

# Felix Report

Felix Editor: Ameena Hassan

8<sup>th</sup> November 2022

As required by Union Constitution Bye-Law F 19.7:

*"The Felix editor shall: Provide a termly report of their activities to the Union Council."*

## Introduction

The report is split into sections: **Achievements**, **[items] In Progress**, **[current] Concerns**, and an Appendix for further explanations. This cover page should give a sufficient summary.

## Achievements

- Freshers' Issue delivered to dorms [A.1.1](#)
- Phoenix to return after Phoenix Editor's recovery [A.1.2](#)
- *Felix* Social returns, with highest attendance in memory [A.1.3](#)
- Development of a copyeditors' team [A.1.4](#)
- £450 in donations secured to fund inaugural *Sophia Prize for Environmental Writing* [A.1.5](#)
- Added hardware to *Felix* Office through Harlington Grant (application by previous Editor) [A.1.6](#) and rearrangement of office [A.1.6](#)
- Two new Adobe Creative Cloud licenses [A.3.1](#)
- Re-establishment of Editorial Board to pool editor experience [A.1.7](#)
- Media Law Training conducted for Editor (compulsory), and for Deputy Editor on 25<sup>th</sup> October [A.1.8](#)
- Establishment of a Social Media Strategy Group, which has led to *Felix* being recognised as a 'trending business' as of 29<sup>th</sup> October [A.1.9](#)
- Five-year record of members on eActivites [A.1.10](#)
- Verbal confirmation of contractual increase in income from RockBox Advertising (contract signing in late November) [A.1.11](#)

- Bound editions have been published for 2020-21 (last ones 2017-18), thanks to previous Editor

## In Progress

- Section-specific socials to be held in late Autumn [A.2.1](#)
- Media Law Training to be communicated to the rest of the Editorial team [A.2.2](#)
- *Felix* policy review/consolidation [A.2.4](#)
- Majority of students we speak to are aware that the newspaper is called *Felix*, and not "The Felix"
- Implementation of an x-hour right-to-reply minimum deadline [A.2.3](#)
- Updating the *Felix* Constitution for modern times (has passed AEB by reaching Quorum) [A.2.5](#)
- Regular uploads of individual articles to the *Felix* website [A.2.6](#)
- Distribution network reassessment [A.2.7](#)

## Concerns

I have to raise a few concerns that need to be dealt with within my term. I hope to have resolutions to these points by my last report, if not by the end of my term.

- Financial status of Felix [A.3.1](#)
- Media Law Training lapse [A.3.3](#)
- Loss of the *Felix* Bible [A.3.2](#)
- Potential for water damage in Felix Office [A.3.4](#)

## Conclusions

If any questions arise from this report, please use the QR code (Fig 1).

## A Appendix

For brevity, information in the report has been taken on background. To maintain transparency, items are further elaborated in this section. Please contact the me through the QR code (Fig 1) to anonymously request further information, email [felix@ic.ac.uk](mailto:felix@ic.ac.uk) directly, or ask in-person at Union Council on 8<sup>th</sup> November 2022.



Figure 1: QR code for questions and feedback forms. [office.com/r/pmvSz20i6p](https://forms.office.com/r/pmvSz20i6p)

### A.1 Achievements

#### A.1.1 Freshers' Issue Deliveries

In years before the pandemic, the Freshers' Issue used to be delivered to undergraduate student accommodation in the week before term started so that incoming undergraduates would be introduced to *Felix*. This year, *Felix* got in contact and delivered to all halls those who were willing to accept deliveries, sending out over 800 copies over three days. This marks a return to pre-pandemic and historical practices in an effort to increase readership and engagement. Effects can be seen in late September to early October range in the horizontal axis of Figure 2.

#### A.1.2 Phoenix

Phoenix is the termly, artistic complement to *Felix*, and has been produced on-and-off throughout a few decades. Most recently, Phoenix was revived after a 10-year hiatus and published in Spring 2022, but tragedy befell the editor. Since the accident, the editor has made a "miraculous" recovery and submissions for the next issue are open until 13<sup>th</sup> November 2022.

#### A.1.3 Felix Social

Last year, previous Editor Sam Lovatt held a social in the Union Bar in the first half of Autumn Term in an effort to reinvigorate the *Felix* society community spirit. After months of lockdown and producing the paper remotely, members of the society were isolated from each other and had not developed the usual friendships and bonds. On 13<sup>th</sup> October, about 30 section editors, writers, illustrators and copyeditors came together, and enjoyed a *Felix* bar and free pizza in Metric. The social was described as "extremely successful" and "wonderful" by attendees.

The social led to the formation of a WhatsApp group that connected section editors directly to illustrators.

#### A.1.4 Development of a copyeditors' team

As a result of the pandemic and resulting low student engagement, we lost generations of copyeditors. This year, we have returned to asking incoming editors to practice copyediting first so that they can pick up the *Felix* house style and become adequately trained in inDesign, Photoshop, and Illustrator (amongst other Adobe Creative Cloud software). This has led to the office becoming busy on Wednesday evenings again, a sight we thought we weren't going to see anytime soon!

