

CHMA Training Manual

Session 1

Orientation & Station Tour

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INTRODUCTION

The purpose of Session 1 is to provide anyone interested in becoming involved at CHMA with a general orientation. This session is open to members and non-members and is designed to outline the organizational structure of the station, describe the rights and responsibilities of volunteers, provide an overview of CHMA's rules as they apply to all volunteers, and concludes with a tour of the station.

ATTIC BROADCASTING CO. LTD.

About Us

CHMA 106.9 FM is a community-based campus station owned and operated by Attic Broadcasting Co. Ltd., a non-profit organization.

CHMA is the winner of several prestigious awards, and a milestone of alternative broadcasting in Atlantic Canada. Our signal can be picked up over 15 kms away from the base of broadcast. Through internet technology, we have dedicated listeners all over the world!

Attic Broadcasting Co. Ltd., in turn, is owned by its members (any individual or organization that pays a membership fee - this includes all full-time Mount Allison University students), and is governed by a board of directors.

We provide our members with an opportunity to create innovative, educational and alternative community-based programming.

Our programming schedule includes open format and specialty music shows, spoken word programs on a variety of topics as well as audio art programming that explores the limits of this thing we call radio.

Your membership gives you an opportunity to get involved at whatever level you choose. And if this is your first time in radio, don't worry. Most of our members come to us with no experience in broadcasting. Some members volunteer behind the scenes and assist with station operations while every year, more than 100 members from the campus and the community receive training and take to the air as programmers.

CHMA also has a long history of live broadcasting, including live coverage of Mountie Football for both home and away games.

But CHMA is more than just its on-air presence. We've organized and promoted many projects and events including concerts, coffee houses, and a number of workshops on everything from home recording to interviewing techniques.

January 2004 saw the inauguration of STEREOPHONIC, a new annual fundraiser for the radio station which, every year, features some of the best independent musicians from the maritimes.

Board Of Directors

Attic Broadcasting's Board of Directors is composed of two students with radio experience, two students without radio experience, at least one member of Mount Allison University's faculty, and four members from either the Mount Allison University community or the Greater Tantramar Community, two of which must be from the Greater Tantramar Community.

The Board of Directors is elected by the general membership at the annual general meeting usually held at the beginning of April.

The Board of Directors meets monthly and concerns itself mainly with policy development, and long term planning. It is not directly involved in day-to-day operations.

Constitution & By-Laws

Attic Broadcasting Co. Ltd. is governed by its constitution and by-laws. These spell out, among other things, the composition of our board of directors, rules governing annual general meetings, and rules governing membership eligibility and fees. The Constitution and By-laws can be ammended at the Annual General Meeting if the ammendements are supported by the General Membership. The Constitution and By-Laws are available for viewing at CHMA during regular office hours.

Friends Of CHMA

In an effort to maintain our relationships with CHMA Alumni, to promote CHMA to the community, and to provide a way of raising additional funds for CHMA under the umbrella of a charitable organization, we formed, in 2004, the Friends of CHMA Office. Although the Friends of CHMA has not yet achieved charitable status, doing so is, at present, one of its main goals.

General Membership

The General Membership consists of all members in good standing who have paid their annual membership fees. All full-time Mount Allison University students are members of Attic Broadcasting Co. Ltd.

The annual membership fee is collected on our behalf by the University, in the same way as the Argosy, and Student Administrative Council fees are collected, with half of the membership fee being collected in September and the other half in January.

Although Mount Allison University students comprise the majority of our membership, CHMA 106.9 FM also includes members drawn from the community at large.

In order to take advantage of the many training opportunities that exist at CHMA, to use our equipment, or to become a programmer, all part-time students and community members must first pay their membership fees.

CHMA Staff

CHMA's day-to-day operations are carried out by Volunteers, CHMA Trainees, Experienced Programmers, Executive Staff Members who receive honoraria, a part-time Programming Director and a full-time Station Manager.

