WORONI

The Australian National University Student Newspaper since 1950

Meeting Minutes

Board Meeting
17th August 2014, 12:05pm
Woroni Boardroom

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

ITEM 1: **Acknowledgement of Country**
Polly Mitton read the acknowledgement of country.

ITEM 2: **Previous 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 debate~~	~~Next Meeting~~

~~Tara~~	~~Email offices of special guests with invites~~	~~ASAP~~
~~Ross~~	~~Ensure documents go online~~	~~Next Meeting~~
~~Tara~~	~~Update on email to John Passant~~	~~Next Meeting~~

PRINT

ITEM 3:   **General Update**
Abby has made a subeditor quota log for subeditors to fill out. This log will help editors monitor whether or not subeditors are submitting at least 5 articles each per edition as per their MOU.

Beatrice has made a subeditor Facebook group, and 6/9 subeditors are coming in for a subeditor meeting.

Abby raised concern about the on-campus & off-campus distinction with the arts subeditors. Tara echoed this concern in regards to news.

ITEM 4:   **Jack Gaudie Article**
To be discussed after the meeting

ITEM 5:   **ANUSA Exec Article**
Tara
To be discussed after the meeting

ITEM 6:   **Other Print Business**
None.

MULTIMEDIA

ITEM 7:   **Mental Health Video**
Tara
Beatrice & Ross are going to be heading up the production of this video with Ross working on the hands-on work with matt & Bea doing the admin work for the video.

ITEM 8:   **Other Multimedia Business**
Tara informed the board that on the office calendar there is a timeline for other videos she'd like to see created.

Abigail requested for a schedule for Social Media to be made. Tara expressed that doing so would be difficult and require a lot of work.

FINANCE

ITEM 9:   **General Update**
None

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ITEM 10: **Facebook Payments**
Alex
Already discussed in Action Items.

ITEM 11: **Admin Assistant Wages**
Alex
Alex apologised for paying Olivia without board approval, but it was urgent and needed to be done.

MOTION
That the managing editor has full discretion to pay employees without seeking board approval until the end of semester 2 2014.
Proposed: Tara Shenoy
Seconded: Alex Catalán-Flores
Votes for: All

ITEM 12: **Laptop Case & Keys**
Alex
Alex wanted to get a soft case with the Woroni logo & Tara wanted a hard case. Alex said that getting a hard case with a logo printed didn't seem to be possible.

ITEM 13: **DUNS Number**
Janis informed the board that he and Alex have begun the process of obtaining a DUNS number in order to list the app on the iTunes App Store.

ITEM 14: **Inventory**
Alex
Alex outlined the work he and Polly did on reorganising the storage room and his desired procedure for borrowing of equipment.

Beatrice left the meeting at 12:40pm

ITEM 15: **Expense/Reconciliation Policy**
Alex

MOTION
To adopt the updated expense and reconciliation policy (Appendix A) which excludes the proposed sections 5 & 6.
Proposed: Alex Catalán-Flores
Seconded: Tara Shenoy
Votes for: All

ITEM 16: **Other Financial Business**
Transactions account: $9507.18
Savings account: $77,460.74
Term deposit: $60,000 plus interest

Beatrice entered the meeting at 12:43pm

RADIO

ITEM 17: **General Update**

Polly thanked the board for their support of Radio & updated the board on the success of her & Maddi Easterbrook's podcast covering the OGM.

ITEM 18: **Radio Merchandising**
Polly

Polly updated the board on her desire for stickers & sub-editor Ellen Stoke's idea to purchase snapbacks.

Polly would like to purchase any radio advertising before the radio party.

Tara expressed concern with interim prices presented to the board.

ITEM 19: **Other Radio Business**
None

ADMIN

ITEM 20: **Accepting Previous Meeting Minutes**
Ross

MOTION
To accept the previous meeting minutes.
Proposed: Tara Shenoy
Seconded: Beatrice Smith
Abstained: Janis Lejins
Votes for: Ross Caldwell, Abigail Widijanto, Polly Mitton & Alex Catalán-Flores

ITEM 20: **Ordinary General Meeting**

Tara informed the board that the OGM is to be held at the ANU Bar on 24th September.

ITEM 21: **Frankie Talk**
Tara

Tara informed the board that the Frankie talk is going ahead on the 27th August. Janis is making the posters.

ITEM 22: **Great Presidential Debate**
Tara

Already discussed previously.

ITEM 23: **Shutterstock**
Ross

MOTION
To end our licensing agreement with Shutterstock effective next Wednesday.

