

## 2019 AGM Report (Administration)

Vice-President (Administration)	Grace Lee
Publications & IT Director	Sonny Scott
Publicity Director	Lily Shen
Peppercorn Editor-in-Chief	Zoe Saunders

### Summer holidays!

<b>Task</b>	<b>Description</b>
<b>Bytes n Colours Printing Contract</b>	<ul style="list-style-type: none"> <li>❑ Following last year's successful relationship with Bytes 'n Colours, we renegotiated a new contract with BnC for 2019. We receive a 45% discount on all printing which results in significant saving.</li> <li>❑ We are also proud to support a Canberra business and look forward to continuing our relationship with BnC into the future. At the beginning of the year, we printed new business cards as well as all our O-Week publications.</li> </ul>
<b>First Year Guide</b>	<ul style="list-style-type: none"> <li>❑ This publication was made in collaboration with the ANUSA College of Law Representative, Kunal Vankadara.</li> <li>❑ This year, for the purposes of 'relaxing', and not overwhelming, first year students into all things law, we decided to produce two guides with different focuses.</li> <li>❑ Thus, there was the 'O Week Guide' which included:               <ul style="list-style-type: none"> <li>→ President's welcome</li> <li>→ Meet your exec</li> <li>→ "Your first weeks"</li> <li>→ Other law societies (ALSA, ILS, LRSJ)</li> <li>→ Law review/WILO</li> <li>→ Services</li> <li>→ Health and wellbeing</li> <li>→ Contacts</li> </ul> </li> <li>❑ There was also the 'Academic Guide' which explored:               <ul style="list-style-type: none"> <li>→ Dean's welcome</li> <li>→ Your CoL reps</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>→ Academic information</li> <li>→ Online connections</li> <li>→ International students</li> <li>→ Internal competitions</li> <li>→ External competitions</li> </ul> <ul style="list-style-type: none"> <li>❑ The sourcing of information and cost was split between the LSS and ANUSA. The publication was put together in InDesign by Sonny.</li> <li>❑ The publication was well-received by first years we interacted with during O-Week.</li> </ul>
<b>T-shirts</b>	<ul style="list-style-type: none"> <li>❑ I organised t-shirts to be printed for every member of committee in a new move for this year. I believe the t-shirts have been a good idea to both foster committee togetherness and belonging and to increase our visibility at events. The t-shirts are white with a minimal design featuring the LSS logo, year, committee member's name and position. The tee shirts this year were one kind of cut - the 'male' cut (i.e. there was no difference in the style of cuts between female and male committee tee shirts). This was to simply promote consistency between the committee tee shirts and help</li> <li>❑ We went with ROJO Customs for the printing again to support another Canberra business and because they were able to produce the t-shirts in a very quick turnaround time. We were very pleased with their service and value.</li> </ul>
<b>Hoodies</b>	<ul style="list-style-type: none"> <li>❑ Over the Summer break, we ran a hoodie competition via Facebook, encouraging students to submit hoodie designs.</li> <li>❑ With Rocky and Lily, we discussed the designs that were submitted and decided that whilst the designs were of good quality, they had to be edited. Lily edited the designs during this summer break.</li> <li>❑ Since returning to ANU, as the executive, we discussed these designs.</li> <li>❑ Given that most of the designs included the ANU logo, we had to edit them again (thank you Lily!).</li> </ul>
<b>ANUSA Affiliation</b>	<ul style="list-style-type: none"> <li>❑ We had to re-affiliate this year. I worked closely with Afif to provide the necessary documents for the re-affiliation application. Our application was approved and thus we have successfully affiliated with ANUSA again this year.</li> </ul>