#### A.1.5 Sophia Prize for Environmental Writing

An external sponsor has generously volunteered to fund a yearly writing prize for the next three years (inclusive), with a sum of £400 to be awarded to the writer of one outstanding, inspiring, and accessible article that helps tackle climate defeatism and covers, or conceives of, an economic, cultural or scientific innovation that helps fight global warming.

### A.1.6 Addition of three Mac minis and three monitors to *Felix* Office through Harlington Grant (application by previous Editor) and rearrangement of office

#### Harlington Grant

The previous Editor approved a Harlington Grant to increase the number of available stations, as editors often were stuck waiting for stations on Wednesday and Thursday afternoons. Through this, we were able to buy three Mac minis and three monitors, which are all in use by time of my report.

#### Rearrangement of the Office

Layout of the office was moderately changed to accommodate additional hardware, create an open plan. Two monitors can be used as extra screens if needed. Plans to replace the sofa have been put on hold due to member protest. Dartboard has been brought back and has proved a very good social activity.

#### Potential water damage risk

Please refer to Concerns regarding Felix Office leaks [A.3.4](#)

### A.1.7 Editorial Board

This is a small group of senior members of the Felix society who are extremely involved in the week-to-week functioning of the paper. We are fortunate this year to have the expertise of two previous Editors and I thank them for their continued interaction with the paper. This does not require any constitutional changes, as their roles are advisory and flexible.

### A.1.8 Media Law Training

For the first time, the Felix Deputy Editor was also given Media Law Training, which they found extremely helpful. As a result of this training, multiple legal concerns were addressed, and I feel much better equipped to handle current and future issues. Following on from this, some actions will be taken and I hope to report on successes in my next report. Please refer to further training in [A.2.2](#)

### A.1.9 Social Media Strategy

I would like to thank our Publicity Officer and Deputy Editor for coming together to help create a process to ensure we engage students and readers through our social media pages, particularly the Instagram page.

### A.1.10 Record numbers of members on eActivities

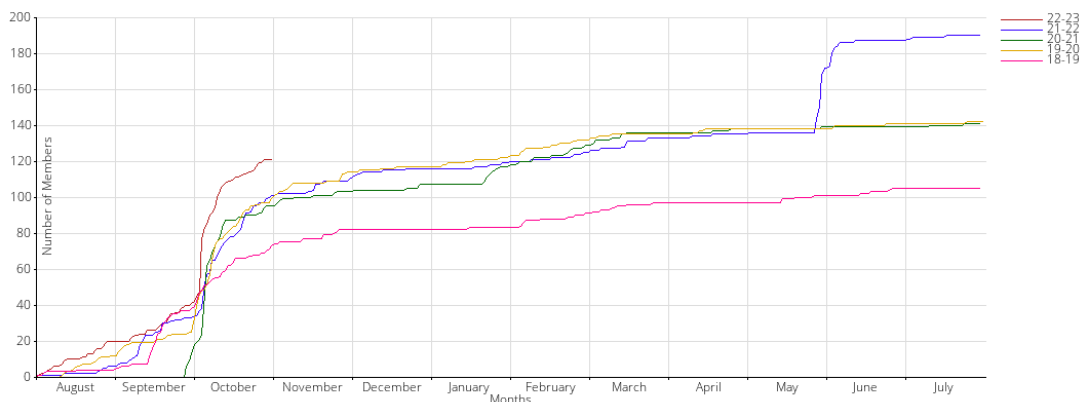


Figure 2: eActivities student membership trend graph

Students being back on campus, distributing to undergraduate halls, a favourable location during Freshers' Fair, and an Instagram social media campaign have all come together to contribute to this result, in which we surpass even 2018-19 figures. As of writing, there were 121 members.

#### **A.1.11 Contract with RockBox Advertising**

Currently, *Felix's* SGI is solely funded by advertising screens. Pending a new contract, we will be able to charge them a higher rate as a result of continued partnership.

### **A.2 Progress**

#### **A.2.1 Section-specific socials**

This series of socials was delayed to a later point in term, while Section Editors gather a team of contributors and editors. This idea for a new type of social was suggested by society members.

#### **A.2.2 Training for Section Editors**

The Media Law Training was 3 hours long and recorded. Only some sections are useful for section editors, e.g. Copyright, and Fair Use. The Defamation section will be useful to News writers and Catnip editors. A note was made of relevant time points. Once the link to these recordings is made available, I will be able to share them with all section editors and interested members of Felix.

#### **A.2.3 Right-to-reply framework**

According to IPSO's Editorial guidelines and plain ethical standards, institutions and people have the right to defend themselves against public criticism in the same venue where it is published. Internally, we have decided to put forward a 48-hour request for response to see if it needs tweaking. We will continue to tweak this until we are happy, and then communicate this to both the College Communications Team and the Union Student Activities Coordinator. There are reasons for and against changing this period and need to be weighed.

