

WORONI ANNUAL GENERAL MEETING MINUTES 2014

Date/Time: Tuesday, 29 April 12pm

Chair: Areti Metuamate

Scribe: Nina Haysler

Venue: ANUSA Boardroom

Attendance:

Areti Metuamate

Tara Shenoy

Nina Haysler

Michael Carlton

Polly Mitton

Dallas Proctor

Janis Jejeng

Jack Gracie

Josh Orchard

Thomas Nock

Michael Pettersson

Arjuna Mohottala

Annika Humphreys

Cam Wilson

Laura Wey

Sean Cunningham

Callum Fairs

Andrew Fae

Sam Bradley

Henry Ladd

Apologies

- Fergus Hunter

- Ross Caldwell

- Elena Tjandra

- Lilly Ward

Editor-in-Chief's Report – Areti Metuamate (on behalf of Fergus Hunter)

Cam Wilson - on campus news articles – seems to have decreased recently.

Tom - News coverage - ANU Union student elections were not well covered. Only say 200 word article about a one week election.

Tara - The reasons were multifaceted. Stated that the Woroni does need to work on this and they are working towards.

Cam Wilson talking for Yasmin - Organising to get all the digital articles. Why have there not been any digital copies put online since edition 9 last year? Why are the PDFs not on the website.

Annika - Will there be a bid for a radio studio with SAFF student funding?
What about the Student Media Conference?

Tara - Put 10,000 In the Woroni Budget aside for the training.

Josh O - Has the listenership to Woroni Radio increased?

Polly - There is a direction towards podcasts. 2xx morning after is still happening. Tara and Fergus shaped a document with 2xx.

The meeting approved the Editor-in-Chief's Report

Areti moved the report

Polly seconded the motion

No-one opposed.

Managing Editor/Financial Report - Tara Shenoy

Areti - Tara has been working to fix problems that have been happening in the previous finances of the Woroni. Tara and Dallas have been trying to clean up the finances.

Tara - Budget Talk

Cam - You said you reduced printing but the printing costs are the same from the year before.

Tara - It was 50,000 and it has been reduced to 45, 000. This year we have had a great deal more photo editions. They are larger than usual. The biggest one has been 44 pages - the sex edition.

Sam - 2,500 thousand copies of Woroni were published last year. This year it is only 2,000.

Janis - Pages for some should be black and white not colour - charged less and could save money.

Tara - Workshops for fact-checking, training for writers and radio hosts, etc.

Annika H - Events section - why is it so expensive?

Tara - Woroni launch and the Garden Party. Goes towards generally helping out rewarding contributors.

Tara - Working for the rent costs in the general administration. Figuring out if we have to pay the 10,300.00 dollars.

Janis - Subscriptions for example photoshop etc. Education license for these programs?

Josh O - What specifically has happened to the Radio studio? The purchasing etc.

Areti - It is on hold. Make the key decisions when the new board comes into the office.

The meeting approved the Report from the Managing Editor.

Areti moved the report

Janis seconded the motion

No-one opposed.

The meeting approved the ANUSM Budget.

Sam moved that the budget be approved

Polly seconded the motion

No-one opposed.

Meeting closed at 1.15pm

Editor-in-Chief's Report

Editor-in-Chief's Report
Fergus Hunter
Annual General Meeting 2014

Introduction

It's been a fantastic year for Woroni. I began my term in June last year and am personally really impressed with where we are now, despite the challenges we've experienced.

My report will speak to changes and updates across the Association's activities, on behalf of the relevant editors.

Print

The print team has done an excellent job with the paper in various areas.

Design/content

As you will have seen, we redesigned it over the summer break. There are also new sections like World - encouraging international students and exchange students to contribute - and revamped sections like Arts. With the help of Areti Metuamate, the print team have also been attracting many more postgraduate contributions.

Distribution

We decided to reduce our print run, at least for this semester, and focus on targeting the distribution a bit more effectively. The reduction was from 2500 copies to 2000. We've also been monitoring the number of copies left over and where they are (recording this is one of the duties of the employed distributor). The option is there to go back up to 2500.

News coverage

We've endeavored to improve our coverage of news, especially campus news. This is ongoing but there has definitely been progress. Our campus news reporting compares very well with that of our fellow student newspapers and magazines at other universities. Special thanks to the news sub-editor, Dan Lynch, and the news correspondents.

Archiving

As massive digitisation project of Woroni archives with the National Library is in its final stages. On their Trove website, you can find every Woroni since our beginning in 1950 (*Students' Notes* from 1947-1950) up to 2007.

Any questions on print can be directed to:

Lilly Ward (lilly@woroni.com.au)

Elena Tjandra (elena@woroni.com.au)
Samantha Bradley (sam@woroni.com.au)

Radio

Casual vacancy

Our radio editor, Elise Terrell, resigned recently. We are currently in the process of filling that casual vacancy.

