

# **General Meeting 2021-05-26**

Agenda

Location: ANU Observer Office & Zoom

Time: 1825

- 1.1 Acknowledgement of Country
- 1.2 Apologies:

## Item 2: Minutes from the Previous Meeting including Matters Arising

2.1 Minutes from the Previous Meeting

https://drive.google.com/file/d/1323OnMo\_MvjMdcNrxJN-Tj2RwPfgI\_5p/view?usp=sharing

Motion passes

## **Item 3: Reports and Matters Arising**

3.1 Report of the Chair of the Board (Appendix A)

Konstantine passes chair to Helena

- Been a good year.
- SSAF is "a bit iffy at the moment", unsure of what the outcome will be at the end of this year.
- ANU a bit unresponsive about student responses.

Helena asks for clarification re the uncertainty of SSAFF:

- Kon responds saying due to reduced student enrollment at ANU the situation re SSAFF is uncertain.
- 3.2 Report of the Chair of the Editorial Committee (Appendix B)

Helena:

- Encourages reporters to read report.
- 3.3 Report of the Visual Team (Appendix C)

Jo takes his report as read.

3.4 Report of the Web Executive (Appendix D)

Angus takes his report as read.

3.5 Report of the Community Executive (Appendix E)

Angus takes his report as read.

Helena asks who is responsible for buying food for the offices:

Angus replies himself.

Jo asks whether there is a cleaning roster:

- Angus replies "soon"

# 3.6 Secretary's Report (Appendix F)

Konstantine speaks to his report:

- Discusses upcoming COO role.

No questions

3.7 Finance Executive's Report (Appendix G)

Helena asks if the uncertainty surrounding how much money is left has been resolved:

- Sung Jae replies saying that e hopes the issue will be resolved soon.

Konstantine asks on the situation regarding discrepancies in the financial accounts:

- Sung Jae says there is nothing of concern which may have occurred from the previous fin executive, but the issue is being resolved with Kon as we speak.

Brandon mover on all reports en bloc.

Passed.

#### **Item 4: Elections**

Nill

#### **Item 5: Items for Resolution**

- 5.1 Motion to amend the ANU Observer Constitution. Tracked changes can be found in the link below.
  - <a href="https://drive.google.com/file/d/1LVnQIykMXsp51TwH72DtArrdBT5591e9/view?usp=s">https://drive.google.com/file/d/1LVnQIykMXsp51TwH72DtArrdBT5591e9/view?usp=s</a> <a href="https://drive.google.com/file/d/1LVnQIykMXsp51TwH72DtArrdBT5591e9/view?usp=s</a> <a href="https://drive.google.com/file/d/1LVnQIykMXsp51TwH72DtArrdBT5591e9/view?usp=s</a> <a href="https://drive.google.com/file/d/1LVnQIykMXsp51TwH72DtArrdBT5591e9/view?usp=s</a> <a href="https://drive.google.com/file/d/1LVngIykMXsp51TwH72DtArrdBT5591e9/view?usp=s</a> <a href="https://drive.google.com/file/d/1LVngIykMXsp51TwH72DtArrdBT5591e9/view?usp=s</a> <a href="https://drive.google.com/file/d/1LVngIykMXsp51TwH72DtArrdBT5591e9/view?us

Konstantine speaking for the motion:

- Change made to improve efficiency of Observer's operations.
- Notes communication issues from last year, wanting to make a consistent system to deal with potential issues which may arise.
- Office maintenance and socials falls under this proposed motion.
- Role descriptions will be included later after passed in this OGM.
- Will be a stipend role.

Eliza asks whether ANU Council has been consulted in regards to the proposed changes:

- Konstantine said Dep VC has endorsed the changes, but wants Observer to consult the members and will be put forward to Council in July.

India seconder

Move to a vote:

- Hayley Hands noted abstention

Motion passes.

