

WORONI

Meeting:			
Meeting Venue:	Zoom		
Meeting Opened:	6:05PM		
Meeting Closed:	7:49PM		
Present:	Rose Dixon-Campbell, Matthew Box, Alexander Lane, Indy Shead, Jasmin Small, Virginia Plas, George Hogg		
Apologies:	Saad Khalid		
No.	Item	Action Items	
1	Acknowledgement of Country	Delivered by Rose Dixon-Campbell	
2	Previous action items	<p>Alex: Printing of Department Discrimination Reports. We will be getting an invoice from ANUSA about this. We offered to use some of our leftover printing budget to print Department reports, Christian wants to use the full \$1300 offered, cut off day is the 30th of November.</p> <p>Matthew: Lanyards arrived yesterday. Will bring them in on Tuesday. Don't just take lanyards. We have purchased a supply for a number of years. Once we have team numbers we will distribute them accordingly. We shouldn't lose them because they are a marker of who we are. We should stress that there are a limited number.</p>	

		<p>Alex: Should we distribute them on a need to know basis?</p> <p>Matthew: No, because they can keep them. The supply is intended to last us several years.</p> <p>Rose: Humans of Canberra consultation</p> <p>I had conversations with Jeffrey, Zair, Chris and Oskah about the issues with its operation thus far and how these will be rectified moving forward. You can read my interview notes here (which also roughly includes the original terms of reference for my consultation as decided in board meeting of 3/11) and my model for its future operation here.</p> <p>I found that submissions tabled last semester were false and there was a general ambivalence, not distress over the situation.</p>	
Standing Items			
3	Approvals	<p>Matthew: There will be more finance approvals coming through that need to be done quickly. I will send them through tonight. There will be a couple that actually won't come through tonight.</p>	
4	Finance Update	<p>Business Transaction Account: \$119,221.20</p> <p>Business Online Saver: \$103,117.00</p> <p>Term Deposit: \$60,000</p> <p>Waiting the on reserve pool funding to be paid by the ANU.</p>	

		<p>If anyone has ideas for spending on event equipment, office supplies or equipment and software please let me know ASAP so we can use this year's budget. Financial year ends 30th of November.</p> <p>Current EOFY Equipment Spending Proposal</p> <p>Alex: I will play around with Trello and then make a business case if I want it.</p>	
5	Management Update	<p>Social Media: Brianna intends to stay on. I am interested in interviewing her for the position of social media manager (senior sub-editor). I think we will re-hire a social media assistant. I'm still figuring out if Jeffrey's capacity will align with what's required of the social media assistant role as he's stated he doesn't want to take on more work and just wants to maintain his previous load (being posting to instagram). Both MoUs will be updated to fit the template and also to reflect Humans of Canberra work. When I rewrite it I'll have a better idea of whether Jeffrey will fit. Please everyone have a think about what content you might like to commission from them over the break and during the semester. I'll arrange a meeting between us (Board and social media sub-editors) all early next year.</p> <p>Photography: Chris and Oskah both have expressed desire to stay on and I intend to give them both the opportunity to interview for Senior Photographer, though I've been told by Chris he's not interested in this, whereas Oskah is. Both of their MoUs have been updated to fit the template and also to reflect Humans of Canberra work. Also have a think about how you would like them to</p>	Rose to send round website proofs.

support your work next semester, we will meet as a board to discuss this at the start of the semester as well.

Humans of Canberra: I've met with Zair and been in text communication with him. He has said that he will transfer admin status of the page to me however has been a bit slow in doing this. In my mind it's the last loose end in the HoC situation and so it's a bit draining to keep having to text him asking him to do something so simple. I will update when I do have admin status and from there I imagine we can get started working.

I want to add as well on a website update. The developes will send us an invoice soon. They will set up a portal where we can log jobs with them. We will send them proofs over the weekend. We can send these proofs to the new Editors, but we need feedback by Sunday because we need it as soon as possible.

Matthew: We probably don't want massive changes.

Events (Matthew)

Arabella and Jeffrey are both staying on, we met last week to discuss plans moving forwards and how best to work next semester. Please start thinking about O-Week events we might like to do. I plan on having a Senior Events Officer and 2 Events Officers next semester, I am not sure yet whether the Senior will be an outside hire or will be moving one of the current Events Officers up. I'll also be having a fortnightly events meeting with the team next semester which is

		something they asked for in our rehiring interviews.	
6	Portfolio Updates	<p>Content: Applications will close tomorrow, have had around 25.</p> <p>I am probably not going to re-hire a couple people. There were better applicants and issues with some people.</p> <p>I have started the hiring process, applications close tomorrow. Have completed quite a lot of interviews, some promising people. I currently plan to not re-hire 2 sub-editors from this year. I aim to have the team finalised by Nov 30th and training on Dec 2nd. The portfolios have slightly changed - and still have some wiggle room :</p> <ul style="list-style-type: none"> - 2 senior sub-editors <p>For print</p> <ul style="list-style-type: none"> - Features - Culture - Lifestyle - Creative - Science and Research <p>Online</p> <ul style="list-style-type: none"> - Columnists x2 - Reviews x2 - Satire <p>New timeline for the first mag is done (CAD completed for Jan 16th). The theme is 'Euphoric'.</p> <p>UC publishes an anthology of the best creative pieces of the year. I'd like to do something similar to this on top of the magazines.</p>	

