

1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 14:23
- **Attending:** Doug Burbidge (chair), Anna Hepworth (administrator), Cathy Cupitt (elected board member) [Skype], Stephen Griffiths (elected board member), PRK (elected board member) [Skype], Lexi Hemsley (treasurer) [arrived 14:28].
- **Apologies:** Jack Bridges (elected board member), Stephen McGlone (elected board member), Margaret Watts (elected board member)
- **Minutes from Meeting 2015-09-20:** modified to change Lexi to treasurer & Jack to elected board member; added reason for opening new bank account added to section 3; one instance of 'Doub' changed to 'Doug'; spelling error 'reconcillation' corrected; Jack to add items to the Redbubble 'store' not 'story'. Accepted.
- **Banking minutes from 2015-06-21:** no changes. Accepted.

2 Matters Arising from previous minutes

2.1 Collected matters arising from previous meetings

- Battye legal deposit - Anna has handed over many items for Doug to sort through and then deposit as appropriate; Doug has not yet dealt with this. For recent years, which at the beginning of this WASFF year we thought we knew where the materials were, unfortunately we don't know where they are. Doug will follow up with Battye to determine which years are missing, Anna will check through materials not yet added to the WASFF archive proper to determine if she has them.
- Minutes requiring approval - status of minutes requiring completion/approval has been determined, some have been made ready (and approved here), all are in the WASFF google folder. Four sets of minutes remain in need of sorting out; one from before the AGM, one AGM, one special purpose meeting on membership rules; and one with the terms of reference on the CSC review. Doug has done some formatting and clean up on at least two of these. Anna needs to get to this.
- Grants - Cathy has not followed up due to other commitments; formal documents need adding to the shared folder. Aims to progress this in the next couple of months.
- Grant for Jesse - still tabled, until relevant documents available.
- Doug has contacted Frames regarding putting a meet the board lunch into the program. Saturday and Sunday lunch times are both available; general idea is that Sunday is better given that Saturday is much busier. Doug will reply to Frames on this.
- Auralis Awards - PRK: discussed with the NatCon, and the awards ceremony will be held at the NatCon in Brisbane, which will be streamed to SwanCon, but we won't be advertising this, so that people who want to go to the awards will go to Brisbane. Progressing fine. Much of the detail of venue, etc. is sorted by being in Brisbane. Have had \$1650.00 transferred into the WASFF account, in addition to previous \$500; this is only to be used for the Auralis Awards; remaining money will have to be transferred on after WASFF is no longer responsible. Some of this money will be used for catering at the Awards ceremony. There

will be more income, as people purchase tickets for the awards. Doug queries entry cost; PRK thinks this is \$40 but judges and either winners/short listers get free entries. With no venue costs, this is easier to set up. Doug - how is the judging going? PRK: entries close about now, short list due in February, or earlier given that the ceremony is early this year; everything appears to be going well. The main thing of concern, which was the venue, has become much easier with the keenness of the NatCon to be involved.

- Stephen will add his memories of his AGM speech directly into the relevant google doc.
- Doug has highlighted sections of the AGM minutes that require follow up to confirm who said what; he is happy to follow up with this.
- 2017 account signatories progress: banking motion matching 2017's request was generated; Lexi facilitated paperwork being signed by committee; paperwork was submitted to the bank; bank has misplaced this paperwork. Subsequently, new banking minutes with variation to the signatories was created. 2017 currently responsible for sorting this out - they need to sign and send back to Lexi, at which point Doug and Lexi will sign and one of them will submit the signed forms to the bank.
- Two transfers of funds (\$12 000 to ..781 account; \$2 000 to ... 763 account) have gone ahead as approved.
- Changes in procedures/regulations required as per Government Regs changes; Doug to follow up on this.
- CSC review: have missed the required dates. PRK: where to now? Doug: we have a set of minutes with a draft. Plan is that these will be sorted into publishable form ASAP, then board members can review and comment, and Stephen can run with what is there.

3 Correspondence

- Three online motions:

1. 2015-10-12:

Motion: that the board approve the addition of the follow people to the Swancon 2017 bank account (number 052641763):

- Chris Coman
- Brian Johnson
- Kim Fenwick
- Owen Godfrey

Moved Doug Burbidge. In favour: Doug Burbidge, Perky Raj Khangure, Alexis Hemsley, Jack Bridges, Stephen Griffiths, Stephen McGlone Cathy Cupitt, Margaret Watts, Anna Hepworth. Abstained: nil. Against: nil. Motion carried.

2. 2015-10-26:

Motion: that the board approve the addition of Laura Hodge to the Swancon 2016 bank account (number 451535781).

