



# THE ANU OBSERVER

## **Meeting of The ANU Observer Board**

Date: 02/12/20

Opening of Meeting: 5:11pm

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

**Present:** Konstantinos, Angus, Brandon, Helena, Jacqui (over Zoom)

**Absent:** Keeley (with apologies), Sam (with apologies)

### **Procedural Matter**

Appointment of Chair of the Board

Appointment of Konstantinos Katsanis as Chair of the ANU Observer Board

Passes unanimously.

### **Item 2 - Acknowledgement of Country**

Delivered by Konstantine.

### **Item 3 - Previous Action Items**

### **Item 4 - Reports**

*(exempted from this meeting)*

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

5.1 Allocation of Financial Trustees for 2021

Remove Tristan Khaw as a financial trustee of the ANU Observer Inc.

Add Jacqueline Du, Sam Wright, Angus Brooks and Helena Burke as financial trustees of the ANU Observer Inc.

Moved by Angus

Seconded by Helena

Passes unanimously

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

6.1 SSAF and budget - Appendix A

K: Mostly to discuss any questions you are having in regards to the budget.

A: Is the money for the MHFA training going to be enough?

K: I think it might, but it varies per service.

A: 220 CRT offering MHFA. Will look into other services by tomorrow. Will contact ANU.

Angus to send email to uni for MHFA.

## 6.2 Governance and Expectations

K: Wanted to clarify a little bit about what the Board is doing. Here we do not discuss content. We talk about the organisation's strategic direction, review KPIs and discuss finances. Legal matters and other things related to our stakeholders are also part of this conversation.

### 6.2.3 Leave - Consult Appendix B

K: The worst thing is when people block all their notifications and do not reply for a month. There is actually a leave policy. Just message us in one of the channels, letting us know that you are taking some time off. Please see the policy.

## 6.3 Expenses before the end of the year (31st December)

B: FOI - does it come from this year's budget or the next?

K: You can pay now and reimburse you next year. Send all your receipts to Jacqui for the record.

J: Make sure to send me an email with your expenses, so I can put those on record.

K: Also ask her beforehand, just to check if we have enough money in the budget.

## 6.4 Vacancy for Editor

K: We need to fill a vacancy.

H: Declan maybe?

B: He said he is interested in being a reporter. Is Maddy staying?

He: Yes

B: Should we do a senior reporters thing? Like they are editors, but are doing reporter work.

K: Not comfortable with that.

A: They are getting paid for their time.

K: They have greater liability, too.

H: James and Eleanor? Not sure if James and Eleanor will be ready just yet? I see what you mean by senior reporters and stuff. Maybe start a chat with Maddy

and Declan and see how keen they are. James is pretty confused with everything.

B: We can have 5 editors.

K: Don't recommend it. Too many people in the committee.

B: Declan seems like he wants to stay as a reporter.

H: Maddy is at Bossy, not sure what she is doing, though.

K: I suggest you ask them about what they are doing. We can fill it in the beginning of Semester 1, so use the Summer period as a trial, and get them ready.

**Check with Declan if he really wants to do it, Maddy to see if she is interested and ask for COIs.**

### 6.5 Handovers

H: We received a handover from Anthony and Sam. Not sure if Bec will be handing one.

K: I am sure Bec will be happy to do it if you ask her. I think Sam will be catching up with Tristan, as Tristan messaged him.

### 6.6 Slack

Elected Officers - everything we need to discuss outside Board, but as exec.

The Board - everything governance-related, about external stakeholders, legal, etc.

### 6.7 Google Drive

A: We are going to be moving to a new Google drive during the Christmas period. It will allow us to delegate access better. The current one is open to public with a link.

B: If we need to send a draft to a source, how do we go about it?

A: Download it. We don't want outsiders accessing Google files.

H: Ex officers?

A: As it currently stands it's fine, but good to move away from that.

## **Item 7 - Other Business**

### 7.1 Training Documents

B: Do we need to pass it through the Board?

K: No, there is no need.

## **Item 8 - Recall Actionables**

**Konstantine to go to the bank with the new trustees.**

Angus to send email to uni for MHFA.

Check with Declan if he really wants to do it, Maddy to see if she is interested and ask for COIs.

Closing of Meeting: 5:56pm

#### APPENDIX A

Line Item	Amount (AUD)	Percentage (%)
Allowances & Honoraria	31000	57.27
Administration	50	0.09
Web Administration	940	1.74
Office Rent & Fit-out/Supplies	12000	22.17
Auditing	2500	4.62
Software	1250	2.31
Legal/Contingency	3000	5.54
News Subscriptions	200	0.37
MHFA Training	250	0.46
Meetings & Events	700	1.29
NUS National Conference	0	0
Equipment	1000	1.85

Advertising & Merchandise	930	1.72
Phone	60	0.11
Freedom of Information Request	250	0.46
<b>Total</b>	54130	

**APPENDIX B**

<https://anuobserver.org/wp-content/uploads/2020/02/Leave-Policy.pdf>