While the descriptions below will provide you with an overview of each position's responsibilities, please remember that due to the nature of our organization, it is not unusual for all staff members to be required to perform duties other than those that fall within their specific job descriptions.

All station members are encouraged to listen to CHMA on a regular basis and provide feedback to the Programming Director or Station Manager. CHMA staff are also encouraged to report violations of CRTC and/or CHMA policies.

While the following represents regularly held positions at CHMA, other positions may be created by the Station Manager from time to time in response to changes in operations or in conjunction with special projects.

CHMA Volunteers

If you are interested in volunteering at CHMA as an office assistant, webmaster, or fundraiser you are always welcome at the station. Stop by anytime and our staff will be happy to get you involved. As well, we can always use extra help in promoting concerts and other station events through posterage, the selling of CHMA t-shirts and buttons, and even billoting touring bands.

Experienced Programmers

CHMA Volunteer Programmers who have had a show for more than three months are considered Experienced Programmers.

Our Experienced Programmers are our greatest resource. While most are Mount Allison University students, we do have many community members who have regular shows on CHMA. Some of our longest serving programmers are community members who have had shows on CHMA for 10 years or more!

Programmers are trained by CHMA staff and are responsible for observing all rules and regulations governing CHMA. They are also responsible for creating dynamic, and engaging programming serving the greater Tantramar Region.

Due to changing CRTC rules & regulations and CHMA policies & procedures, anyone who has not volunteered at CHMA for six months or more will be required to do one of the following in order to obtain an airshift:

1. Re-take the Programmer Training Class
2. Satisfactorily complete a comprehensive exam and an aircheck.

The Programming Director and Station Manager have the authority to amend these based on the individual circumstances and quality of the programmer in question.

As a professional courtesy, CHMA recognizes training received at other college and commercial radio stations. Those individuals with qualifying experiences, as determined by the Station Manager or Programming Director, will not be required to take the Programming Training Class. However, the individual must become familiar with the policies and procedures of CHMA. They will be able to take an airshift once this requirement is met.

Music Director

The Music Director is responsible for obtaining new music and screens all music for obscenities and indecencies. The Music Director is responsible for maintaining CHMA's rotation. The distribution of music to specialty show hosts and the preparation of charts for distribution both locally and nationally are key responsibilities of the Music Director. The Music Director also handles CHMA's relations with independent artists, record promoters and labels.

Spoken Word Director

The Spoken Word Director is responsible for all facets of news coverage and reporting and coordinates the news show broadcast every weekday as well as the production of ATTIC MAGAZINE, CHMA's current affairs news magazine program.

The Spoken Word Director is responsible for ensuring that CHMA meets its spoken word requirements as defined by the CRTC and assists in the training of new announcers, assigns news shifts, and keeps up with news broadcasts done by the new announcers.

The Spoken Word Director receives all press releases, and conducts or supervises all telephone interviews for news purposes.

Production Director

The Production Director reports directly to the Programming Director. The Production Director is responsible for producing all Station Identifications, Public Service Announcements (in conjunction with the PSA Director), sponsorship messages, and promotional spots. The Production Director is also responsible for assigning times the programmers can use the production studio.

Friends Of CHMA Coordinator

The Friends of CHMA Coordinator is responsible for maintaining and promoting positive relations with Alumni, the General Membership, and other individuals or organizations interested in supporting the activities of CHMA.

The Friends of CHMA Coordinator is also responsible for advancing the creation of a charitable organization in support of Attic Broadcasting Co. Ltd.

Archivist

The Archivist is responsible for processing materials received by the music department and for maintaining the CHMA libraries and music department database in working order. The Archivist assists programmers in the use of the music database and is responsible for CD loans.

The Archivist is also responsible for assisting the Music Director with the rotation of CDs in MCR, ensuring that programmers properly complete the CD Checklist, and for tracking missing CDs.

Programming Director

The Programming Director reports directly to the Station Manager and is responsible for all programming broadcast on CHMA. The Programming Director is also responsible for the scheduling of programmers and their grid times, and training new programmers.

