

Administration/Policy Report Jude Anderson

In the last year the Administrator has attended Committee meetings and taken minutes for them. She has also been a member of the sub-committee set up to plan the 18th Birthday Party that took place on October 31st and in that capacity took particular responsibility for the printing of tickets and posters and the purchase of the birthday cake;

Documents and notices for the studios have been produced as requested by the Chief Executive and other Committee members. This includes forms for the submission of programme details to the Programme Controller;

In June 2005 a summary of a document received from the Welsh Council for Voluntary Action for WAG, was produced as requested by the Chief Executive;

As requested by the Chief Executive, information was obtained about accrediting Rookwood Sound training with the Wales Open College Network. No decisions have yet been made about seeking such accreditation at the time of writing this report. The cost implications and administration of such an accreditation system require serious consideration;

As requested by the Executive Committee copies of the IT Policy documents of other organisations have been obtained to inform discussions, yet to take place, concerning the confirmation of a working IT Policy document for Rookwood Sound;

Jude has had some success in selling the station's unwanted vinyl 45rpm collection. All money received has been submitted to Charlie Brown;

All lists of telephone numbers of members, in the studios, are soon to be updated and retyped at the request of the Programme Controller.