



THE ANU OBSERVER

Meeting of The ANU Observer Board

Date: 22/07/2020

Open of Meeting: 1714

Item 1 - Attendance and Apologies

Present: Hayley, Konstantine, Angus (In-person). Sam, Adelle, Tristan (Zoom).

Absent:

Item 2 - Acknowledgement of Country

By Konstantinos

Item 3 - Previous Action Items

3.1 Coming up with a financial overview

3.2 Ordering Shirts →

Kon: Didn't get around to it, was in Batemans Bay until COVID outbreak. I will do it before the next [thing] we're going to cover.

3.3 Chasing up how many people we can have in the office

Kon: About 33 people we're allowed to have. 134.6 square metres as per our disclosure statement. We have less than 33 people in total so we will be able to all meet here, have socials and all that stuff.

Item 4 - Reports

Chair Report: Konstantine Katsanis

We received an email from UniLodge instructing us to put signage and stickers in the office, specifying maximum capacity (33 people) and social distancing directions.

Kon: Take as read.

Moved by Hayley, seconded by Angus. Passes unanimously.

Finance Executive Report: Konstantine Katsanis

Only two purchases have been made since the last report. We bought pizza for our social after the last board meeting and I also bought a subscription to Norton antivirus. We used avast before that, which was free, however, I decided to go with a more reliable product. By the time of the meeting, I will have attached a financial overview. I did not manage to purchase the shirts, again, because something happened over the weekend and I have other priorities at the moment.

A lot of other things that I had planned had also to be postponed (calculator, SSAF guide).

Kon: Take mostly as read. I did the overview a little bit late. I will talk a bit more about it afterwards but the software budget definitely has to increase next year to compensate for Adobe being more expensive than we initially planned. We also bought an anti-virus program because I felt we should have had it earlier. We had a free version but I didn't hear great stuff about it. Got one on discount for half price. Whether we look at other programs like an anti-virus or an alternative to Adobe. I think our budget for next year should be about 900-1000. Slack was more expensive because we have more active users at the point when we were invoiced.

Moved by Hayley, seconded by Angus. Passes unanimously.

Secretary Report: Hayley Hands

I am looking to do a policy review over Semester 2. During this, I will be going through and making necessary changes to policies and the Standing Orders. If they are relevant to your team (e.g Equipment borrowing policies, Editorial Policies) I will send them to you to review my changes and to recommend your own.

Aside from this, I would like to pick a tentative week for our second general meeting quite soon.

I have added a discussion item surrounding our transition back to the office/in person meetings. I would be keen to hear from the teams about this and about whether they intend on holding in person meetings as of the beginning of Semester 2. Konstantinos has been provided with signage surrounding social distancing and maximum capacity that we will need to put up. I would also like to set up sanitiser, face masks (which we already have) and gloves at the door.

I have added an 'other business' item of a virtual Bush Week tour of the office. I think it would be a good chance to inform students of our on campus presence for when things go back to normal, and would also be a good chance to incentivise people to apply for the Visual Team when we think about hiring for them again.

Additionally I need to go through some stuff from the last 2 board meeting minutes but I will try to get them to Angus for publishing on the website in the next few days.

Kon: We were always discussing whether we were going to have a CEO, we probably need to have a discussion.

Hayley: Yes, we could have this as a strategic meeting so we can include editors.

Moved by Tristan, seconded by Angus. Passes unanimously.

Visual Content Executive Report: Tristan Khaw

(Received late with apologies)

Visual Team Members Update

Per Konstantine's suggestion, I would like Amna to help with more video stuff as she is a videographer. From the last week's protest, it was good to have a video person and a photographer at events which

allows us much more leeway to make good content. Kon also suggested bringing livestreaming setup to events as that is part of our SSAF budget.

I am assuming that Charlie is no longer interested. I am giving him until the end of the week to respond, then will send him another message. If that message is not responded to, I will remove him from our list of officers.

I messaged Sam (visual team Sam) regarding the Fortnightly Five series for semester 2. His workload is high this semester, so we will need to hire someone else for the role OR get one of our existing staff members to take up the role.

Hiring

It looks more and more like we will be on campus/hybrid this semester. I will email our previous prospective Visual Team members to invite them in for a trial period, pending Board approval.

Projects

Per last meeting's minutes, Kon has suggested that Visual Team take more stock photos as the current batch of stock photos is running dry.

I want to earnestly start pushing our Instagram profile again. Our plans last semester were derailed by the lockdown.

We should start thinking about other things we would like to do for Visual Team, as the SSAF process will begin soon. New equipment would be great, and we can definitely pursue interesting projects with them. I will need to keep my eye out for interesting projects for us to pursue.

Tristan: I will take my report as read. Just something that I submitted late, I messaged Amna and Charlie as well as Sam, we will need to start hiring soon. I would like to coordinate hiring with News Team if you are hiring anyone else let me know and we can start putting ads out in the next week or so since Bush Week is starting soon. There is a note in there about some stuff Kon has suggested, if anyone has any cool things Visual Team could do, let myself know or Kon. Kon suggested better livestreaming set ups, Zoom recording, that sort of thing.

