

# 1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 2:11PM
- **Attending:**
  - Doug Burbidge (chair),
  - Frames White(administrator),
  - Brian Johnson (elected board member),
  - Davina Watson (elected board member),
  - Jack Bridges (elected board member),
  - Andrea Johnson (elected board member).
- **Apologies:**
  - PRK (elected board member),
  - Laura Hodge (elected board member),
  - Margaret Watts (elected board member),
- **Minutes from previous meeting:**
  - 2017-03-19 -- accepted without changes.
  - 2017-03-04 -- accepted without changes.

## 2 Matters Arising from previous minutes

- Doug: Insurance paperwork. And remove Jack's old contact details from insurance.
  - Doug: done, this was a saving as we removed some coverage that we could never claim on
- NAFF check, Lexi to organise direct bank transfer
  - Not done to Jack or Doug's knowledge. Does not appear to be done according to accounts.
  - We are not certain what this is about
  - Jack has found an unrepresented check from 2015 for \$220.
  - Tehani Croft is the person to contact. [naffund@gmail.com](mailto:naffund@gmail.com)

- Doug to workout what what is going on with money we may owe NAFF? Follow up with Lexi. Brian to approve out of 495 account.

Margaret Watts arrives.

- Doug to advance plan for updated and enhanced mailing list.
  - On going
- Doug to give Frames credentials to upload minutes to website
  - Done
- Frames to review files from Anna files missing from the google drive
  - Done
- Jack to liaise with Barb de la Hunty with regard to recordings from/for wikipalooza
  - On going
- Anna to transfer list of Battye holdings to wiki.sf.org.au
  - Done
- Doug and Anna to talk to swancon programmer, or otherwise workout wikipalooza happenings.
  - Happened
- Paypal: Jack and Lexi to setup up WASFF Paypal
  - Not complete,
  - Brian and Doug to complete/setup WASFF Paypal
- Some paperwork arrived from Carbon Bookkeeping. Doug will give it such attention.
  - Done
  - They are now billing us monthly rather than annually
  - Brian: I enquired about using Xero (accounting software) rather than giving them Excel sheets
    - If we did this, it may be less work for treasurers.
    - We may be able to negotiate a lower rate from Carbon
      - Jack and Margaret express concern about if it is harder than Excel may need training.
  - Frames we should maybe try it out on WASFF accounts, and if we like it, push it down to the concoms.
  - Brian will start using Xero.

### 3 Correspondence

- We did an online banking motion.

Motion:

- that Brian Johnson and Lyndon White be added as authorised officer and signatory to the Swancon 2016 account (number '781); and
- that Alexis Hemsley and Anna Hepworth be removed as authorised officers and signatories to that same account; and
- that Jack Bridges and Jess Bridges be made additional signatories to that same account; and
- that that account be renamed "Swancon 2018".

Moved Doug Burbidge. Carried

Motion:

- that Brian Johnson and Lyndon White be added as authorised officer and signatory to the Swancon 2017 bank account (number '763), and
- that Alexis Hemsley and Anna Hepworth be removed as authorised officers and signatories to that same account.

Moved Doug Burbidge. Carried

### 4 Chair's Report

- Welcomes new board members
- Doug mentions our various resources eg wiki.
- **Discussion of post box**
  - We pay about \$200 per year
  - It basically only gets bank statements
  - They can become via email so we don't have to scan them in.

- Motion: Doug to not renew the post box in 2018, and for Doug to setup online-only banking statements
- Moved: Frames, Doug seconds. Carried.
- Statements should go to:  
[WASFF-Treasurer@swancon.com.au](mailto:WASFF-Treasurer@swancon.com.au) on Office 365
- Doug continues telling new members about our constitution and bylaws.
- We are in the processes of revising this for the incorporation changes.

## 5 Treasurer's Report

- Brian has not yet had a hand-over from Lexi.
- We are still pending updating the signatures to add Brian to the 2018 account.
- Doug: the bank made this unnecessarily difficult. We broke up with Bankwest for this reason, and for the EFTPOS machine.
  - We are getting rid of the EFTPOS machine
  - If Suncorp is not nice next year, we might change.
- 2017 accounts are almost closed.
  - We owe Dianne Watson money, but have no account details
  - Davina will chase up bank details for Dianne Watson for Brian, re 2017 account
  - This is the last external transaction before the con can be closed.
- Balances:
  - WASFF Primary \$1,174
  - WASFF high interest \$18,730
  - Swancon 2017: \$4,242.44
  - Swancon 2018: \$5,478
- Brian: We will not open a 3rd account for 2019, we will just transfer 2017 account
- Swancon 2017 is projecting a \$3085.30 loss