		<p>Art:</p> <p>Changes to Art Sourcing Sub-Editor (jointly hired by Art and content but sits in Art). Interest in expanding mag to 80 pgs (awaiting response from printer) with a set number of art pages per mag (6). The team for mag 1 next year is expected to be small (5-6).</p> <p>News:</p> <p>Had a constructive brainstorming meeting on the 18th for some summer projects. Gonna help with retention over summer.</p> <p>Indy has referred an applicant to the news team so, we have organised a join interview.</p> <p>Am preparing for the NUS conference. Some live tweeting. Will be putting an article out every two days so would appreciate some quick approvals.</p> <p>Have a few articles in the works. Am trying to be super strict on the facts and expression because they will be contentious. Would be great if the Board prioritised fact-checking and editing out any editorialising.</p> <p>TV:</p> <p>Currently working out how many people are coming back next sem - i've had about half the team say yes so far. Will need to hire 2 EPs.</p> <p>In the process of setting up a new server (with Matthew).</p> <p>Ongoing projects: one video, and hopefully setting up a stock footage library once server's working.</p>	
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		<p>Will be discussing potential team structure changes tomorrow with remaining EPs. Maybe instead of everyone doing five min interviews, we might have one team doing longer forms.</p> <p>Radio:</p> <p>Spoke to all of the producers, very few are returning so will have to work hard on hiring new producers in o-week. Still waiting for Fergus to complete my handover so not much else I can do until then.</p>	
Meeting Items			
7	Welcome and Introductions	<p>I would like to congratulate you all for winning your elections or applications. You are all very talented and I see a team of very strong new women in front of me (Alex and Matthew excluded).</p> <p>At the start of this semester, Juliette did a little ice breaker thing, and I'm tossing up if we should do this.</p> <p>So new icebreaker: which Editor position would you want if you weren't your current one.</p> <p>Rose: Managing Editor</p> <p>Jasmin: TV</p> <p>Virginia: News</p> <p>Alex: TV</p> <p>George: Art</p> <p>Indy: TV</p> <p>Matthew: DEIC</p>	<p>All Board Members to read Board Handover Document</p>

		<p>I'd like to say broadly, which relates to the handover document which will discuss at Board Retreat. My philosophy as EIC is that I am president of the association and the chair. In practice, that is a spokesperson and an advocate for you, and someone who can step in when you're struggling. You can come to me if you have issues. I will keep everything in confidence. I will not even tell Alex. I am someone who can do your job if and when you go on holiday, which is something you can do.</p> <p>Rose: Generally in matters relating to Alex I'll recuse myself.</p>	
8	Conflict of Interest Declaration	<p>You can read the policy here.</p> <p>Rose:</p> <ul style="list-style-type: none"> - Policy officer at the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. - Father (Andrew Campbell) is CEO of Australian Centre for International Agricultural Research (Department of Foreign Affairs & Trade). In this capacity he is the Australian Delegate on the Global Research Alliance for Agricultural Greenhouse Gases and the CGIAR System Council. He is also a Board Member of the Gender Advisory Board in the UN Commission on Science and Technology for Development. He also sits on the board of the Peter Cullen Trust; is the Visiting Fellow at the Fenner school of Environment; is a Fellow of the 	-

		<p>Australian Academy of Technology and Engineering; a Fellow of the Australian Institute for Company Directors; a Councillor of the ACT Division of the Institute of Public Administration; and a Patron of the Victorian Landcare Council.</p> <ul style="list-style-type: none">- In love with Alexander Lane. <p>Matthew:</p> <ul style="list-style-type: none">- Resident at Bruce Hall- Dating Ben Harms <p>Alex:</p> <ul style="list-style-type: none">- Senior Resident at Fenner Hall.- Communications Assistant (APS) at Museum of Australian Democracy at Old Parliament House.- Father regularly contracts with the federal government. Currently with the Treasury.- Good friend volunteers in the Indigenous Department.- In love with Rose Dixon-Campbell, my slay wife and future roommate. <p>Indy:</p> <ul style="list-style-type: none">- Research and Communications Assistant at Food Ladder (horticultural NGO which has received funding/collaboration with Aus and Indian governments).- Father, Alex Shead, is Independent Director of Pacific Green Technologies (works with China), Chairman of Lockton Pacific (insurance), Founding Chairman of Food Ladder (NGO)	
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- Friends with Women's Officer Phoebe Denham, close friends with ANUSA Secretary Phoenix O'Neill
- Close friend, Luke Harrison, is President of the ACT Branch of the NUS

Alex: Probably just don't approve most ANUSA articles unless I ask you to.

