

1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 2:17pm.
- **Attending:**
 - Jack Bridges (chair),
 - Doug Burbidge (administrator),
 - Fern Clark (elected board member),
 - Laura Hodge (elected board member).
- **Apologies:**
 - Jess Bridges (elected board member),
 - Andrea Johnson (elected board member),
 - Margaret Watts (elected board member),
 - Davina Watson (elected board member).
- **Minutes from previous meeting:** 6/10/2019
 - accepted.

2 Matters arising from past minutes

- Nothing that won't be covered in reports below.

3 Correspondence

- Mailing list migration: on 11 Dec, Jeremy said "I'm now hoping to get back to this tonight and tomorrow. Will update."

4 Chair's Report

- Barbecue: we held a WASFF barbecue. Approximately 15 to 20 people showed. Fern says she does not recall getting notification. Weather was good. Our catering was slightly over, which is better than slightly under. We feel like the barbecue met its objective. Cost was approximately \$150 out of the \$400 budget. We could definitely do it again.
- Ally training: we originally targeted November for this. We will attempt to run it in January or February. GenghisCon is 18th and 19th January. Aus Day is the following weekend. Jack will liaise with Anna to see if there is a suitable date. February might suit. This could be a good opportunity to invite attendees from other allied organisations.

- Brian has resigned for personal reasons. He is tying off administrative ends such as email and Xero. Bank account signatories have been updated. We plan to add Laura as a Signing Officer for redundancy.

5 Administrator's Report

- Nothing to report.

6 Treasurer's report

- We have contacted Madelein at Carbon for Xero training.
- Account balances:
 - WASFF primary account: \$20981.90
 - High interest account: \$11038.04

7 CSC Chair Report

- We have approved a hotel contract for Swancon 2021. We had planned to sign and pay the deposit, but this has not happened yet.
- The brainstormed list of possible guests for 2021 has 33 names on it.
- CSC discussed disability access. We feel that most of our performance on this is OK, but there are some things for us to check and make sure we don't forget, including reminding program participants
- Quiz night happened. There was a \$453 surplus. This was also used as a test for facebook advertising.
- Swancon 2020 has had two committee meetings, which went well.
- Swancon participated in the Pride march. There was a small but enthusiastic group.
- Swancon 2020 will switch to fortnightly meetings in January.
- Nalini will buy her own ticket and we will reimburse, at her own choice.
- Laura raised the fact that there is not currently a CSC quorum. She suggests 50% rounded up.
- We plan to put motions on notice to the next board meeting saying:
 - That by-law 2.3, after "Each of the 3 elected board members may not be one of the convenors." have added "No more than 2 of the 3 elected board members may be on any one convention committee."
 - That after by-law 2.3 a new by-law be added saying "Quorum for the steering committee shall be 50% of its members, rounded up.", and renumber accordingly.
(So our intent is that if there were 5 or 6 members, quorum would be 3, etc.)
- There is a CSC vacancy. Laura nominates Doug to fill this. Doug seconds. Carried.

8 Motions on notice

- Nil.

9 General Business

- **Date of Next Meeting:** tentatively set to Sunday 9 Feb, 2pm.
 - Venue Jack & Jess's.
- The Board Meeting was closed at 3:25pm.