Proposed: Ross Caldwell
Seconded: Janis Lejins
Votes for: All

ITEM 24:   **Corrections Policy**
Ross
Ross presented his draft corrections policy (Appendix B) to the board & informed them that he would be sending it around for further development.

ITEM 25:   **Fraud Prevention**
Abigail
Abigail informed the board that she would take the lead on developing the Fraud Prevention Policy.

ITEM 26:   **Elena's Resignation**
Ross
Ross outlined the process of filling the casual vacancy created by Elena's resignation. He also read out his draft statement on her resignation.

Tara indicated that she wanted to redraft Ross's statement.

ITEM 27:   **Other Business**
Alex presented his desired amendments to the constitution (Appendix C).

The board decided to adopt all changes proposed except to:
Change all mentions of "executive branch" to "executive officers"
Change 7.1.2 from "when authorised at a Board Meeting" to "when authorised & put in the minutes of a board meeting or when recorded and approved via email."
Not adopt changes to 7.8.1 or 10.

Meeting Closed 1:21pm

ACTION ITEMS

Name	Item	Due Date
Alex	Report back on Facebook advertising	7th September
Janis	Email board about camera options and quotes	Next Meeting
Alex & Polly	Research licensing obligations for radio	Next Meeting
Janis	Create Google doc for Facebook Schedule	Next Meeting
Ross	Turn office calendar into Google calendar	Next Meeting

Tara	Call ANU Security to clarify who has office access	Next Meeting
Alex	Write procedure for inventory	Next Meeting
Alex	Work out procedure for key access to storage room	Next Meeting
Polly	Get quotes for radio merchandising	Next Meeting
Tara	Advertise OGM to be held on 24th September at ANU Bar, 6 – 7pm	Monday
Polly	Email Ross with the format that retractions on radio should follow	Next Meeting
Ross	Email board with draft retraction policy document	Next Meeting
Alex	Calculate how much to pay Elena	Next Meeting
Ross	Create policy document outlining what 'published contributions' means in the constitution	Next Meeting
Abigail	Develop submissions guide	Next Meeting

MINUTES ACCEPTED BY:

Chair of Following Meeting

Name: _Tara Shenoy_

Signature: _____   Date: 24 / 8 / 2014

Secretary of Following Meeting

Name: _Ross Caldwell_

Signature: _____   Date: 24 / 8 / 14

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Appendix A

Expense & Reimbursement Policy

Presented by Alex Catalán-Flores, Managing Editor

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Expense & Reimbursement Policy

Part 1 Expense & Reimbursement Policy

(I)   It is the policy of the ANU Student Media ('Woroni') to reimburse its Editors and Members for expenses that are necessarily incurred in the operation of activities and business of Woroni.

(II) Woroni expects all Editors and Members to act responsibly and professionally when incurring and submitting expenses. Woroni will reimburse applicants for *reasonable* expenses on pre-approved purchases made on behalf of Woroni.

Part 2 General Guidelines for Expenses

(I)   Woroni expects all Editors and Members to purchase any and all items through the Executive Committee ~~members~~ because:

    a.   The ~~members~~ Executive have ~~three credit~~ bank cards and ~~three~~ separate Internet banking capabilities; and

    b.   Centralized purchasing creates less paperwork for accounting and auditing;

(II) For all expenses equal to, and under, $200, all Editors and Members are to seek reimbursement from:

    a.   Any one member of the Executive; or

    b.   Approval by the Board of Editors.

(III) For all expenses over $200, and for contractual arrangements, all Editors and Members must seek pre-approval from:

    a.   Four Members of the ~~Woroni~~ Board of Editors, **not counting the applicant seeking approval**; and

    b.   ~~Not counting the applicant for approval; and~~

    c.   Written notice, via e-mail, to the ~~Woroni~~ Board of Editors.

(IV) In accordance with Part 1 (I) Woroni will still reimburse its Editors and Members for expenses incurred in violation of Part 2 (1), Part 2 (II) and Part 2 (III) provided that:

    a.   Four Members of the ~~Woroni~~ Board of Editors, **not counting the applicant seeking approval**; and

    b.   ~~Not counting the applicant for approval; and~~

    c.   Written notice, via e-mail, to the Woroni Board of Editors.

(V)   **The Managing Editor is authorized to execute any payments with regards to remuneration for services already rendered. The Managing Editor is given absolute autonomy to exercise this function, and consequently does not need to seek majority approval from the Board.**

(VI) **Remuneration for services already rendered does not include Editor and Sub-Editor honoraria.**

(VII) All expenditure of SSAF funds must be documented in an Expense ~~Reconciliation~~ Form with receipts attached and made available to the Managing Editor within 3 days of the date of purchase.

