



THE ANU OBSERVER

Meeting of The ANU Observer Board

Date: 12/2/2020

Open of Meeting: 16:49

Item 1 - Attendance and Apologies

Present: Kon, Tristan, Hayley, Angus, Anthony

Absent:

Item 2 - Acknowledgement of Country

By Konstantinos

Item 3 - Previous Action Items

3.1 Office Access

Kon: Need to check with Lodge

Adelle: Do a check this week, then next week as a reminder

Kon: Maybe talk to your teams about it first, make sure people are coming back. I requested to give access to Sam and Bec. I haven't received a response about whether the alarm can be turned off from Unilodge.

Anthony: Did we decide last time on who can get access to the alarm?

Kon: Depends on Unilodge.

Adelle: Anyone who has access has access to the code. My preference would be we don't have the alarm on at all.

Item 4 - Reports

Chair passes to Adelle

Chair Report: Konstantine Katsanis

We had a meeting with Eliza and it went well. I hope everyone feels that they got something out of it. I updated our details in Access Canberra and we had to pay \$44 for the registration of the Public Officer. We should let the next committee know that they will need to update those details within a month since commencement of office, otherwise it will incur in a fee.

I sent an email to UniLodge in regards to the alarm and whether the sign outside could be changed. I also told them to give access to Bec and Sam. I have not, however, heard back from them.

Training this Friday, yay!

Kon: I'll take this as read, anyone have any questions?

Moved by Passes unanimously.

Finance Executive Report: Konstantine Katsanis

We will need to delay stipend payment for three weeks from today. Constitutionally we are required to give three weeks of notice with the amounts on our website, however, we need to decide on the Web Administrator's stipend. I personally am in favour of the idea of giving the Chair a trial of 1 Semester without a stipend and record how many hours/effort is put in the role.

I emailed the Financial Shared Services (FSS) and Luby in regards to the incorrect amount in the invoice. The FSS viewed the email early last week and they have forwarded it to the right people, but still I have not heard back from them. Luby has not responded, yet, but I just emailed her on Friday. Most importantly, I was interested to know whether we should invoice them now, or whether we should wait until the problem has been resolved. I will go through invoicing them if I have not heard back from them by COB Wednesday 11.02.

Moved by Hayley, passes unanimously

Secretary Report: Hayley Hands

I don't have a lot to report. I contacted Eliza and received the updated version of the Constitution and have started putting PDF copies of minutes and policies into a folder for Angus to upload to the website. I set up a roster for the market day stall and I think we're all covered for that. I've read all our policies and made a list of the ones that need to be looked over or written and will begin these in the next few weeks. I'll probably message people from the news or digital team if I'm changing something that will specifically relate to them for advice, but I'll be presenting drafts at council that you can advise me on anyway.

I'm really looking forward to governance training tomorrow, as hopefully it will guide me in interpreting and rewriting those policies and procedures.

I put an item on the agenda regarding setting a meeting after our governance training specifically regarding overall vision in regards to content output, hiring/teams, policy/procedure changes and other governance related long term planning. I would like another one as I feel it would be beneficial to talk about it when we have governance fresh in our minds from the training. I don't want this meeting to be about content at all unless it's dictated by the Constitution in 7.4 and 8.5.1.

Also, please please try and get agenda items/reports/apologies to me at least 24 hours before meetings! I understand there are situations where this can't be provided because things come up, but it makes it a lot easier for me to get my head around things when I have a day to look over them. It also gives everyone a chance to read your reports before the meeting so that we can go through them quickly.

Moved by Angus, seconded by Tristan. Passes unanimously

Visual Content Executive Report: Tristan Khaw

Not submitted

Tristan: I've made contact with Amna and (?), we're in the process of writing the scripts.

Adelle: Why is it set up in the lounge and not the studio?

Tristan: The space was too small

Hayley: Will it be there permanently or will it be put away after filming?

Tristan: We will leave backdrop there and put away the rest

Kon: It is a communal space so it can be there for now but when everyone comes back we might need to move it. Also when everyone comes back will it shift from working with your friend to with the digital team?

