

1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 15:32; 02-08-2015.
- **Attending:** Doug Burbidge (chair), Anna Hepworth (administrator), Jack Bridges (treasurer), Cathy Cupitt (elected board member), Stephen Griffiths (elected board member), PRK (elected board member), Lexi Hemsley (elected board member).
- **Apologies:** Stephen McGlone (elected board member)
- **Not in attendance** Margaret Watts
- **Minutes from Previous Meeting(s):** none ready for approval

2 Matters Arising from previous minutes

2.1 Collected matters arising from previous meetings

From 15 Feb 2015

- Battye library minutes - last two CSC meetings, Doug has sent emails to request provision of items from the last three years for deposit. Anna reports that she has some, and Jack reports that he has some. Cathy says that one of the boxes that they have has three copies of the majority of items, so that there are two copies for the Battye, and one for the History project
- Teacher's pack - Cathy has talked with Fe Waters, preliminary discussion is that more people are needed. Cathy will aim to get a panel at SC 2016, and invite potentially interested parties.
- Grants - Cathy - this is waiting for a step-by-step guide for providing more info, as the initial expression of interest doesn't get enough information. The document was provided to Frames, but needs to be converted to a more official document.
- Doug - grant for Jesse - he probably thinks that we have forgotten. The original application was not rejected out of hand, Doug proposes that based on how long we have taken, that we should be dropping this. Cathy - but we do need to do the rest of the work on the extra paperwork. Anna suggests that this be put in the communal WASFF google drive folder. PRK - we should check with them to find out if they are still proceeding. Suggestion that the raw version goes in the Google drive, and then we contact Jesse to find out whether they are going ahead - we need something to be able to follow up if they are going ahead. Anna will provide edit access to google folder for Jack (and everyone else) tonight; Jack will then upload the raw version to the folder for everyone to peruse.
- Cathy will also put up the version of the application form in the google folder - while this is available on the web page, having an editable copy is useful. The first pass form needs to have the section 'summary of project' modified to request information on how the project is relevant to the WASFF charter. (ie. how it relates to SFF, particularly w.r.t. WA).
- WASFF meet the board lunch - intended to run this over SwanCon, but didn't end up happening, as people were busy before SwanCon, and didn't have time to organise. Cathy - suggests that we can organise it now, so that in the final push before SwanCon, we don't have to worry about it. Having it during SwanCon is likely to get more people, should get more people. Anna suggests that if we are keeping with the pattern of afternoon AGMs, then

we could run the lunch that day, so that people can meet the board in advance. Doug - having it then play in to the AGM later that day works. Cathy - might also be a good option for recruiting people. [general discussion about available options close to the con hotel, with good accessibility (Grosvenor fails), close, have reasonable space for a big group (Coffee Club probably doesn't make the cut), Mantra on Hay (up hill both ways, bit of a trek, but has a function room that we might be able to access, Balti Indian - always open. Goodearth Hotel - nice and close.). reasonable speed of provision of food (Feniens fails)]. Anna - prefer to have a place that we can book space. General discussion - this is the first attempt, so will go to the Coffee Club. Doug will contact the Coffee Club closer to the date to give them a heads up. Anna suggests we need a poster, and someone to contact Frames to put it in the program. Cathy volunteers to do a poster; Doug will contact Frames.

- Aurealis Awards [note that this also occurs in other minutes]. Doug requests status update from PRK, so that we don't let things drop. PRK - submissions open, judges are reading. Next - sort out when/where we have the awards ceremony. Talking with Amy from the NatCon in QLD, as they are interested in having the awards on Friday night, problematic for PRK, because will be at SwanCon on that Friday night. Other options - organise for Melbourne or Tasmania - Helen Merrick has floated ideas regarding having a writers workshop with the awards (in Tasmania) - probably ANZAC day weekend. Nicole from Conflux has transferred \$500 to WASFF account which is the surplus from last year's Aurealis awards, and there will be more when she closes the books. Doug - nearly a month between Easter and ANZAC weekend next year. PRK - not much happening from the convenor's side at this point, need to sort and then advertise the awards venue. Will probably ask for help when required. Doug - suggests that request for help go to the broad WASFF list, rather than the board only list, and responses could be from the wider community.