Kon: I wanted to ask quickly, are you planning to have F5 week 1 or week 2?

Tristan: I am not sure, I had a bit of a think about it. We could release one in Bush Week or it might be more impactful if we released it in W1 so we could [cover Bush Week]. We also need to hire someone else for the role of News Presenter. If there are any particularly extroverted News people [let me know]. I would like to not hire someone else if we can keep it within the team.

Moved by Sam, seconded by Hayley. Passes unanimously.

News Content Executive Report: Anthony Lotric

While I am sure that Angus will cover this in his report, I will also quickly address it. We have been having issues recently with the website going down unexpectedly, especially after articles have been published. Kon suggested that maybe Angus could run us through some quick fixes (if it's feasible), for the times that he is not available. But more generally, it would be good to get a more permanent fix ASAP, as it does significantly affect the traction our articles get, and our reputation.

While the news cycle has continued to be slow during the break (as is expected), the team has been picking up the slack though with some great explainers, and the fantastic protest in pictures that we did alongside the digital team.

We will try to stay vigilant with regards to ticket announcements, and be ready to put out an article on the same day, even if it is brief.

We have discussed organising a roster for editors/reporters for checking the court schedule each day, so that we don't miss any more important cases that involve the ANU.

Sam: Basically I will take it as read. In the whole first paragraph I will leave it to Angus to discuss. The other stuff, yeah we are looking at getting people to check court schedules. I was meant to go but I was unwell. We need to remind reporters that when they make a commitment to go to an event they need to submit the notes the same day because we like to publish as timely as possible.

Moved by Tristan, seconded by Hayley. Passes unanimously.

Web Administrator Report: Angus Brooks

The Google Drive project has been on hold for the past two weeks due to my inability to access the computer in the office. I look forward to resuming this shortly. The plan is to set up an entirely new drive within G-Suite. Going forward you will need to use your Observer email to access the Drive. This is in order to ensure data security and allow us to be in control of documents centrally and ensure that we retain access to files once team members leave the organisation.

Tristan: With the photo gallery stuff, did we figure out whether we can do that?

Angus: It's certainly possible but I haven't found a software that does it in a better way than we already do. Most of it is more like a slideshow rather than a gallery. It might be dependent on whether we can pay for some software to do it.

Kon: You said we should look at some alternatives.

Angus: Still using wordpress but not Digital Ocean. It's a very complicated system not designed for hosting but for designing software on. There's other cost effective solutions out there that are more user friendly.

Kon: Can we know by August so I can budget for next year?

Angus: Anything we move to will be cheaper.

Moved by Tristan, seconded by Sam. Passes unanimously.

Item 5 - Items for Decision

Item 6 - Items for Discussion

6.1 Transition back to office

Kon: We have a few [Hygiene posters and social distancing stickers] sent to us by Unilodge that we can print and put up. They wanted to know how much capacity, as I said earlier we have 33 people allowed in the office that we will have to put outside. We should probably get stuff like sanitisers and other essential things. I think they also mentioned floor markings that should be in place 1.5 metres apart to ensure people don't stand too closely.

Adelle: I would like to move back to in person meetings but it is kind of hard.

Tristan: Kon and I's experience at the protest, we met Maddy and had to know that if someone walks up [they are Observer]. Even the way we are doing it now as a hybrid-Zoom meeting.

Kon: I think they're going to do a check to make sure we have done the markings at some point next week. It's fine if people are here but I think we should clean a bit. If I can get like 1 or 2 more people to help.

Hayley: I can come on Sunday.

Angus: I can come in at 10ish on Sunday.

Sam: I can probably come in a bit earlier before work.

6.2 Financial Overview (Appendix A)

Kon: I have summarised our spendings to date in each line item. Administration spending was something on the administrative side of the website. I am not sure which line item it came from last year. It suits better coming from Administration, and we don't have to pay much else except to Access Canberra if we submit late (by the end of December).

Hayley: Been looking into Mental Health First Aid, some offered online would be good to look into.

Item 7 - Other Business

7.1 Virtual Bush Week Tour/Open Day/Hiring

H: We should clean the office, make it look nice and try to get Observer people involved to help with that. Would be a good way to show people what Observer is about.

T: Q & A sesh?

H: Ye good idea. We should try to reach prospective students. Promote what we are doing.

T: Can we get an event in the virtual bush week. Could do both. Figure out some discussion points and activities.

H: Can do both if we can get organised by Bush Week. Office we be clean from Open Day. Would be good to have a visual and news person to work on it too.

Actionable: Hayley, Tristan and Sam to organise Bush Week/Open Day livestream/office tour/Q&A.

7.2 MHFA Training and Phone

Kon: Would like to look into spending this money if we can. These are news tasks so I would like someone to do them.

Sam: Since Adelle is leaving I will do that too, if I get overwhelmed I can chuck it to Anthony.

Actionable: Sam looking into MHFA training and use of Phone.

Item 8 - Recalled Actionables

8.1 Actionable: Sam looking into MHFA training and use of Phone.

8.2 Actionable: Hayley, Tristan and Sam to organise Bush Week/Open Day livestream/office tour/Q&A.

Meeting closed at 1757