

# WORONI

BOARD MEETING MINUTES:  
Thursday 21 Jan 2021, 5:30pm

| Meeting Venue:  | Woroni Boardroom, Kambri Office  |   |              |
|-----------------|--|---|--------------|
| Meeting Opened: | 5:33pm   |   |              |
| Meeting Closed: | 6:50pm   |   |              |
| Present:        | Rachel Chopping, Ben Rowley, Vy Tsan, Matthew Donlan, Bernie Callaghan, Charlotte Ward |   |              |
| Apologies:      | Sian Williams, Lily Pang   |   |              |
| No.             | Item   | Minutes   | Action Items |
| 1               | Acknowledgement of Country   | Rachel  |              |
| 2               | Confirmation of Previous Minutes   | Done out of session   |              |
| 3               | Previous Action Items:   | - nil   |              |
| Print           |  |   |              |
| 4               | News Outline   | <ul style="list-style-type: none"><li>- <a href="https://docs.google.com/document/d/1HRJj0X0z_EYkpc26LWgkkGsrW7BBO1jLVDhm7XIF9IU/edit">https://docs.google.com/document/d/1HRJj0X0z_EYkpc26LWgkkGsrW7BBO1jLVDhm7XIF9IU/edit</a></li><li>- Team is taking a break over Summer</li><li>- Will not be posting anything unless there is major news</li><li>- Applications close tomorrow night</li><li>- Interviews first week of Feb</li></ul> |              |

|       |                  |  |   |
|-------|------------------|--|---|
| 5     | Content Outline  | <ul style="list-style-type: none"> <li>- Currently sourcing for O-Week Magazine</li> <li>- Theme is Truth Matters</li> <li>- Hired 8 new people</li> <li>- Training session happened</li> <li>- Slightly rejigged structure: added lifestyle sub-editor and science sub-editor, only one satire sub-editor</li> <li>- Meeting with Sian about streamlining online content: trialing each online portfolio having designated art subeditor <ul style="list-style-type: none"> <li>- One art subeditor to two content</li> </ul> </li> <li>- Printing timeline moved forward, will update everyone</li> <li>- Sourcing is a mixed bag</li> </ul> |   |
| 6     | Creative Outline | <ul style="list-style-type: none"> <li>- Merchandise designs for O-Week</li> </ul>   | - |
| Radio |                  |  |   |
| 7     | Radio Outline    | <ul style="list-style-type: none"> <li>- Lost half of our team due to competing commitments</li> <li>- Need three new producers, preferable five due to work balance</li> <li>- Might extend applications</li> <li>- **REDACTED**</li> <li>- Boost social media for radio hiring.</li> <li>- Curtains - building custodians.</li> </ul>  |   |
| TV    |                  |  |   |
| 8     | TV Outline       | <ul style="list-style-type: none"> <li>- In the process of hiring, applications closing this Friday.</li> <li>- Lots of video requests from the student community. <ul style="list-style-type: none"> <li>- Move-in day vlog pitch by a first year student.</li> <li>- PARSА video.</li> <li>- R U RACIST ANU (ANU Collective on Anti-Racism) showcase.</li> </ul> </li> <li>- Rachel: Hiring video went fantastic</li> </ul>  |   |

|                |                        |   |  |
|----------------|------------------------|---|--|
|                |                        | <ul style="list-style-type: none"> <li>- Change in the roles: same number of people, however titles of camera operator and video editor merged into production assistant.</li> <li>- Working on equipment wishlist.<br/>Ben: We can probably sell stuff, but need to have a solid paper trail.<br/>Vy: Ted's cameras.</li> </ul>  |  |
| <b>Finance</b> |                        |   |  |
| 10             | Finance update Outline | <p>Business Transaction: \$86,101.28</p> <p>Online Saver: \$102,906.94</p> <p>Term Deposit: \$60,000.00</p> <p>Note: These amounts are taken from Xero as we are not able to get onto the bank account yet</p> <p>Public Officer is changed over finally - cost \$44 😊 - so we can hopefully get the bank accounts changed over asap</p> <p>New Provider agreement:<br/> <a href="https://drive.google.com/file/d/1c-zBQKWhJLB6kq7DHU6S492sQjiniByXu/view?usp=sharing">https://drive.google.com/file/d/1c-zBQKWhJLB6kq7DHU6S492sQjiniByXu/view?usp=sharing</a></p> <p>Ben: I don't know if the numbers are accurate as I do not have access yet, they are from Xero. I have only just been able to be made Public officer.</p> <p>If you are spending money for O-Week, please flag it with me quickly so I can plan.</p> <ul style="list-style-type: none"> <li>- Script grant application by Queenie However, we will try to help source an amount for them - committee will meet (Rachel, Ben, Lily).</li> </ul> |  |

|                       |                                   |   |  |
|-----------------------|-----------------------------------|---|--|
|                       |                                   | <ul style="list-style-type: none"> <li>- Script grant is money set aside for projects that we assist with e.g. DEMOS, Bossy.</li> </ul>   |  |
| <b>Administration</b> |                                   |   |  |
| 11                    | Administration Update and Outline | <ul style="list-style-type: none"> <li>- Newsletter Prep <ul style="list-style-type: none"> <li>- Mailchimp</li> <li>- Rachel: one of two things from each portfolio, introduction to Woroni, hiring materials, new videos or radio shows of the week, art embedded - start thinking about what content you want in the newsletter; weekly or fortnightly.</li> </ul> </li> <li>- O-Week prep <ul style="list-style-type: none"> <li>- Talking to ANUSA about Market Day stall</li> <li>- Shifts for roster</li> <li>- Cannot have two stalls</li> <li>- Covid-regulations</li> <li>- Planning launch event instead after market day</li> <li>- DJ for our own event</li> <li>- Tote bags and new editions to hand out and stickers</li> </ul> </li> <li>- <b>**REDACTED**</b></li> <li>- Spotify use <ul style="list-style-type: none"> <li>- Bernie: need to transition off spotify</li> <li>-</li> </ul> </li> </ul> |  |
| <b>Agenda Items</b>   |                                   |   |  |
| 12                    | 2021 Budget                       | <p><a href="https://docs.google.com/spreadsheets/d/1jLO4Vgn90nspDvBUgd52YAHxfpHly_o5RPfZVihfSOU/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1jLO4Vgn90nspDvBUgd52YAHxfpHly_o5RPfZVihfSOU/edit?usp=sharing</a></p> <ul style="list-style-type: none"> <li>- Funds were reallocated</li> <li>- Matt: how much is already used for subscriptions?</li> <li>- Ben: need to confer with Bernie and you (Matt)</li> </ul>  |  |

|                       |              |   |  |
|-----------------------|--------------|---|--|
|                       |              | - Vy: this budget will be passed at the AGM   |  |
| 13                    | Audit quote  | Our 2020/2021 audit quote is \$5,000 which needs to be accepted.<br><br>For: 7<br>Against:<br>Abstain:<br><br>Passed.   |  |
| <b>Other Business</b> |              |   |  |
| 14                    | Social Media | <ul style="list-style-type: none"> <li>- Talking to art team about templates.</li> <li>- More digestible posts</li> <li>- Hootsuite</li> <li>- Hiring social media officer</li> </ul> |  |
| 15                    |              |   |  |