



THE ANU OBSERVER

Meeting of The ANU Observer Council

Date: 16/1/2020

Open of Meeting: 17:12

Item 1 - Attendance and Apologies

Present: Kon, Angus, Hayley, Tristan, Adelle(Video call)

Absent: Anthony(with apologies)

Item 2 - Acknowledgement of Country

By Konstantinos

Item 3 - Previous Action Items

3.1 Motion to accept last meeting's minutes

Moved by Kon, passes unanimously

3.2 Contacting Eliza to transfer trusteeship

Kon: I have put that as a motion to pass it later on, pretty much we're gonna choose which one of us is gonna be a trustee and we'll need to go to the bank, print this meeting's minutes, sign them off and give them to the bank to remove Jules and Eliza as trustees of the ANU Observer incorporated. We're gonna discuss who should be later on I think.

3.3 Strategic and Editors Meeting, Role handover procedure

Tristan: I think we should have a strategic/editors meeting, could be the same or separate to figure out we're going to do coming into 2020, we need to figure out stuff like hiring and what we're gonna do on market day. We also need to figure out how many people we have left on the team both on digital and reporters. It would be good to meet with everyone and sort of figure out the direction we're going to go in. I sent a message in the digital team slack channel asking to see if anyone wanted to meet. I haven't discussed with the news team their stuff yet.

3.4 Governance Training

Adelle: I'm not sure, we have to do it but if they don't tell us about it then that's their problem. Usually we do it before everyone goes away for the summer. I believe ANUSA runs it.

Kon: I think Luby Simpson is a point of contact for this. It was Eliza who got contacted by them, right?

Adelle: I think so because she was the chair

Kon: Okay I'll chase that up and send an email for some other stuff to.

3.5 Office Access

Kon: Angus has access now, and whoever hasn't given me their details won't have access.

Angus: Is it Unilodge who manages access or ANU security

Kon: We need to tell Unilodge to tell ANU security

3.6 Joint Google Calendar

Hayley: I'll try and have it up and running in the next two weeks.

Item 4 - Reports

Visual Content Executive Report

13/01/2020

Tristan Khaw

This is my first report as visual content executive. There is not much to report on since we are in between terms now and I have only just started my tenure in December 2019.

VISUAL CONTENT:

- We have mostly set up the digital recording studio.
- Plans for the first 'Fortnightly catch up' video series are in progress. Pitch delivered to all editors channel in Slack. So far, feedback has been positive. Once other equipment has been ordered/delivered, I will begin to shoot draft versions to figure out tone and specifics. I am being advised by a friend who works for the UC media department.
- I have messaged into the digital team slack channel looking to arrange a Digital Team meeting next week.

GENERAL

I have been working over the holiday period to set up and clean the office. It looks good!

Moved by Hayley, Seconded by Angus. Passes unanimously

Chair Report: Konstantine Katsanis

I handed in the Deed of Variation to extend our membership in the SSAF program. I did not receive a response back, but I am not sure if I have to. Nevertheless, I will be coming in touch with the uni in the following days to send a credit note acquitting all our unspent money and requesting our new allocation for the first half of the semester to be transferred to us the earliest possible. It is not certain when that would be.

I came in touch with Eliza and she is happy to meet with all of us to have a handover. She is quite free this month, but I believe she will start working full-time from the next, so we should try to meet with her now. I will organise an individual one, just to discuss chair stuff, but as we discussed earlier I think it would be beneficial if we also had a day to ask questions that we have not exclusively governance-related.

