

WORONI

The Australian National University Student Newspaper since 1950

Meeting Minutes

Board Meeting
10th August 2014, 2:00pm
Woroni Boardroom

Present: Tara Shenoy (Chair), Ross Caldwell (Secretary), Janis Lejins, Beatrice Smith, Alex Catalán-Flores, Polly Mitton, Abigail Widijanto

Apologies: Elena Tjandra

Meeting Begins at 2:01pm

ITEM 1: Acknowledgement of Country
Beatrice read out the acknowledge of country.

ITEM 2: Previous Action Items

Name	Item	Due Date
Ross	Purchase camera for print team usage	ASAP
Beatrice	Distribute MOU for Print Sub-Editors to rest of Board	Next Meeting
Print Team	Distribute list of Sub-Editors to the board & supply Tara with details for security	Next Meeting
Ross	Confirm whether Sub-Editors have access to the office	ASAP
Ross & Janis	Work with Olivia to research app providers and options	ASAP
Ross	Talk with Michael about checking changes in the Expenses and Reimbursement Policy document against the ANUSM Constitution	Next Meeting

PRINT

ITEM 3: Non-ANU Contributors

Abigail

Abigail raised that the last two editions had articles from non-ANU contributors. The board expressed their personal opinion on whether or not to publish non-ANU contributors.

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The board decided that as it was a issue where there was no clear agreement a discussion will be had again if it becomes contentious.

ITEM 4: Corrections Policy

Abigail

Abigail discussed the need for a corrections policy to be developed in light of recent events.

MOTION

If a change in fact or essence must be made to an article online, the change is made in the body of the article and noted at the bottom.

Proposed Abigail Widijanto

Seconded Tara Shenoy

Unanimously approved

Ross argued that a process needs to be outlined surrounding this. Tara agreed that it should be done but should be left to next meeting

ACTION ITEM

Ross to develop corrections process for next meeting

ITEM 5: Apologies Policy

Abigail

Abigail informed the board that recently she has twice had to deal with irate contributors about their articles not being published. Apologies have been made and letters have been drafted to the contributors.

Tara suggested that any disputes should be firstly dealt with by the relevant editor, but can then proceed to the executive for further resolution if necessary.

ITEM 6: App

Janis

Janis outlined that two apps have been built, he wants to distribute them to the full board, sub-editors and some third parties for review

ACTION ITEM

Janis to distribute the apps to all editors, some sub-editors & third parties for review.

ACTION ITEM

All editors to provide comments on apps before Friday.

ITEM 7: Website

Tara

Deferred until later

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ITEM 8: Great Presidential Debate

Beatrice & Tara
Deferred until later

ITEM 9: Workshop Update

Ross
Deferred until later

ITEM 10: Frankie Talk

Tara
Deferred until later.

ITEM 11: Shutterstock

Ross
Ross outlined the issues with the current use of Shutterstock regarding multiple. He asked if we need to continue using Shutterstock. Janis argued that we did not need to continue our license with Shutterstock. Abigail agreed that we should get rid of it, although doing so would bring up certain issues for print and take more time to layout the paper. Beatrice argued that we would lose some useful assets if we removed our license. The board decided to continue the conversation via email.

ACTION ITEM

Abigail to send an email about Shutterstock to the board

ITEM 12: Sub-Editor & Editor Relationships

Abigail said that she has been overriding some sub-editor decisions. Tara's opinion was that the print team should have a very strong consultation process with sub-editors, but that print editors have discretion in the end.

ITEM 13: Sub-Editor's Sourcing Content

Abigail expressed concern that the subeditors are not sourcing content. Tara recommended that the print team should set out a strategy to ensure that sub-editors are sourcing content.

MULTIMEDIA

ITEM 14: Mental Health Video

Tara
Tara & Beatrice to work with Matt about creating a video for the Mental Health Edition.

ITEM 15: John's Play Interviews

Alex
In exchange for advertising the play and interviewing the cast, the John's Play will be putting our masthead in their programs. Alex suggested that the videos shouldn't be shared on Facebook, just be

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uploaded to YouTube and Johns play organisers can distribute themselves.

Tara & Bea discussed concerns about other groups feeling like preferences Johns over other productions.

Tara highlighted that we should keep in mind the equity issue in the future.

ITEM 16: Website

Tara outlined that we have new sections in the paper & no search function.

Janis suggested that we do a review of the tabs on our website.

Ross said that he can likely add in a search function to the website via a Wordpress plugin

ACTION ITEM

Ross to fix tabs on website to mirror paper, implement search function & remove old podcast section.

FINANCE

ITEM 17: General Update

\$15,707.21 in transactions account

\$77,460.74 in savings account

\$60,000 plus interest in term deposit

\$54,000 from SSAF to be received

Dallas & Alex are working on where to put Olivia's payment in the budget

Printing costs are still under budget

ITEM 18: Expense/Reconciliation policy

Alex

To be discussed after Michael's advice.

ITEM 19: Facebook Paid Reach

Alex

Alex raised the idea of using Facebook's Paid Promotion tool to boost the page. He wanted to purchase the most basic plan for \$140 for a month.

Janis outlined how content is key and how the paid promotion works with the Facebook algorithm.

Polly expressed how radio's attempts at paid promotion were less successful than leveraging the current Woroni Facebook page.

Beatrice did not have much of an opinion.

Ross agreed with Janis that content is key, but \$140 isn't much so may as well.

Abigail agreed.

