

WORONI

BOARD MEETING AGENDA: DATE 18/06/2017

Meeting Venue:	Woroni Boardroom		
Meeting Opened:	4:10pm		
Meeting Closed:	4:40pm		
Present:	Kanika Kirpalani, James Atkinson, Jasper Lindell, Kat Carrington, Linda Chen, Oscar Jolly (Skype), Nathalie Rosales Cheng		
Apologies:			
No.	Item	Minutes	Action Items
1	Acknowledgement of Country	Kanika	
2	Confirmation of Previous Minutes	Done out of session	
3	Previous Action Items:	None.	
4	News Update	Keeping the same team, with no need for them to reapply however, very keen to expand and applications are currently open for more news correspondents. Emphasis on Professional Development for the news	

		<p>team, creating opportunities to engage with journalists and developing relationships for potential internships.</p> <p>Starting to experiment with longer form stuff because we currently have the time too.</p> <p>Bush week edition will be a winter break wrap up: what's happened over the break and the beginning of the stupol taskforce</p>	
5	Content Update	<p>Same positions but a having larger teams within the structure for training and skill development.</p> <p>Currently organising meetings with people from departments other publications for potential cross overs and pull outs.</p> <p>Establishing a pull out sub editor and reviewer's/ reviewer facilitators</p>	<p>Reviewing style, contributor and sub-editor guide, and creating a columnist's guide to outline what is required of the position in a bit more detail.</p> <p>Continual development of policies on trigger warnings and disclosure policies.</p> <p>Schedule of print cycles are currently in the works.</p>
6	Creative Update	<p>Kanika: vacancy creative editor 8pm 18th June closes on the 27th June</p>	
Radio			
7	Radio Update	<ul style="list-style-type: none"> - Currently formatting the new structure to radio - Doubling the size of the team - Show apps open up – a fantastic response - Sorting things out for next semester- technical stuff - 4-5 weeks of collating 	

		<ul style="list-style-type: none"> a team and tech - pushed sub ed state back 1-2 weeks - on track 	
TV			
8	TV Update	<ul style="list-style-type: none"> - expanding the team with two tech operators (camera people) - take on more work and share the load better - one new reporter and outsourcing reporting to contributors - Collaboration: short film competition with ANU Film - workshop series leading up to it - focus on more cross over and integration between the platforms - slow down over the break as the team is away 	
Finance			
10	Finance Update	<p>Business Transaction Account: \$12,536.24</p> <ul style="list-style-type: none"> - can't process invoices at the moment, need to change signatures - no transfer can only be paid by card <p>Business Online Saver: \$170,070.46</p> <p>Term Deposit: \$60,000</p> <p>-Budget remains the same on</p>	

		<p>the AGM</p> <p>-Mid-year SSAF bid: brainstorm any ideas but not going to consider anything already with a budget line.</p> <p>-overview of expenditure</p>	
Administration			
11	Administration Update	<ul style="list-style-type: none"> - new board, check relevant sections and that the links works - News: no interviews, second edition trial - Kanika will be okay to do interviews tentatively 29-10th - Retreat: - 20, 21, 22 - midday - approval and options - merch: long sleeves, socks, Extra Large-S (sizes) - Oscar: fridge magnets of the radio schedule - News: business card JL - James: poster, print cycle - Quotes for now and see how much money - Events: PD focus - Podcasts for PD - 	<p>Kanika to make a spreadsheet/ doc of PD ideas</p> <p>Change over all the passwords</p>
Agenda Items			
12	Disclosure of Conflicts of Interests	<p>Kat: Producer of ANU Women's revue, ANU lit</p> <p>Linda: Women's revue</p> <p>Jasper: Youth volunteer coordinator for 2XX, Member MEAA</p> <p>Kanika: works for the ABC</p>	

		<p>James: Media Marketing Director for Asia Pacific Week (ends on the 29th June), Out for Australia</p> <p>Nathalie: Member of the Australian Labor Party, Delegates Coordinator Asia Pacific Week</p> <p>Oscar: Socialist Member</p>	
13	<p>Improving production flow</p> <ul style="list-style-type: none"> • Exploring options to spread the work over the 2-week pre-press period. • Consideration of the ramifications for copy deadlines across the print team and how to work with contributors/staff to make this happen • aim to improve the production quality of the newspaper 	<p>Jasper: Difficult when layout is left till last minute</p> <p>-Proposed idea: over two weeks, stagger copy deadlines</p> <ul style="list-style-type: none"> - approval process to be adapted - so whole board can see it - paper will be ready earlier - more people could work on layout - a cohesive comment and subsequent section and improve the overall quality and readership because it would be cohesive - last week staggering deadline- specific to sections? - Things that are current are still update but things could be file earlier <p>James:</p> <ul style="list-style-type: none"> - happy with breaking up the sections to keep them closer to print deadline - suggest to wait till we get creative editor to assist in implementing changes 	<p>mock ups of ideas and view different combinations to make layouts easier and quicker</p>

Other Business			
16	Executive and Portfolio Elections	<p>Nominations for Editor in Chief: Kanika Kirpalani</p> <p>Seconded: Jasper</p> <p>Nominations for Deputy Editor in Chief: Nathalie</p> <p>Seconded: Kanika</p> <p>Managing Editor- Katherine Carrington</p> <p>James- Content Editor</p> <p>Linda – TV Editor</p> <p>Jasper – News Editor</p> <p>Oscar – Radio Editor</p> <p>Passed unanimously</p>	
17	Casual Vacancy: Art Editor	To be opened 18 th June	Out tonight open for a week
18	<p>Semester 2 Financial Administration Arrangements</p> <p>Mover: Kat</p> <p>Seconder: Kanika</p>	<p>Bank Accounts: Business Transaction Account – BSB: 062903 Account Number: 10619894</p> <p>To be taken off as signatories: Bronte McHenry. To be put on as signatories: Nathalie Rosales Cheng. Method of operation: 1 signatures required to move funds from account. Nathalie Rosales Cheng to be given Netbank and Card access on the Business</p>	Will go to the bank

		<p>Transaction Account. Netbank details and/or card/s will not be shared and the card will only be used by the person whose personal name appears on the card.</p> <p>Business Online Saver – BSB: 062903 Account Number: 10897341 To be taken off as signatories: Bronte McHenry. To be put on as signatories: Nathalie Rosales Cheng. Method of operation: 2 signatures required to move funds from account.</p> <p>Term Deposit – BSB: 062903 Account Number: 50223034 To be taken off as signatories: Bronte McHenry. To be put on as signatories: Nathalie Rosales Cheng. Method of operation: 2 signatures required to move funds from account</p>	
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