

# WORONI

BOARD MEETING MINUTES:  
DATE 31st July, TIME 6:00pm

Meeting Venue:	Woroni Boardroom		
Meeting Opened:	6:10 pm		
Meeting Closed:	7:53 pm		
Present:	Ben Lawrence, Jonathan Tjandra, Mia Jessurun, Noah Yim, William He		
Apologies:	Zoe Halstead		
Absent without Apology:	Sophie Bear		
No.	Item	Minutes	Action Items
1	Acknowledgement of Country	Mia	
2	Confirmation of Previous Minutes	Done out of Session.	
3	Previous Action Items:	<p>All:</p> <ul style="list-style-type: none"> <li>- Track working hours on Toggl.</li> <li>- Upload signed MOUs to Editors drive.</li> </ul> <p>Mia:</p> <ul style="list-style-type: none"> <li>- Sort out final recipes for cookbook</li> <li>- Attain quote for cookbook (get Bossy printing contact)</li> <li>- Consult stakeholders on Ethical Reporting on Sexual Assault Policy</li> <li>- Planning for meeting with Richard Baker</li> <li>- Get a new bin card</li> </ul> <p>Ben:</p>	<ul style="list-style-type: none"> <li>- Upload signed MOUs to Editors drive.</li> </ul> <p>Mia:</p> <ul style="list-style-type: none"> <li>- Sort out final recipes for cookbook</li> <li>- Attain quote for cookbook (get Bossy printing contact)</li> </ul>

		<ul style="list-style-type: none"> <li>- Make a cleaning roster</li> <li>- Have Approvals process for Board Meeting</li> <li>- Upload updated policy to the website</li> </ul> <p>Noah:</p> <ul style="list-style-type: none"> <li>- Finalise News wrap-up script by 26 July</li> </ul> <p>Jonathan:</p> <ul style="list-style-type: none"> <li>- Learn how to use the key safe.</li> </ul> <p>Will:</p> <ul style="list-style-type: none"> <li>- Lock in date, &amp; event details before market day then make promo flyers.</li> </ul>	
Print			
4	News Outline	<ul style="list-style-type: none"> <li>- Organised a time for the news team meeting 11am Mondays in office.</li> <li>- The team seems to be going well - everyone's got at least one byline out.</li> <li>- I'm generally splitting my team up into different portfolios - not explicitly, but everyone is slowly developing their own interest areas.</li> </ul> <p>In the next week, I'm expecting articles about (there will, of course, be other articles, but these are the ones that I'm expecting as of now):</p> <ul style="list-style-type: none"> <li>- ANUSA ticket launches;</li> <li>- Investigative piece into homelessness, especially of postgrad international students;</li> <li>- SRC 5 - Probity officers and another motion - I may need to recuse due to COI, so I've given the relevant approvals vote to JT, Managing Editor, if it is the case;</li> </ul>	- Produce five pages of news for edition eight (8)

		<ul style="list-style-type: none"> <li>- Speak out &amp; vigil;</li> <li>- ISD OGM - again, COI is pertinent, so I've given that vote to JT as well.</li> <li>- Ben and I have decided that Woroni will not be reporting every ticket launch, and instead write up a longer piece that summarises the ticket launches.</li> <li>- The first weekly news wrap-up went really well - I'd like to thank Will, his team, and Caitland for their work.</li> </ul>	
5	Content Outline	<ul style="list-style-type: none"> <li>- First edition was overall highly successful - content team are all working so hard and everything really came together - whole paper felt unified with the theme, with pieces throughout the paper relating back to it, plus the thematic front page worked beautifully.</li> <li>- A few minor typos and more serious errors with misprinting contributor's names - hopefully this will be better avoided now that we have discussed streamlining print weekends.</li> <li>- Apologies will be printed on the contents page of the next edition.</li> <li>- Dispute was made about the lack of communication during layout of the edition 7 pullout - valid and serious concerns were raised about its coordination which will be rectified by completing it as early as possible on the Saturday so we can send it back for approval - plus clearer early communication will be made so that those running the pullout know exactly what autonomy means. Member(s) of the</li> </ul>	Mia: follow up with Sophie re: Nanette review

		<p>autonomous team will also be invited to layout weekend to supervise and help for much more effective team integration.</p> <ul style="list-style-type: none"> <li>- The art integration in the paper was absolutely fantastic - thanks so much Sophie and the whole art team for your incredible efforts.</li> <li>- Sub-editors have all been uploading their content to the website alongside pictures, with the exception of reviews who was not there for the first edition and hasn't yet been trained.</li> <li>- Really happy with the scheduled times for Facebook posts - the consistency means that followers will get used to being engaged by our content regularly.</li> <li>- Hoping for content to be delivered tomorrow, everything looks on time.</li> </ul>	
6	Creative Outline	None received.	
<b>Radio</b>			
7	Radio Outline	<ul style="list-style-type: none"> <li>- RAD is ready &amp; has been sent for approvals.</li> <li>- Show training being run this weekend. Shows will begin next week.</li> <li>- Radio team trained by Steph &amp; Immy and are happy.</li> <li>- Will begin planning with Steph &amp; Albie on this semester's Radio Party.</li> <li>- Need to write Station Manager's MOU.</li> </ul>	<p>Ben, Mia, Zoe: Write Station Manager MOU. Update Board at next meeting on Radio Play launch.</p>
<b>TV</b>			

