

**BOARD MON 5**

**WVBU DJ MEETING**

February 4, 1991

shows:

FR 10:30-11:45  
FR 6PM

If you are interested in subbing for other peoples' shows, be sure to sign up on the substitution list.....

### I. New board members

Station Manager	Colin Bridgewater	'92	523-4333	
Program Director	Gene Toombs	'92	523-4914	DJ problems
Music Director	Craig Bitter	'92	522-0015	Playlist/Bands
Asst. M.D.	Dan Gilbert	'94	523-4332	
Asst. M.D.	Andreas Mattisson	'94	523-5074	
Asst. M.D.	Lauren Sharpe	'93	523-5667	
Asst. M.D.	Will Smith	'93	524-1525	
Chief Engineer	Brian Bontempo	'94	523-5486	Tech problems
Engineer	John Shuttleworth	'94	523-4065	
Business Manager	T.J. Keen	'93	523-4834	Bills
Chief Announcer	Sean Grass	'93	523-5183	New DJ's
Sales Manager	Lisa Bell	'94	523-4048	Underwriting
Asst. S.M.	Joyce Dollinger	'94	523-5085	
Promotions Manager	Scott Jampol	'94	523-4330	
Asst. P.M.	Mike Berman	'93	523-4768	
Operations Director	Will Taylor	'93	523-5182	Dances
Production Manager	Darryl LaRue	'93	523-5209	Carts/PSA's
News/Sports Director	Joe Rae	'94	523-4072	
Office Manager	Chris Ebbesen	'94	523-5478	Minutes/Mail

### II. Re-licensing

WVBU is in the process of being re-licensed. This means we must submit application forms to the FCC to remain on the air for another seven years. In addition, the FCC could come and inspect the studios and files at any time. DJ's should be extra sensitive as to what they are putting over the air as we are extremely vulnerable at this time. Any member of the public can petition the FCC to revoke our license if they feel we are not fulfilling our role as a public trustee.

**-PUBLIC FILE** - Any member of the public may request to see WVBU's public file any time during our regular business hours (TBA.) If someone comes in to see our public file and there is not a board member in the studios or office, you must contact a board member ASAP to open the office.

**-FILING ANNOUNCEMENTS** - On the 1st and 16th of every month, we must broadcast pre- or post-filing announcements. Each time the cart is played, the announcement sheet must be filled in and signed. This is a crucial part of our re-licensing!!!!

### III. Constitution

The new version of WVBU's Constitution has been completed. There will be a bound copy in each of the studios. Every DJ is responsible for the information in the Constitution.

9800-573

The following station policy was drawn up and passed by WVBU's board members on February 8, 1990.

### Format

Each DJ must play at least four songs a show from the playlist of the month, regardless of the type of music generally played during that slot. Failure to follow format will result in the following:

First offense: written warning

Second offense: drop 10 spots on the seniority list

Third offense: drop 15 more spots on the seniority list

Fourth offense: loss of your show for the semester

### Morality

Each DJ is responsible for anything that happens while they are on the air, including anything said or done by guests in the studio. The FCC has a strict policy against the use of obscenities on the air and will revoke our licence should they hear anything! It is also illegal to drink alcohol in the station. Discipline for the above infractions will vary depending on the situation, but as a general guideline, it will be as follows:

First offense: written warning

Second offense: loss of your show for the semester

### No-Show

Missing a show without getting a replacement creates bad feelings between the DJ before or after you, and makes the station sound very unprofessional. This is inexcusable and will not be tolerated. Failure to find a replacement, or notify a board member within 24 hours of your time slot, will be considered a "bagged" show and will result in the following:

First offense *2nd semester seniors: loss of your show*

First offense all others: drop half way down on the seniority list

Second offense: loss of your show for the semester

*These rules are really just common sense and should not be hard to follow. Remember: there are many more DJ's than times slots and it will be very easy to replace problem people.*

## **IV. Music Notes**

All DJ's must play a minimum of four playlist songs per show (excluding specialty shows). This does not mean four songs off the same album or two songs off two different albums. Four playlist songs means four picks from four different albums.

It is presently under consideration that the number of required playlist songs be raised from four to six per show. We want to hear from you. Voice your concerns, objections, comments or support to the board through comment cards, campus mail, office hours.....

**Common Courtesy:** We have a problem with CD storage at the moment. Soon there will be a more permanent fixture where CD's will be stored. Until that time, please try to keep the discs in some medium of order. ALSO: Do not mix the new and old CD's. Keep the new CD's in the "New CD Rack" in the on-air studio. All playlist discs (most playlist albums will be on disc) will be kept in the new music CD rack. When old discs get shuffled around, it becomes difficult to find playlist discs.

## **V. On-Air Logs**

At the beginning and end of your shift, you must sign the program log, located in the top metal basket in the on-air studio. You must also sign, date and write the time of your show at the top of your program list of songs played. If you turn the transmitter on or off, you must sign the transmitter log!

## **VI. EBS Test procedures**

Directions for completing and EBS test are in the front of the EBS test notebook located on top of the transmitter equipment. If a test signal comes from WQKX, just follow the directions in the book. If a test comes from the AP machine, you must check the code against the pink envelope in the front pocket of the EBS notebook. If the codes match, the signal is just a test. If the codes do not match, the envelope must be opened to verify a real emergency. Do not open the envelope unless the test codes do not match. Opening the envelope without proper cause is a Federal offense!

## **VII. Underwriting**

Your show may be underwritten by up to four businesses. You will be notified by campus mail if your show is being underwritten. If your show is being underwritten, it means that those businesses are giving us money.... it is imperative that you follow all underwriting guidelines to ensure that we continue to receive that money!!! Instructions for each show will be located in the underwriting notebook in the on-air studio. Any further questions should be directed towards the Sales Director, Lisa Bell.

## **VIII. We need DJ involvement!!**

First of all, it is important that everyone attend every dj meeting that is called. We only have two or three a semester including show-picks. There are many ways for dj's to get involved in the happenings of the station

- all board meetings are open to anyone
- copies of minutes to all dj's
- comment cards
- Spring Marathon
- showing up to dj meetings

## **IX. Phone numbers/Taking Messages**

Most phone calls for board members will come on the office phone and will be handled by the answering machine. If you do get a call for a board member on X3489, please take a message and slip the note under the office door. You could also give out the office phone number to the caller for future reference. It is (717) 524-1326.

## **X. DJ licenses.**

Vanderbilt's radio station was just shut down because some of their dj's did not have FCC licenses. In order to pick a show from now on, your license must be displayed in the office of WVBU. If you never sent away for or lost your license, you must apply for one before picking a show. The FCC now has a \$35.00 charge for new license applications.