Jasmin:

- Possibly (hope not) living at unilodge next year.
- Friends with someone who works in the Attorney General's Department

Virginia:

- Living at unilodge next year
- Swimming instructor Club Lime 2021-current
- Member of MESA, LitSoc, French Collective. Not very involved in any of these. Do not regularly attend their meetings.
- Close friends with Jehan Jayawickrama (Queer Officer, LitSoc president) and several other queer dept exec members

George:

- Aunt (Dr Carolyn J. Hogg) is a Senior Research Manager at USyd, frequently liaisons with the government.
- Lives at Unilodge
- Dancer on ANU Competitive Dance Team

9	2023 Budget	<p>Matthew</p> <p>Proposed Budget</p> <p>Ideally we operate on a 6 month budget and then move to a 2.5 year funding agreement with the ANU, however if not, we have an annual budget of \$226,310. I'm still working on the budget. Proposal needs to be submitted by the 10th of December. If I give people some work to do on the proposal do you think you could get it done by the 8th? This would be writing up expected benefits from different work that we do that is associated with your portfolio and can be based on previous years' proposals.</p> <p>Alex: Did you do the maths on how much this increases individual sub-editor honoraria by?</p> <p>Matthew: No. Depends on the number of sub-editors. There's no way to do the calculation until we know the organisation size.</p>	<p>Board to provide impact statements for SSAF budget line items.</p>
10	Hiring and Rehiring	<p>Read the section in the Handover Doc. If you can wait until O-week you should, as the Market Day stall tends to bring a lot of interest to Woroni and you may get a fatter pool of applicants.</p> <p>Everyone needs to re-write their MoUs using the template provided by Rose. Make sure you send your updated MoUs to the exec for review. You can find the MoU template here.</p> <p>Once sub-editors have signed their MoU, send it to the executive, who will then collate it in the Editors' drive (accessible to all of you). Rose will create a spreadsheet with all of your team members' names, uNumbers and</p>	<p>All portfolio editors to submit proposed MoUs to executive team.</p> <p>Rose to create whole of Woroni spreadsheet. All portfolio editors to check this.</p> <p>Portfolio editors to notify Rose of sub-editors requiring office access.</p>

		<p>MoU status (i.e. signed/not signed). Check this when it is done.</p> <p>When you have hired your new team, notify Rose of the names and uNumbers of the new sub-editors who require office access.</p> <p>Re-hiring: The reasons to not rehire a sub-editor are laid out in this policy. Have a read of it.</p> <p>In particular, when choosing not to re-hire someone, the Editor must give three written reasons to the Board as to why the sub-editor does not fulfill the following two criteria:</p> <p>There is another applicant better suited to the position, or; it is highly likely that there could be another applicant better suited to the position.</p> <p>It is important we represent these reasons in semi-uniform terms so that the policy is seen to apply uniformly across portfolios. This is how we recommend doing so...</p> <p>Alex: My recommendation is to:</p> <ul style="list-style-type: none">- Explain why you feel they don't meet their MOU.- Explain if there is a better applicant and what a better applicant would look like.- Outline what steps could / have been taken to improve the sub-editor's performance, and why that could not work / is infeasible. <p>Making positions redundant can be seen here:</p>	
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11	O-week preparations	<p>We will do merch - here are proposed options, feel free to suggest any alternate ideas you have:</p> <ul style="list-style-type: none"> - postcards/A5 posters - Baseball caps - Bucket hats - Tote bags <p>George: A badge could be expensive. I like badges and beanies.</p> <p>Matthew: We were thinking of doing beanies in bush week when it's colder.</p> <p>Virginia: I like socks.</p> <p>Indy: Tote bag</p> <p>Alex: I would like to add a poster.</p> <p>Jasmin: Posters are included. A5 will probably be easier.</p> <p>Matthew: Anything we decide is not binding, because we will have to see how much they cost.</p> <p>Rose: I want tote bags because it's good marketing and proof from seasons. Tote bags are the most effective for marketing.</p> <p>Jasmin: We could also make stickers.</p> <p>Rose: That will be separate.</p> <p>Matthew: we probably have budget for two merch items. Intake is larger in O-week than Bush week so I was thinking a 60/40 split.</p> <p>Rose: Eliminate socks, Matthew can get quotes for postcards, tote bags and hats of all kinds. We will then see what is the most efficient use of our money.</p>	<p>Matthew will seek quotes for all four listed items.</p> <p>Jasmin will start working on designs in the meantime.</p>
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12	Open Mic Night	<p>What would we like to do with this event?</p> <p>Context: This was originally organised by Fergus but fell through due to timing issues. Jeffrey and Arabella (Events Officers) are still keen to do it. Rose also considers it is a worthwhile event</p>	

