



# THE ANU OBSERVER

## **Agenda for Meeting of The ANU Observer Board Meeting**

Date: 06/03/2024

Opening of meeting: 7:36pm

### **Item 1-Attendance**

Ryan  
Maddy  
James  
Rowey  
Shé  
Mackenzie  
Sophie

### **Item 2 - Acknowledgement of Country**

By James Weatherman

I wish to acknowledge the Ngunnawal peoples as traditional custodians of the land we are meeting on and recognise any other people or families with connection to the lands of the ACT and region. We also acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region, and pay our respects to elders past, present and emerging.

### **Item 3 - Items for Decision**

*3.1 - Board agrees to approve the proposal outlined in item 4.2 of things to discuss.*

Seconded: Maddy

Passes unanimously.

### **Item 4: Things to discuss**

*4.1 - briefing the board on Invoice and finances (recent work with Adam Lambert)*

Ryan: Let's discuss the financial issue. Until today we had \$22k, now we have \$11K due to allowances being paid. We are owed \$80K by the university which will not be paid until we successfully put through an invoice. Richard said he put it through but it has been declined. The issue that began today was that ANU Finance has told the executive that the invoice has not been processed because it did not include GST which is required as per SLA (our funding agreement).

Maddy: We run out of money at the next allowance period, which is the teaching break.

Ryan: We need to get this done before then or we run out of money.

Maddy: Found out about everything that goes into the audit from Richard. Turns out that Richard is working for the company (PKF) that is conducting our audit, this is a huge conflict of interest that we need to work out. We can get assurance from the auditor that Richard will not be on this account and it is a red flag that they have not already come to us about this. We should also update our conflict of interest policy to include a finance component. Worst case scenario, we need another firm to conduct the audit. The issue is that we have probably already paid PKF.

Ryan: We need an action plan to ensure that we do not run out of money. We can also get James to draft a policy for conflict of interest related to finance.

Sophie: How much do we have in the constitution about the role of the treasurer? Surely that should be amended to increase accountability. We can get James to look into that.

Ryan: The problem with the model now is that it relies on the good faith of the finance exec. The idea of a board meeting is for us to be across what is happening, but it does not really matter if none of us have financial literacy. My role as Chair is not supposed to be linked to finances, but Maddy needs as much support as possible as she has not had an appropriate hand over.

Shé: I can get in contact with the Finance Exec from two years ago and he can give Maddy some guidance on how to do it so that we can submit the invoice as quickly as possible.

Ryan: The problem with hiring an accountant is that it could take out a lot of our money. What we do have is the University Experience Team.

Maddy: We need to go to ANU Finance in person to sort this.

Ryan: What Adam said in the email to all three of us is that GST has not been included as per SLA. What I assume is that it could be something new.

Maddy: I will call PKF tomorrow morning to inform them that I am the new Finance Exec. I want to be looped in from your side.

Ryan: To get this completed where should we start?

Maddy: We need to see what the SLA form says about GST. We need to find out what is GST applicable. If that is not in the SLA, we go to finance. Once we figure that out (it is one line of writing) and we can submit. We go to ANU Finance to explain the situation and that this will not happen again. Please help us to process this as quickly as possible.

Rowey: Address of ANU Finance is Chancellery Building 10C.

The board is reviewing the details of the SLA SSAF financial agreement\*

Outcome: Sending an email to Adam Lambert, hoping for response by Friday morning. If no response, go in person on Tuesday. Forwarding draft invoice to Adam, to ensure formatting is appropriate. Maddy will contact PKF tomorrow. Richard is no longer involved in Board matters.

Update:

Ryan: ANU Finance must have created an across the board agreement for all student organisations. In this agreement, we have been asked to include GST but we are not registered for GST, nor should we be. Unlike ANUSA, Woroni and ANU Sport, we receive below \$150,000 which is the GST registration threshold. This must be an issue on ANU's behalf, and not ours.

Note: When we send off the invoice, we need to put a note clarifying that GST is not applicable.

#### *4.2 - New structure for monthly whole-of-organization meetings*

Ryan: Following discussions, we have resolved to crossover the visual with the news team by having a once monthly meeting where all members of Observer can collaborate and work on their mutual projects. There will be a board table, which will help members

from both teams to solve problems. Mackenzie can also offer services she has only been able to offer to the news team.

See 3.1.

*4.3 - briefing the board on recent issues with ANU Commercial services*

Ryan: Not too serious but important to be across. UniLodge did not do correct record keeping about our rental payments. ANU Commercial Services has told us that the onus is on us. Maddy has screenshotted every payment and sent it to them - so there is no issue with communication. They have not responded to us.

Mackenzie: We had an inspection today.

*4.4 - discussion of a potential radio program/series run by a visual team member*

Shé: Patrick had an idea to create a fortnightly series where he interviews an ANU musician student, and they play one of their original songs.

Rowey: Should we merge this with the podcast?

Shé: Because the podcast is its own thing, I think it should be visual.

**Item 5-Other Business**

*5.1 - Potential of letting go of Trello subscription and replace with google calendar*

Board: All in favour of using GCal over Trello.

*5.2 - Potential of creation of signature blocks for gmail*

Sophie: Thinks it looks unprofessional to send emails without signature blocks. We should have a uniform signature graphic that Shé should make.

Shé: Would the signatures be personalised?

Ryan: It would look like name | position | Observer link.

Shé: Let's make a uniform one.

Meeting closed:

9:52pm.

Next board meeting:

13/03/2024