

# Meeting of The ANU Observer Council

2018-01-28

Meeting Opens at 14:11

## Item 1 - Reports & Action Items

There are no action items from the previous meeting.

### News Report

**Jason:** Explainers are due at the end of this month.

**Jason:** We've been a little lax but we're doing it now - collating old stories and organising a distribution team. Design work is basically done.

### Digital Report

#### Ebe Ganon:

**Hiring & Admin:** Interviewed three people last week, going to hire two of them later on in the meeting. One photographer and one video editor/camera operator. I am still having trouble getting on to the other applicants. Have also started looking at the systems of assigning events and happenings to livestreamers and photographers – I am going to sync the livestream and photography section of the calendar to a digital assignment channel with alerts coming a week before, and get people to do it from there. I have also made a new template for news thumbnails – it's in the canva.

**Merchandise:** Stickers are ready to order, they only take 5-7 business days to come, so they can wait to be ordered until after SSAF comes in. We are ordering 350 @ \$90. I have the quote for 40 shirts but I am waiting for a quote for 30. They are about \$18 each, and we discussed each officer making a contribution of \$5 because they will end up keeping the shirt, bringing the cost to hopefully around \$400. Banner complete, ordering two at about \$99 each. This is essentially the end of the marketing/merchandise budget. We have gone a little bit over, but I have cut as much out of all of this as I conceivably can without seriously putting us at a disadvantage for o-week. Essentially we have gone over by \$100 or so.

**O-week:** The o-week marketing plan exists now. I'm not going to rehash it for time's sake, but it's in #comms on Slack. Posting is going to start tomorrow, hopefully with Skanda's "What is Observer" explainer. It's really important to engage with the events on Facebook. Click going and share them. I am going to be doing the main publicity for them but if I ask you to share something somewhere, please respond quickly and action the item in a similar manner. Same goes for the boosted posts – that's the main way that the algorithms work.

**Purchases:** Adam has a list of things that he wants to buy for o-week – I requested it but I don't have this yet. I will update in the council channel because we need to approve this spending.

**Website:** "So at the moment the header and aesthetics are pretty much finished, the only concern is the layout of the front page. I'm looking at basically ripping shit from a different theme I've found (as playing with the html is too clunky and unreliable in the 'page' editor of word). Will have a couple of different designs to present by the end of the week."

**Video:** I requested an update on this but didn't get one. I had planned to release a video piece during o-week so hopefully this is still happening.

**Things still to do:** I am going to sort out the boosted posts this week or next – it's a bit hard to do them before you actually want them to be boosted so I probably going to wait until I plan for them to start. Banners, stickers and shirts need to be finalised in their orders. I am on top of this. I need to sync that calendar. Provided no issues, I will send an email to the new hires congratulating them and organise a time to meet them before market day and hopefully recruit some assistance.

## **Financial Report**

Tatsu: We've had budgeting, setting up the bank account, setting up february liquidity, and financial policies

Budget: complete

Bank account: this week

Liquidity: solved by SSAF

Policy: I've finished policy. It's sitting with Joel right now.

Advertising payment plan: Still working on that.

Jason: Are we confident that we'll have the bank account resolved by the 1st?

Tatsu: Might take 5 business days.

Jason: Are we comfortable waiting for joel to return before passing financial regulation policy?

Michael: Joel will be back in three days. I don't see a high risk of mismanagement in the next few weeks, because only Tatsu and I will have access.

Tatsu: Those policies deal with fraud, budgeting, record keeping, financial statements, financial management.

## **Item 2 - Hiring**

**Motion** that, having completed an interview in good form, and submitted a trial article of good quality, Jessica Whiting be made an Officer of Observer with the position Reporter for the period from this day until the first meeting of the Council after November of 2018.

**Moved:** Michael Turvey

*Motion passes*

**Motion** that, having completed an interview in good form, and submitted a trial article of good quality, Adelle Millhouse be made an Officer of Observer with the position Reporter for the period from this day until the first meeting of the Council after November of 2018.

**Moved:** Michael Turvey

*Motion passes*

**Motion** that, having completed an interview in good form, and submitted a trial article of good quality, Charles Geary be made an Officer of Observer with the position Reporter for the period from this day until the first meeting of the Council after November of 2018.

**Moved:** Michael Turvey

*Motion passes*

**Motion** that, having completed an interview in good form, and submitted trial research of good quality, Peter Hui be made an Officer of Observer with the position Research Analyst for the period from this day until the first meeting of the Council after November of 2018.