## 5.2 Appointment of Arbitration Panel Members. (1)

Nominations for Arbitration Panel Members are to be advertised by the Chair of the Board prior to the next General Meeting. Nominations will be received by the Chair in the period between the calling of a General Meeting and the opening of that Meeting.

There are two nominations received:

## Andre Kwok

#### **Candidate Statement**

Hello everyone! My name is Andre, and I am interested in becoming your arbiter. I'm a third year Asian Studies and Law student. I am keen to apply my adjudication and assessment skills on a range of matters ranging from addressing complaints and disputes and deciding honoraria. I am committed to acting confidentially, impartially and in accordance with the Observer panel guidelines. I have also familiarised myself with the responsibilities outlined in the constitution. I have experience in working and communicating similar matters at New Mandala, an online publication based at the ANU Coral Bell School.

I will draw on my institutional involvement as a member of ANUSA and conflict resolution experiences in clubs and societies as both a member and in several executive positions. Outside

university, I am a user experience designer which involves assessment mapping, encompassing several of the key responsibilities of the arbiter. I enjoy working with people and I am a fast learner. I hope to join the team at ANU Observer. Thank you for listening:)

#### **Conflicts of Interests**

2021 ANUSA College of Asia and the Pacific Representative 2021 College of Asia and the Pacific Students' Society President Associate Editor of New Mandala at Coral Bell School of Asia Pacific Affairs General Representative of the ANU Undergraduate Research Society

No Political Affiliation or Membership

## **Dominic Harvery-Taylor**

## **Candidate Statement**

Hi my name is Dominic Harvey-Taylor. I am a fifth year Law/Asian Studies student. I'm interested in applying for the Arbitration Panel, as I am passionate about institutional governance, media standards, and student media.

In terms of relevant experience, I have previously served in a similar capacity on the ANUSA Disputes and Honoraria Committee and have several years of experience working as an Editor and have been on the Editorial Board of another ANU Student Publication.

If appointed, I would be able to add some diversity to the panel and provide a fresh and impartial perspective with respect to honoraria awards and disputes. I would also be able to bring my comparative experience working on governance issues in other organizations. I also plan to study Media Law in second semester, which should hopefully provide some good background knowledge when potentially assessing Observer's policies and standards vis a vis the current regulatory environment.

## **Conflicts of Interest**

#### ANUSA:

- Former member of ANUSA Disputes Committee (2020)
- Former ANUSA College Rep (2019)
- Former member of ANUSA Honoraria Committee (2019)

#### Clubs and Societies:

- College of Asia and the Pacific Students' Society (CAPSS):
  - o Current member
  - o Former President
- Australia Indonesia Youth Association:
  - o Former Member

- Australia-China Youth Association:
  - o Former Member
- ANU ASEAN Society:
  - o Former member
- Law Student Society:
  - o Former member

## Media Organisations:

- ASEAN-Australia Strategic Youth Partnership (AASYP)
  - o Current Editor of AASYP Publications (finishing role in July 2021)
  - o Current Member
- The Monsoon Project
  - o Former Process and Development Manager/Associate Editor
  - o Former Editorial Board Member

#### Personal

• Parent is employee of ANU

Andre Kwok's statement is read aloud by Kon as he is not present in the meeting.

Dom HT will now speak to his statement:

- Dom outlines his background to those present.
- Main strength is a fresh and new perspective in awarding honoraria and disputes.
- Views as a strength to have someone from outside the organisation taking up the role.

Jess from Arb panel member:

- How would you deal with conflict of interest disputes which are personal:

# Dom HT replies:

- Easiest way is to recuse himself from a conflict.
- Not someone to get into interpersonal conflicts anyway.

