

# 1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at about 1pm
- **Attending:**
  - Doug Burbidge (chair),
  - Frames White(administrator),
  - Brian Johnson (elected board member),
  - Davina Watson (elected board member),
  - Jack Bridges (elected board member),
  - Laura Hodge (elected board member),
  - Margaret Watts (elected board member),
  - PRK (elected board member),
- **Apologies:**
  - Andrea Johnson (elected board member).
- **Minutes from previous meeting:**
  - 2017-12-03, accepted with minor change

## 2 Matters Arising from previous minutes

- Frames to look at mailing list
  - Between Frames, Doug and Jeremy Byrne the constitution list was created.
  - Doug will promote the use of the list on all media and start sending to it constitutional things soon, in 8 or days or so.
  - Moving discussion list put aside until infrastructure hosting has settled down.
- Doug to look for \$220 2015 check stub that bounced
  - Searched, did not find. Not a problem.
- Doug and Brian to bring a proposed new budget, for the next 3 years. To present at next board meeting.

- <https://docs.google.com/spreadsheets/d/1TdRL-ue5BoIGSYyZTOSZVM7M2A0Dt5xvQmxqobsCrbc/edit?usp=sharing>
- See general business
- Brian to correct and refloat the 2017 account and prepare documents for 2019 to take it over.
  - Done. Will refloated to slightly higher to avoid fees
- Brian to make Xero accounting software happen, Brian will look at if there are savings we can get etc.
  - Done, signed up to subscription, had meeting
  - Looks good, will decrease stress, Brian will begin use immediately.
- Frames and Brian to look into online account to own the google drive
  - Started, but have not finished.
- Brian to negotiate with Grenadine re-pricing.
  - Grenadine came with 3% of sales only, total of <5% including stripe.
  - This is slightly cheaper than Ticketbooth + strip.
- Brian to move domain registration for swancon.com
  - Done, completed and renewed.
  - Budgeted was \$100, cost to renew was \$45, no fees for moving.
- Margaret to organise 42 year badge.
  - Done,
  - \$9.25 for small square (like current)
  - \$13.30 for bar pin.
  - Agreement small pins
  - Doug moves that Margaret be authorized to spend \$250 for 20 badges
    - Davina seconds.
    - Motion carried
  - Conclusion they will not feature the swancon logo as it is too small.

### **3 Correspondence**

- nil

### **4 Chair's Report**

- nil

### **5 Treasurer's Report**

- Had meeting with madeline about Xero,
- Planning to take the budget template from the spreadsheet and put that in.
- Budget will be discussed at next meeting which will be before Swancon.
  - WASFF PRIMARY ACCOUNT - '3495: \$4,640.81
  - WASFF HIGH INTEREST ACCOUNT - '7641: \$11,272.71
  - SWANCON 2018 ACCOUNT - '5781: \$8,080.51
  - SWANCON 2019 ACCOUNT - '1763: \$1,995.00

### **6 Administrator's Report**

- nil

### **7 CSC Chair Report**

- 2018:
  - Moving forward with grants
  - Considering whether to having the upstairs meeting rooms on the last day.
  - Will discuss
  - Lost Kameron Hurley as GoH, replaced with Foz Meadows. Thanks PRK.
- 2019:

- Have not brought us/CSC a budget, but it is apparently done.
- Want to approve before the con.

## 8 WorldCon 2025 bid Report

- Nothing to report
- Frames: Are we getting a budget before Swancon?
- PRK: No, we will discuss at Swancon, and make on after.
- Doug: PRK will you speak at AGM/natcon business meeting?
- PRK yes.

## 9 Constitution

- Mailing list setup.
- Draft done, after much thrashinging we are happy with it.
- Pushed up by-laws (as required); took missing sections from model rules; made things more sensible. See the proposed constitution.

## 10 General Business

- **Date of Next Meeting:** March 18, 1pm
- The Board Meeting was closed at 2:30pm.