If you have them here, you can give them to me!
- Otherwise, get them to the PD mailbox before 5pm on Thursday, September 11th.
- In the event you cannot make it to the station any time this week, you can scan and email them to pd@wmfo.org

Deadlines

Show Forms:

- 5pm on Thursday, September 11th

DJ Agreements:

- 11:59pm on Monday, September 8th

Access

How to get into the station 101

You, Your Card, and the PD

- Access is submitted by season to TUPD.
- Use your card both outside (tap) and inside (swipe) often to avoid possible deactivation.
- If your card is not working, email pd@wmfo.org
- Access to the MD Office is only given to trained members. Contact md@wmfo.org for training.
- TUPD Non-Emergency Line: (617) 627-3030

Scheduling

or: How I Learned to Stop Worrying and Just Volunteer

How Show Times Work

If you volunteer more, you will be more likely to get your first choice of time. 5 hours is enough. Fewer than that is not. Do more than 5, and you will be very likely to get good showtimes in the future. The mystery, unveiled.

Policy Review

91.5 WMFO Rules and Regulations

Broadcast Regulations

- Profanity, Indecency, and Obscenity
- PSAs and Station IDs
 - 1 PSA per hour, 2 IDs per hour (between X:55 and Y:05)
 - Correct IDs are “WMFO Medford” or “WMFO in Medford”
- Log all material on Spinitron as it is played.
- Answer listener lines. Brief any callers on the profanity policy and tell them they’ll be on the air. If they violate policy, immediately take them off the air.

Non-Discrimination and Sexual Harassment

Tufts University's official non-discrimination and sexual harassment policies are enforced here at WMFO.

Violations may result in suspension, dismissal, or criminal prosecution.

Review the policies here:

- <http://ase.tufts.edu/lgbt/documents/non-discriminationPolicy.pdf>
- <http://oeo.tufts.edu/wp-content/uploads/Sexual-Harassment-Policy-December-2012.pdf>

Drugs and Alcohol

- WMFO's Drug and Alcohol policy is, in brief, as follows:
 - Don't do it. Not once not ever. Zero Tolerance is the name of the game.
- Drugs and/or alcohol in the station will lead to immediate dismissal. Pretending or claiming to be under the influence leads to the same.

The Three Files

- The Community File
 - Community-related topics must be logged to Spinitron.
- The Political File
 - If contacted by a political candidate, email pd@wmfo.org. If airing an interview with a candidate, log it to Spinitron.
- The Public File
 - If members of the community ask to be let into the station to see WMFO's public file during business hours, you must show them the public file (and to do so, you must know where the public file is located).

Artist clear	Song clear	Disk clear
<input type="text" value="WMFO: Community Issue"/>	<input type="text"/>	<input type="text" value="WMFO Community Issue"/>
Played <input type="text" value="06"/> <input type="text" value="00"/> <input type="text" value="pm"/>	Label <input type="text"/>	Label country <input type="text"/>
<input type="text" value="-Format-"/> <input type="text" value="-Type-"/> <input type="text" value="-Library-"/>	Label URL <input type="text"/>	Label email <input type="text"/>
<input type="checkbox"/> New <input type="checkbox"/> Local <input type="checkbox"/> Request	Song note <input type="text"/>	
Disk released <input type="text"/> Added <input type="text"/>		
<input type="button" value="Submit"/>		

No songs entered

Tutorial screencasts on playlist entry, editing and chat
[Open](#) SpintronVideo's YouTube channel in a new window

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- In the Artist and/or Disk field, please write “WMFO Community Issue” or “WMFO Political Interview”
- Include a description of the issue(s) covered and/or politician interviewed in the Song/Song Notes fields. Be as detailed as possible.

How to Log Community Issues and Political Interviews

Emergency Alert System

- The Emergency Alert System (EAS)
Instructions are located under the desk in Studio A. If a federal agent from the FCC asks to enter the station and see the EAS instructions, you must let them in and show them where it is.

Policy Violations

- General Process (May be modified at the discretion of the Executive Board)
 - Broke a rule?
 - One written warning via e-mail.
 - Broke multiple rules?
 - May be subject to immediate retraining or suspension.
 - Persistent violations?
 - Up to a month's suspension.
 - Another violation?
 - Possible expulsion from WMFO for one semester.
 - Retraining or other punitive measures upon return.

Guests

- You are responsible for the behavior of all of your guests while they are in the station or on the air.
- Guests may not operate WMFO equipment.
- Guests should not create Spinitron accounts.
- You are responsible for any policy violations your guests make.

Summary

We've come so far together

Important Dates

- DJ Agreements due online by 11:59pm on Monday, September 8th.
- Show Forms due to PD mailbox by 5pm on Thursday, September 11th.
- Summer Schedule ends (tentatively) on Saturday, September 13th at 11:59pm
- Fall Schedule starts (tentatively) on Sunday, September 14th at 12:01am.

Ops: We did:

- Tried to fix the CD player
- AC units out the wazoo (and tune up)
- Yelled at TTS to Un-Cut our phone lines
- Fixed the great server crash of 2014
- Kept the station online!



CD Players

- Please do not force!
- If the CD does not pull itself in, do not apply additional force.
- Do not use hammer.



Projectz

- New server/computer upgrades
- New phones
- Radio Data System
- New ops director
- Cool new clock
- Fiber optics are always fun

Email ops@wmfo.org to get involved!

Introducing...

Sandbox Sessions

A new way to experience

Studio B at WMFO

What?

- **Putting our awesome recording space to more use**
- **More opportunities for hands on experience as a recording engineer**

Mission Statement

Studio B at WMFO strives to provide an educational experience for those interested in Audio Engineering and an opportunity for bands and musical talent to play, experiment, become more familiar with the recording process, and make quality recordings for promotional use.

Sandbox Rules

- **Student performers can use the studio space during designated times at no cost**
- **Those designated times are called Sandbox Sessions**
- **Sandbox Sessions are held by Resident Engineers**
- **Anyone signed up for the Sandbox list can come help record the band at the Sandbox Session (first come first serve)**

The Flow

- **An interested band contacts studiob@wmfo.org**
- **The Sandbox King schedules a Sandbox Session with the band**
- **The Sandbox King then notifies everyone signed up on the Sandbox google-group**
- **The band comes in and records one song**
- **Everyone leaves happier, smarter and better looking**

Why it's awesome for Bands

- **Free studio time!**
- **Professional grade equipment**
- **Designated space**
- **Learning experience**
- **Promotional content**

Why it's awesome for you

- **More hands on experience for those interested in Audio Engineering.**
- **Get WMFO more involved in on-campus and local music scene.**
- **Start building a group of knowledgeable and experienced Audio Engineers.**
- **Thrive off the tribe-mind.**

Getting Involved

- **Spread the word!**
- **Bring in a band**
- **Sign up for the google group
(Sandbox@googlegroups.com)**