

1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 2:15pm
- **Attending:**
 - Jack Bridges (chair),
 - Doug Burbidge (administrator),
 - Brian Johnson (treasurer),
 - Jess Bridges (elected board member),
 - Laura Hodge (elected board member),
 - Margaret Watts (elected board member),
 - Fern Clark (elected board member),
 - Jeremy Byrne (guest of meeting for the Mailman section) (via phone).
- **Apologies:**
 - Andrea Johnson (elected board member),
 - Davina Watson (elected board member).
- **Minutes from previous meeting: 21/4/2019**
 - Minutes from 2019-04-21: accepted.
 - Minutes from 2019-03-17: accepted.

2 Matters arising from past minutes

- Doug sent cease and desist emails to the US and Taiwan Swancons. No reply was received from the US one. The conversation with the Taiwan one did not result in any positive outcome. Doug does not think that pursuing such things in future is worth the volunteer effort.

3 Correspondence

- Brian corresponded with Spiral Arm. They have paid their invoice.

4 Chair's Report

- Personally and on behalf of the organisation, Jack thanks Doug as outgoing chair.
- Personally and on behalf of the organisation, Jack thanks Frames as outgoing administrator.
- Jack wants to continue the approach of collaboration and consensus-based decision making.
- Jack would like to run ally training again this year.
- Jack would like us to run "courageous conversations about race".

- Jack suggests we run a WASFF barbecue this year. Margaret is willing to help organise.
- Brian asks about how we use our mail lists (not on a technical level). Brian says that on a past issue we talked off list, came to a consensus and then took that consensus to the list. He thought that worked well.
- Doug says that transparency is good, but doing everything in public can lead to excess criticism.
- Margaret and Laura make an analogy to meeting minutes: we should make sure the broad list is informed of the summary, and of the substantive points of discussion, but does not (and possibly should not) transcribe every word. Anything that we should minute, were it in a meeting, should be summarised to the broad list, when there is an email conversation.
- Laura suggests a policy statement saying what should go where.
- Jack moves that we adopt the following:
 - Mailing list policy
 - The wider Board list is intended to be used for the kind of formal decision-making processes that would be minuted in a face-to-face meeting. (For example, posting of motions and recording of votes.)
 - The WASFF Board-only list is intended to be used for the kind of informal discussion that wouldn't usually be minuted in a face-to-face meeting setting. This does not include decision making, but may include preliminary discussion and drafting.
- Laura seconds. Carried unanimously.

5 Administrator's Report

- Doug thanks Jack.

6 Treasurer's report

- Bank account balances:
 - WASFF primary account: \$14,921.84
 - Swancon 2019: \$0.00
 - Swancon 2020: \$2,880.00
 - High interest: \$10,971.72
- We will likely move some money from high interest to WASFF primary account.
- Jack mentions that 2020's membership income has not yet landed in the 2020 account. Brian will transfer.
- We have complete books (still lacking some signatures on forms) for 2020.
- There were budget overruns in Swancon 2019's budget, including some that were clearly unapproved.
- Loss for Swancon 2019 looks like \$7470.
- Physical awards expenses were \$97 over the \$100 budget.
- Front desk was \$35 over the \$400 budget.

- Masquerade asked for more money and their request was not approved. \$310 equipment hire. They spent more than \$200 on party items including wine, and this was not part of the banquet. They went \$132 over on a budget was \$500.
- Con panel materials (masquerade workshop) was \$150 on a \$0 budget.
- Gaming day cost \$125 on a \$0 budget.
- Miscellaneous \$385 on a \$0 budget. This included \$262 spent on pizza on Thursday night, which we communicated was not in their budget.
- They sold some T-shirts which the printer gave them for free because they were misprinted. In a conversation with Brian they asked if they could sell those T-shirts to fund pizza; Brian told them they could try.
- The total of overspend was \$923.87.
- Brian feels that the masquerade and the pizzas at least were clearly communicated and the concom should have been aware that they were not approved to spend the money.
- Given that the expenditure was in opposition of the board and CSC, refraining from re-imbursing was seriously discussed.
- We note that the bid form says *"Payments shall only be made by the authorised officers when such payment have been authorised by the board, or by a committee to which the board has delegated authority to authorise certain payments."* We have found the concom to be non-compliant with this section.
- Doug moves "that the concom be reimbursed for the expenses as detailed above." Jack seconds. Carried. Brian and Laura abstained.