The Programming Director works with the Music Director as needed to ensure that new music is placed in rotation.

The Programming Director is also responsible for all content of the station's broadcasts. The Programming Director monitors the activities of programmers, enforces station policy, and obtains and maintains volunteer agreements from all programmers.

The Programming Director also oversees the preparation and keeping of program logs for the station.

Station Manager

The Station Manager is personally involved in, and responsible to Attic Broadcasting Co. Ltd.'s Board of Directors for, all aspects of day-to-day station operation. Assuring compliance with CRTC rules, regulations, and policies is the chief duty of the Station Manager. Budget preparation, payment of bills, disbursement of funds and the maintenance of proper records are also important responsibilities. The Station Manager has final word on any decision relating to day-to-day operations.

The Station Manager is also responsible for determining equipment requirements and for the procurement of goods and services. The Station Manager is the only staff member capable of

entering into contracts or binding agreements on behalf of Attic Broadcasting Co. Ltd. and the primary staff member responsible for maintaining correspondence with CRTC, Mount Allison University and other external organizations.

The Station Manager must also strive to improve the station by working to diversify the funding base, supervising the overall promotion of the station, and promoting long term goals for the station.

The CRTC

Background

In Canada, the airwaves are public property and are regulated by the Canadian Radio-Television and Telecommunications Commission (CRTC). The CRTC was created in 1967 to regulate all radio, television, telegraph and telephone companies in Canada. The Commission now also regulates the cable TV industry as well as satellite communications in Canada.

The CRTC does not make up its own rules. The CRTC's task is interpreting the law of Canada. Radio law in Canada is contained in the Federal Broadcast Act as well as in the CRTC's Radio Regulations. The CRTC acts as a court which ensures the rules are followed and that the station serves the best interests of the citizens of Canada.

The CRTC's job is to enforce and interpret the rules. They are often forced to decide between the public interest and a radio or television station's interest. Their decisions are binding.

The CRTC often asks radio stations and concerned individuals to voice their views on aspects of Canadian Broadcast policy. In turn the CRTC will make recommendations to the Minister of Communications who may draft new law.

Our Licence

Attic Broadcasting Co. Ltd. is licenced by the CRTC to operate a community-based campus station in Sackville, New Brunswick.

There are normally three times when CHMA has dealings with the CRTC: a) licensing time, b) when the CRTC receives a complaint about something broadcast on CHMA, and, c) when the CRTC requests information from the station (usually in the form of audits).

Radio licenses are granted, renewed, and amended by the CRTC. The CRTC will investigate the requirement for the license or license change, then either grant or deny the request. Any decision made by the CRTC can be appealed to the Cabinet.

Any complaints voiced to the CRTC will cause them to investigate the nature and validity of the complaint. When a complaint occurs they will contact us and discuss a solution. Often this solution will involve a written letter explaining our error and advising us to rectify the problem.

SOCAN

Society of Composers, Authors and Music Publishers of Canada

Attic Broadcasting Co. Ltd. is licenced by SOCAN a national body which administers royalty payments for Canadian Music artists.

We pay a substantial annual licence fee - a percentage of our overall annual budget - in order to be able to play music over the air.

We are also monitored by SOCAN, at least once a year in the form of an audit, when we must fill-out SOCAN logs. These logs are used by SOCAN to determine how much to pay the artists they represent. These logs must be filled out as completely as possible. We face hefty fines for non-compliance.

NCRA

National Campus/Community Radio Association

Attic Broadcasting Co. Ltd. is a member of this not-for-profit national association of organizations and individuals committed to volunteer-based, community-oriented radio broadcasting.