Policy approved by Woroni Board of Editors on
xx xxxxxxx xxxx

Part 3   General Guidelines for Reimbursement

(I)   The Managing Editor is authorized to reimburse Editors and Members for any and all costs incurred pursuant to Part 2 of this Policy.

(II)   The Method for reimbursement is as follows:

   a.   Submit an original copy of the receipt of purchase; or some other proof of purchase; and

   b.   Fill in the **Woroni-ANUSA-PARSA** *Expense Form* ('The Form').

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Appendix B

Corrections Policy

Presented by Ross Caldwell, Deputy Editor-in-Chief

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Corrections Policy

By Ross Caldwell, Deputy Editor-in-Chief

Triggering the Policy

This policy will be triggered when someone sends an email to the contact@woroni.com.au address outlining their request for a correction to be made. It will also be triggered when an editor requests for a correction to be made.

What doesn't trigger the policy

Allegations made in person or via social media will not trigger the policy, unless an editor then requests for the policy to be triggered.

Policy Steps

1. Editor-in-Chief & Deputy Editor-in-Chief are informed that a correction has been requested.
2. The Editor-in-Chief informs the person who has made a correction request that it is being assessed and that they will be informed once a decision has been made.
3. Subject to any conflicts of interest, an editor is selected as the 'Correction Investigator' (CI) and will lead the corrections process. The below list details who has priority by default on leading the correction investigation.
    a. Editor-in-Chief
    b. Deputy Editor-in-Chief
    c. Print Editor
    d. Managing Editor
    e. Radio Editor
4. The CI then investigates the request. This includes ascertaining the following
    a. Has inaccurate or misleading material been published?
    b. Should the content be retracted?
    c. Should a correction be made?
    d. What should the correction state?
    e. What form should the correction take? Will it be in print, radio, online, or a combination of those?
5. The CI advises the board of their assessment as to if a correction or retraction should be made.
6. The board has a vote on the correction being made
7. If the board approves a correction then the CI ensures that the correction will be made.
8. The Editor-in-Chief immediately informs the person who has requested a correction about the decision that has been made.

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Online

Correction:

A correction that is made online should take the following form:

The correction should be marked with an asterisk immediately following the sentence that has been corrected.

At the bottom of the article the following template must be used:

*Editor's Note (DATE): An earlier version of this article [OUTLINE INACCURACY OR MISLEADING STATEMENT]. This article has since been amended to correct this. We apologise for this error.

Retraction:

At the beginning of the article the following template must be used:

*Editor's Note (DATE): An earlier version of this article [OUTLINE INACCURACY OR MISLEADING STATEMENT]. In light of that, this article has since been retracted. We apologise for this error.

Print

Correction:

A correction made in print should take the following form:

The correction should be listed in a prominent location in the following printed edition of the paper. It should read as follows:

Correction: It has come to the attention of Woroni that in the article titled '[ARTICLE TITLE]' published on [DATE OF PUBLICATION] that [OUTLINE INACCURACY OR MISLEADING STATEMENT]. [OUTLINE CORRECTION]. Woroni apologises for this error.

Retraction:

A retraction of a print article should take the following form:

The retraction should be listed in a prominent location in the following printed edition of the paper. It should read as follows:

Correction: It has come to the attention of Woroni that in the article titled '[ARTICLE TITLE]' published on [DATE OF PUBLICATION] that [OUTLINE INACCURACY OR MISLEADING STATEMENT]. In light of this, Woroni has decided to retract that article. Woroni apologises for this error.

Radio

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Correction:

A correction made on radio should take the following form:

"Woroni would like to issue the following correction. On [DATE OF BROADCAST], [PERSON/POSITION WHO MADE INACCURATE/MISLEADING STATEMENT] said [OUTLINE INACCURACY OR MISLEADING STATEMENT]. [OUTLINE CORRECTION]. We apologise for this error."

Retraction

A retraction made on radio should take the following form:

"Woroni would like to issue the following retraction. On [DATE OF BROADCAST], [PERSON/POSITION WHO MADE INACCURATE/MISLEADING STATEMENT] said [OUTLINE INACCURACY OR MISLEADING STATEMENT]. In light of that, Woroni would like to retract that statement. We apologise for this error."

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Appendix C

Constitutional Amendments

Presented by Alex Catalán-Flores, Managing Editor