		<p>and we could capitalise on the work already done toward it. If we agree to do it, Matthew/Rose will resubmit an updated EAD on this seeking board approval.</p> <p>George: There is no radio team to help with this, but I would be happy to work on this.</p> <p>Rose: If we could get the Kambri amphitheatre in the o-week then it could go off. We won't do a formal approval because that is contained within the EAD.</p>	
13	Board Retreat	<p>Pending booking specifications (3rd of February to the 4th, and check-in time is 3pm, check-out time is 10pm.) we will leave Canberra as early as possible. Let us know if you have a car that we can use. We will arrive at the venue and begin an engaging weekend of training. Please come having read Woroni policies and the Board Handover document.</p> <p>Rose will circulate a form seeking everyone's dietary information. Based on this she will formulate a menu so please be specific if you are a picky eater (Matthew).</p> <p>Mag timeline: Presently Jasmin is scheduled to be done with the mag and ready to submit it to the board for review on February 2. She will not be able to work on it while we are at retreat, though we will be able to view it and provide feedback. She will then have the day of the 6th to action the feedback and submit it to the printers. This is a tight timeline, especially for a first-time Art Editor but there are things we can do as a board to make it easier</p>	<p>New editors to familiarise themselves with policies and board handover doc.</p>

		<p>for her and also to give her more time to work:</p> <ul style="list-style-type: none"> - Indy to ensure CAD is submitted to the Board at high quality of editing. This is due to happen on January 16. - Board to process the CAD ASAP. The sooner we provide approvals, the sooner Jasmin can input it to the mag. Block out some time from January 16 to review the CAD. - Any Board member who can, should volunteer their artistic ability to Jasmin for use as she determines. Message Jasmin. - Board to review mag proof ASAP. At the latest the proof will be delivered on Feb 2 but may come to you earlier. Make sure to set aside time to review it. 	
14	Deputy Editor in Chief	[REDACTED]	
15	Bank Signatories	<p>Motion: "To remove Juliette Baxter and Muhammad Khalid as signatories of the Association bank accounts and add Rose Dixon-Campbell as a signatory to these bank accounts: Business Transaction Account (062-903 1061 9894), Business Online Saver (062-903 1066 1320), and Term Deposit (062-903 5022 3034) and to grant Rose Dixon-Campbell an Association business debit card."</p>	<p>All Editors will need to initial each page of the minutes of this meeting. Sign and date the document, print name and position.</p> <p>Rose will get this done on Tuesday.</p>

		<p>Proposed: Rose Dixon-Campbell</p> <p>Seconded: Matthew Box</p> <p>For: 6</p> <p>Against: 0</p> <p>Abstain: 1 (Rose Dixon-Campbell)</p> <p>Absence: 1 (Saad Khalid)</p> <p>Status: Passes</p> <p>Alex: Do we have to get a hold of Saad for this.</p> <p>Matthew: No, because I think I will have enough being a previous signatory and going in person.</p> <p>Alex: Why is this the minutes and not a separate document?</p> <p>Matthew: They are more likely to accept this. Otherwise we'd have to get Juliette's signature.</p>	
16	Standing Procurement Exception	<p>Matthew: Under section 10.2.b) of the Procurement Policy I am making a standing procurement exception for the printing of the magazine with CanPrint as this has been our printer for a long time and has maintained a competitive price over this time. This exception will stand for the duration of this Board (until the 18th of June 2022).</p> <p>This means we will not have to get two written quotes for each magazine. If one person dissents, we have to move to the standard procedure.</p> <p>Rose: CanPrint has been our printer for a really long-time and they've held our prices firm.</p>	

		<p>Alex: Will we have to approve expenditure?</p> <p>Rose: I believe the answer is yes.</p> <p>Dissent: None</p>	
17	ANU Media	[REDACTED]	Alex to draft an email, send it to the Board for approval and then Matthew will send it. Draft will require 6/8 reactions.
18	Posters	<p>Rose: I am printing some new posters for the office. I would like you each to choose a piece of art work that we will print. Must be before 30 November.</p>	<p>Editors to provide two piece of Woroni-made art work to Rose by the 28th/29th of November.</p> <p>Rose will organise printing.</p>
19	TikToks	<p>Virginia: We have a TikTok account, I do not want to be the only one approving.</p> <p>Alex: I want to use it.</p> <p>Rose: We will need to check the approval policy.</p>	
20	Content Hiring	<p>Indy: I will be sending through my proposed team soon, if people could check for red flags.</p> <p>Rose: And the reasons for not re-hiring.</p>	