The NCRA, founded in 1981, strives to advance the role and effectiveness of campus/community radio in Canada through government lobbying and advocacy. Every year in June, the NCRA holds an annual conference (The NCRC) which offers workshops and an opportunity for member stations to meet and exchange information. For more information visit the website at www.ncra.ca

Station Rules

Because Broadcasting is a Federally regulated industry, we are governed by Federal laws and regulations, including regulations established by the CRTC. In addition, like any organization, CHMA has its own set of rules to guide the actions of its members. The purpose of these rules is to protect the majority interests of our listeners and staff. The following are some rules that everyone who enters the station is expected to follow. Additional rules that apply if you become a programmer are outlined in session 2.

Rules For Everyone

Be Professional

It is essential that a professional manner be maintained at all times. If you follow this rule, following the others should come easily. While we lack the funds to hire a complete and full-time professional staff, that doesn't give anyone licence to behave like an idiot.

A simple rule to follow is: Don't do anything that could get you in trouble if this was your real job.

Don't Steal (or borrow without asking)

Theft of CHMA property will not be tolerated. If caught, stealing (or borrowing without prior permission) you will not only be immediately and permanently banned from the station, but charged as well. When you steal recordings and equipment from CHMA, you are:

- A. Stealing from a not-for-profit organization, which is about as low as it gets.
- B. Depriving every other present and future CHMA programmer and listener of that resource.
- C. Creating great difficulties for staff members who are already working with limited resources

It is hard for us to replace missing CDs. The record labels don't like to replace it, and we lack the funds to go out and buy replacement copies. Equipment is even more expensive. If altruism doesn't suffice to motivate you, consider the possibility of University Judicial, criminal charges and having your name published in the Argosy.

If you borrow something and fail to return it on time, we are forced to track you down. This takes up valuable CHMA staff time and resources and is not appreciated. If you fail to return something after we have reminded you, you will face disciplinary action and may also be charged with theft.

Don't harass or discriminate against other persons

The CRTC and CHMA do not condone any activities that would be considered harassment. Any form of discrimination or harassment related to a person's race, color, sex, religion, national origin, age, sexual orientation, or disability will result in disciplinary action. This applies to everyone at all times. CHMA has a written policy on Sexual Harassment and all reported cases will be dealt with in a serious manner.

Respect each other's privacy

Don't give out personal information about fellow volunteers, or members to anyone, including other volunteers or member.

If someone is looking for information about someone, direct them to the station manager.

CHMA has a written privacy policy that outlines the steps we take to protect the privacy of our members and of those we conduct business with.

Arrive on time

Because we are a small organization, we really depend on you to meet your commitments. If you don't do something you said you would, other volunteers could be affected.

And if you say you are going to be somewhere at a certain time, be there.

If for some reason you cannot make your commitments, you are expected to let us know.

No food or drink in the studios

Please do not eat, drink, or chew gum in the CHMA studios. All food and beverages must be consumed in the lobby area. Spilled drinks or crumbs can easily ruin equipment and put us off the air (Fredericton's CHSR-FM was off the air for three weeks because someone spilled a bottle of water in the booth). Also, we simply don't have the money to replace something because someone spilled something. Chewing gum is not allowed because it often ends up on the floor or under railings and talking while chewing gum sounds ridiculous on-air.

While food or drink is allowed in the main offices and Vinyl Lounge, please do be careful, and don't leave a mess.

Don't smoke at CHMA

It is illegal to smoke any substance in the University Centre and that includes the CHMA offices, libraries and studios.

Be Sober

It is against the rules to have illicit drugs or alcohol in the station.

We also prefer that you do not show up to volunteer around the office while under the influence.

If we catch you, or suspect that you are drunk or stoned, you will be asked to leave.

Keep the station neat and tidy

The station is not your family's house, your dorm room, or your apartment. We don't care if you don't pick up after yourself at home, but we do expect that while you are here, you will clean up after yourself and others if necessary. Don't assume someone else will do it. You would think that everyone over the age of 5 should know how to do this, but if you find yourself cleaning up after another programmer, volunteer or staff member please inform the Programming Director or Station Manager.

Contact staff with emergency issues

If you need to contact staff after hours please use the phone list next to the door in MCR.

