1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 1:00pm
- **Attending**:
    - Doug Burbidge (chair),
    - Lexi Hemsley (treasurer),
    - Frames White(administrator),
    - Jack Bridges (elected board member),
    - Stephen Griffiths (elected board member),
    - PRK (elected board member),
    - Anna Hepworth (elected board member),
    - Laura Hodge (elected board member).
- **Apologies**:
    - Margaret Watts (elected board member),
- **Minutes from Meeting [2016-11-27]**: minutes accepted subject to minor spelling changes.

2 Matters Arising from previous minutes

- Paypal: Jack and Lexi to setup up WASFF Paypal
    - Ongoing. Requires Lexi and jack to be at the same place at same time. May be done today.
    - PRK reminds to check that the paypal@swancon.com.au works still.
- Wikipalooza: Doug, Jack, Anna
    - Considered GengisCon.
    - Due to illness and availability; no one of the above made it to Gengiscon
    - Doug: Do we want to line up something before swancon?
    - Anna: It would be nice to have space in the programming, or in the fan lounge, at the convention.
- Battye Library: Doug and Anna to give the library Swancon 2013-2016 stuff
    - Anna: we could defer til after the convention and do 2017. We will set a date now

- ○ PRK: this has dragged on, can it be done before the convention
  - ○ Anna: it is inconvenient to have to go into the Battye twice in 2 months
  - ○ Doug/Anna set day Friday 20th April 2017 to do Battye Deposit of 2013-2017
- Anna to transfer list of Battye holdings wiki.sf.org.
  - ○ On going
- Jack to organise Ally training.
  - ○ Done. We had ally training
  - ○ Was success
  - ○ We are still pending on receiving manuals
  - ○ ~14 core community members attended.
  - ○ In the future we would like to hold this again, open to more people, and other conventions.
- Jack to liaise with Barb de la Hunty with regard to recordings from/for wikipalooza
- Anna to give Frames any files missing from the google drive
  - ○ Will happen today, hopefully
  - ○ Issues with laptop prevented.
- Doug to advance plan for updated and enhanced mailing list
  - ○ Ongoing
- Constitutional stuff
  - ○ See below
- Doug to give Frames credentials to upload minutes to website
  - ○ Ongoing
- Closing 2015 bank account (banking minutes)
  - ○ Lexi and Doug to go to bank and close account
  - ○ Done, money removed but account still open. Doug to chase up.
  - ○ Approve Banking Minutes 2016-11-27: Amend 2017 ccount to 2015 account to Approved unanimously

3 Correspondence

- Nil

4 Chair's Report

- Doug thanks Jack and Will for running ally training

5 Treasurer's Report

I've been working on the books to go to the bookkeeper this past week but haven't finished yet. Will be done by the end of next week. It should only take 1 or 2 more days hopefully

The 2015 and 2016 accounts have been cleared and the 2015 account presumably closed. 2015's books are almost ready to go to the bookkeeper as well, since there were some transactions in the 2015 year. This should be all for 2015.

Bank balances:

Primary account 495: $12,339.70
High interest account 641: $18,629.02
2015 account 752: $0
2016/2018 account 781: $0
2017 account 763: $11,582.80

While working on the books I noticed that the Aurealis Awards expenses have gone above the budget that was presented, and I was hoping we could have an updated budget for this year (given I assume we're hosting it again?), and a snapshot of how much funds there are from the last AAs.

At present, the amount that has come into the accounts is $1030.61 more than the total expenses, but my understanding is that the $2000 that was transferred most recently is for this year's AAs. Please correct me if I'm wrong in any of this.

Other than that, things seem OK. 2015 returned about $8000, which includes any amount unused from the $4000 sent for the 40th anniversary party. 2016 returned $1639.47. I haven't checked if there was any unreturned seed money.

- Aim to get books to bookkeeper on the 14/02/17
- Jack and Lexi will meet up for anything they need to do together to finalise the books on the 14th
- Two outstanding checks on the 2015 have not been sorted
  - NAFF check, Lexi to organise direct bank transfer
  - Wesley Lamont: $100 for programming books. Has not responded. Will await response.
- PRK: Aurealis money: I am not sure why we are seeing a deficit of $1000. The two checks that came in last year are for this year, not last
  - Lexi and PRK to investigate Aurealis money, via email.

6 Administrator's Report

- Nil

7 CSC Chair Report

- 2017 Currently needs 77 memberships to break even according to budget or 135 member at-bank. However this is before the grant.
- LotteryWest $5050 grant, Stephen thanks Doug
  - This is tied to a gold coin day, on the day of the convention of their choice. We still also have the $20 per day, so people could buy additional days.
  - The no particular day is to decrease the surge.
  - Gold coin is restricted to people who have not been a member since 2012.
  - This grant was not expected.
- Some guest concerns are being addressed.
- Programming is going forth
- 2017 and 2018 have moved to office 365
  - @swancon.com.au, is on office 365
    - All mailing lists, and committee email aliases
  - @swancon.com is still on wasff server
  - sf.org.au is still hosted by Jeremy Byrne
  - We are not having to pay as we are a not for profit
  - PRK is washing hands of email, and it is now just CSC.
- 2017 roll out of grenadine is proceeding

- 2018 is coming along splendidly
- Venue contract is being worked on, currently need request revision.
- They have rolled forth the deposit
- 2018 has a full lineup of confirmed guests, thank you PRK for assistance.

8 Grenadine/Ticket Sales Mechanism

- After discussion with security hardening with Brendan he suggested looking at Grenadine
- Roughly: this does all the things that Livecon and the Brendan's Website CMS did it
- Roughly $100 for the Programming functions, 2017 will use
- Membership is $11 per ticket sale, this 2018 (but not 2017) will use. We need to find $2000. A budget will be forthcoming
    - We hope to get rid of the Efpos machine saving $700-800
- We can not run movie screenings through grenadine
    - As it has $1 per transactions.
    - We will use TicketBooth for screenings
    - Or go to Cash and Paypal here.
- PRK: worldcon only uses the livecon like functionality, not ticketing. Could we do that? Perhaps by using Ticket booth
    - Ticket booth is $1000 per year
    - Jack: we really like that the ticketing is integrated with the treasury
    - PRK: $1000 worth of easy?
        - We will find out, using the 2018 launch
        - If we are not happy with the system, we can stop using it after the 2018 con.
- And it will do our website (for 2018)
- And the mobile app is text to speech compatible
- It is a more powerful and thus more complex system, but it is a lot more polished due to having a much larger team working on it.

9 Discussion of matters constitutional

- Doug has made a modified constitution sent to Frames and Laura

- Frames send detailed notes back
- Rohan advises to send a constitution to the department of commerce with a list linking links to sections from schedules 1 and 2 -- the listed fields required
- Doug: Rohan has started to convince me that making minimal changes to our own may be best
  - PRK: this is still my view also
- Had a look at the model rules with the notes from Doug and Frames
- New consensus is there merging new rules into the constitution
- Doug and Frames will independently attempt to actionize the merging strategy

10 Aurealis Awards

- Things are proceeding as expected
- A little behind on announcing ceremony
- It currently is targeted to be on the Saturday for liquor licensing reasons
- Doug: do we expect a Aurealis surplus that required spending money?
  - PRK: No, because this was a result of running events in Perth and Brisbane
  - The bookkeeping issues related to how it was invoiced to the convention rather than to WASFF.
  - Having the venue invoice WASFF will solve

11 Mumfan and other awards

We will be having another board meeting prior to the convention. Where this will be discussed, off the record.

- **Date of Next Meeting:** 19/03/2017, 1pm
- The Board Meeting was closed at 3:32pm.