

WORONI

The Australian National University Student Newspaper since 1950

AGENDA

Board Meeting
3rd August 2014, 2:00pm
Woroni Boardroom

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

Meeting opened at 2:04pm

ITEM 1: Acknowledgement of Country
Elena

ITEM 2: Previous Action Items

Name	Item	Due Date
Ross	Inform board of quotes for Business Cards	ASAP
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	Place signed board minutes from previous meeting in Dropbox.	Next Meeting
Tara	Distribute schedule for Market Day attendance to all Editors.	ASAP

PRINT

ITEM 3: Next Edition
Elena

The Print Team gave an update on the status of the next edition & confirmed that it was on track.

ITEM 4: Woroni App
Janis

Prototype is developed and will hopefully be launched around

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mid-August.

Olivia can research different app providers.

Alex said that the \$80 a month cost of the app is achievable.

The idea of setting up a focus group to road-test the app was discussed and will be pursued.

MOTION

The Board has the intention to make and distribute an app during Semester 2 2014.

Proposed by Janis Lejins

Seconded by Ross Caldwell

Approved by all board present

FINANCE

ITEM 5: General Update

Alex

Alex gave an update of overall funds held by Woroni, with \$109,856.14 held plus a term deposit of \$60,000.

MOTION

To remove Areti Metuamata and Fergus Hunter as signatories of the [REDACTED] and keep Tara on the account as signatory and add Alex as a signatory, keeping the method of operation as two to sign.

Proposed by Alex Catalán-Flores

Seconded by Ross Caldwell

Approved by all board present

Alex has also sent Richard Baker a copy of the SSAF Expenditure Report for Quarters 1 & 2, 2014.

ITEM 7: Co-op Coffee Tab

Alex

Alex discussed the options for the management of the Co-op coffee tab.

MOTION

That ANUSM pay a portion of the coffee tab.

Proposed by Alex Catalán-Flores

Seconded by nobody

Motion fails

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MOTION

For Woroni to cease its coffee arrangement with the Food Co-op immediately and for individuals to pay their outstanding balance. Any further 'tabs' will be made on an individual basis.

Proposed by Ross Caldwell

Seconded by Polly Mitton

Approved by all board present

ITEM 8: Expense/Reconciliation Policy

Alex

Alex presented proposed changes to the Expense and Reimbursement Policy (See Appendix A).

MOTION

To increase the limit of Part 2, Section 2 of the Expense and Reimbursement Policy from \$100 to \$200.

Proposed by Alex Catalán-Flores

Seconded by Polly Mitton

Approved by Janis Lejins, Beatrice Smith, Abigail Widijanto, Elena Tjandra

Ross Caldwell abstained from the vote

MOTION

To increase the limit from Part 2, Subsection Three of the Expense and Reimbursement Policy from \$100 to \$200.

Proposed by Alex Catalán-Flores

Seconded by Polly Mitton

Approved by Janis Lejins, Beatrice Smith, Abigail Widijanto, Elena Tjandra

Ross Caldwell abstained from the vote

RADIO

ITEM 9: General Update

Polly

The Present Information Night was a success.

ITEM 10: Spotify Account

Polly

Polly highlighted issues with the Radio Spotify account being unavailable to radio due to other users using it.

MOTION

To purchase a premium Spotify account at \$11.99 per month to be

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paid for by Woroni to mitigate the risk of Radio disruption.

Proposed by Polly Mitton
Seconded by Janis Lejins
Approved by all board present

ITEM 11: Radio Equipment

Polly

Polly raised the idea of loaning microphones to presenters so they can record at home, which means that radio does not have to supervise presenters while they record.

Janis suggested a system similar to the Art School system whereby the person has to sign out equipment. Policy to be developed.

ADMIN

ITEM 12: Accepting Previous Meeting Minutes

Ross

MOTION

That we as the board accept the minutes of the board meeting from the 20th of July 2014.

Proposed by Ross Caldwell
Seconded by Janis Lejins
Approved by all board present.

Ross Caldwell & Beatrice Smith signed off on the minutes.

ITEM 13: Business Cards

Ross

250 for Editor-in-Chief, 250 for Deputy Editor-in-Chief, 250 for Managing Editor is \$90.94

If we don't order generic business cards, it would only cost \$90.94

Cards are ready to order based upon final approval of proofs from Tara.

ITEM 14: Other

Alex raised the issue of needing a new computer for the office. We have not yet received the SSAF money yet, and an email will be circulated with the exact model we would be looking for.

Alex raised the issue of press passes for festivals and best practice.

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Beatrice, on Tara's behalf, raised concerns about the back page content.

Meeting closed at 3:23pm

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-Eds 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

MINUTES ACCEPTED BY:

Chair of Following Meeting

Name: Tara Sheno

Signature: [Signature]

Date: 22/08/2014

Secretary of Following Meeting

Name: Ross Calderwood

Signature: [Signature]

Date: 22/8/14

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APPENDIX A

Proposed Expense & Reimbursement Policy

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, ~~\$100~~ **\$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 ~~\$100~~ **\$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 (I), 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 incurred. 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 incurred includes Editor and Sub-Editor honoraria, with the exception of the Managing Editor's own honorarium, which must be approved by the Editor-in-Chief.**
- (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.

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').