Please use these numbers for EMERGENCY issues only. Please feel free to write staff a note about any non-emergency concerns and leave it either in the box on the main office door or on the clipboard on the MCR door. Refrain from calling after office hours unless you immediately need to know the solution for the emergency you are facing.

Limit personal phone calls

Brief personal calls are acceptable but as we only have one main office line and one studio line we ask that you please not tie up the phone lines with personal calls.

If you are on-air, you should be focusing on your show and not chatting at length with friends. The same thing applies if you are working in the offices.

Also please remember that we are a professional organization and, as such, you must be courteous and respectful to everyone who calls.

Maintain Station Security

The station is not a public area. During office hours the office door will normally be open for people who wish to conduct business. Office Hours, unless otherwise posted are from 10 a.m. - 5 p.m., Monday through Friday. The door leading to the attic studios must be kept closed and locked at all times. Do not divulge the access code for the combination lock to anyone, including fellow programmers.

Outside of office hours, both for the safety of programmers and to safeguard the station's equipment from theft, **ALL DOORS TO THE STATION MUST REMAIN SECURELY CLOSED AND LOCKED!** This includes the door to the Vinyl Lounge, the Main Office and the door at the bottom of the stairs leading to the studio. Outside of office hours, the on-air programmer is responsible for the entire station. Failure to keep the station locked may result in disciplinary action. Any staff member, or volunteer who is alone in the station at night should not allow anyone inside the station that does not have legitimate business in the station. Be sure that anyone in the station at night has a valid reason for being there. Never allow anyone into the station that appears intoxicated, stoned or threatening in any way. If you let someone into the station and that person in turn destroys, steals, or vandalizes any part of the station, you will be held accountable. In the event that enforcement of station rules becomes a problem immediately call the Station Manager or Programming Director. In the event that no management member can be found, call Mount Allison University Security at 364-, or the local RCMP by dialing 911.

Don't use station equipment to copy CDs

Copyright laws in Canada make it illegal to tape any album, CD, record and/or tape without written permission of the artist or the artist's representative. Therefore you are not allowed to make copies of CDs or albums using station equipment.

Rights And Responsibilities

Your rights as a volunteer

Everyone deserves to enjoy their time at CHMA. If you ever feel that you aren't being treated fairly, please bring your concerns to the Station Manager or the Board of Directors.

All volunteers have the following rights:

1. You have the right to be treated with respect
2. You have the right to know as much about Attic Broadcasting Co. Ltd. as possible.
3. You have the right to training and continuing education as a volunteer.
4. You have the right to be informed of new developments and changes affecting your involvement with the station
5. You have the right to a suitable designation with respect for personal preference, temperament, abilities, education and employment background.
6. You have the right to guidance by someone who is knowledgeable and who is willing to invest time in helping you
7. You have the right to develop your broadcasting skills and to take on more challenging roles as your skills develop
8. You have the right to voice your concerns and opinions. Your ideas are of great value and necessary to the growth of CHMA.
9. You have the right to appeal any decision which may affect your participation with CHMA.

Your responsibilities as a volunteer

CHMA is a volunteer driven organization. This means that the success of our efforts is dependent on how volunteers interact and respect our station, staff, students, community and each other. Everyone is expected to act responsibly. Behaving irresponsibly can result in the loss of volunteer privileges.

All volunteers agree to accept the following responsibilities:

1. You agree to abide by the CRTC's & CHMA's rules, regulations and policies.
2. You agree to provide the station with an accurate record of your mail and e-mail addresses and your phone number.
3. You agree to participate in promoting CHMA, including participation in CHMA's fundraising efforts.
4. You agree to clean up after yourself and keep the station neat and tidy.
5. You will make every effort to successfully complete all necessary training.
6. You will make every effort to attend the annual general meeting of Attic Broadcasting Co. Ltd. and all Volunteer Meetings.