Moved by Hayley, seconded by Tristan. Passes unanimously

Finance Executive Report

We bought a new computer, a couch, lockable cabinet and some other minor things using the office fit-out budget. We also bought an Adobe Creative Cloud subscription; I decided to pay annually as this seemed to be the most convenient way to spend the remaining monies from the software budget. At the moment we are down 8-months of subscription but that will be reimbursed when we receive our allocation. Furthermore, I noticed that Observer had made unexpected expenses that brought our budget down. The problem is that Jules did not substitute the difference from anywhere else, therefore we were working with the wrong figures all this time; we had much less to spend than what we thought. As a result, we did not manage to buy everything for the office. We need to acquit \$2000 from the Legal budget as we did not spend any of these. They are mandatory from the university to have. I am still waiting on the auditing company to invoice us, so \$5000, although currently unspent, are to be considered unspent, and any difference will be acquitted at a later stage. We need to be making use of some of the money currently in the bank for our website maintenance, so any expenses at this stage would be limited.

Moved by Tristan, seconded by Angus. Passes unanimously

Web Administrator Report: Angus Brooks

This is my first report. Not much has really happened over the summer period, so there is very little to report. I have been mainly researching and working on possible ways to improve and redesign the Observer site through our existing WordPress system, with

the goal of making the website more aesthetic and functional for users, whilst retaining the main framework of the site.

Moved by Hayley, seconded by Tristan, passes unanimously

Secretary Report: Hayley Hands

Since the last meeting I don't have too much to report. I chased up Sam Wright to ask if he wanted to be editor, and he is on board but is currently in Europe. I will seek to organise a meeting with him in the next few weeks. I also really think we need to re-engage both our editors and reporters, as we need to be ready for the news to start rolling in again.

I created an itemised budget based on funding I thought we still had for office fitout, however this is not the case anymore.

It's going to be great to meet with Eliza as there is still a lot I am learning with very little guidance. I attempted to set up a meeting with former secretary Jason Pover but he didn't respond when I set a time.

I will look into the shared google calendar by the end of this week, it has not been a top priority.

Moved by Angus, seconded by Tristan. Passes unanimously

News Content Executive Report: Anthony Lotric

This report will be brief, as our news output has been modest over the uni break. Myself and Bec were at Natcon this year. We found reporting on it quite difficult because of the sheer volume of policy that was covered, the pace of the conference, and the fact that the policies were published very late, which meant we had no prepared notes. Next year we should send no less than two students, and they should be fully briefed by someone who previously attended. They should also have a plan of attack for how they will blog/tweet etc. it. This time around we did not, which led to different posting methods being used, which stuffed up the chronology of the blog.

The team has been great at noticing breaking news and getting graphics out for them throughout the break. Moving into the year when we have more time to write breaking stories, we can try to do more of these as articles.

One of our breaking graphics concerned Ebe Gannon's resignation as incoming CC President. While their original request for the post to be taken down was not reasonable, as we cannot remove reporting unless it is inaccurate, changing the wording of the description in line with the subjects concerns seemed reasonable in this case. I think, however, that we should take a more hard nosed approach in the future - the fact that Ebe is quite an obstinate and at times unreasonable person made me feel more inclined to mollify them . After publishing our story on the Garema place climate change protest, we were pulled up by incoming Enviro Officer Grace Hill for saying there were more than 700 people at the protest rather than “thousands”. While I cant judge as I wasn't at the event, this certainly sounds like an exaggeration. As Grace will be Enviro Officer this year, it's safe to assume that we'll have to deal with more of these attempts to influence our reporting on these issues, which we should be wary of as we go forward.

Moved by Hayley, seconded by Tristan. Passes unanimously

Item 5 - Items for Decision

5.1 Date/Time for Strategic Meeting

Hayley: Decide for a week put it on Council channel.

Tristan: Let's have editors meeting first.

Hayley: Have the editors planned to meet?

Adelle: Not yet. 30th is the earliest I can do.

Hayley: It may be impossible to have an editors meeting before strategic. Unless Skype.

Hayley: Free next week.

Tristan: Working Monday, Wednesday and Friday.

Angus. Next Thursday is not good for me.

Hayley: Ye maybe Thursday 4pm?

Kon: One thing I wanted to ask, is this strategic meeting an input by everybody about the direction of the organisation?

