



THE ANU OBSERVER

Meeting of The ANU Observer Board

Date: 14/03/20

Open of Meeting: 19:33

Item 1 - Attendance and Apologies

Present: Hayley, Kon, Tristan, Sam

Absent: Adelle(No apology received), Angus(With apologies)

Item 2 - Acknowledgement of Country

By Konstantinos

Item 3 - Previous Action Items

Item 4 - Reports

No reports

Item 5 - Items for Decision

5.1 Accepting the updated Payment Policy

Tristan: We can change the 'Members' reference at a later date

Moved by Tristan, seconded by Sam. Passes unanimously.

<https://docs.google.com/document/d/1jH30wssVAO1-awDioj9IzirIfD1gbPXQXUH2I-ZHLN4/edit?usp=sharing>

5.2 Accepting Samuel Hansen as a Visual Team Member

Tristan: He will be brought on almost specifically to do the Fortnightly 5. He might also work on some other Visual Team stuff if required. For full disclosure, I've known him since college.

However, for the sake of making sure it's neutral I opened the role to all present Officers. No one could, so yeah.

Moved by Tristan, seconded by Hayley. Passes unanimously.

5.3 Accepting Brandon How, Declan Milton, Vienna Daniels, Jasche Lennefer, Maddy McDonald and Keeley Dickinson as reporters

Hayley: Potential conflict of interest with Vienna, Woroni Contributor, worked for ANU and relationship with res hall. Potentially also friends in Observer. But not sure about trial application, do you Sam?

Sam: Not sure.

Tristan: It's a pretty big conflict, something to note.

Sam: Declan seems really keen and enthusiastic. I don't know much about any of the rest of them.

Hayley: Potential conflict with Maddy became a non-issue as she decided not to go ahead with radio show. Editors were going to allow her to do this as last show whilst being an Observer officer which I don't think should be permitted.

Tristan: That is the crystal clear definition of conflict of interest. Had similar issue with an applicant and turned them away due to this. Concerning about people publishing content before being accepted to Observer.

Hayley: And drive/email

Tristan: What if board finds issue with their COI and they have already published content? That's the whole point of approval.

Moved by Sam, seconded by Tristan. Passes unanimously.

5.4 Observer Officers to be given access to the office code after a month, and for the alarm to be turned on after the last person has left the office.

Moved by Tristan, seconded by Hayley. Passes unanimously.

Item 6 - Items for Discussion

6.1 Office Access/Signage

Kon: Talked to lodge, need to talk about having alarm

Tristan: Reduce access to code for people on trial.

Hayley: Writing a policy relating to hiring and training which talks about access to this.

Tristan: Just leaning on the edge of being safe, someone might seem trustworthy but is not. The cons outweigh the pros of giving it to too many people.

Kon: They want us to send a design for office signage but will cost.

6.2 Hiring

Hayley: Tristan, have you hired anyone?

Tristan: I have sent emails and I have four possible candidates who have replied out of seven. Some interviews next week.

Hayley: Apparently, because someone can't make it to the meeting, they were thinking to ask them to leave.

Sam: I wouldn't want that...

Hayley: Yeah, especially if they are trained and meetings may be postponed.

Sam: Yeah, I don't think it is inappropriate.

Kon: Do we have any videographer applications?

Tristan: No, we didn't.

6.3 Precautionary Measures in Response to COVID-19 Risk

Tristan: I think we need to discuss worst case scenarios and a general idea about what we tell out Officers. If the entire university goes into quarantine, we need a message to send out about our consideration of the issue. We also need to plan for if anyone in our team catches the virus, and how we are going to tell others.

Hayley: Also just generally making sure people are okay.

Kon: I could email the university and get some advice on a few things about the approach they take. For instance, if someone got it, how we would phrase it and the action we would take. E.g not meeting in the space for 14 days.

Tristan: Yeah, would we tell everyone or? Also to do with our risk appetite, we need to discuss whether we risk sending reporters to rallies or large events? Do we have a breaking point for when we will stop this?

Hayley: The other thing is what is Observer gonna do, as we are relying on events, now that those events have been cancelled. University likely to go online in next month.

Tristan: As the board, these decisions come back to us, we will be liable if information we spread causes panic. Would weigh badly on my conscience if I sent a photographer and they got sick. Put out initial messages to team now before too late.

Hayley: Set up reliable video conferencing asap.

Kon: Restrict things. E.g, Fortnightly 5 has only small number of people.

Tristan: Include note to everyone that if you contract the virus, we would really appreciate it disclosed it to us.

Tristian: Create an internal procedure. Something that effects everyone. Everyone on board should have a say, have a look at it.

Tristian: By end of weekend we should have plans and communications to send out.

Tristian: Worst in terms of personal loss or damage is what we need to prepare for most. How do we make sure that computers are not stolen?

Hayley: We shouldn't make officers prioritise work over their health.

Konstantine: If we get infected, leave the office for two weeks. Wouldn't be too concerned by that.

Tristian: We need to include in our message that if someone has contracted COVID-19, here is what will happen in the office, here is what will happen if someone is sick: Observer will cease operations, Observer will always endeavour to follow the advice of medical professionals. Anything we send out please check first.

Hayley: According to ANU's official advice we would be going against it if we let the social go underway.

Tristian: Maybe postpone the social for maybe a week to see how everything is going to pan out.

Konstantine: If we postpone the social, the situation might just get worse.

Hayley: Let's just cancel it.

Actionable: Create an internal procedure to have out to team by Monday. A staged action response that follows government and ANU guidelines. Cancel Friday social. Set up video conferencing platform.

6.4 Board Meetings

Kon: I feel like with what happened today in regards to the article, I want to know what's going on more often. I was in favour of giving a chance to less frequent meetings but we may need to approve people. I think we still need more frequent board meetings.

Tristan: 7 days is more than enough time to schedule a meeting if we make sure everyone has the time free, it's probably fine. A lot of the problems mentioned like getting people approved and discussing digital and news team, that sort of thing can be solved outside of board meetings.

Kon: If we are going to continue monthly meetings, then reports need to be over 3 pages. If we constantly find ourselves finding urgent meetings then we should just have consistent fortnightly meetings.

Tristan: I agree, if we consistently do it then 2 weeks is better. If it doesn't work out then I'll go back to two weeks.

Item 7 - Other Business

Kon: I'll try and find out what other organisations are doing RE meetings/elections.

Hayley: Not sure what we're gonna do in relation to elections/casual vacancies if we can't meet in person.

Item 8 - Recall Actionables

Meeting closed 8:49pm