

Minutes for Media Team Meeting 27th June 2018

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**Andy Wilding, Tony Barnes, Carole Robinson, Mark Owen, Stuart Gordon,
Chris Daynes, Mike Titchener, Steve Foley, Stan Baston, Barry Grossmith**

Aim of meeting – responsibilities clear for people in Media Team and for those feeding information to Media Team

Names in **yellow** indicate responsibilities or action to be taken.

1. Match Reporting

First Team

- Football web pages App needs to be kept up to date during the match
- Bostik will provide registration code
- **Carole** will lead on this but with others to also have the registration if she is away
- There also needs to be a Bostik report sent through by 5.30pm on Match days - **Barry** to do this if it is not compiled automatically
- **Phil Barber** will keep people up to date on what exactly needs to be included

Reserves

- Thurlow Nunn App for Reserves: **Mark** to do this.

General

- **Mark** to set up a feed from Football Web Pages App and Thurlow Nunn App to update our own Twitter feed.
- **Chris** to tidy up the small office in the Clubhouse so that people can use it for typing up/sending match reports on matchdays.

2. Information Feed

- In order for information to get onto the website/social media, there need to be updates ongoing from:
 - **Kevin O'Donnell** and **Ian Watson** for First Team
 - **Aren Howell** and **Alex Egelton** for Reserves and U18s
 - **Stuart Gordon** as link for Junior news (photos, events, info)
- Whatsapp Group to be set up by **Mark** for all Junior Managers, Chris Daynes, Stuart Gordon (liaison) and Mark Owen. **Stuart Gordon** to let Mark have details.

3. Sustainability

- There needs to be continued attempts to get more people involved in the media team, especially as back up for those already in place.
- All media team to keep eyes and ears open for people with suitable skills.
- Steve Foley to get in touch with Mike Amos at Felixstowe TV
- Barry has contacted Liam Barrett re students studying media at SuffolkOne and will be contacting Felixstowe Academy too.

4. Non League Paper

- We are waiting to get information from them in mid-July re what we have to do re match reports.

5. Sponsorship Board and post-match interviews

- It had already been agreed that the First Team will provide someone to be interviewed after each game in the 2018/19 season. This may be one of the managers or a player. Tony/Andy to confirm this with Kevin and Ian.
- Chris will sort out sponsorship for businesses to be featured in these clips.
- This means there will not be a sponsor board, but sponsors' logos will be edited into the video.
- Chris to arrange for a section of wall/fence to be painted white for filming background.
- Steve Foley to also record audio to send to Felixstowe Radio for Monday show
- Steve Foley to have a brief chat with a player as he leaves the pitch if possible

6. Feed to Bostik League Website / News

- This is already in place

7. Social Media

- Twitter account
 - @felixseasiders (official) accessible by Mark, Carole
 - @Seasidersbar accessible by Chris
 - @FelixstoweFCSC accessible by Stuart Daynes
- Facebook account
 - official site (Mark)
 - Seasiders Commercial (Chris),
 - Seasiders Supporters (Stuart Daynes)
- Instagram – run by Mark

8. Matchday Programme

- **First Team Programme:** Adam Whalley – programme editor, including advert sheets in between; pass to Chris Daynes for proofing and passing on to Felixstowe Flyer to print.
- Mark to send any Reserves information to Chris for the 1st team Matchday programme
- **Electronic Programme:** this is now permissible in Bostik and Thurlow Nunn leagues. We will trial using a QR code early in the season in addition to printed programme.

Reserve Team Programme: Chris Daynes and Stuart Daynes – programme editors; to be done in-house.

U18s Team sheet: to be produced on A4 with sponsors around the outside.

9. Media Team Responsibilities and Communication

- Details of roles and responsibilities can be found via the Media Team website at: <http://felixstowefootball.co.uk/club/media-team>
- There will be no Head of Media, but some Media Team members will be on the committee
- Mark will set up a Whatsapp group for all Media Team members

10. AOB

- Filming for analytics on matchdays: Phil Blundell will film around 50% of the 1st team matches. Barry to ask him if he can he put a highlights package together
- Social club should be able to get more coverage via the website. Mike Titchener to liaise with Mark regarding website coverage.