*Motion passes*

**Motion** that, having completed an interview in good form, and submitted trial research of good quality, Thomas Jordan be made an Officer of Observer with the position Research Analyst for the period from this day until the first meeting of the Council after November of 2018.

*Motion passes*

Abstention: Jason Pover

**Motion** that, having completed an interview in good form, and submitted portfolio work of good quality, Broneal Sarkosh-Nejad be made an Officer of Observer with the position Video Editor and Camera Operator for the period from this day until the first meeting of the Council after November of 2018.

Moved: Rebecca Ganon

*Motion passes*

**Motion** that, having completed an interview in good form, and submitted portfolio work of good quality, Joanna Koh be made an Officer of Observer with the position Photographer for the period from this day until the first meeting of the Council after November of 2018.

Moved: Rebecca Ganon

*Motion passes*

**Motion** that, in recognition of their ongoing commitment to Observer,

- Adeline Tinessia and Taz Hudson be made Officers of Observer in the position of Reporter for the period from this day until the first meeting of the Council after November of 2018, and that
- Laura Farag and James Howarth be made Officers of the position of Research Analyst for the same period, and that
- Konstantinos Katsanis be made an officer of Observer with the positions Photographer, Camera Operator and Video Editor for the same period.
- Kai Clarke be made an Officer of Observer with the position Photographer for the same period.

Moved: Michael Turvey

*Motion passes*

### **Item 3 - Policy**

**Motion** that the policy included in Appendix A to govern leave taken by Officers be adopted as a Policy of The ANU Observer.

Moved: Michael Turvey

Abstaining:

Ebe Ganon

Tatsunori Yamaguchi

*Motion passes with Casting Vote by the Chair*

**Motion** that the policy included in Appendix B to govern the process of article approval be adopted as a Policy of The ANU Observer.

Moved: Michael Turvey

Abstaining:

Ebe Ganon

Tatsunori Yamaguchi

*Motion passes with Casting Vote by the Chair*

**Motion** that the policy included in Appendix C to govern Conflicts of Interest among officers of Observer be adopted as a Policy of The ANU Observer.

**Moved:** Michael Turvey

Abstaining:

Ebe Ganon

Tatsunori Yamaguchi

*Motion passes with Casting Vote by the Chair*

#### **Item 4 - Other Items for Decision**

##### **1. Observer Live continuation**

**Action Item:** Michael to make ebe admin of the live page

**Tabled:** Whether we allow paid promotion of video content to main page

**Decision:** We watermark content on other pages

*Approved*

#### **Item 5 - Other Items for Discussion**

##### **1. SSAF**

###### **a. Line Item Flexibility**

**Action:** Tatsu to speak to PARSA treasurer about SSAF flexibility.

###### **b. Feedback on Process**

**Tabled** Joel gets back

**Action:** Joel to investigate whether legislation requires performance metrics on behalf of ANU in allocation process.

##### **2. Accounting**

###### **a. PARSA to assist?**

**Action:** Tatsu to meet with PARSA treasurer to discuss.

###### **b. Need for auditing?**

**Action:** Joel to contact ANU regarding the need.

##### **3. Officers' contribution to shirts**

**Decision:** \$10 copayment for shirts.

#### **Item 6 - Questions on the Table**

- Frequency of Council meetings
- Honorary Life Membership for Ming-Dao Chia and Benjamin George Roberts
- Feedback for the SSAF process
- Payment for live content on main page
- Staff under treasurer's portfolio
- Upgrading to paid slack

#### **Item 5 - Other Business**

1. Removing old members from Slack & Facebook etc.

**Meeting closes** 15:14PM

**Summary**

**Action:** Michael to make ebe admin of the live page

**Action:** Tatsu to speak to PARSA treasurer about SSAF flexibility.

**Action:** Tatsu to meet with PARSA treasurer to discuss accounting.

**Action:** Joel to investigate whether legislation requires performance metrics on behalf of ANU in allocation process.

**Action:** Joel to contact ANU regarding the need for auditing.

**Decision:** Observer live page to be shut down, major livestreaming to operate from the main page, requested livestreams operate from the pages of other organisations. Observer watermark content on other pages

**Decision:** \$10 copayment for shirts.

## **Appendices**

[Appendix A - Leave Policy](#)

[Appendix B - Article Approval Policy](#)

[Appendix C - Conflict of Interest Policy](#)