

# WORONI

The Australian National University Student Newspaper since 1950

## Meeting Minutes

**Board Meeting**  
**2<sup>nd</sup> November, 12:00pm**  
**Woroni Boardroom**

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

**Apologies:** Beatrice Smith

**Meeting at 12:01pm**

**ITEM 1: Acknowledgement of Country**

Jacob acknowledged the traditional owners of the land upon which the board met.

**ITEM 2: Previous Action Items**

Name	Item	Due Date
Ross	Call ANU Security to ascertain who still has access to the office	Next Meeting
Tara	Write draft mission statement for the board	Midnight Saturday night
Ross	Place information about FOIing the Uni into the Board Manual	Next Meeting
Alex	Develop revised inventory procedure to reflect camera purchase	Next Meeting

**ITEM 3: Accepting Previous Meeting Minutes**

**MOTION**

To accept the minutes taken at the meeting held on 26<sup>th</sup> October.

Proposed: Ross

Seconded: Tara

Approved unanimously.

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## PRINT

### ITEM 4: General Update

Janis has told the board that there is a good selection of material and that we're still getting quotes. It should be released next week or the following at the latest.

## RADIO

### ITEM 5: General Update

Polly told the board that the last week of broadcasts have gone well and the FB page has almost got 1000 likes.

## EVENTS:

### ITEM 6: Awards Night

Abigail has almost finished the certificates and Tara has organised for Richard Baker to sign the certificates this week.

Tara has told that there are 7 spots left on the guest list, but she wants the next board to decide.

The board then discussed who they would like to be invited to the guest list. They decided on:

Ben Gill  
Arebelle Zhang  
Loren Oven  
Kat Reed  
Annika Humpheries  
Jessa Rogers  
Josh Orchard

Tara asked for everyone to be at the office by 5:30pm before the event.

Polly has organised for a band to play, and highlighted that they need seats. Polly and Tara will be working on a seating plan.

## FINANCE

### ITEM 7: General Update

Trans: \$5,224.17  
Savings: \$92,236.49  
Term Deposit: \$60,000 + interest

### ITEM 8: Sub-Editor Honoraria

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Alex distributed a proposed separation of honorarium (Appendix A), with Matt Solomko's honorarium having been removed and will be dealt with separately.

The total amount was \$6,515.88, which is under budget for the honorarium allocated.

Tara asked for the extra money to be used to purchase presents for Dallas and Olivia, which Alex agreed with.

## MOTION

To approve \$6,515.88 for sub-editors in the form of honoraria

P: Alex

S: Polly

Unanimously approved

## ITEM 9: **NLA Archiving**

Alex informed that it would be only about \$1200ish for one whole year of editions at 28 pages per edition.

## ITEM 10: **Model Release Forms**

Alex has got Michael to look over the model release forms and will distribute edited.

## ADMIN

## ITEM 11: **Election Update**

Tara asked Jacob to leave the meeting due to his conflict of interest.

**Jacob left the meeting at 12:18pm**

*[ITEM SEALED]*

ACTION ITEM: Ross to email Roxanne regarding the status of the investigation.

**Jacob entered the meeting at 12:34pm**

## ITEM 12: **Handover**

Tara outlined that everyone needs to develop a handover document, which is a document that outlines each person's specific role.

Next Sunday the board will be having a handover session with the new incoming board and Tara requested that every member of the board attend.

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**ACTION ITEM:** Ross to email board during the week regarding handover documents.

Alex requested an extension for handover documents due to his work on SSAF negotiations and his belief that he could not write a satisfactory document by next Sunday.

Tara said that she has been asking people to work on these for a while, but is okay with Alex taking more time to work on his training of the continuing people.

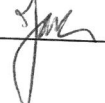
**Meeting closed 12:44pm**

Name	Item	Due Date
Ross	Call ANU Security to ascertain who still has access to the office	Next Meeting
Ross	Place information about FOling the Uni into the Board Manual	Next Meeting
Alex	Develop revised inventory procedure to reflect camera purchase	Next Meeting
Ross	Email Roxanne regarding election investigation	ASAP
Ross	Email board regarding handover documents	During the week

**MINUTES ACCEPTED BY:**

Chair of Accepting Meeting on 12/10/2014


Name: Tara Shenay

Signature: 

Date: 12/10/2014

Secretary of Accepting Meeting on 12/10/2014

Name: Ross Caldwell

Signature: 

Date: 12/10/2014

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## Appendix A

**Proposed Allocation of Sub-Editor Honorarium**

**Alex Catalán-Flores, Managing Editor**

Number	Name	Total	Status
1	Sophie Yates	\$ 600.00	Draft
2	Emma Roberts	\$ 500.00	Draft
3	Isaac Dugdale	\$ 279.48	Draft
4	Ellen Stokes	\$ 749.46	Draft
5	Giordano Borzuola	\$ 399.61	Draft
6	Hugo Branley	\$ 692.08	Draft
7	Anna Dai	\$ 574.38	Draft
8	Christina Rae	\$ 535.15	Draft
9	Ben Stilling	\$ 417.45	Draft
10	Alice Zheng	\$ 417.45	Draft
11	Josh Chu-Tan	\$ 652.85	Draft
12	Grace Elkins	\$ 90.53	Draft
13	Mitchell Scott	\$ 607.44	Draft
		<b>TOTAL:</b>	<b>\$ 6,515.88</b>

Alex  
 Tapped by - 2/20/18  
 Contacted on 2/11/18