

## **Meeting of The ANU Observer Council**

Date: 20 June 2019

Open of Meeting: 17:07

### **Item 1 - Attendance, Apologies and Minutes of Last Meeting**

Eliza Croft, Julian Lee, Jessica Whiting, Konstantinos Katsanis

### **Item 2 - Acknowledgement of Country**

Delivered by Eliza

### **Item 3 - Previous Action Items**

### **Item 4 - Reports**

Eliza: I didn't call for them, being without a Secretary is annoying.

Julian: - Very few updates since last council meeting.

- No word on an assistant treasurer yet. Time to go looking, unless Council has someone in mind.
- Time to start thinking about SSAF bids and what we want.
- Need to get advice on Credit Note to figure out how to do it, since Jess had little luck finding out.

### **Item 5 - Items for Discussion**

5.1 Motion to remove Rebecca Ganon as a trustee of the ANU Observer bank account

Moved by Konstantinos Katanis, seconded by Jessica Whiting

Passes unanimously.

5.2 Motion to add Konstantinos Katsanis as a trustee of the ANU Observer bank account

Moved by Julian Lee, seconded by Eliza Croft

Passes unanimously

5.3 Motion as follows:

The ANU Observer will now operate through a dual authorisation finance system. Observer confirms that the current trustees will remain the trustees for both accounts: Eliza Croft, Julian Lee, and Konstantinos Katsanis.

The ANU Observer will have two accounts. One account will require two trustees' approval (with the ability to approve remotely) for any transfer of funds, and will be used for primary and central financial management. The other account will be for direct transactions, and will only be used for time-sensitive purposes, and for the expenditure of a pre-approved amount of funds for a specified purpose, as agreed by two trustees prior.

The ANU Observer's transaction account will have an upper balance limit of \$200.

The meeting directs the trustees to make necessary applications to the Commonwealth Bank to give effect to these changes.

Moved by Julian Lee, seconded by Konstantinos Katsanis

Passes unanimously.

5.4 Auditing plans

Eliza: When are you in Canberra.

Jules: I'll be in Melbourne for the duration for the holidays.

Eliza: We can probably do the stuff remotely.

Jess:

To do: **Contact ANUSA/PARSA for advice - Eliza 25/6**

**Contact PKF - Jules - 28/6**

**Legal advice - Jess and Eliza - by 12/7**

**Get documents together - Jules - continuous and as soon as possible**

**Send to PKF - Jules - TBA**

### 5.5 2020 SSAF Bid

Jess: two issues to address - need to get the ball rolling with planning for it, and need to address the issue of Julian's deputy. Can do pie in the sky ideas in the next few weeks and then get down to the nitty gritty. Perhaps once these pie in the sky ideas become more solid, we can approach team members with more niche knowledge.

Eliza: Back it.

Jules: In corrence. From a strategic perspective, what I want to do figure out the top figures for each line item. I'm not inclined to go further up next years. All we can argue for is stipends. While equipment is important, I don't think we can bid for a huge budget.

Eliza: Pie in the sky is idea. We've got come up iwht new ideas occasionally.

Kon: We ahve got a lot of money for equipment. We don't have money for stuff later on. Last year we got money for stuff we don't particularly needed. Equipment doesn't need to change a lot, we have a solid amount. Agree with Julian with increasing.

**Jess: Everyone to review reflections. To come to the next meeting with three nuggets of ideas.**

**Julian to send an email sussing out SSAF timeline.**

Eliza: re assistant treasurer, we can start putting out feelers into non-reporters. Open to ideas.



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Jules: I've already asked people, and no luck. I don't think I'm going to get anywhere on that. I'm thankful to Jess to bring this up. We're going to have to shoulder tap someone.

Eliza: yeah, I'm old sorry. Kon, can you think of anyone?

Kon: Nah, I'll have think.

Eliza: I'll put another message on slack, and say that if they know nerds, but don't write to join.

Kon: Good idea not to advertise.

Eliza: Yeah, i would not be able to work out the role or how the hiring process work go.

Jules: I'm not doing a third year of this, so they will be taking over from me. DON't want to be in at a GM with no nominations.

## 5.6 Office

Eliza: Small update: I sent a follow-up email, and made it a bit more forceful (*reads out response email, not recorded due to confidentiality*).

Jess: I am happy to render my services to produce more salty content.

## 5.7 Casual vacancy - Secretary

Eliza: We should advertise for this.

Jess: Do we have regulations about how to fill casual vacancy?

Eliza: Advertise post

Kon: Orgainse new graphic

Jess: to take care of the post



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## 5.8 Google Drive

Kon: I want to do maintenance and to clean a few things. We need to organise some down-time.

Eliza: the best time for this would be early July?

Eliza: Website to be down from 5 - 8 July

## Item 6 - Other Business

### 6.1 Julian taking leave

I'll be taking an intensive course in early Semester 2. I understand though if i'm needed because its a busy time.

Eliza: should be fine.

### 6.2 Credit Note

Julian: we can ask the small business clinic.

Jess: it was outside the remit of my sources unfortunately.

Julian: Is there a mid-year round?

Eliza: No

## Item 7 - Recall Actionables

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Contact PKF - Jules - 28/6

Legal advice - Jess and Eliza - by 12/7

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Kon: Organise new graphic

Jess: to take care of the post

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Meeting close: 17:36