March 22, 2015

- no discussions not already covered in previous meetings

April 5, 2015 - AGM

- minutes are partly published. Doug/Anna have the next part of that in progress. Anna will put the document in the google folder. Doug has sent out a drop box invite to where he keeps the files (read-only).
- Doug's motion regarding allowing teen members to vote in Tin Ducks shot down by Rohan due to it being a change to the wrong section (ie. trying to change a by-law but should have been trying to change a regulation). Doug will therefore redraft, and present to AGM 2016.

April 5, 2015 - Board meeting

- no matters arising

June 21, 2015

- minutes not yet published.

June 21, 2015 - banking meeting

- follow-ups of this discussed in Treasurer's report, below.

July 11, 2015 - special meeting; rules about membership

- minutes not yet published.

3 Correspondence & Online motions

- “That the board accept the proposed Swancon 2017 budget.” – proposed on June 29. In favour: Doug, PRK, Stephen Griffiths, Stephen McGlone, Jack, Margaret, Lexi. Declared carried July 3.
- 28 - july - 2105: Robofair invite - Doug - has 2016 seen this? Jack - hasn't been a 2016 meeting since it came through; Jack will forward to 2016 committee email list for follow up.
- Steve Longworth - web query regarding writer's group in Freo. Doug has corresponded, but was not aware of options. Anna suggests one that various community members are involved in - will find out details, and whether they are taking members, and if so will pass the details on.

4 Chair's Report

- Chair apologises for failing to give sufficient notice of this meeting or the previous.
- nothing further to report.

5 Treasurer's Report

- Completed signatory forms; should now be a signing officer on all accounts. Still don't have online access, will contact bank sometime next week.
- Discrepancy in the con budget template will go to CSC; the concom treasurers are talking about it, Jack and Lexi have talked about it. There has not been a CSC meeting since it was identified. Doug - should we force the concoms to modify their budgets to allow for this issue, or see what the concoms come up with, or accept a higher chance of a loss. Stephen - given that there is an issue with 2015 might have double paid, given that cheques were sent, then 'not received', and then paid by direct debit by someone not the SC treasurer. Jack - this was the Advans invoice? Yes. Stephen - will follow up on making sure that this gets cleared up, such that the cheque gets stopped. PRK - queries what is owed. Stephen - based on this, can we go for a more conservative approach. Cathy - what are we looking at it as size of discrepancy? Jack - about \$5,000 per concom. We have sufficient money in the bank. PRK - given that 2016 are less than a year out, let that run as is, but go to 2017, and get them to go back over their budget. Don't think it is fair on 2016 to mess with things.
- The budget hole, payments not directly under concom management (and the matching incomes - which is only cash floats). Formula for total payments has been fixed on the online budget for SC42/2017, not yet changed for total receipts. The budget has not been modified at this point, but the bottom line is no longer as approved. This bottom line will get better when the second error is corrected, bringing the pessimistic net deficit will be -\$7528; the optimistic net surplus is \$2122 based on the existing number and correct calculations of total receipts and total payments. Doug - opinions on the larger deficit in the pessimistic case? Cathy - I agree with PRK on not asking 2016 to change, but ask 2017 to see what they can do about tightening the budget. Stephen - agree. Jack - venue contract is for \$34,000, but the contract was signed for \$30,000 with no allowance for increase in prices. So, there is \$4000 pulled back. Lexi - recommends that they attempt to fix the hole where they can, and come back to CSC and then the board, once they have a better idea of what other costs might be in the budget. If they have decided on number of guests, and add in the confirmed venue costs; better idea of other expenses, come back with the more accurate budget. For now - leave as is, as it is going to need revision anyway. Anna - what time frame would we be expecting a revised budget? Lexi - we could recommend by the next CSC meeting, ready

for approval. Jack - also, Brian has changed the layout of the budget, and we need to talk about that as well. PRK - not in favour of changing the layout, unless we are going forward with the new layout. Jack - we should not change the template, but allow for the con treasurers to handle things differently - the template is getting more complicated, and that isn't helpful. Stephen - we should be taking this back to CSC. General agreement that request for the new 2017 budget going to CSC with the firm venue costs is reasonable. Jack - suggests that an updated 2016 budget would also be appropriate. Stephen checks with Jack that an updated budget with actuals will be provided, this is fine. Lexi - up to the CSC to decide whether the 2017 con need more time than that.