Tristan: He will probably join Observer. Also we haven't found anyone to be in front of the camera. I will be writing the scripts because of the editing

Adelle: It definitely needs to have [editor oversight] because it is news

Tristan: I told the editors about what I was doing

Anthony: We didn't have the exact structure

Kon: You guys need to meet, you are producing news and you need to talk to the news team. A film or TV script is different but the content is news. You guys meet, sort it out and at the next meeting I want you to have filmed something and to have met and scheduled to meet regularly.

Tristan: It is a new process and I obviously wasn't going to release it with our name on it without talking to the news team. It's part of a process of giving the digital team more collaboration with the news team. We discussed in a previous meeting the digital team feeling almost redundant, but we will not shut you out [of the process].

Moved by Adelle, seconded by Anthony. Passes unanimously.

News Content Executive Report: Anthony Lotric

Not submitted

Anthony: I thought the travel ban article was good.

Adelle: It got no traction

Anthony: We did have unique stuff though, it was good that Unilodge [responded]. We have a lot organised for next week so we want everyone to be around

Tristan: Are you still using Trello?

Anthony: Not really, we just do it over Slack

Tristan: Digital team need communication

Anthony: We'll probably do it organically in a Slack channel updating what we need. Trello gives too much secondary information

Kon: I'll admit that although I'm not an editor I'm still a part of the editor's channel. You put a lot of what to do in there and some of them mention my name to look at stuff but I'm not supposed to be in the channel. What can you tell us about applications?

Anthony: I emailed them all today, one replied saying they'd get it back by Wednesday. We'll have more people coming on for O-Week so they can all do it. **Would be good for digital to post hiring advertisements.**

Tristan: I just need to go through tonight and fix up the graphics.

Kon: I remember last year you put something in the New @ANU group

Adelle: We'll do that again this year

Moved by Tristan, seconded by Adelle. Passes unanimously

Web Administrator Report: Angus Brooks

Since my last report, there have been no major faults that have arisen with the site that required urgent fixing. I have been investigating the implementation of a new ANU Observer site and what that may look like.

One of my major focuses has been overhauling access privileges for the site, and ensuring that everyone who needs access has it - and that people who no longer work for Observer do not have it. This increases overall security of the site. One thing that I have noticed is that editors were publishing articles on behalf of the authors that wrote them without adjusting the author name - this should be avoided as much as possible.

Some issues remain unresolved - I am still yet to look into the issues flagged with the live blogging feature of the site. I am also yet to work out a fix for why the application forms are not being redirected to the correct team. I aim to have both of these issues resolved by the next meeting of the Board.

Angus: I'll take my report as read. I know that Sam didn't have access to anything which is crazy, it shouldn't really occur ever. I know if it is when people have just joined the organisation it's okay, but send me a slack message whenever someone new needs to be added.

Moved by Tristan, seconded by Hayley. Passes unanimously

Item 5 - Items for Decision

5.1 Providing ANU Central Marketing with footage of Kambri

Kon: I added this because we might want something written down to refer to in the future.

Anthony: I don't have any problems with it

Angus: As long as they don't pay us for it, I think there's no conflict of interest

Adelle: I think the main question was how it is different for providing footage for balls

Tristan: I think we could need a policy, I am 50/50 on this because providing our IP sets a precedent as organisations could expect to use our footage. Another organisation could get annoyed because they think [we have something against them]. Also does it matter if it is a for profit venture? Say we took a really nice photo of Club Lime, because we're a SSAF funded organisation should we provide the ANU with that [service]. What if an organisation we don't agree with wants to use our footage? If we have a policy that denied all but we can accept some, it's easier.

Adelle: We could watermark it, but we should be really specific about the use of it

Tristan: Tell them we reserve all rights to the IP

Angus: Because it's the ANU it's different to something like sALT

Tristan: What if the ANU makes misleading claims using our footage, do we have a right to withdraw it?

Hayley: I can draft a policy for the next board meeting

Tristan: Okay so we can grant it on the condition that we reserve all the rights, and mention in the email that Observer as an organisation is still deciding on this kind of situation and it is a one time use.

Moved by Tristan, seconded by Adelle. Passes unanimously

5.2 Approval of Samuel Wright as an Editor

Adelle: I like Sam, he's great, we need another editor.

Kon: Term will start Monday 17th

Moved by Adelle, seconded by Tristan. Passes unanimously.

5.3 Motion to set stipend for Web Executive to 0.25

Moved by Adelle, seconded by Tristan. 1 abstention, 5 pass.

