

# 1 Meeting Opened

- Meeting via Skype
- It was determined that a quorum was present.
- **Meeting declared open** at 16:14
- **Attending:**
  - Jack Bridges (chair)
  - Doug Burbidge (treasurer)
  - Samara Morgan
  - Margaret Watts
  - Laura Hodge
  - Anna Hepworth
  - Stephen McGlone
  - Jess Bridges
  - Fern Clarke
- **Non-board observer:**
  - Bryn Hepworth
- **Minutes from previous meeting: 2020-08-15**
  - Doug's minutes are declared perfect, with not even unnecessary changes.
  - That we accept the minutes: moved Doug; seconded Laura. passed
- **Minutes from previous meeting: 2020-09-12**
  - Again, no unnecessary corrections to Doug's perfect minutes
  - That we accept the minutes: moved Jess, seconded Margaret. passed.

## 2 Matters arising from past minutes

- Survey
  - (see CSC Chair Report)
- Edit online bylaws.
  - should have been done after the previous meeting; however as the previous administrator did not remember to make the change nor pass the credentials on, the past and present administrators made a plan to sort this out.

## 3 Correspondence

- Clare McDonald sent a message using the contact form; Doug did not receive, has had it forwarded and will follow up with the tech list. Content:

Hello there. The MSFC website has been hosted on your domain for some time now (<https://sf.org.au/msfc.html>), but currently appears to be broken. Just wondering - is it possible to get it up and running again, please? Let me know if there is something we need to do. Thanks, Clare

## 4 Chair's Report

- I am back as chair for another year!
- Since the AGM - attended NatCon standing committee AGM and gave the necessary NatCom report (for 2020 SwanCon). We have mostly done the SwanCon 2020 obligations -- we held the Ditmar ceremony and we held the NatCon AGM. The bit we haven't done is distribute the Ditmar awards, pins, and certificates. Progress will continue (some awards cannot be distributed until in-person conventions restart and interstate travel is allowed).
- Thank you to Doug for having been administrator last year.

## 5 Administrator's Report

- Handover is in progress; minutes have been done.

## 6 Treasury report

- Account balances:
  - WASFF primary account: \$7,467.47
  - High interest account: \$11093.12
- Following on from the treasury team from last year, while Doug is wearing the Treasurer hat, continuing to do this as a team is the plan for the current year.
- There is not a current WASFF budget. There is not a current need for this, because in a time of pandemic it would be speculative.
- Note for the new board members: there is a further asset, which is the pre-payment for next year's con venue, rolled forward from 2020.
- Bank forms for signatories are doing the rounds. These add Anna and Jess; currently only Doug and Jack as signatories.

## 7 CSC Chair Report

- Survey
  - 73 responses - mostly confirmed that there is a lot of uncertainty.
    - 31 already have memberships;
    - 10 considering attending but format does not matter;
    - 18 only in person;
    - 2 only if online;
    - 4 not planning on attending;
    - 9 other -- dependent on risk analysis, border closures, etc.
  - Laura to email the responses to those interested.
- Looks like there will be a number of our core members who won't be able to attend, so a hybrid model may be needed. May look at getting a grant to help with this -- Department of Local Government, Sport and Cultural Industries.
- Decision date for 'can we run an in person convention' January 24th 2021; although we have paid a deposit, given that many hotels are being used as quarantine venues, they may not be able to host us.
- Potential for purchasing AV gear to be owned by WASFF; this would be done immediately before the convention. This would be of benefit if there is a necessary short time frame change of venue, because it makes one less issue.
- Current focus is 2021, given the minimal nature of 2020 and the lack of convention committee for 2022.

- Budget line items for extra guests for 2021 - holding off on this, because of the uncertainty relating to travel. Thus, at present one Guest of Honour (Claire Coleman) and one Invited Guest (Cassie Lynch).
- We are having issues with dual-signatory accounts, because while they are more secure (internally and externally), they are difficult for paying for online items. Some items are currently linked to personal credit cards, which is not great. There have been discussions on this, such as having a separate account that we can have dual signatories transfer specified monies into and then that account is used for single payments. Doug will ask questions at the bank when the signatory forms are taken in. CSC will investigate options, then put a motion to the board.

## 8 Motions on notice

- Nil.

## 9 General Business

- Discussion regarding adding people to WASFF mailing lists, Doug and Anna to follow up to make sure that the right information has been passed on. This will be a more general administrator hand-over. Need to get Stephen on to all the relevant mailing lists.
- Margaret followed up about the legality of under 18s being on the board -- this is not allowed, but there is no issue with them as observers.
- Margaret suggested that given the number of people who want to meet in person for the con, and the current situation with no community covid, there might be an opportunity to do something ASAP for people to catch up. There is 'Robot Park' in Piara Waters, which is a robot themed park, and we do things like "robot fighting" with robot vacuum cleaners with attached pointy object and balloons.
  - Doug suggests that 2021 committee get the right of first refusal to organise
  - make it BYO everything, and the only thing we commit to is turning up at a time.
- Next meeting: This will be late December, once Margaret and Stephen have their schedules we can look at booking a common time. Aim for Sunday 27th December; Laura has restrictions that mean late on Sunday is best. Aim for 4pm, and shift if needed.
- The Board Meeting was closed at 17:19.