Move to a vote by secret ballot:

- Dom HT appointed as arbiter.
- 5.3 Motion to accept the Auditor's Representation Letter and the Financial Accounts Report of the ANU Observer Inc. for 2018.
  - Auditor's Representation Letter:

https://drive.google.com/file/d/1H5MHvoE5x1UYoQHE8YaGOV7fGC9UbnV3/view?usp=sharing

• Financial Accounts Report:

https://drive.google.com/file/d/1H5MHvoE5x1UYoQHE8YaGOV7fGC9UbnV3/view?usp=sharing

Angus Mover

India Seconder

Move to a vote:

- 4 People on zoom, 0 against, 5 abstentions.
- Motion passes

5.4 Motion to accept the Auditor's Report and Audited Financial Accounts of the ANU Observer Inc. for 2019.

 Auditor's Representation Letter: <a href="https://drive.google.com/file/d/1dRR1FYOo3bNWxKQ7qziS4guQWCqEjutf/view?usp=sharing">https://drive.google.com/file/d/1dRR1FYOo3bNWxKQ7qziS4guQWCqEjutf/view?usp=sharing</a>

• Financial Accounts Report:

https://drive.google.com/file/d/1afyoNo-m1cegLluNHTK3n3lGGN-5aW6d/view?usp=sharing

India Mover

Jo Second

Move to a vote:

- 5 in favour on zoom, 3 abstentions, all in room in favour

Motion passes

**Item 6: Items for Discussion** 

Nil

**Item 7: Notices of Motions** 

Nil

#### **Item 8: Other Business**

# Item 9: Date of next meeting and Close

The next meeting of the Members of The ANU Observer will be held in Semester 2, 2021.

Meeting closes at 19:30.

# Appendix A: Report of the Chair - Konstantinos Katsanis Performance

Observer's overall performance this year, from a board's perspective, has been satisfactory, and quite steady. We did not experience any unexpected events (e.g. COVID-19), like last year, that would place us in a challenging situation. So far, Observer appears to be maintaining its reputation as a reliable, fast and accurate student-led media organisation on campus. We have not seen radical changes in the way we perform, neither in the content we create. However, in comparison to previous years, it is fair to admit that we have given more freedom to our executives in the way they conduct their operations and the content they produce. That does not mean that the work does not abide by policies or regulations, but merely that we are trying new things at a smaller scale.

Every year, each new executive is bringing new ideas and different skills to the table. This is good, but has also challenged how Observer has been set up in both a structural and cultural way. Observer started with a very specific vision, which was predominately hard, written news. Most of its institutions were fundamentally created to suit that purpose. However, this purpose being the sole purpose of Observer has shown to be unrealistic in the long run, as we saw the need to expand in other areas. This only became more evident when people from diverse backgrounds started joining in who wanted to do something new and creative. It also became evident by a fall in our readership and a lack of interest for Observer-related output. I think it is important to be flexible, without compromising what we have already achieved; our reputation and our style. We went through a period where I felt that Observer was not appreciated as much as it used to be when it started. However, I am very confident that for this year, our work has been well-appreciated. I think this is based mostly on the fact that we have retained our technical style and applied it to more diverse topics and areas (e.g. interesting videos and graphics) than previously done. I encourage Observer to continue expanding and diversify, while maintaining the style and reputation we have already established. Although difficult to do, I think this year has been a testament to this very fact.

#### **Institutional Knowledge**

In the transition between 2019-2020, we had a significant problem with retainment of institutional knowledge. Generally, handovers have been a challenge to acquire in Observer. This, combined with a lack of interest of executives toward the end of their terms, has proven to be almost catastrophic in the past. Last year, we started taking measures in creating a process with how institutional knowledge is passing down between different executive committees and boards. I am satisfied that the majority of the 2020 elected officers who provided a handover, or arranged a meeting with the current ones, to pass down their knowledge about the role, and inform them on their experiences. I've seen a significantly positive improvement in retainment of institutional knowledge in the organisation. I think this, combined with internal governance training ran by me earlier this year, proved to be fundamental in preparing our elected

officers for this year. I think it is important for handovers and training of any sort should be delivered as soon as possible. Although there has been an improvement in comparison to previous years, there is still a lot of work that needs to be done to ensure that institutional knowledge will be retained. A policy might be useful in regulating the process of handovers and ensuring that all newly elected officers are feeling confident entering their terms.

