



# THE ANU OBSERVER

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

Date: 30/1/2020

Open of Meeting: 5:19pm

### **Item 1 - Attendance and Apologies**

**Present:**

**Absent:** Tristan(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 Hayley and Seconded by Adelle, passes unanimously

### **Item 4 - Reports**

#### **Editorial Content Executive Report: Anthony Lotric**

(Speaking to Report)

Anthony: I was talking last week about NatCon, it was not ideal because we didn't have any cross over [from last year], and Observer had only been there once with a 2 year gap. I feel like Eliza could have primed us a bit more for the event, next year we have to make sure we don't do that to the next people. I asked Eliza about that and she didn't reply. I don't think any of the other journalists had been there before but they had institutional knowledge. We were trying to be thorough whilst other [media outlets] were just posting quick updates. I want to reformat the live blog, the format is screwed up.

Adelle: There was one version we used with a drop down menu which was better but there was one time where the post wasn't appearing in the drop down, or the wrong time was listed, but it's not super important.

Anthony: I want it to be readable, and for people to be able to go back to it as a historical record. Before I move on, I chatted to Honi Soit and they floated the idea that we could do joint stuff/coverage with them this year. I think they can see that we're doing something different to

Woroni. There's a good chance nothing will come from that. I think we need to work out the procedure with breaking graphics. We need to look back into [red stories] which only need to be approved by one editor. They asked us to change the thing and I was inclined to change it because it was an article we didn't end up writing, it sort of slipped by. It was pretty minor, there was some reason to do it but I think that's something we should discuss. A similar thing happened with the Garema Place protest. I think we need to have a two pronged approach, to be able to push back hard against these things. Obviously we don't do advertising but we could do a prep article.

Hayley: This could be included in the new digital team 'catch up' fortnightly wrap up thing.

Kon: What happened with Woroni at Natcon? We did a joint bid to send people to Natcon, with the idea that one person would be \$1000 rather than \$500. Adelle do you remember?

Adelle: We were supposed to work together but Grace was interested in jetting off to her 'former' faction.

Kon: So was the bid going to be half and half? Because we got all the money that we bid for, it was supposed to be shared though. The thing is if Woroni spent more than \$1000 or \$2000 it means that we have more money too. I want to see if I can talk to their treasurer and see if there's anything they can do about it? Do you think 2 people is enough?

Anthony: 2 news team and 1 digital would be ideal.

Adelle: What do you think that a digital team would add though?

Anthony: Well the problem is you can't record on floor.

Adelle: If we got the money I would rather send a third news person.

Kon: They actually use the budget from the year after to send a person so we're going to use the 2021 budget to send someone in 2020.

Angus: Do the Natcon posts get much traction?

Adelle: Not really, but it's something we cover out of obligation.

Anthony: It's also a really good training ground for new reporters.

Moved by Adelle, Seconded by Hayley. Passes unanimously.

### **Visual Content Executive Report: Tristan Khaw**

Not much to report. I drafted some media pass designs that we can print and laminate if wanted. Additionally, more equipment for the digital recording studio has arrived. I will be filming test runs of our fortnightly recap series soon.

Moved by Hayley, Seconded by Angus. 3 for, 2 abstentions

### **Web Administrator Report: Angus Brooks**

Angus: I finally fixed the header, but that's about it

Moved by Adelle, passes unanimously

### **Chair Report: Konstantine Katsanis**

There is nothing much to report as I have been dealing mostly with the finances where obviously more things are going to be said about them in the coming report. I contacted Luby about governance training and it is set to be on the 14th of February. Eliza has been really hard to get in touch, and I have tried three times in less than a week. She mentioned that she could do Saturday for a handover, but she did not verify on time, so whether we are going to be having a meeting or not is still questionable. I understand everyone's frustration and that a handover should have been delivered already, however, we cannot wait on her forever and we should get on planning next year without the need to rely on Eliza's advice or leadership, especially when she is not in the team anymore.

Kon: I pass the chair to Adelle. I take my report as read. We have governance training with a very lovely guy. Also we are meeting with Eliza on Saturday at 10am.

Moved by Angus, seconded by Hayley. Passes unanimously.

### **Finance Executive Report: Konstantinos Katsanis**

Me and Tristan went to the bank to change trustees for our account, but we were not allowed to do that because Eliza had to have provided us with written evidence that she has resigned from her role as chair and that I am taking over the role. As mentioned previously, really hard to get in touch, but she eventually sent me the letter today morning. Adelle and I went to the bank today and we started the process for the trustee transfership.

