

1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 2:07pm.
- **Attending:**
 - Jack Bridges (chair),
 - Doug Burbidge (administrator),
 - Brian Johnson (treasurer),
 - Jess Bridges (elected board member),
 - Laura Hodge (elected board member).
- **Apologies:**
 - Andrea Johnson (elected board member),
 - Margaret Watts (elected board member),
 - Fern Clark (elected board member),
 - Davina Watson (elected board member).
- **Minutes from previous meeting:** 21/7/2019
 - accepted.

2 Matters arising from past minutes

- We have closed surplus bank accounts. We have not yet added Jack as a signatory on either remaining account.

3 Correspondence

- One item on the WASFF contact form. Doug will respond.
- Brendan and Jeremy are both busy, and have not progressed the mailing list migration any further.

4 Chair's Report

- Nothing to report.

5 Administrator's Report

- Nothing to report.

6 Treasurer's report

- Sent some final transfers to Swancon 2019 committee members.
- The only outstanding thing for Swancon 2019 is reconciliation -- transfers, reimbursements etc. are all done.
- Account balances:
 - WASFF primary account: \$20605.62
 - High interest account: \$11023.46
- Brian has sent through an updated treasury procedures document (incorporating feedback from Rohan and various grammar etc. fixes).
- Motion: that we accept the Treasury procedures 2019 v2
https://docs.google.com/document/d/1GwH2LBCiMg6fu-y7MI_a_uYfHDa3Lko9iYkXaQok9Q/edit?usp=sharing (as it stood after changes at 2:32pm on 2019-10-06) as policy. Moved: Brian; seconded Jess. Carried.
- We will paste that process into the wiki's new Policy page:
https://wiki.sf.org.au/WASFF_Policies
- Nothing else pressing on the treasury front.
- Brian has done some virtual transfers to represent seed money.
- Rohan pointed out there were some frictions between the new process and the by-laws. Seed money is an example -- there's no real account to transfer the seed money into. It might be useful to replace the concept of seed money with a timeline showing when and how much money they are expected to spend before the convention. Swancon 2021 might be the test case. Xero shows us how far in the red a given Swancon is. We can also include planned future expenses in Xero such as hotel payments.

7 CSC Chair Report

- Brian has developed a timeline for when a given Swancon should be doing things.
- If we don't get a convenor for Swancon 2021 by 3 months prior to Swancon 2020, the CSC will start taking executive action to acquire guests etc.
- 2020 have put the price for traders up by \$5 per table per day.
- 2020 had a programming meeting.
- 2020 have a quiz night planned for 26th October. Some money has been spent on facebook advertising for this.
- 2020 have an additional invited guest, who will be announced at the quiz night.
- Sarah has been looking at the planned Swancon 2021 venue. She will ask them for a contract for us to approve and sign.
- Discussion of how to seek more volunteers in future. We could explicitly advertise positions other than convenor, saying that we will mentor applicants.
- Suggestion that we could have an explicit meeting between CSC and concom(s), where all concom members are explicitly invited. Possibly shortly after previous Swancon? Brian will add notes to the timeline on the wiki.

8 Motions on notice

- Nil.

9 General Business

- A WASFF barbecue is budgeted for. We should throw one. Possibly invite all current and past board, CSC, concom and volunteers, friends and significant others of those, and people who are interested in volunteering in the future. Giant Jenga, giant kerplunk, bowls, petanque, croquet could all be good activities to bring. A marquee or two could be good to bring. Synergy playground in Kings Park could be a good venue. Jack and Jess will do the food shopping and execute on the prep, cooking, etc. Sunday 8th December, starting 1pm, is our tentative date. Doug will create a facebook event and add people from the wiki.
- Ally training -- we mentioned at the start of the WASFF year that we wanted to do this. We should do this soon, before the Swancon 2020 concom get busy with executing. A date near Pride (end of November) might be good. We can invite some members of other concoms such as GenghisCon and Unigames, provided we cap at 15 attendees or so. Jack will locate a second person to do the training with him.
- Brian suggests that we may wish to create a volunteer development budget.
- **Date of Next Meeting:** Sunday 15 Dec, 2pm.
 - Venue Jack & Jess's.
- The Board Meeting was closed at 3:50pm.