

RPI TV Executive Committee Meeting Agenda/Minutes  
January 15th, 9:00pm- RPI TV Office

Officers present: Tatum Hobby, Justin Johnson, Jason Lee, Elisabeth Schanz, Carmen Perez

Officers absent: Anthony Chen (just kidding- enters at 9:23pm)

Members present:

1. Call to Order
2. Guests
  - a. N/A
3. Officer Reports
  - a. Jason
    - i. Meetings every Monday at 9pm in room 3511
      - 1) Open to everybody
  - b. Tatum- one of the ads are done;
    - i. another in progress;
    - ii. feedback and additional comments directed to her;
    - iii. will meet with Anthony
  - c. Justin- Budget cut in half (reason for large difference is recent hardware upgrade, last year upgrade to 4K; additionally- working with more complete descriptions in the future; will be able to petition in the future);
    - i. will purchase higher cost equipment later in the fiscal year including camera;
    - ii. purchase request forms give president and business manager signing power
  - d. Carmen- Budget is \$20,000 for July 2017-July 2018 with some funds already allocated/ planned to be spent;
    - i. CMS (Club Management System) provides budget information online, including future projections for fund allocations and proposals;
    - ii. Carmen is going to read through basic prior fiscal year reports on CMS this week to clear through indiscrepancies-
      1. including gaff tape appeal to board for inappropriate quantities afforded to us for 2019 fiscal year
      2. AND- hard drives where the info storage requirements may shift to a different system using an optical fiber maintained by a third party
    - iii. All officer have access to view CMS online

- iv. Carmen is going over further installments with Jason after the meeting
  - v. Anthony enters
  - vi. Update: Justin's roommate is NOT moving out due to room key issues. The saga will inevitably continue...hopefully with lightsabers. Jason is highly competent.
- e. Anthony
- i. Increasing outreach
    1. Matassa (sp!)- Cinematography- third party source of Cameron's
    2. Managing social media- Tatum will be in charge (twitter, instagram, facebook)
    3. Will find a new time for creative productions meetings
      - a. Remains on Wednesday nights unless otherwise noted
  - f. Elisabeth
    - i. Will work on RPI TV account log in
4. General Discussion
- a. Carmen- email response question: if info is noted pertaining to items within your scope as that specific officer can be responded to, if not- reach out to Jason or Anthony
  - b. All officers verify access to online RPI TV calendar
  - c. Approving future events- online calendar reflects green as approved and grey as unapproved
  - d. Everyone gets a vote except the secretary :(
  - e. Constitutional review :)
  - f. Athletic gear and L.L. Bean will be dispersed tomorrow
5. Upcoming Events
- Meeting Tuesday at 9pm
- Times Union Center productions January 27th- will be noted in an operations meeting in the future
- Unapproved Potential Event(s): ACHA v. Sacred Heart- 1/20
6. Vote to Adjourn
- Meeting ends successfully