8	TV Outline	<ul style="list-style-type: none"> <li>- All three of my teams are doing very well and I'm very proud of my kids.</li> <li>- Two hiccups: an SD card failed and we lost a bit of footage but oh well wasn't vital. JT is taking care of replacement.</li> <li>- Hiccup two is nat's team had to pivot their production because of unforeseen production issues. All good, there's still a video coming out, but it's worth considering the necessity of the TAD in this light as well.</li> <li>- TV launch event happened today.</li> <li>- Tech issues - short XLR cable broke - JT has been notified. Office access (solved). Lack of computer availability. Bremer + Ria don't have office access?</li> <li>- NAIDOC concert piece - will work closely with Jas</li> <li>-thing for me to sort out - scheduling content releases.</li> <li>-long term longshot - cold data storage/server storage w/multimedia</li> </ul>	
Finance			
10	Finance update Outline	<p>Business Transaction: \$1,378.87</p> <p>Online Saver: \$176,298.04</p> <p>Term Deposit: \$60,000.00</p> <p>Processing sub-editor honoraria  - one barrier is that I have not been able to get in touch with some people, so we may have to process in two batches to be fair to everyone else. I will process the first batch before the end of the week.</p>	

		<p>SSAF is in progress - expect to report back by August 10.</p> <p>Am working on equipment audit - will task to subeditor team.</p> <p>Advertising - Campus Classifieds have significant uptake, it looks fantastic as well! We can definitely continue with this.</p>	
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**Administration**

11	Administration Update and Outline	<ul style="list-style-type: none"> <li>- The sub-editors wall is complete.</li> <li>- The office must be kept clean: every week from now we have meetings with external groups held in the office.</li> <li>- Office access is in progress, but as I get everyone's u-numbers and breakfast radio presenter details I will add these in</li> <li>- Social media</li> </ul>	- Have social media template formulated by next Monday.
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**Agenda Items**

12	Approvals Policy	<p>Just a note beforehand, as members of the Board of Directors explicitly empowered by the corporate Constitution you are required to actively participate in the approvals process for content produced by this Association. In failing to do so you are neglecting your duties as a director and we, as an association and as individuals, enter into a legal grey area. With that in mind, when a request for approval comes into your inbox you must deal with it in a timely manner.</p> <p>Motion: To pass the updated Approvals Procedure</p>	
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		Moved: Ben Lawrence Seconded: Mia Jessurun Status: Passed unanimously.	
13	Election Coverage Update	<ul style="list-style-type: none"> <li>- Things are moving slowly due to collaboration.</li> <li>- ANUSA x Woroni x Observer meeting tomorrow</li> <li>- ANUSA Presidential debate will be in person, time &amp; place to be confirmed</li> <li>- ANUSA has been moved to week 3</li> <li>- PARSAs are on track</li> </ul>	
14	Website Projects	<p>After a meeting in the Winter Break with ED they have provided a quote for the website redevelopment projects flagged with them. Unfortunately, our current budget will limit us to either proceeding with the accessibility filter project or fixing all of the minor bugs. To proceed with any project will require a full board finance approval, thus this is a discussion around what we want to prioritise. See Appendix A for the quote.</p> <p>Resolution: Proceed with accessibility filter and captions cut-off.</p>	Send financial approval for items, email ED
15	OGM 2	Notice will be given for OGM 2 on Wednesday. It will be held in COP G039 from 6pm. Reminder that all Editors must submit reports on what has happened in their portfolios since the AGM last semester. All reports must be submitted to the DEIC by Monday for inclusion on the agenda which will be posted at 6pm that night.	

16	Board Meetings	<p>Board meetings are going a little bit more high tech:</p> <ul style="list-style-type: none"> <li>- Notice will be given via email (unchanged)</li> <li>- The agenda will be included as a link in the notice email. The agenda will appear as a Google Doc which will be added to by the DEIC as agenda items and updates are provided.</li> <li>- Editors will now also receive email invites to a Google Calendar event for the meeting which they must either respond as attending or not and this will be considered when DEIC chooses to accept apologies for attendance.</li> <li>- Reminder that editor updates should be forward looking and concise.</li> <li>- There are links in the agenda which will take you to the relevant documentation.</li> <li>- You will get email notifications for actionables.</li> </ul>	
17	Review of Bush Week	<p>What worked and what didn't?</p> <ul style="list-style-type: none"> <li>- Two events at once was challenging but pulled off.</li> <li>- Having fewer events than at the beginning of the year meant we were able to do them better.</li> <li>- Up the beanie order, we ordered 200 (double last year) and they went like hot-cakes.</li> </ul>	
18	Reporting on Sensitive Topics	<p>Mia:</p> <ul style="list-style-type: none"> <li>- I will send you all factsheets to read and consider in approving, given that the quality has not</li> </ul>	
Other Business			
19			