5.4 Amend Payment Policy to read:

2.2 The term "editor" refers to any News Editor or Digital Editor.

to:

2.2 The term "editor" refers to any Editor or Visual Content Executive.

Add:

2.4.9. Payment to the Web Administrator = P(wa)

3.2.4. The payment to the Web Executive uses the coefficient of payment equal to one quarter (0.25): $P(a) = 0.25w$

Moved by Adelle, seconded by Tristan. 1 abstention

5.5 Motion to table items not discussed(6.4, 6.5, 6.6, 7.1) at today's meeting at the next meeting of the board

Moved by Adelle, Seconded by Tristan. Passes unanimously

Item 6 - Items for Discussion

6.1 Strategic Meeting following Governance Training

Hayley: I think it would be good to set some KPIs. Beneficial after governance training.

Adelle: Seems reasonable.

Tristan: Do weekend?

Kon: Set for next Wednesday.

6.2 Hiring and Training

Adelle: We kina covered it before.

Tristan: We would like to get a few more photographers and videographers for the ambitious projects we are pushing. People can't commit as much, so we need to increase numbers.

Angus: I would like to hire another one, not because it is too much work, but so I can have someone to replace me when I leave.

Adelle: Message Tristan and see what you need in the hiring post.

6.3 Payment for Web Administrator and Chair roles

Kon: I think with the chair, I like the idea of giving it a trial to record the number of hours rather than putting a stipend up straight away

Adelle: First sem honoraria then revisit next semester. It's harder to retract a stipend than to give one

Kon: Also if it was 0.25, I would get half because I'm doing two roles.

Adelle: Do we want to do the same as (for chair) or give a stipend?

Kon: I think as a stipend it would be 0.25 or 0.5?

Angus: I think .25 is too low and .50 is too high.

Adelle: We can begin with 0.25 and award with honoraria, then look at it next semester to see if we raise it to 0.5

6.4 Discussion in regards to the Arbitration Panel's requests (See Appendix A)

6.5 Facebook Domain Verification

6.6. Media Pass

Item 7 - Other Business

7.1 Account Trustees

Item 8 - Recall Actionables

8.1 Kon and Hayley still need to review the Purchase Policy in regards to amounts requiring approval by council.

Putting up hiring posts by Monday

Tabled for discussion:

Expected Close of Meeting: 17:45

Appendix A

Email sent on behalf of the Arbitration Panel about the payment of stipends and honoraria and other requests. 4 December 2019 4:38PM

Dear ANU Observer Council,

The Arbitration Panel has recently met and discussed how we will perform our duties in the coming term, being recently populated with new members. We would like to inform you of some decisions we have come to.

- Michael Turvey has been appointed chair of the Arbitration Panel.
- The Arbitration Panel has decided that this and future honoraria decisions should be communicated to the full Observer team, in the interests of transparency and given the nature of honoraria as a method of honoring exceptional performance. As such, we request an email list of all current officers before the next round of honoraria (for this round we have simply emailed the news account).
- For the same reasons as above, we request that Observer publish the honoraria on its website (possibly on the documents page or in a similar location) so that they are accessible to the public and preserved for reference of future teams.
- The Panel has observed that there is a consistently low rate of honoraria submissions, which makes determining accurate and justified honoraria allocations difficult. As such, we intend to contact all officers via email before the next deadline for honoraria submission, inviting their submissions.
- The Panel also intends to prepare a document highlighting best practice for honoraria submissions, regarding the importance of detailing specific reasons for honoraria, and the importance of highlighting conduct that is "above expectations" for roles. This is in order to make the process more accessible for members who may be nervous about making submissions. We anticipate this document to be ready for circulation before the next honoraria submission round opens.
- The Panel intends to request certain data before the next honoraria allocation. This includes but may go beyond analytics for news articles and videos, to aid our deliberations. We request that the Council disclose Google Analytics of all content produced for the preceding honoraria period to aid our deliberations.
- The Panel is interested in the possibility of establishing an "arbitration" account on the Observer Slack. This account would not have access to any channels, but would serve as an accessible point of contact for officers who wish to make submissions or ask questions about the Panel's proceedings. Could you please advise the Panel if such an account is possible.

Please do not hesitate to reach out if you have any questions.

Regards,
Michael Turvey
Arbitration Panel Chair.