



THE ANU OBSERVER

Meeting of The ANU Observer Board

Date: 02/04/21

Opening of Meeting: 10:27

Item 1 - Attendance and Apologies

Present: Konstantinos Katsanis (Chair)

Angus Brooks (director) (*arrived late*)

Brandon How (director)

Keeley Dickinson (director)

Helena Burke (director)

Jacqueline Du (director)

Absent: Declan Milton (director)

Item 2 - Acknowledgement of Country

Delivered by Konstantine.

Item 3 - Previous Action Items

Angus to check on sizes. Jacqui to come in touch with Jo and Tajiswani. All of them to organise a time to meet and discuss those things before the next board meeting.

Item 4 - Reports

Chair Report: Konstantinos Katsanis

Nothing significant to report regarding the public affairs side of things. I am a little bit concerned with the performance of some of our elected officers. Although I do not intend to specify in my report those concerns, I will be discussing them as the first item for discussion in the meeting today. It is important for everyone to be performing in accordance with their role descriptions and responsibilities. If some individuals feel that they do not understand those and need clarification, I am happy to have a chat. If people feel overwhelmed with other commitments, this needs to be mentioned, and I would like honest feedback on how to find solutions to problems by everyone on the board.

Moved by Keeley
Seconded by Brandon
Passes unanimously

Secretary Report: Konstantinos Katsanis

I have not found much time to focus on policy making. There are a lot of policies that need to be reviewed, as well as a need for the creation of new regulations for certain aspects of the organisation. I have made a draft proposal for the COO role, which I will present at the board meeting today. While fulfilling the duties of the VCE has taken a lot of my time away from my secretary duties, it has allowed me to gain an insight into the operational level of the organisation. I have become more convinced that the COO should exist to take away a large part of the discussion from board meetings. I have also noticed that executives require guidance in the way their operations and meetings are conducted. By creating this role, we also make the system more efficient, as in, we will not be relying on luck or the previous experience, incentive, or intelligence of the executives to lead. Obviously, the COO must have previously held a leadership position within our organisation, or at least some demonstrable management experience if they are coming from the outside. Most importantly, they will be acting as a link between all the team executives.

A short reflection on myself. I wish I had done more of my work, however a combination of uni, paid work, and doing VCE stuff, has really put me behind. Ideally, I would have liked to have some policies changed and approved by now, but I haven't managed to do so. I would also have liked to manifest a Strategic Calendar. Hopefully, by appointing Jo as the VCE, I will not have to deal with visual content anymore, which will give me time to focus on board matters.

Moved by Jacqueline
Seconded by Keeley
Passes

Editor in Chief Report: Helena Burke *(not received)*

Improved productivity improved. Planning sheets have been well implemented and helpful. Regarding the artwork article incident, we basically need to be more mindful about how information is actually framed in articles. If anyone in Observer is concerned about an article, they should come forward with their concerns.

Develop a clear policy about those.

Brandon and Keeley agree with those points.

Moved by Jacqueline
Seconded by Angus

Passes unanimously

Finance Executive Report: Jacqueline Du *(not received)*

I have not gotten in contact with Jo regarding the t-shirts. Have come in contact with the auditors. Sent the allowances to Angus. Sent to arbitration board.

Angus: The allowances are on the website.

Second part:

It might be best to step away from this role. Because of other commitments and other personal issues, it might be best to move away.

Helena: If we need to replace Jacqui can we

Helena: Ok cool, thank you for your work Jacqui.

Jacqui: Thank you guys, I would also have liked to stay longer.

Moved by Helena

Seconded by Angus

Passes unanimously

Community Executive Report: Angus Brooks

Signage Update

We have approval from various ANU departments to update the office sign. We now need to come up with a final design, which can be sent through to various stakeholders such as ANU Commercial Services and our building maintenance contractors who will be able to provide us with a quote for the works.

Freelance authors

Consultation regarding the use of freelance authors suggests that our team is happy with how we have acted regarding the use of freelance authors. Our team expects to remain the main authors and reporters on our site, however also understand the benefits of using freelance authors from time to time.

Social

I continue to work out exactly when to hold an Observer social. At this stage I am currently leaning towards Week 7. I will continue to keep the team updated in Slack.

Angus: We need to finalise a design for the sign.

Angus to come in touch with Jo to finalise the design. Ideally, we should have sent everything through before the end of the break, 16/04/2021.

Angus to create a cleaning roster for the office.

Moved by Konstantinos
Seconded by Helena
Passes unanimously

Web Executive Report: Angus Brooks

Website Outages

Recently website outages have become more prevalent and more frequent, although appear to be less severe and are resolved quicker. I continue to log it over with DigitalOcean and are looking into fixes. Please continue to log issues in the web_support Slack channel, and include a screenshot with an error code if possible.