#### **A.2.4 Felix Policy Review**

Multiple editors have conducted reviews of Felix policy and set out ways of working with the Union, and I am in the process of collating and updating these policies to ensure that Felix is fully able to hold the Union to account.

#### **West Basement Servers**

At least two documents have mentioned that a paid member of staff should be in charge of the West Basement servers, but so far, no such staff have made themselves known.

#### **A.2.5 Felix Constitution update**

On eActivities, the current Felix constitution was last updated in 2018. This constitution did not have job descriptions for any of the committee members. However, an updated and modernised constitution has just passed through the Arts and Entertainment Board after a year. We just about made quorum due to the election of a Vice-Chair of Media. This also creates a social secretary and junior webmaster role to ensure that the archive will be maintained.

#### **A.2.6 Regular individual uploads to Felix website**

PDFs of every single issue are uploaded every week by Friday afternoon to our archive, as they have been. However, on uploading individual articles to our website, we have been facing difficulties due to the number of articles and the time it takes to put them up. We have someone currently

interested in taking on this responsibility, but it takes a few hours, delegating it to section editors didn't work last year, and is pretty boring work.

### **A.2.7 Distribution network reassessment**

Every year, we have to reassess how many copies of the paper are distributed on South Kensington and other campuses. This is a natural process, as each year, cohorts have slightly different preferences in places frequented and students are still finding a place to congregate between lectures. Pickup continues to be recorded, and a trial-and-error program is being carried out. Once it is ensured that the Felix printing budget is secure, or by the end of this term, we will consider employing a student on a casual worker contract to help distribute and track pickup of the paper, as this currently takes up a lot of time that I can use to preparing for the next issue instead.

## **A.3 Concerns**

### **A.3.1 Financial status of Felix**

The society's financial status remains in black, and is not expected to go in the red. According to Felix policy as defined in the 2018 Felix Review, the Editor's responsibility includes printing 29 issues of the paper across the academic year, and this is to be paid through the Union's block grant. At current prices, the Union's budget set aside for Felix printing will go into the red. Felix is working together with the Union's Activities Team to resolve the issue, potentially by migrating to cheaper printing options.

Due to this current eventuality of being in the red, the society is having to take on extra costs such as the Phoenix printing budget, and the cost of two new Adobe licenses. The Adobe licenses are required for essential function. As section editors (students who volunteer large chunks of their week to put their section out) return to 'normal' times of work, they also return to the usual Wednesday afternoon schedule of laying out pages in inDesign. When not able, they also require remote access to inDesign. This requires at least three Adobe licenses. One is paid for as a given, through the Felix Printing Budget. Union Systems team has confirmed that Felix will have to find funds to pay for the licenses ourselves.

### **A.3.2 Loss of *Felix* Bible**

A detailed and comprehensive handbook compiled before 2018 by a previous Editor was lost this year before handover in July. We mourn the loss of this document. Fortunately, I had already been heavily involved in the running of Felix as the Deputy Editor. (Even if I later realised that both roles are very different!) At the end of my term, Felix will suffer from a massive loss of editorial experience, as two previous editors will graduate at the same time, and I will no longer be a student. I do not envy the next Editor, and have started on writing up a handover document for them.

### **A.3.3 Media Law Training lapse**

Felix had produced four issues by the time Media Law training was conducted. During this training, the Union's retained media lawyer explained the possible consequences of various lawsuits that can be brought against writers. This training had been scheduled for late August, but had to be rescheduled (perfectly reasonable). Although the Felix Editor is "ultimately responsible for all matters pertaining to the publication of Felix", the lapse in training could have put the Union at risk of a lawsuit, had we violated laws in that period.

### **A.3.4 Felix Office Leak**

In August, I identified two drips in the Felix Office during a heavy rainstorm. In an hour, I had collected approximately 100ml of water. This was reported through the relevant channels, and the

inspector was not able to find anything, as it was not raining at the time. So far, nothing has been done, there might be minor water damage to the carpet directly below the leak, and one bound edition in the Felix archive has been damaged extensively. Currently, two mugs have been placed on a radiator to prevent further damage, but these are temporary measures. Winter is coming.

## B Reference

For reference, the following Bye-Laws govern the *Felix* Editor:  
Union Constitution Bye-Law F 18:

*Felix* is the newspaper of the Imperial College student body. Its role is to inform, entertain, and hold the College and the Union to account.

Union Constitution Bye-Law F 19:

The *Felix* editor shall:

19.1. Be ultimately responsible for all matters pertaining to the operation and publication of *Felix*, both online and in print.

19.2. Provide training and support to members of the *Felix* society.

19.3. Endeavour to ensure standards of good journalism are upheld.

19.4. Maintain and upkeep the *Felix* archive which they shall make accessible to students and the public.

19.5. Be responsible, with the assistance of the *Felix* society committee, for the social maintenance and health of the *Felix* society.

19.6. Be financially responsible for the *Felix* society.

19.7. Provide a termly report of their activities to the Union Council.