## Semester 1

<u>Task</u>	<u>Description</u>
<b>Market Day</b>	<ul style="list-style-type: none"> <li data-bbox="504 412 1377 663">❑ I organised rosters for O-Week. Most people were punctual and all who volunteered were enthusiastic, friendly and helpful! There was a solid interest from first year students in the guides we had prepared and a genuine interest from the broader ANU community to the LSS Stall.</li> <li data-bbox="504 674 1377 1055">❑ There were some minor difficulties experienced prior to Market Day in regards to the number of tables/booths that were allocated to the LSS. Although it was agreed (with ANUSA) that the LSS would receive 2 tables, it was made known to us just prior to the actual date that we wouldn't be receiving the two tables we were promised. Emails were sent back and forth between Grace and ANUSA Market Day representative and ultimately the LSS was able to secure the two tables as was originally discussed.</li> </ul>
<b>Committee meetings</b>	<ul style="list-style-type: none"> <li data-bbox="504 1099 1377 1350">❑ This year, we have re-organised the budget for Administration to allow essentially for food at every committee meeting. The reason for food at committee meetings was to encourage attendance and help promote a stronger sense of collegiality amongst committee members.</li> <li data-bbox="504 1361 1377 1480">❑ Committee meetings were run, like previous years, every second Sunday in the LSS common room from 6:30 - 7:30PM.</li> </ul>
<b>Casual Vacancies</b>	<ul style="list-style-type: none"> <li data-bbox="504 1525 1377 1906">❑ Casual vacancies were organised for these positions late last year:               <ul style="list-style-type: none"> <li data-bbox="600 1608 951 1641">❑ Sponsorship Director</li> <li data-bbox="600 1648 959 1682">❑ Careers Director (x 2)</li> <li data-bbox="600 1688 1031 1722">❑ Competitions Director (x 4)</li> <li data-bbox="600 1729 1031 1762">❑ Peppercorn Editor-in-Chief</li> <li data-bbox="600 1769 1015 1803">❑ Publications &amp; IT Director</li> <li data-bbox="600 1809 983 1843">❑ JD Director (Education)</li> <li data-bbox="600 1850 935 1883">❑ JD Director (Online)</li> <li data-bbox="600 1890 823 1924">❑ BBQ Officer</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>❑ Casual vacancies for Peppercorn’s editorial team was also organised during the Summer break by Peppercorn’s Editor in Chief, Zoe.</li> <li>❑ Casual vacancy was filled also for Wellbeing Director after we received a resignation early this year.</li> <li>❑ We are currently also looking at filling in vacancies for: International Students’ Director, JD Education Director and Publicity Director after receiving resignations.</li> </ul>
<p><b>First Year Officer Elections</b></p>	<ul style="list-style-type: none"> <li>❑ I held the First Year Officer elections in accordance with constitutional requirements. We experienced issues with the APOLLO voting software when it had people ‘show up’ twice on the ballot paper. To ensure a fair and just election, we held a second election.</li> <li>❑ Congratulations to Jess Lowry, Vy Tsan, Emma Campbell and Epi Terbio on their election.</li> </ul>
<p><b>E-newsletter</b></p>	<ul style="list-style-type: none"> <li>❑ E-newsletters this year were drafted using QPAY. This was to accomodate for the growing membership - because we could just send it to all ‘2019 members’ email list’, it meant that we did not have to be constantly updating the email list.</li> <li>❑ The e-newsletter is essentially divided into 2 sections this year - ‘Celebrations’ and ‘What’s coming up.’ A planning document is sent to the exec prior and after we have a gauge of how much will be included in the upcoming newsletter, Grace ‘designs’ and ‘formats’ the email through QPAY.</li> </ul>
<p><b>Constitutional Amendments</b></p>	<ul style="list-style-type: none"> <li>❑ I have worked with Rocky to draft the constitutional amendments up for discussion at the AGM. These were only minor amendments.</li> <li>❑ Rocky and I will be asking executive members to review their role description during the Winter break so that we will be able to make necessary constitutional changes at the OGM.</li> </ul>
<p><b>Publicity</b></p>	<ul style="list-style-type: none"> <li>❑ Publicity continues on well with our Facebook page maintaining good reach and more activity on our Instagram account this year.</li> <li>❑ Lily has also established a publicity channel on Slack. We now have a doodle where we are able to schedule our</li> </ul>

	<p>posts for the term. We also are continuing to use the jotform where committee members can request particular event pages/posts.</p> <ul style="list-style-type: none"> <li>❑ Lily has also run the hoodie competition and then going on to edit and finalise the designs for our law hoodies.</li> <li>❑ Lily, you are incredible! Thank you!</li> </ul>
<b>Publications and IT</b>	<ul style="list-style-type: none"> <li>❑ Sonny's work on the First Year Guide was great - he is one talented and artistic individual!</li> <li>❑ From the IT side of things, Sonny did an audit of the LSS website over the summer to update information.</li> </ul>
<b>Peppercorn</b>	<ul style="list-style-type: none"> <li>❑ Peppercorn has established its own website this year through the beautiful Zoe! The website was designed by the lady who created the bossy website and so it was bound to look stunning.</li> <li>❑ We are currently in the midst of drafting the terms of reference/guidelines for Peppercorn's editorial team and will be seeking its approval from the exec by the end of this semester.</li> <li>❑ This year, the launch of the first hard-copy magazine will be done in collaboration with ANU Trivia and the Events' portfolio. This will be beneficial because Trivia already has an established audience and will also put a fun twist on the launch of the magazine.</li> </ul>
<b>CCs</b>	<ul style="list-style-type: none"> <li>❑ CCs are internal committee initiatives. Its purpose is to celebrate and foster connections between committee members.</li> <li>❑ In term 1, we conducted them at one of our sponsor stores (Guild). We plan to conduct one every term.</li> <li>❑ Shout out to Eliza and Priya for helping to organise this!</li> </ul>

### Upcoming

1. CC's (Celebrating and Connecting, internal committee initiatives)
2. Hoodies - manufacturing
3. Fortnightly newsletters (continuing)
4. OGM (review role outlines in constitution)
5. Casual vacancies
6. 2020 Committee Elections
7. Facilitating 2019-2020 Committee Handover