#### **ANU Communication**

Communication with the university has been better than any time before. I am really satisfied with the approach the new DVCSUE has taken since he started his term mid last year. The Executive Officer has been handling all the communication, and she has been of great assistance in all of our enquiries. I am hoping to establish a meeting with them in-person to discuss our future funding arrangements, as well to discuss how we can improve the SSAF process, so that all organisations receive funding in a fair manner, and remove any hostilities or unnecessary competition that usually arises among SSAF-funded organisations. According to the new SSAF agreement, there was supposed to be created a Student Services Council, where representatives from each organisation would meet and discuss how better services to students could be delivered. I believe this was done to minimise the competition element and to work together to come to mutual agreements. Unfortunately, this has not been implemented, yet, and I have not found the time to question the University about it.

## **Funding**

Observer was awarded \$46,930 in SSAF money. The total pool was quite reduced from previous years. Observer represents 1% of the total SSAF pool. Although that amount is sufficient to cover most of our general expenses, I have gathered feedback from our teams that we might need to increase our allowances line item. This will be discussed further in the second half of the semester. I think the current ANU financial climate is still very unpredictable, so I cannot guarantee whether such an increase will be possible, or even whether we would be able to acquire the same amount of SSAF as we have this year. Our funding is directly influenced by the number of students attending ANU. As it is known, those numbers have been reduced due to the impact of COVID-19. I do not think that Observer's funding will get completely cut-out, nor that Observer will be the last organisation to receive any SSAF funding. However, I am concerned that the number of students for the coming years will be lower than usual and this will have a direct impact on our funding.

The board will need to start searching for other funding outlets that are within the arrangements outlined in the SSAF agreement. This might be hard, but not impossible. As part of my agenda for the coming months will be to find outlets to maintain our funding and even expand it, if that is possible.

## **Appendix B: Report of the Executive Editor - Helena Burke**

I am immensely proud of the work completed by the Reporters and Editors of the news team this semester. The addition of nine new Reporters in March – Alex Ellwood, Ali El-Zein, Darlene Rowlands, Grace Danielson, India Kazakoff, Jemima Adams, Nathan Bow, Sharlotte Thou, and Tom Kersten – has resulted in the consistent production of high-quality student journalism.

Observer has published 44 articles since the beginning of the year, with 40 of these being since the start of semester. This has included general news stories, breaking news stories, feature stories, explainers, and liveblogs. Despite an impressive effort, we have not managed to meet the KPI of 5 articles a week. I have

created a revised, informal KPI within the editorial team of 12 articles a month. I believe this better reflects the capabilities of Observer based on our resources. I note that the previous KPI has not been met consistently since 2018. Year over year, we are on track to match or exceed 2020's equivalent output by the end of this month.

# Highlights of this semester include:

- Published articles from every Reporter on the team
- Continued advancement of Observer's focus on marginalised voices in news content namely, International students, financially independent students, and casual academic staff
- Breaking the exclusive story on the reinstatement of the CRS/CRN grading system
- Increased engagement on Facebook with 246 new page likes and 320 new page followers since Jan 1<sup>st</sup>
- A comprehensive (and mostly functioning) system of google drive documents for the Editorial Board to manage the logistics and content of the news team
- Good responsiveness from Reporters on Slack
- Consistent engagement from Reporters in attending events on campus, contributing to the liveblog, posting in #observed/#potential\_articles, and performing proofs
- Attendance of a media training seminar presented by journalist Mark Kenny and hosted by ANU Media
- An improved relationship and level of communication between the Editorial Board and ANU Media

Challenges from this semester that I hope to improve on next semester include:

- A significant disparity in content output between Reporters
- An uneven distribution of work within the Editorial Board
- Article corrections and/or removals due to overlooked factual and/or framing errors
- A lack of timeliness from ANUSA Officers in responding to Observer's requests for comment

Overall, I believe this has been a very successful semester for the news team and I am immensely pleased with the work we have produced as a team. I look forward to the continued improvement of our published content through the break and into semester 2, and I feel confident that the team is in good shape to tackle the looming election season.