Google Drive

I believe we may need to make some tweaks to how we store files in the new Google Drive, and may need to set up a new 'Confidential' drive separate from the main one. It appears difficult to apply custom access control to files within the Drive.

Fortnightly email summary

Unfortunately Week 3 and 4 was missed. It would be good to have a more streamlined system for submitting the articles to me for inclusion so the email can go out preferably on a Friday or Monday.

Helena; If the website is down, should we always tell you or wait because it might come back?

Angus: Always tell me, so we have a record.

Helena: Web support?

Angus: Make sure to include the code.

Konstantine: I think we have some money reserved for Web stuff.

Angus: Digital Ocean is moving to a different system and that would involve rebuilding everything and that would require for the website to be down. It would require some cost.

Moved by Keeley
Seconded by Helena
Passes unanimously

Item 5 - Items for Decision

5.1 - Appointment of Joseph Oh as Visual Content Executive. Term commencing on the first day of Payment Period 3, starting on Saturday 03/04/2021.

Moved by Angus
Seconded by Jacqueline
Passes unanimously

5.2 - Appointment of the following members as officers of the ANU Observer
Anthony Waymouth as part of the Visual Content Team.

Moved by Helena
Seconded by Brandon
Passes unanimously

Shona Thomas as part of the Visual Content Team.

Moved by Brandon
Seconded by Helena
Passes unanimously

Abryella Franks as part of the Visual Content Team.

Moved by Jacqueline
Seconded by Keeley
Passes unanimously

Item 6 - Items for Discussion

6.1 - Team Performance Review

(discussion mostly recorded)

News Team -

Helena: I think we are making good progress, but far from reaching goals 3-4 articles a week. People being available for edits pushes publishing back. We need to be clear with reporters about scheduling and time. Not counting the one we removed 3 last week and 2 this week.

Visual Team - *(see recording)*

Community and Web Executive - no framework for Community

Actionable: Konstantine and Angus to meet up and discuss a framework

Finance Executive - *(see recording)*

6.2 - COO

(discussion mostly recorded)

Board restructure: No editors on board, except EiC. No ordinary members. COO sits on the board.

The COO cannot be the same person as the Chair.

Option open for the Secretary.

They cannot be an executive, neither a team member.

Vacancy period in exceptional circumstances

They are appointed by the board through advertisement and then the interview process.

Actionable: Konstantine to draft a role description and make proposed constitutional changes.

6.3 - Institutional Knowledge Retention
(discussion mostly recorded)

Actionable: If someone has not written a handover, the arbitration panel has the right to suspend the final payment until a handover has been done.

6.4 - Strategic Calendar (**Appendix A**)
(not discussed)

6.5 - Deciding on a General Meeting Date
Tuesday 11 6pm
Hybrid format

6.6 - Budget Overview

Actionable: Find a date to have a budget meeting. Before the next board meeting.

Item 7 - Other Business

Item 8 - Recall Actionables

Next board meeting to be decided over Slack.

Angus to come in touch with Jo to finalise the design. Ideally, we should have sent everything through before the end of the break, 16/04/2021.

Angus to create a cleaning roster for the office.

Actionable: Konstantine to draft a role description and make proposed constitutional changes.

Actionable: If someone has not written a handover, the arbitration panel has the right to suspend the final payment until a handover has been done.

Actionable: Find a date to have a budget meeting. Before the next board meeting.

Actionable: Konstantine and Angus to meet up and discuss a framework for Community Executive.

Closing of Meeting: 13:09

Appendix A - Strategic Calendar

Time	Role	Accountabilities
February		
March	A collaborative meeting between the board and management should be held to formulate the Strategic Direction of the Observer.	All members of the board, higher management. Higher management responsible for making plans/coordinating them with each other.

<p>April</p>	<p>After consultation with the board at the Strategic Meeting in March, higher management (Visual Content Executive, Editors, Web, Community, and Finance Executives) should draft their own 2021 Strategic Plan.</p> <p>Strategic Plan should be <i>implemented</i>.</p>	<p>Board responsible for ensuring they fit with Direction.</p> <p>All people in organisation, especially those holding a management position.</p>
<p>May</p>	<p>Internal Input (survey of people within organisation, review of internal policies), and external input (survey of people outside organisation and gauge of external factors) should be undertaken and the plan should <u>adjust</u> accordingly.</p>	<p>Internal survey could be undertaken by the CE, while the Secretary should undertake a review of policy.</p> <p>Higher management should aim to release an external survey, while the Chair reflects on stakeholder relationships.</p> <p>Board and higher management responsible for researching and suggesting adjustments.</p>

		All responsible for providing feedback.
June	<i>(the following will be adjusted as we go)</i>	All in organisation
July	Continued research into adjustments that may need to be made.	
August		
September	Board monitoring operations through CEO/higher management to ensure compliance.	
October		
November	Management ensuring compliance with plan in an operational sense.	
December		
January		