ACTION ITEM

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Alex to use \$140 to promote page & report to board on results in one week

ITEM 20: Meeting with Richard Baker

Alex

Alex reported that Richard Baker is going to bring in an independent auditor/consultant to evaluate ANUSM, ANUSA & PARSA's financials. Alex told Richard Baker that as we are independent we will proceed with the auditing/consulting regardless of ANUSA & PARSA

ITEM 21: Lease

Alex is looking into our rent & lease agreement, but is having trouble finding details. The co-op hasn't signed a lease either.

ITEM 22: Inventory Processes

Alex informed the board that Dallas has highlighted that our assets list is out of date and we need inventory processes to keep track of what we have.

ITEM 23: Capital Expenditure for Radio Equipment

Alex wants to pass a motion for money for a new mixer, laptop & APRA license

ACTION ITEM

Alex to send email to the board about capital expenditures in radio.

ITEM 24: Camera

Ross informed the board that there is no note in any minutes of approval for a camera or costs.

ACTION ITEM

Janis to research camera costs.

RADIO

ITEM 25: General Update

Polly is really happy with her team. Training on reaper on Monday night is to be held with tentative training on Tuesday night for live broadcasting.

ITEM 26: Radio Equipment

Polly

ACTION ITEM

Polly to research prices of microphones and will inform the board.

Polly informed the board that the need for a generator is getting more urgent.

Janis offered use of the Photomedia generator.

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[REDACTED]

ACTION ITEM

[REDACTED]

ACTION ITEM

Inventory procedure to be developed by Alex & Polly

Janis left the meeting at 3:13 pm

ADMIN

ITEM 27: **Accepting Previous Meeting Minutes**

Ross

MOTION

That the board accept the previous meeting minutes taken during the retreat & the board meeting held on 3rd August 2014.

Proposed: Ross Caldwell

Seconded: Tara Shenoy

Unanimously approved by all present

Janis re-entered the meeting at 3:16 pm

ITEM 28: **Woroni Gig Guide**

Polly

Polly outlined that one of her sub-editors were developing a gig guide. ANU Bar wanted some advertising in the paper in return for helping us, there is a general agreement to do so.

ITEM 29: **Money for ANUSA/Woroni joint event**

Tara

Tara informed the board that PARSA has pulled out of the joint event and Woroni will now need to shoulder some of the cost. ANUSA has also lost expense receipts.

Alex has issue with the unexplained expense. Unless they supply information on what we are paying for he opposes paying them.

Alex & Janis both have issues with being invoiced retrospectively for the event and would like to see exact information on expenses before agreeing.

Polly expressed displeasure that her and her sub-editors did not get full information about the event.

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ITEM 30: Woroni Radio Giveaway

Polly informed the board that Woroni Radio would be holding a giveaway of passes to an event at Academy.

ITEM 31: Workshop's Update

Ross read out Elena's email informing the board of changes to the workshops as they are now becoming talks rather than interactive workshops.

Tara has turned Elena's dates for the semester into a calendar hanging up in the boardroom, but those dates are flexible.

Tara outlined that if anyone has any contacts or ideas for workshops or talks to let her know

ITEM 32: Presidential Debate

ACTION ITEM

Bea to email editors with timeline for debate

Bea expressed that she would need help from editors to help setup from 5pm. Everyone is to meet in the office.

Ross to organise ticketing

Janis to organise graphics

Venue is MCC T3

Tara is going to be holding an extra meeting next Sunday on the debate

Janis to book generator for Polly & lighting for debate

ACTION ITEM

Tara to email offices of special guests with invites.

Meeting adjourned at 3:35pm

Meeting resumed at 3:41pm

ITEM 33: John Passant

Ross

Ross briefed the board on the matter.

Steps to take:

Tara to email John Passant with the status of the panel & organise a meeting

Ross to prepare OGM.

Amendments to be submitted to Ross by Tuesday 10pm

Notice to be posted on Wednesday

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ITEM 34: Proactive Disclosure of ANUSM Board Documents

Ross

Ross expressed the desire to put up all minutes online
Tara expressed that she would not want to do this, as we speak about sensitive topics.

Alex & Janis agreed.

The board agreed that policies, procedures, submission guides, contributor guides, AGM, OGM & SSAF reports should go online.

ACTION ITEM

Ross to ensure documents go online.

Meeting closed at 4:05pm

ACTION ITEMS

Name	Item	Due Date
Ross	Develop Corrections Policy	Next Meeting
Janis	Distribute app to all editors	ASAP
All Editors	Provide feedback on app to Janis	Before Friday
Abigail	Email Board about Shutterstock	ASAP
Ross	Fix tabs on website to mirror paper sections, implement search function and remove old podcast section	ASAP
Alex	Use \$140 to promote Woroni's Facebook Page	ASAP
Alex	Email all editors about Capital Expenditure for Radio	ASAP
Janis	Research Camera Costs	Next Meeting
Polly	Research Microphone prices and inform board	Next Meeting
Polly & Alex	Investigate retaining media lawyer for advice on licensing obligations for Woroni Radio	Next Meeting
Polly & Alex	Develop inventory procedure	Next Meeting
Beatrice	Email editors with timeline for presidential	Next Meeting

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	debate	
Tara	Email offices of special guests with invites	ASAP
Ross	Ensure documents go online	Next Meeting

MINUTES ACCEPTED BY:

Chair of Following Meeting

Name: Tara Shenoy

Signature: [Signature]

Date: 22 / 08 / 2014

Secretary of Following Meeting

Name: Ross Caldwell

Signature: [Signature]

Date: 22 / 08 / 2014