2XX memorandum of understanding

We are finalising our memorandum of understanding with 2XXfm concerning our partnership with them. This basically guarantees us a minimum of 5 hours for our students, with the option of up to 7 more, and valuable training opportunities.

Radio studio

In this year's budget, we applied for funding to construct a radio studio. Unfortunately, the costs were far higher than we anticipated so the project is temporarily on hold but definitely not forgotten. Any further action on that will have to wait until we fill the casual vacancy and explore other options.

While we fill the vacancy, any questions on radio can be directed to me:

Fergus Hunter (fergus@woroni.com.au)

Online/digital

Ross Caldwell has been doing a phenomenal job as digital editor. He has responsibility for photography, design, website and social media.

Website

Under his watch, the website is running like clockwork. He's made various improvements to the usability of the site itself and content is regularly updated (which is also thanks to the print editors and sub-editors who upload it).

Social media

Ross has also streamlined our social media presence. Our Facebook page and Twitter account are responsive, professional and regularly updated. Our online content is constantly being pushed through both mediums and reaching many more people. Our social media outreach, especially on Facebook, has increased dramatically in recent times.

For any questions:

Ross Caldwell (ross@woroni.com.au)

Administrative

Vacancy/elections

As mentioned, we have had to fill a casual vacancy. You can find statements about this on the website. Areti, as deputy editor-in-chief (or secretary) has been in charge of this and has made sure we comply with the constitutional requirements.

Areti has also been overseeing our preparation for this semester's elections, for which nominations will open very soon. We have appointed a returning officer: Roxanne Missingham, the University Librarian. I encourage anyone who is interested to nominate.

Areti is also looking at cleaning up our electoral regulations to make them more effective and appropriate.

Finances

We have taken receipt of an insurance payout from the alleged fraud of 2012.

Tara is doing her on report on our finances, but I'd like to take this opportunity to thank her for amazing work in this portfolio. She's really taken on what is a very challenging task, clarifying our position in certain areas and cleaning up various messes of the past. Woroni's finances will be far better off for her efforts.

Conference

Preparation is under way for the second National Student Media Conference, to be hosted by us here in Canberra. It will be over two days on 30th and 31st May and have a program of workshops, speakers and social events. Student editors from all over Australia will be joining us. If you're interested in attending or have any questions, please email nsmc@woroni.com.au.

Events

We've held a number of successful events this semester and last semester. There was the party at Knightsbridge Penthouse last semester, which was incredibly popular. We did have issues with capacity as we want as many students as possible to access events. We had a few events this semester that were hosted here at the university. We had a small start of semester drinks at the bar as well as the fantastic garden party above Lena Karmel Lodge (which Elena did a great job on). We're hoping to have a public audience/forum style event to coincide with the conference, open to the university community, as well as an end of semester social event - keep an eye out for them.

Governance and Fraud Prevention Training

Woroni representatives, as well as other student associations, will soon participate in this training organised by the university. It's one of the important initiatives introduced since the alleged fraud of 2012.

Office

We finally invested in a sign for our office under Lena Karmel Lodge, as you may have noticed (it's very big). Despite the fact that UniLodge replaced one of the panes of glass and took away an O and a bit of the N, temporarily renaming us "Worvi", I think it's been unexpectedly successful at educating people about where we're actually based.

For questions on the Constitution or elections*:
Areti Metuamate (areti@woroni.com.au)

On finances and advertising:
Tara Shenoy (tara@woroni.com.au)

On the conference and anything else:
Fergus Hunter (fergus@woroni.com.au)

*Once the election has started/nominations have opened, please contact the returning officer:
Roxanne Missingham (roxanne.missingham@anu.edu.au)

Acknowledgements

A massive thank you to the entire Woroni community for what has been a really productive and promising year. All the editors appreciate the work of the print sub-editors, radio managers, design team, admin team and most importantly the contributors and readers. Woroni would be nothing without all of you (partly because we need your SSAF contributions for funding).

On SSAF, everyone will be familiar with the seriously challenging political landscape we're entering with regards to this funding. While changes in this area have been put on the backburner, they'll definitely be back on the agenda at some point. I urge all of our members to have a think about what they can do to protect SSAF, without which we - as well as all student associations - would have a very uncertain future.

As Areti, Sam, Lilly and I reach the tail end of our terms, I'd like to personally thank everyone for the opportunity to serve as an editor of Woroni. It's been a fun, interesting, challenging and rewarding experience - a real privilege.

Managing Editor's Financial Report 2013-2014

WORONI

ANU Student Media Financial Report 2013-2014 Tara Shenoy

Please note this is a summary prepared for our members. It is meant to be viewed as a guide and not as a complete description of the financial aspects of the Association's operations. These details can be found in the 2014 ANUSM Budget.