- Also with regards the budget template, some things have been raised w.r.t. the format, which can be implemented without overly complicating the template. Would like to put this on the google drive, to see what can be done with making more user friendly (ie. clearer, simpler where possible). Looking at doing that in the next couple of weeks.
- Have received all the WASFF paperwork - all the electronic copies.
- bank balances as of about noon today (provided by Doug, as Lexi doesn't yet have online access). 2017 venue have not presented their cheque so the ...781 account has 7,500 to come out of it, which eventually needs to have come out of the ...641 account. Lexi to make that transfer.

Bank balances

Account	Account	Current Balance	Available Funds/ Available Credit
BUSINESS EVERYDAY	451533495	\$1,701.33	\$1,701.33
BUSINESS EVERYDAY	451535781	\$13,001.97	\$13,001.97
BUSINESS EVERYDAY	451539752	\$8,893.76	\$8,893.76
BUSINESS SAVER ACCOUNT	505487641	\$37,602.27	\$37,602.27

6 Administrator's Report

- set up communal google drive folder; in the process of moving all draft minutes in there. Anticipate that this will be completed by the next meeting.

7 CSC Chair's Report

- CSC has not met since the last WASFF meeting; previous CSC meeting minutes are still being worked on. Draft version will be provided to WASFF board list to enhance this report.
- CSC next meeting 29 August 2015.
- There has been discussion regarding budgets (see above) that need to be taken to the CSC. Also discussion regarding venue and venue negotiations. Some concern regarding 2017 concom making prescriptive statement of the venue that are outside their purview at present. Also some concerns have been raised by the CSC technology sub-committee - Brendan

Ragan requests that 2017 concom discuss things with 2016 concom and himself in a more orderly manner. 2017 have changed their tech roster - web monkey has been replaced.

- Review of CSC will begin when there is a copy of accepted minutes with the scope for the review. Could we please have those minutes out ASAP, and then review/approve online.

8 General Business

- new logo - Cathy queried whether the new logo is for WASFF, or just for SwanCon. Doug - we have a logo for WASFF, and while the SwanCon one was intended for just that, it is fabulous. Jack - joint branding. Stephen G - however, keeping the two separate means that we aren't keeping the idea of WASFF==SwanCon. Cathy - in terms of grants (the ones that we give out), better to have two, so that we aren't mixing the various aspects of WASFF. Decision - keep separate logos.
- SC2017 - hotel contract sorted and deposit paid, sorted by Doug and Jack (out of 2016 account, as 2017 don't have a working account yet, and both Doug and Jack have signing on the 2016 account; Lexi will sort this out and reimburse 2016 ASAP once online access is sorted). This was done at the last minute, meeting the hotel deadline at the last minute. Cathy - do we need to follow up on this? We have been talking about clear communication, and this appears to be a time that we need to follow up on. Stephen G will follow up at CSC level regarding the way that this matter was handled.
- Cathy - missed last meeting, on conflict management - please could I have an update. Doug - not having a conflict management option was considered to be unacceptable; considered the material that had been circulated from other clubs and the model clauses and explanatory memorandum from the government. Stephen - looking on following up on this. Doug - the way that it works in the model, you apply for membership, it gets provisionally approved, and then the committee get to autocratically accept/refuse, which is one option; but PRK pointed out that that doesn't meet our statement of principles, so rules/guidelines are required. Stephen - one outcome of the new legislation is increased liability codified.
- **Date of Next Meeting:** 20 September 2015, starting 14:00.

9 Meeting closed

- The Board Meeting was closed at 16:20