Tristan: I think it should just be the leadership team just to discuss general things, like we will take input from reporters.

Hayley: I can make an agenda to guide the discussion, and so we don't get stuck in certain topics.

5.2 Motion to remove Eliza Croft and Julian Lee as financial trustees of the ANU Observer Inc. and add Adelle Millhouse and Tristan Khaw as financial trustees.

Konstantinos Katsanis shall remain as a financial trustee of the organisation and the main contact. On the same note, to cancel Eliza Croft's bank card to the ANU Observer account and get a new one for each individual trustee after the resolution of this motion.

Moved by Angus, seconded by Hayley. Passes unanimously

Kon: I believe Tristan should have a card and be a trustee because there are a lot of purchases done for equipment. I think it's probably the person who would need it the second most. I think we just need two people but it would be good to have a third person to. It could be good to have a news person, even if they don't make many purchases throughout the year.

Adelle: I think it makes sense to have a news person, a digital person and the treasurer.

Tristan: What is our policy with regards to using the card? Do you have to notify council before making a purchase.

Kon: Yeah you have to let someone know. Under \$100? I'm going to create a set budget we have to follow. It was chaotic trying to figure out where all the money went. We need to keep track, like we're going to buy this and we're not going to buy more of that. It was quite high[food budget]. Stuff like that, again, I would need to know where all the money goes.

Angus: It would be good to give the digital and news teams a bit of leeway, like if they need to buy something for a meeting.

Hayley: They could just submit receipts to google drive

Tristan: I don't mind either, we need to have a policy, even an informal one, to make Kon's job easier

Kon: It's really hard to predict sometimes, there are a lot of things we can draft from the start but it's hard for meetings. We can be flexible as long as it's within. I agree with Tristan but need to see if it's worth writing a policy about that. Ask me if you can buy anything so I know that we have enough money. So yeah, as long as you let me know it should be fine. I will create an excel document so we can track how much we have.

Angus: What about having a budget for each team so there is a bit of accountability

Kon: It's more like line items, they're not for one team or the other. We have budget for a microphone because I wanted the news team to use it for interviews, so it's not really a digital or news kind of thing. I think the best way to go is all the trustees get a card, but ideally we don't really use the card that much. I think we'll have an idea of where the money goes before hand.

Tristan: The amount of discussion shows that we should refine or write a policy surrounding [purchase approval]. Something like that so that it's more preventative in case the budget doesn't work out again, to know whether it's because someone didn't follow the policy.

Hayley: So you're happy to be the trustee?

Adelle: Yup!

Tristan: If [Adelle visiting bank where she is] isn't an option then we can put Kon and I first then Adelle later.

Actionable: Hayley and Kon review purchase policy

Item 6 - Items for Discussion

6.1 Hiring additional team members

Kon: Let's keep this point short, this is something that the editors and digital should discuss. Angus you should also give some opinion because you can hire people to help you with what you want to do.

Tristan: I don't think anyone is interested in staying on as digital team.

Kon: I think a lot of people are still in holiday mode, you may need to chase them on facebook.

Tristan: That's what I was going to do next.

Angus: In terms of hiring people for web, I feel like it's enough work just for me. The risk is the website may go down when I'm busy.

Hayley: It may be good to hire someone and train them up for the role

Kon: Yes, it is good for continuation in case you decide to leave at the end of the year or something. Adelle did you want to add anything to that?

Adelle: No

**Cross-training→ Strategic meeting agenda*

6.2 Governance Training

Kon: Covered it enough earlier

Item 7 - Other Business

7.1 Creating a budget before requesting to receive our SSAF allocation

Kon: Pretty much what I briefly mentioned earlier, I just wanted to let you know that I'm going to create an excel spreadsheet to categorise all our planned expenses. I may contact some of you to see what you want to purchase throughout the year. Some of them are already set from what people decided last year, but just let me know.

Item 8 - Recall Actionables

Expected Close of Meeting: 17:59