Moved Doug Burbidge. In favour: Doug Burbidge, Stephen Griffiths, Alexis Hemsley, Cathy Cupitt, Stephen McGlone, Perky Raj Khangure, Margaret Watts, Jack Bridges. Abstained: Anna Hepworth. Against: nil. Motion carried.

3. 2015-11-03:

Motion: that the board approve the addition of the following people to the Swancon 2017 bank account (number 052641763):

- Chris Coman
- Brian Johnson
- Kim Fenwick

Moved Doug Burbidge. In favour: Doug Burbidge, Stephen Griffiths, Perky Raj Khangure, Cathy Cupitt, Stephen McGlone, Jack Bridges, Alexis Hemsley, Margaret Watts. Abstained: Anna Hepworth. Against: nil. Motion carried.

- Barbara Gurney from the Gosnells Writers Circle sent information regarding an up and coming event; Doug circulated the details to the SwanCon facebook group
- 2 bills - domain renewal and VPS mail/web hosting.

Motions:

- "That WASFF authorise PRK to pay \$111.64 for a one year renewal of the Swancon virtual private server (VPS)". Moved: Anna; Seconded: Lexi. Unanimous. Carried.
- "That WASFF authorise PRK to pay \$37 to renew the swancon.com.au domain for two years". Moved: Lexi. Seconded: Cathy. Unanimous. Carried.

4 Chair's Report

- Nothing further to report.

5 Treasurer's Report

- WASFF budget for this year is in progress.
- 2016 has had more memberships come in, but we need more before SwanCon to break even. Jack's (SwanCon 2016 treasurer) report says need another \$46 000 to break even; so far ~ \$18 000 has come in. To reach projected conservative loss budget, need \$36 000. PRK: remember that that assumes that they spend everything approved in their budget.

- Bank account balances:

WASFF	'495	\$3,517.37
WASFF HIGH INTEREST	'641	\$17,474.28
SWANCON 2015	'752	\$8,646.26
SWANCON 2016	'781	\$8,318.88
SWANCON 2017	'763	\$2,275.00

6 Administrator's Report

- Nothing further to report.

7 CSC Chair Report

- Grant writing support - we will hear more about this after the next CSC meeting, as Brian hasn't reported back on this at present.
- SC 2016: Stephen asked Doug to talk on an issue. Jack has approached Doug about issues with getting committee meetings up and running. These concerns were then relayed to Stephen
 - Stephen followed up by contactin Izzy, w.r.t. what is happening with Quiz Night and other time lines. Followed up a week later; reply from Izzy on the second occasion. SC2016 have since had a meeting, corrective action has been taken w.r.t. KPIs and time lines. They are planning a post Genghis Con Quiz Night - this has a number of good points, including getting the committee reenergized. Stephen feels that they are on track but wants to see the action points (expecting those tonight), and movement on those action points before the next CSC meeting (one week). This gives them some space to get back on track without having to interfere. They have events up and running, which keeps the community engagement going. Stephen interested in finding about how their grants are going.
- From the last CSC meeting - we have draft minutes available for October meeting, will circulate them once they have been approved (next weekend).
- SC 2015 financials have been handed to Stephen, who will be passing them on to either Doug or Lexi next weekend, as waiting for one chequebook and a couple of other documents to be handed over.
- Doug queries state w.r.t. completion: Stephen has been told that work has been done, and only the final reconciliation needs to be done; has not yet had time to go over the materials in detail.
- SC 2016 - had several memberships; set up Redbubble stores; tinkering with budget. Money approved by WASFF has been paid to the hotel. Jack sent a document around (Doug, Stephen, Lexi) in the last week with modified numbers w.r.t. cost of dealers tables; Doug queried Jack on this - does it fall in the new rule that the CSC can approve small variation? Awaiting response on this; Doug will check the actual numbers. Either CSC will approve next weekend, or send to WASFF for online motion if does not fit with the CSC remit.
- SC 2017 - seed money has been handed over; account has been set up; due to issues with the bank Doug and Lexi are currently the only signatories on the account. Income stream - from chocolates. Have been working on their budget & are developing their website. Slowly putting together their programming team. Had a budget for referral to the board, Doug attached this to the agenda for this meeting.
 - budget - CSC have already reviewed it, in principle approval of the budget as it is at present.
 - trivial changes: 'traditional layout' - third section should read 'actual' not 'conservative'.
 - Anna queried the GoH dinner price - this is an experiment to see what kind of response is gained. Response: if this goes badly, price can always be reduced. Cathy - can we set aside tickets for interstate/international members? General response - don't want to dictate.
 - Anna asked what the merchandise packs where; timing was discussed.
 - Stephen moved that we accept the submitted budget; Lexi seconded. Unanimous, carried.

8 General Business

- **Date of Next Meeting:** to be decided online to allow for everyone to have input.

9 Meeting closed

- The Board Meeting was closed at 16:03.