7 CSC Chair Report

- 2019 has mostly been covered in treasury.
- People complained about splitting up the cosplay and the dance part.
- We do not currently have a 2021 committee. Sarah Parker has offered to act as convenor, but does not plan to remain convenor right through the convention. Past convenors were discussed.
- We discussed what should remain under concom and what should be moved upwards to CSC, including possibly treasury. No decisions were made.
- Swancon 2020 have sold about \$8300 of memberships as of last CSC meeting (more now).
- 2020 have been getting to grips with Grenadine.
- 2020 have been talking about ways to get new members.
- There was discussion of room party packs.

8 Motions on notice

- **Remove bylaw:**
 - "12. Further to regulation 5.11, the amount determined by the board is \$10,000. It is intended that this amount be updated each year, using regulation 5.11 as a guide."

- Moved Brian; seconded Jack. Carried.

9 General Business

- Jeremy Byrne joined the meeting via phone.
 - Remove autonomy: people cannot remove themselves from lists, etc. This is fine now but might not be in the future. It's a less robust solution than we have currently.
 - We currently have a problem because hostgator is the host for sf.org.au, and hostgator are currently a target for spammers. This leads iinet to bounce emails from them.
 - The solution is to set up an independent mailman box. It would be on its own IP address. It would be running a much more recent version of mailman, with more web-browsy stuff.
 - It is quite a lot of work
 - Jeremy would set up and pay for.
 - Brian asks where that would be hosted.
 - Jeremy said it would be in Australia.
 - Will be a VPS (virtual private server). It will run some other lists of Jeremy's.
 - Margaret asks about succession planning. Jeremy is on board with the idea of sharing credentials with someone else; e.g. someone else on the tech list. It could be worth documenting on the wiki.
 - Margaret asks about people with the skills to operate Mailman. Jeremy says that there are internet how-to's.
 - Brian asks whether Mailman requires updates on a periodic basis. Jeremy says yes, but it doesn't have a large attack surface.
 - Doug suggests that credentials should be shared with multiple other people.
 - Jess suggests that the WASFF administrator should be one of those people.
 - Doug suggests that WASFF should (if possible) have access to the payment demand emails and the payment interface, so that if need be we can jump in and pay the bill, if needed to prevent the machine being shut down or whatever.
 - Brian expresses the desire to have the solution inside the organisation.
 - Brian asks about getting regular backups to Office Online or something.
 - The board is in favour of remaining with mailman, migrated to a new host to mitigate the current situation of email being dropped.,
 - Motion: "that Jeremy ensure that credentials for Mailman and its host be made known to the WASFF administrator and to at least one member of the tech list, and that the WASFF administrator have access to the payment demand emails and to the payment interface." Moved: Doug; seconded Brian. Carried.
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- Cathy talks to us about Courageous Conversations About Race.
 - The training has two main goals: the first is help people understand they are embedded in a racial society. The second thing is to give you tools to talk about race in constructive ways: redirecting the conversation, etc.

- Doug asks how long training takes, and how many people can fit in a session. Cathy says that the first training session (which is probably the valuable one for us) is about 4 hours. Cathy is uncertain as to who is currently running sessions.
- Margaret asks everyone to think about ways to fill program rooms at future conventions.
- **Date of Next Meeting:** 21st July, 2pm.
 - Venue Jack & Jess's.
- The Board Meeting was closed at 5:08pm.