Disciplinary Actions

We understand people sometimes make mistakes, so we give all of our volunteers a chance to correct any past problems. However, because the following rules and regulations must be followed we begin handing out warnings if a problem continues.

- If a mistake happens once, you will be given a polite "heads up".
- If the problem continues, you will be given a verbal warning.
- If the problem continues within three months after the verbal warning, you will be given a written warning and a note will be placed on your station file.
- If the problem continues after the written warning is placed in your file, it will be addressed by the Programming Committee, who will decide if probation or suspension is necessary.

Because some situations warrant a more serious response, sometimes an immediate written warning or suspension is given. A suspended programmer loses his/her station privileges for a length of time to be determined by the Programming Committee.

Any violation of CRTC or station policy may result in disciplinary action. If any programmer willingly and blatantly violates CRTC regulations or Station Policy, the result will be immediate suspension for a term of not less than one week, with an additional term to be determined by the Programming Committee.

The Programming Committee deals with all infractions by programmers individually and confidentially on a case-by-case basis.

What To Do If You Want To....

Get Involved In Production Work?

We are always more than happy to have people help us out with various production tasks at CHMA. We regularly need people to assist us with voicing and editing sponsorship messages, in-house promos and Station IDs. There are also spoken word initiatives that are always seeking new people interested in producing pieces for use. If your interest lies in producing documentary pieces, the Spoken Word Coordinator is a great resource. If you are interested in producing artist profiles, the Music Director is a great resource.

Conduct Interviews?

You can set up interviews with artists, authors, politicians, or whoever and either have a staff member sign you out the equipment to do it outside of CHMA or you can arrange to book the Production Room and conduct the interview at the station. If you must do the interview by telephone, you will need to have a staff member assist you, especially if it is a long-distance call. We recommend you take CHMA's spoken word training before conducting your first interview. Please note: no CHMA property, including music and any portable equipment, can be removed from the station without prior authorization from the an Executive Staff Member. Because we only have a handful of recorders and microphones, if you need equipment to facilitate an interview or field recording, please request the equipment well ahead of time.

Acquire Press Credentials?

You may not set up press credentials or seek accreditation for events without permission from staff. While we are more than happy to try to get you passes to events you would like to attend, it is important that the option to obtain passes and tickets first go to interested programmers who do on-air coverage that is relevant to their show.

Acquire Review Materials?

In order to obtain review materials (including, but not limited to, cds, books, movie tickets, electronic press kits, games...) from promotional and entertainment companies, you must go through the proper channels at the station. We are more than happy to help get you materials that are relevant to the regular, ongoing content of your show, but obtaining review materials requires both legitimacy and a promise of performance. Review and promotional copies of books, cds, etc. are not technically the property of either CHMA or any programmer, so the rules surrounding the procurement of these items are important.

STATION TOUR

Main Offices

Our Main Offices, located on the third floor of the University Centre, include CHMA's main office which is home to the Programming Director and the Spoken Word Director, the Station Manager's Office, and the Friends of CHMA office.

Both the Station Manager's Office and Friends of CHMA office contain files with private information on our members, staff and business associates and are kept locked when not in use.

The Station Manager's Office also contains the CHMA digital logger. This computer is connected to a radio. Both are to remain on at all times.

The computers and telephones in these offices are for staff use only. Please get permission from a staff member if you need to make use of them.

CD Library

Our CD library is available as a resource for programmers. We have thousands of albums, with plenty of new releases coming in each day. How it works:

- 1) Come into the office during the day and get one of the CHMA executives to set you up with a CD account. You'll get a membership account which will allow you to borrow our CDs.
- 2) After choosing the CDs you want to sign out, get an executive or the station manager to sign them out for you. When you bring your CDs back you must also get an exec. to sign them back in. You **MUST** refile all the discs you are returning.
- 3) You are allowed a maximum of 5 CDs out at one time.
- 4) You are permitted to have these CDs out for four days.
- 5) We have a strike system for late CDs. If you bring them back late, you receive a strike. After 3 strikes, you lose CD library privileges.