If anyone has any questions or concerns regarding the contents of my report, please do not hesitate to contact me.

## **Appendix C: Visual Content Executive Report - Joseph Oh**

I am very glad I was given the role as VCE starting for Term 2 of semester 1 despite the unprecedented events in our world that shook up Observer and the Visual Team in general. The team was almost non-existent beginning of this year but I am glad we have picked it up and put ourselves back on track to produce visual content. I still have many endeavours for our team, and there are still many aspects that I wish to amend and improve but overall, I feel like this semester has been a success.

Getting into the specific output of the visual team, we have tried to cover footage on significant events that occurred, such as the Library Cuts protest, Women's March protest, Jack Irvine's opening at aMBUSH (which is exploring new territories for coverage of cultural events at the ANU), and an interview with the president of the NUS. I feel like the collaboration between the visual team and news team in these events was very effective, but I wish there would be more engagement from the visual team members to be happy to attend events and actively seek for things to cover.

Next, I am very glad about the resurrection of Fortnightly Five, which again is another successful outcome from the collaboration between the news and visual team. I hope to improve the quality by making the footage and delivery more professional, such as having subtitles and the presenters not having to read off their phones/papers, etc. I also think there needs to be improvements in the structure and scripting of the video, so that the video flows nicely and seems professional. There have been some disjoint elements and transitions in the videos we have made so far. Overall, I think the Fortnightly Five has changed from being shot in an office to a more appealing and approachable source of news through the implementation of light humour and change in scenery. I am thankful for the people who have put in the work to make this work smoothly, and I hope we can be consistent in producing the Fortnightly Five.

As for possible content in the future, I am still brainstorming on what would be suitable to do, but my team has come up with ideas such as documentaries that

elaborate on the explainers that we put out, and possibly interviews with people relevant to their coursework, etc. This leads up to aspects in the Visual Team that I wish to improve. As I mentioned above, so far for the video production and photo coverage, I have not been getting satisfactory engagement from the visual team. I will aim to implement a stronger structure in the team (such as regular meetings) to allow the members to stay engaged with the content we produce. I also plan to do a masterclass for Photoshop, Premiere, and videography early in semester 2, so that every team member will be able to make a graphic when necessary and is able to go to events to film/take photos.

I began Observer as a graphic designer, and I think making the graphics for the articles have been a sole job for myself, with the occasional help from Helena, Brandon, and Rebecca. I think this is a crucial aspect of the visual team to improve, so I will try my best to get everyone in the team familiar with producing graphics.

To wrap up, I am planning to release a new hiring call for semester 2 for more visual team members (graphics, video, photo). I believe that Fortnightly Five will slowly gain a stronger structure and everyone involved producing it will know what to do. I wish that the collaboration with the news team flourishes, and I want everyone in Observer to stay engaged with all the content we produce.

## **Appendix D: Web Executive Report - Angus Brooks**

This is my second year as web executive. This year has been more 'stable' than 2020, which saw substantial upgrades occur to the ANU Observer site. This year, I have been more focussed on improving Observer's reach by making use of more platforms, as well as improving data security and backend systems that our team use to perform their roles.

#### Facebook reliance

This year, the biggest 'IT issue' that impacted Observer was a restriction that was placed on our Facebook page, along with the majority of other news organisations in Australia. This was in response to The Australian Government's *News Media and Digital Platforms Mandatory Bargaining Code* Bill 2021.