General Information

Expenses

ANUSM funds are spent from general budget line items, which have been designated in accordance with the corresponding SSAF categories. Small expenses (>\$100) must be approved by the Managing Editor. Medium expenses (\$100-\$500) must be approved by at least five Board Members via email. Large expenses (>\$500) must be approved by at least five Board Members at a weekly ANUSM Board Meeting. Most purchases are required to have several estimates from different suppliers and modes of purchase before the most cost-effective one is chosen and approved by the Board.

Purchases

1. Direct payments are paid via EFT and credit card. Currently, it is necessary that two account holders be present to authorise transfers from our Business Savings Account to our Transactions Account to make payments via EFT. This method is used for large purchases (capital expenditure, taxation, professional services, printing).
2. Two credit cards have been issued to the Editor-in-Chief and Managing Editor. The credit card account is linked to the ANUSM CBA general account. The only way in which money can be spent is if funds are transferred from one of our two dual-authorisation accounts, in order to ensure the security of ANUSM funds.
3. Reimbursements are made to staff and volunteers who pay for goods or services out of their personal funds. The relevant member completes a Reimbursement Request form, and this must be accompanied by a tax invoice as proof of purchase in order for them

to be reimbursed. If a tax invoice is not available the member must fill out a valid Statutory Declaration Form. They are then reimbursed via EFT.

4. All payments are accounted for by the Managing Editor. All expenses must be recorded in a Expense Reconciliation Form for effective record-keeping. Each week the bank statements will be reconciled through the processing of physical receipts by the shared ANUSA/PARSA/ANUSM Bookkeeper. The data is then entered into our new accounting system, Xero.

Income

The ANUSM Board obtains income from two primary sources: university grants and advertising income. The ANU grants SSAF funding annually, and SEEF funding on a case-by-case basis. ANUSM will apply for SEEF funding to cover the registration costs of ANU students for the 2013 Australian University Student Media Conference. ANUSM also sells advertising space in the print newspaper and on the Woroni website. Payments are received through EFT.

Liquid Assets

ANUSM holds accounts with the Commonwealth Bank. Due to legal restrictions pertaining to the use of SSAF funds, our liquid assets are only held in savings accounts, and cannot be invested. However, \$50,000 from 2011 reserves and \$10,000 of advertising income has been put into a long-term deposit account for contingency.

Oversight and Reporting

Following reconciliation of the accounts, financial statements are prepared annually for the period from 01/07 to 30/06. Statements are professionally audited. Business Activity Statements (BAS) are filed with the Australian Taxation Office each quarter.

External Professionals

The ANUSM Board employs the services of accountants, legal professionals, and a professional auditor as necessary throughout the year.

Specific Issues

Insurance

It is a matter of public record that Woroni made an insurance claim for alleged fraud that took place in 2011. Receipt of payment is anticipated shortly of (?) from (>)

2013 Audited Report

The Audited Reports for the 2013 financial year are not yet available to the public due to a lapse in available documentation that must be rectified in order to proceed, including, but not limited to, a failure to file 3 out of 4 Business Activity Statements. Furthermore, advice is currently being sought

to clarify the legal situation surrounding whether GST needs to be paid on SSAF funding. Discussion must take place between ANUSA, PARSA and ANUSM as to the best course of action in this area in order for ANUSM to settle its account with the Australian Tax Office (ATO) before auditing can commence.

Rent (Utilities)

Advice will be sought to clarify the circumstances surrounding the original agreement made by ANUSM with the ANU as to rent for the new offices located at Shop 15, Lena Karmel Building, 26 Barry Drive, Canberra, ACT, 2601. Current invoices for “rent” appear to be for services undertaken in the surrounding areas of the premises. Advice will be sought to determine the recipient for any payments made in regards to the invoices received.

Checks and Balance

Anti-fraud training will be undertaken by the current Managing Editor and Advertising Sub-editor. Commbiz will be utilized to ensure there is a second purview of all incomings and outgoings. The Managing Editor intends to establish long-term strategies to create a more expedient and regimented system that will mitigate undocumented expenditure. This will be achieved by working with a Bookkeeper with specialized knowledge.

Specific Expenditures 2013-14

Garden Party

ANUSM held a Garden Party on 20th of March 2014 to celebrate and encourage student involvement on the Lena Karmel Rooftop. It was a successful event. In attendance was members of the ANU Chancellery and

MOU 2xxfm

A memorandum of understanding is in the process of being signed with 2xxfm to create a partnership that will involve training, studio hire and equipment use. This is similar to the previous MOU signed in 2013.

NLA Archiving

The minutes from ANUSM AGM held on (09/05/2013) indicate that the costs for archiving were not intended to be included in the Draft Budget and are to be taken from reserves. This will be clarified before payment is made.

Any questions on the financial reports should be conveyed to the Managing Editor at tara@woroni.com.au.