- Swancon 2018 has received \$6000 in change, and is owed ~\$3100 from EFTPOS transactions. Brian to transfer when possible.
- Jack: 2018 may need a small additional seed to finalise hotel payments. After that, there is no major expenses until airfare.
- 2FA authentication FOBs for transactions over \$5000. We would need 2 for 2 signatories.
  - Without this we can not do these large transactions in a single day.
  - This would be 1 for WASFF Chair and 1 for WASFF treasurer. And none for Concom, who could ask WASFF to make the transfer
- Brian moves that we buy 2, 2FA fobs from Suncorp for approximately \$40. Davina seconds.
  - Motion carried

## 6 Administrator's Report

- Brian and Frames deposited the swancon program at the Battye. It was very easy.
- We can email digital copies. They would like to have both ideally.
- Frames started writing a very large document for a burnout management plan. It is about 10 pages. Frames thinks it will be about 20 pages when done. Frames will then show it to people and we can polish it.
- Frames marginally rearranged the WASFF folders.
- Frames has started to hoard Swancon misc archived materials, from what he can get from past convenors. To share to future boards and future concoms. There are some privacy concerns.
  - The board is happy for Frames to continue gathering Swancon materials and achieving them.
- Brian has set up the 2019 folder inside that account.
- The WASFF folder lives in Frame's private account, after it was transferred from Anna.
  - Brian suggests a WASFF gmail account should be created.

- Frames and Brian to look into this outside of the meeting.

## 8 CSC Chair's report

- Brian is now the CSC chair.
- We need a programming subcommittee.
- We recommend a marketing subcommittee.
- We need to start applying for grants sooner rather than later
  - This has been directed to Jay (Swancon 2019) that they should start doing that.
- Membership for 2018 was lower than was hoped.
- Recommendation that we should not do merch.
- Advertising was discussed. We are going to go and do Google Adwords again, possibly in preference to or in-additions facebook. This is a change from the recent approach of facebook only
- 2019 have had their first meeting.
  - They are considering moving date.
  - This is always going to be contentious.
  - There are issues, eg with Blazing Swan.
  - Membership has been down in the last 2 years.
    - This has corresponded to clashing with Blazing Swan
  - Membership loss is an existential threat to our organisation.
- 2019 has big thoughts and plans for marketing.
- We have not, in a long time had a concom with a highly effective dedicated marketing person
- CSC minutes will now be made available to the board, immediately. Rather than waiting for the next CSC meeting to approve.
- Discussion of if Concoms should be going through the processes of approving minutes
  - Further discussion is deferred to CSC.

## 9 Constitution

- Doug has marked up our constitution following the Department of Commerce checklist
- Probably about an extra 400 words
- Board looks over Doug's current work in progress.
- Margaret and Doug to discuss constitution
- Dispute Resolution is largest remaining section
- The board to use comments on the document to finalize it
- Doug: Then we will create a mailing list, invite the community everyone to the mailing list, so everyone can suggest edits
- Margaret: I don't think we need to invite edits. We should just inform them or it, rather than inviting input. Then present it at the AGM.
- Either way, people will sell it no later than Christmas.

## 10 Ticket Booth

- Brian asked if there was a direction from the Board to discontinue ticketbooth entirely, or if it were to not use them for concom ticketing.
- Jack: I would like to do all movies only through Ticket booth.
- Frames: If you are going to use Ticketbooth, and Swancon 2018 will not going to have EFTPOS, then we get rid of it now.
- Jack: We can, and then we can save that money now.
- Brian as a side note; Grenadine has indicated that we may be able to negotiate on their fees.
  - Ticketbooth charge as 2.5%, vs Grenadines current ~4.5%
  - Brian to negotiate pricing with Grenadine.

## 11 Buy WASFF.org.au domain

- Frames: then we can have our mailing list be e.g. [discussion@wasff.org.au](mailto:discussion@wasff.org.au), and our website could be at [www.wasff.org.au](http://www.wasff.org.au), rather than [wasff.sf.org.au](http://wasff.sf.org.au).

- It is \$30 for 2 years
- Doug: shall we ask the SF tech-list
- Brian: I think it looks more professional.
- Useful for [treasurer@wasff.org.au](mailto:treasurer@wasff.org.au), rather than [treasurer@swancon.org](mailto:treasurer@swancon.org)
- Doug to ask the sf tech list if there is a reason we are not doing this?

## 12 General Business

- **Date of Next Meeting:** 1pm Sunday August 6th
- The Board Meeting was closed at 4:50pm