Following negotiations between Facebook and The Australian Government, news content on Facebook was restored. However, the incident highlighted Observer's significant reliance on Facebook, which drives the majority of our viewership, both through our page and ANU Schmidtposting.

This year I have been exploring alternative platforms for delivering news content, with Facebook's news ban adding a sense of urgency to this. Although it is now slightly less urgent than before, I am still very

keen to diversify our sharing platforms. We may have our page back, but we are still at the mercy of Facebook's algorithm and any changes that they may choose to make.

This semester we have been experimenting with email newsletters. Although ANU Market Day was a bit of a victim of ACT Health restrictions, we asked the people who came by our stall to sign up for emails from Observer, and have been piloting these. We have sent a few fortnightly news summaries, and these have been successful in terms of 'opens'. Going forward I am hoping to more aggressively push these, including adding sign up links onto the Observer website and onto our social media.

I am also looking at expanding Observer's presence on other social media networks. We are somewhat making use of Twitter, although I am keen to move away from automated tweets and towards custom descriptions for each article. I am working with news team to help implement this change.

We continue to explore ways to expand the reach of our content to more ANU students, and are always open to new suggestions and ideas.

## Cloud Storage Systems

With the help of the secretary, Observer's cloud storage was upgraded. From my perspective this is a really important change to ensure data and information security, as it is linked to our existing G-Suite user management system, rather than just unprotected links. The rest of the Observer team is also benefiting from a vast improvement to file management.

## Content Management Systems

There are a few minor flaws with our content management system (the backend platform that we use to publish articles and run the Observer website). Whilst these have no impact on people visiting our website and reading articles, they impact our reporters and team members. I am planning a upgrade of the software that will improve the experience for our team. In particular, the upgrade will address issues with bylines on the websites and reporters' personal pages, which is something that consultation with the team has identified as an issue

## **Appendix E: Community Executive Report - Angus Brooks**

Community Executive is a new role that has been created at Observer this year designed to fill some gaps in responsibilities for Observer as a whole. So far this year I have been primarily focussed on office management, and working with teams to help ensure that teams function better and work better within the organisation.

It's really pleasing that our office is being used as a resource by our team, it is a fantastic space and I'm looking at ways to improve it. UniLodge Australia, who manage the building on behalf of the University, have proven to be very helpful this year and have worked very well to help resolve issues with the space as they arise. I'm very keen to get our logo on the sign out the front that still reads "Student Experience and Career Development" but this has been delayed by a huge amount of consultation that has had to happen with ANU before any signage is updated on campus. This process has now been completed and we have also recently obtained approval from ACT Government and National Capital Authority to proceed with the update, so this should be happening within the next couple of weeks.

This role also looks at organising events for Observer, and we've had a number of social events for our team this semester, and are hoping to organise one for past and present Observer officers in the coming term. These are a great chance for our teams to get to know each other - one issue we've had at Observer previously is teams working individually, and we hope that we can build a more collaborative culture through opportunities such as this.

# Appendix F: Secretary's Report - Konstantinos Katsanis

Firstly, I would like to state that I wish I had dedicated more time in fulfilling my Secretary duties. I was hoping to have worked on some policies and regulations already. Unfortunately, that did not happen because I was fulfilling partly the duties of the Visual Content Executive for the first half of this semester. We did not have a Visual Content Executive for that period, and there was some critical work that had to be done to ensure that the visual team performs according to expectations.

After finding someone to take over the role, I returned to working on policies, most importantly the constitutional changes that have been proposed for this OGM. These amendments were a result of a prolonged consultation among board board members, starting from early 2020, and finalised this year. The basic proposal is the creation of a new executive, the Chief Operating Officer, who is responsible for overseeing the day-to-day operations of the organisation. Mainly, they will be supervising the executives and will be implementing the strategic vision the board has set.

