

Music Director's Annual Staff Report - 2023

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Below is a summary of major projects I have overseen or participated in this year that are in addition to my regular duties as Music Director.

LOCAL MUSIC DISTRIBUTION COORDINATOR - I developed a 10-week student staff position - to oversee the creation of a digital mailout of local artists' new music to campus & community stations across Canada. This was with the intention of building relationships with artists, demonstrating to artists how CFRU (and c&c radio in general) can support them, and providing a learning opportunity to a UofG student.

- We received dozens of applications and interviewed several candidates.
- LMD Coordinator, Katie B., has worked hard these last few weeks corresponding with local bands and compiling their music into a digital mailout package.
 - Thirteen local artists' new albums & promotional materials were sent to over 75 stations in November.
- Additionally, Katie has created CFRU's **Artist Guide**, and we've developed a **Radio Station Spreadsheet** - two new resource documents to give to the participating artists which provide guidance on how to follow up with stations on their music submissions, how to submit their music to c&c radio in the future etc., and contact info and requirements for these 75+ radio stations.
 - Both of these documents can also be repurposed to support more local artists - further demonstrating CFRU's value within the local music community.

PROGRAMMER TOOLKIT - I developed our [Programmer Toolkit](#), a new resource along with Christopher that was designed to act as a central location for our many existing and new guides, instructions, policy documents, checklists etc. that was easy for programmers to access. This was finalized and sent out to programmers in April, and was added to all station computers' desktops, and is now being sent to any new volunteers who have expressed interest in programming.

MUSIC LIBRARY POLICY - Started in 2022, a new policy that formalizes how new music submissions are considered at CFRU and what we will prioritize, as well as a new process and form for volunteers with concerns about any existing music in our library to request reconsidered, was finalized and sent out to volunteers in January 2023. The [policy](#) and [form](#) are available on our website, and new incoming volunteers are being advised of its presence in our general orientations.

DISCORD SERVER (CFRUNIVERSE) - To foster more activity and engagement with our volunteers, I arranged with staff a semi-regular schedule for various types of posts in our

Discord server, and have created new threads for special topics. We're now posting about upcoming events that CFRU is involved in, highlights of past programming experiences, equipment spotlights, interview and concert guest list opportunities, and highlights from our weekly Top 30.

[Happening Now on Discord!](#) We have a "Your Top 10s for 2023" thread set up for volunteers, including board members :D, to share their Top 10 music picks of the year. Lists focusing on specific themes or genres, albums, EPs, and singles are all welcome (and music doesn't need to come from our library), as are lists shorter than 10. Post by December 18th!

NEW LOGSHEET DEVELOPMENT - I have been contributing to the development of a new logsheet system, participating in discussions and in testing, with the goal of launching a logsheet for programmers that is integrated with our website, making it easier to access and use, and that has more flexibility & options for staff to generate logsheet reports etc.

APPLE MUSIC DIGITAL LIBRARY - An ongoing project that provides volunteers with access to our full digital music library from any station computer using the Apple Music/iTunes app - a much more user-friendly way of browsing our music library with a variety of options to find and discover new music. Music volunteers and myself are keeping this collection up to date, while I continue to work out the remaining kinks related to the application, computers, operating systems, and our local network and their various combinations. This includes a couple software bugs currently being investigated by Apple engineers. Fingers crossed this will all finally be worked out soon, making a hard launch of this volunteer resource possible.

A brief summary of regular, ongoing duties from 2023...

- Thousands of new records reviewed. We added ~2000 of them to our music library, 40% are canon.
- **Weekly charts** continue to be tabulated and reported to charting websites [!earshot](#) and [NACC](#), as well as published on our website, and included in the Whammer Jammer newsletter. And monthly Top 10s are created for [The Ontarion](#)'s print editions.
 - We also tweaked our website's [Charts](#) page to group our charts into collapsible/expandable lists by year for easier use.
- **SOCAN** audit reports: We completed and submitted SOCAN reports for Q1 & Q2, and we are currently finalizing our combined Q3 & Q4's report now.
- **Finance Committee**: served as a committee member, assisted in the drafting of CFRU's 2023-24 budget.
- **Music Volunteers**: This year I have been working with 12 regular volunteers in person and 1 remotely. Volunteers have assisted with tasks such as: CD library maintenance (alphabetizing, culling/reviewing), digital music library management, contributing to our automated canon playlist, and cataloguing our 7" vinyl collection. I also had several

other volunteers and programmers assist me with casual or one-off tasks such as suggesting genre tags for music in our digital music library and contributing mini music reviews for the Whammer Jammer. A big thank you to all the volunteers who have given their time to help out in the Music Department this year!