Vinyl Lounge

The Vinyl Lounge is, as its name suggests, a lounge for station volunteers. Weekly executive staff meetings are held here. The room can also be used for interview purposes. You may have noticed that the room contains a lot of records, otherwise known as vinyl. Our vinyl is precious. It is impossible to replace these albums. In the past 15 years, a lot of records have been stolen from us. Many records have been destroyed because of improper use. So, please, be careful when handling the vinyl. After successful completion of a 'vinyl test' (to prove to us you know how to properly use vinyl), you may sign out up to five records for four days at a time. When pulling a record, always pull the album right behind it halfway out. This will serve as an accurate guide when putting vinyl away. You may consume food and beverages here but please keep the lounge clean and tidy.

CHMA Closet

Located around the corner from the Vinyl Lounge and opposite the entrance to the studios is the CHMA closet. This is where we keep our tools, spare parts, as well as back-up and test equipment.

Studio Lobby

Located in the Attic of the University Centre are the CHMA studios. At the top of the stairs is located the studio lobby. This is the only part of the attic in which it is okay to have food or drink. Please keep it clean and tidy and please be quiet in this area at all times. There is an air conditioning unit here that is probably older than most of our programmers. Sometimes it works and sometimes it doesn't. Please don't turn it up if it isn't working. Just turn it off. Turning it up causes the machine to become one giant block of ice which then melts and spreads water all over the floor and stairs.

Also located in the studio lobby is a radio. It is located at the top of the metal rack between MCR and the stairs and it allows staff to monitor what is being broadcast. If the door to MCR is left open, please ensure that the volume on this radio is turned down in order to minimize feedback. The TV, stereo tuner, and VCRs are part of our backup logging system and should not be operated by unauthorized staff.

Master Control Room (MCR)

The Master Control Room (MCR) is our main on-air studio. The most important feature of MCR is the main console. This thing cost us thousands of dollars and we don't have the money to replace it so when we say no food or drinks in MCR, we mean it!

Also located in MCR are CD Players, Turntables, and a shelving unit containing the most recently processed CDs.

You will also find the log books in MCR, as well as the CD Checklist and Technical Fault Report. MCR should also include a copy of all training manuals for your reference.

CHMA Computer Room

Located between MCR and the Production Studio is the CHMA computer room.

This room houses two very important computers. One which encodes our broadcast for distribution through our website. The other which fills in for absent programmers using a program called MegaSeg. While we often leave the door to this room open, due to poor air circulation in the attic, this room is restricted to authorized staff. Please do not use these computers.

Production Studio (Prod)

Otherwise known as Prod, the production studio is where we record and edit programs, station ID's, Sponsorship Messages, PSA's and Promos.

Prod has much of the same equipment found in MCR as well as a digital audio editing system. More than one album has been recorded here, and countless plays have benefited from our equipment in the creation of their sound design.

Also stored here are sound effect records, bluegrass records, classical records and a large collection of reel-to-reel tapes that contain past shows and live recordings.

Before using any of the equipment in MCR or Production, all members are expected to complete the technical training session.

Transmitter Site

The CHMA Transmitter equipment is located on the roof of the Ralph Pickard Bell Library.

It is connected to the CHMA studios through the university's steam tunnels.

Only authorized staff have access to the transmitter site.

Feedback

If you have any ideas, thoughts, questions or concerns, please make sure you share them! We want to make sure your experience at CHMA is a positive one, so whether your feedback is good or bad we need to hear it so we can help make the station a better place for all involved.

You can call or drop by the office during office hours to talk with staff. If you drop by after hours, or if the staff person you want to contact is not present, please leave a note or forward your comments by e-mail.

In an effort to reduce the consumption of resources and to facilitate access to information, CHMA provides links to electronic copies of documents through its website. If you should have trouble accessing these documents please contact us. One copy of all referenced documents is also available for viewing by members at the station during office hours.