We hope that this will improve the efficiency of our operations and will improve performance. We also hope that this will improve communication between teams. The reason behind this is that we've had problems with monitoring our team's KPIs, as well as finding solutions to those, as well as other problems. There were occasionally conflicts between executives, and times where some board members felt that some work was not getting done by other executives, but could not question it as they did not know what exactly was going wrong. We thought that by having someone who works closely with the executives, we will be able to resolve a lot of those problems. Another important benefit with that role is that it will help distinguish management from governance. In the past, a lot of items for discussions in the board meetings were things that were not board- or governance- related. This was consuming a lot of time from significant strategic discussions. For instance, topics included what kind of videos we should make in the future, or how to decorate the office. These topics should belong in other meetings. For that reason, we decided that the Chief Operating Officer should hold fortnightly meetings with all executive committee members. These meetings would also help de-escalate any minor conflicts at a lower level, before they are brought up to the board.

Majorly, the responsibilities and powers of the Chief Operating Officer will be listed in policies that have been made mandatory to exist. These policies will only be drafted if the amendments pass. Furthermore, there is a list of other policies and regulations that have to be created. There is also a list of policies that need to be updated.

Regulations to be created: Financial Regulations

Regulations to be updated: Team Regulations

Policies to be created:
Asset Management Policy
Handover Policy
Hiring Policy
Office Policy
Officer Policy
Operational Meetings Policy
Visual Content Team Policy

Policies to be updated: Advertising Policy Conflicts of Interest Policy Equipment Use Policy

Updated Regulations: Electoral Regulations Team Regulations

Updated Policies: Payment Policy

# Appendix G: Report of the Finance Executive - Sung Jae Lee

Although it is still the former half of the year, it has already been a financially interesting period for the ANU Observer.

This year's elected Finance Executive prematurely departed from our organisation. As the replacement, I have only held this position for just over a month. The handover process has personally been quite smooth; however, the learning curve is steep, and I am aware of the inconvenience this whole transition has caused. Honoraria and allowance payments have seen huge delays and I hope that this was a unique, one-off happening due to the unforeseen transition.

This year our SSAF allocation is \$46,930. This is almost \$5,000 less than the allocation we received last year. Our budget this year is \$54,130. The following is our expenditure:

Category	Budgeted	Proportion	Amount Spent \$	Remaining \$	Spent %
Allowances & Honoraria	\$31,000.00	57.27%	\$4,960.00	\$26,040.00	16.00%
Administration	\$305.00	0.56%	\$0.00	\$305.00	0.00%
Web Administration	\$940.00	1.74%	\$111.28	\$828.72	11.84%
Office Rent & Supplies	\$11,850.00	21.89%	\$0.00	\$11,850.00	0.00%
Auditing	\$2,500.00	4.62%	\$0.00	\$2,500.00	0.00%
Software	\$1,250.00	2.31%	\$321.83	\$928.17	25.75%
Legal/Contingency	\$3,000.00	5.54%	\$0.00	\$3,000.00	0.00%
News Subscriptions	\$200.00	0.37%	\$0.00	\$200.00	0.00%
MHFA Training	\$250.00	0.46%	\$0.00	\$250.00	0.00%
Meetings & Events	\$700.00	1.29%	\$119.22	\$580.78	17.03%
Equipment	\$925.00	1.71%	\$9.29	\$915.71	1.00%
Advertising & Merchandise	\$900.00	1.66%	\$183.00	\$717.00	20.33%
Phone	\$60.00	0.11%	\$0.00	\$60.00	0.00%
Freedom of Information Requests	\$250.00	0.46%	\$0.00	\$250.00	0.00%
Total	\$54,130.00		\$5,704.62	\$48,425.38	

The request to receive the second instalment of our SSAF has been sent and we hope to get these funds soon.

This report was very brief as I am still settling into my role as Finance Executive. I will endeavour to provide a more comprehensive and insightful report next OGM when I am more familiar with the financial and organisational processes at the ANU Observer.