I have gone through Observer's expenditure accounts from the past two years very thoroughly and I have made the following discoveries:

1. Jules invoiced the ANU with the wrong amount of \$9,600.00, whereas it was supposed to be \$13,194.00. That is \$3,594.00 that we should be having on our bank account at the moment and it was the reason behind the lack of funds in the account.
2. The credit note Jules sent doesn't seem like the correct amount and I sat with Angus the other day and had him look through it with me a second time. We decided to discuss it here, which I have put it as an item for discussion. I would like to motion to read and discuss item 6.1 before the conclusion of this report. \$4,510.15.00 is the amount Jules

provided, although his expenditure account states that we spent \$31,079.81.00 and that the credit note should have been \$4,175.19.00. Now, I am not sure if Jess's flights for NatCon, which were \$350, were taken from the 2019 budget or from the 2018 Mid-Year SSAF round. If they are taken from the 2019, then we are very close to the number Jules provided, but not exactly; it would be \$4,525.19.00. Furthermore, Jules in his expenditure does not mention an expense I saw in the bank account history tab, and he mentions an expense of which I have no record of in the bank. This expenditure account was submitted for auditing at some point last year, however the audit has not been finalised yet. From what I gathered looking at the history of our bank account, we spent \$31,284.61.00 in 2018 and we should be having \$3,970.39 as unspent (if we consider NatCon, that would be \$4,320.29.00.) These expenses and the total balance at the end of the year are not always a reliable figure to calculate how much has been spent; we took a fund at the beginning of 2018 which adds another \$1,000.00. Another example is how much we had been left with by the end of 2019, where we made some "split" payments, using the 2020 budget to help on a line item from 2019 or paying for 2019 NatCon expenses using the 2019 money but getting reimbursed from the 2020 budget by deducting the difference. As I am an accountant of these actions, I will keep provide a clear note to whoever comes next; as for Jules, I cannot assume that he did something like (although he suggested me to do it) because he did not leave a note behind.

Moved by Angus, passes unanimously

### **Secretary Report: Hayley Hands**

(Speaking to report)

Hayley: Set up Google Calendar and do it through G Suite. It exists, but we need to invite everyone through the email address. We should put the weekly minutes and put events there. It would be nice to stay up to date.

Tristan also suggested going back to Trello.

The other thing I suggested early in the meeting is for people to stop communicating things to me that are supposed to be

Moved by Anthony, passes unanimously.

### **Item 5 - Items for Decision**

#### **Item 6- Items for Discussion**

##### **6.1 Observer Finances**

Kon: There was a \$1000 deposit from the beginning of the bank account history, I'm unsure about what it is or where it came from.

##### **6.2 Office Access**

Kon: Again, something we discussed earlier on about the code for the office.

Adelle: Subject to speaking to Unilodge, I don't want to have the alarm on. I think it makes it less friendly, I think if the alarm needs to be on we should give everyone the code. I don't like the idea of having it on/off overnight. I think we should give people access after they've been in the team for 3 weeks.

Kon: But you know how we're going to be showing off the office on open day/in interviews? That can increase the risk. I don't mind giving the code to people that we trust.

### 6.3 Stipends

Kon: We have obviously a new role with the web admin role, and we don't have a set stipend for that as in whether it will be 0.5 or 0.75 of what an editor gets. The chair also doesn't get a stipend and I don't know if they should. I did the calculations and if Angus and I get half, Hayley gets 0.75 and 5 people get full then it will be around \$800. A small pool is also the honoraria pool. I want opinions on the web admin role, the digital executive role and the chair.

Adelle: I think the chair should get a small amount even as a token. I don't know how much work Angus is going to be doing on a weekly basis. Unfortunately because I'm not attached to digital is they don't do as much as a news editor does [on a weekly basis].

Kon: I feel like [Tristan's output] is looking very promising. It's a lot of work dealing with people, and also when you are on the board it's not just focusing on digital stuff. If we say Tristan should get the full one then we should probably stick with that for the full year.

Kon: Do you have any idea about the amount of work you're going to be putting in?

Angus: Well it depends, if you're looking at just the role of Web Administrator I don't think it should be anything more than 0.5x, if that.

Adelle: If we can definitely afford to have 5 people on full, 2x 0.5 and 1x 0.75? Woroni makes a lot more than we do, and wouldn't give them a pay cut because it would look bad. Would an extra 0.25 be enough [for chair]?

Kon: Maybe we can talk to Eliza about it

Adelle: If you[Angus] are doing a lot of work we can give you Honoraria for it.

**Actionable: Look into payment of these roles and talk to Eliza about payment for chair.**

### 6.4 Market day plan

Hayley: I'll make a form for availability on the day

## **Item 7 - Other Business**

7.1 Updating team names on website.

**Hayley: I'll make a list for you [Angus] to update team names on the website.**

7.2 Casual vacancy

### **Item 8 - Recall Actionables**

-Hayley and Kon: review purchase policy

Hayley: Organise post O-week Social event

Hayley: Organise scheduling for market day stall

-Hayley: group Google Calendar

-Kon: Chasing up Governance training

Expected Close of Meeting: 18:20