

# 1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 2:06pm
- **Attending:**
  - Doug Burbidge (chair),
  - Laura Hodge (elected board member),
  - Jess Bridges (elected board member),
  - Brian Johnson (elected board member),
  - Andrea Johnson (elected board member),
  - Margaret Watts (elected board member),
- **Apologies:**
  - Jack Bridges (elected board member),
  - Davina Watson (elected board member).
  - Frames White (elected board member),
- **Minutes from previous meeting:** 21/10/2018
  - Accepted. Doug moves. Jess seconds. Motion carried.

## 2 Matters arising from past minutes

- Doug asked our insurance agent about helping GenghisCon lower their insurance. Our insurance agent gave feedback: GenghisCon can't share our policy, but our insurance agent gave another avenue that they might be able to pursue. Brian has passed those details on to GenghisCon.
- Frames has given access to the minutes Github to Brian and Doug.
- Discussion of by-law 4.13 "Swancon committee shall endeavour to return an additional 10% of the amount of seed money". Brian will attempt to bring one or more motions on notice to next meeting exploring our intent to simplify accounting.

## 2 Correspondence

- One message re a writing competition to the contact form, which we ignored.

## Chair's Report

- Nothing to report.

### **3 Administrator's Report**

- The Administrator position is currently vacant.

### **4 Treasurer's report**

- TicketBooth and Stripe income is scheduled to be sent to 2019's account.
- The Swancon 2018 account is set to be drained to \$0 at the end of December and then re-seeded with \$15,000 (as approved in their budget) for Swancon 2020 on 2nd January. This will make the accounting cleaner.
- Swancon 2020's budget has been loaded into Xero.
- Aurealis funds are scheduled to transfer out on December 28th, to Confound, per PRK's request. \$1002.20 is the amount to transfer.
- There is a Suncorp Authenticator app now, so we no longer need two-factor authentication tokens.
- Xero: Brian has finished doing changes and re-coding as suggested by Carbon. Swancon 2018 books need to go to Madelein at Carbon before end of calendar year, so she can enter them into Xero.
- Account balances:
  - 2019 Account: \$7,943.70
  - Primary Account: \$4028.20
  - High Interest Account: \$10,102.12
  - 2018 account: \$19,196.60
- This year there is not a large deposit for the hotel. Twelve months from now if the venue requires a larger deposit, we should expect our cash at hand to be proportionately lower.

### **7 CSC Chair Report**

- CSC had a meeting last weekend.
- Swancon 2020 budget is approved by CSC and board.
- Swancon 2019 are meeting fortnightly.

### **12 Motions on notice**

- The intent of Margaret's motions are to remove by-laws that were promoted to the constitution at the last AGM.
- Extensive discussion of membership of Swancon and WASFF and suspension and refusal of membership and rights to attend AGM. Suggestion that to the Code of Conduct that every member sees, we add a reference or link to the relevant sections of the by-laws.

- The chair elects to split Margaret's motion on notice into two motions: one for everything except her proposed 4.3, and one for her proposed 4.3. (We plan to put new wording to cover the material covered by 4.3 to a future board meeting.)
- Margaret moves and Brian seconds that (insert text of everything except 4.3 here). Carried.
- Margaret withdraws 4.3.
- Tea break.
- Brian has gone through finance bylaws and thinks there are some that can be approved. He has created a series of motions on notice for us.
- 5.4 does not appear to have "an amount [...] set by the board". Following discussion, Brian withdraws his proposed change to 5.4. He will rework and resubmit to a future meeting.
- 5.7: This is linked to board regulation 11, \$7000. Brian points out that including our full liability to next year's venue, we don't have a lot of money to seed to next year if we limit ourselves to a small percentage (such as the current 25%) of our after-all-liabilities assets. Following discussion, Brian withdraws his proposed change to 5.7. He will rework and resubmit to a future meeting.
- 5.8: This is linked to board regulation 12, \$2000. Following discussion, Brian withdraws his proposed change to 5.8. He will rework and resubmit to a future meeting.
- Brian similarly withdraws his proposed Bylaw 5.8 Part 2 change.
- 5.9: anything we pay for is a contractual obligation. These days all our airfares may be above \$1000; AdVans art show boards are likely above \$1000, etc. Complex contract contracts like the hotel venue benefit from having more eyes on them but in terms of dollars everything else is included in the budget, assuming the budget is approved. Laura will try to find the official word that distinguishes complex contracts like the venue contract, and Brian will reword to include that.
- 5.13: given that we are pushing everything else to a future meeting, we will also push Brian's suggested renumber of 5.13.

## 13 General Business

- Email: Brian has created a [wasff-board-only@swancon.com.au](mailto:wasff-board-only@swancon.com.au) list, to hopefully make more clear what belongs on what list. This is intended to replace the current wasff-board list.
- **Date of Next Meeting:** Sunday 10th Feb 2019, 2pm.
  - Venue will be Laura's house.
- The Board Meeting was closed at 5:18pm.