

1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 14:08; 20-09-2015
- **Attending:** Doug Burbidge (chair), Anna Hepworth (administrator), Jack Bridges (elected board member), Cathy Cupitt (elected board member), Stephen Griffiths (elected board member), PRK (elected board member).
- **Apologies:** Margaret Watts (elected board member), Stephen McGlone (elected board member), Lexi Hemsley (treasurer)
- **Minutes from Meeting [2015-08-02]:** modified to show date of meeting; capitalised 'friday'; corrected phrasing regarding board lunch; minutes from previous meeting modified to read 'none ready for approval'. Minutes of 02-08-2015 approved. Doug will publish to website.

2 Matters Arising from previous minutes

2.1 Collected matters arising from previous meetings

from 2nd August 2015

- Battye library legal deposit - Jack has checked through all the boxes at his place; Cathy knows that it was collected. Jack has handed over to Anna the pieces that were found. It is possible that Anna already has - Anna has box to check. 2015 legal deposit/archive
- Anna has not followed up on listing of minutes that need publishing - hoping to do that this month. Plan is to put them all in the WASFF google folder. In particular: July 11 2015; June 21 2015
- Grants - Cathy has not followed up on this, as doesn't have access to the folder. This has now been sorted, so can put the formal documents (application form, followup, acceptance/rejection letters) into the shared folder.
- Grant for Jesse - follow up did not happen since the last meeting; tabled until appropriate documents are available.
- Doug has not contacted Frames to put 'meet the Board' lunch in the program for 2016 – over lunch break. Cathy needs details to do the poster (Coffee Club, but needs time/day).
- Aurealis Awards – PRK – nothing happening at present. About October/November the organisation will tick up.
- CSC Chair's report - minutes mentioned in first point were emailed by Stephen after approval from the CSC on August 29th - these are the May and June minutes. Also, uncorrected proofs of 29th August provided; these are not for general circulation.
- Anna has not followed up about the local writer's group, as mentioned in correspondence.

AGM minutes (April 5th 2015)

- from 'add email from Stephen Griffiths' needs to be sorted, so that these can be approved. Anna to email that to Doug, so that he can turn them into publishable minutes

3 Correspondence and online motions

- August 13: “That the board approve the acquisition of a new bank account from SunCorp, with Doug Burbidge (chair) and Lexi Hemsley (treasurer) as initial signatories”. Reason: SwanCon 2017 needed access to funds before 2015 had closed, and so an additional account was required. Unanimous. Declared carried on August 17.
- 3-09-2015 - contact form submission regarding writer’s scholarship. Did not fit within our purview, no follow up was required.

4 Chair’s Report

- Nothing to report.

5 Treasurer’s Report

Via email:

- We created a new account for 2017 since they have already started making payments, which have come out of the high interest account for now. Their signatories have filled in the paperwork but I don't know if they've presented themselves with ID. Other than that, nothing to report. I vote yes for any seed money proposals.

Account	Account	Current Balance
WASFF	451533495	\$1,674.93
Swancon 2015	451539752	\$8,646.26
Swancon 2016	451535781	\$7,946.38
Swancon 2017	052641763	\$0.00
High interest	505487641	\$31,395.76

6 Administrator's Report

- made accessible the communal folder; next point is to add all of the previous minute drafts.

7 CSC Chair Report

- There are two things directly arising from last CSC meeting (29/8/2015)
 - the CSC requests that WASFF release \$11,800 for venue payment for purpose of SwanCon 2016

- request regarding payment for a grant writing service; has subsequently been discussed with Brian Johnson (Co-Convenor, SwanCon 2017) - he has been able to access this service gratis as we are a non-profit organisation. Thus, sorted without the board's involvement.
- Passed to CSC the message from WASFF regarding issues with SwanCon 2017 attempting to organise venue before SwanCon 2016 had the paperwork sorted.
- SwanCon 2015 treasurer is responding to creditors and the reconciliation of financial numbers is recommencing. Hope to have the books closed in time for SwanCon 2017 books to be opened/before the books go to the bookkeeper on 31st December.
- Number of budget items are altered for SwanCon 2016 reflecting edits requested by WASFF board. Jack (2016 treasurer) has made further edits to the budget, which will need to go to the CSC once the concom have approved them.
- SwanCon 2016 have rearranged committee positions; Laura Hodge (previously events coordinator) has been promoted to vice-convenor.
- SwanCon 2017 - Brian and Lexi are sorting out the bank account; working through guest options; talk about academic programme. Discussed how to pass on the member details without breaking privacy.
- CSC review has been discussed, awaiting ratification of the June 21 minutes for the scope, as this is needed for the review to be done properly.
- Grants - some discussion about putting these through the board, rather than from the concom, in terms of the annual repeating nature. Cathy - need to make sure that where we do this, it isn't more beneficial for the applicant to be a one-off. Stephen - that is under consideration, we will work through the grants.
- Concoms - more delegates observing at meetings of other concoms.
- Jack - SwanCon 2016 have powered up the Red Bubble store, so if people can make available any existing artwork, Jack will organise for that to be added to the store. Amanda Rainey's logo has been added, with a range of products. [there was some discussion about buying the quilt cover and turning it in to a banner - possibly the cheapest way of getting a large banner! Anna suggests using this plus wadding, and quilting it.] PRK has forwarded the WASFF logo so Jack can add that to the store. Social media push will occur once the store is ready to go.

Funding requests

- SwanCon 2017 budget - submitted to the CSC since the last CSC meeting; has not gone through full review. Full review will happen at next CSC meeting on 10th October. They have requested a seed of \$6500 of which \$4500 is the hotel deposit as already paid by WASFF. Thus, they are
- SwanCon 2016 is requesting a seed of \$12,000, which will bring bank account up to \$20 000, in order to pay third hotel deposit of \$11 800 due on 24th October. Other monies in the account are earmarked for airfares and other imminent expenses.

Motions

- "That WASFF transfer \$12 000 to the SwanCon 2016 (...781) account." Carried without dissent.
- "That WASFF transfer \$2 000 to the SwanCon 2017 (...763) account." Carried without dissent.

Doug and Lexi will handle the transfers.

8 General Business

- Cathy queried how we had gone with changing procedures and regulations - awaiting publication of minutes. PRK - did the government pass anything? Stephen - not to my knowledge. Doug will work through this based on the draft minutes; Stephen will have second pass through. Needs to be out with enough time for community comment before the con; Stephen requests that the discussion document be out by January.
- **Date of Next Meeting:** 2015 - 11 - 21; 14:00; Wood Group House.

9 Meeting closed

- The Board Meeting was closed at 15:50.