

1 Meeting Opened

meeting via skype

present

- Doug Burbidge (Treasurer)
- Jack Bridges (chair)
- Jess Bridges
- Laura Hodge
- Stephen McGlone
- Anna Hepworth (administrator)
- Margaret Watts
- Samara Morgan (delayed; technical issues)

Apologies

- Fern Clarke

Observer

- Bryn Hepworth

Meeting opened 18:10

Minutes from previous meeting (2020-10-25)

- Not a change, but a request for action items in future minutes; tentatively yes, as long as the administrator can deal (not to be added to this one)
- Accepting – moved MW, second LH – accepted

2 Matters arising from past minutes

- Adding Stephen to the mailing list. Doug and Anna spent rather a long time trying to fix this, unsuccessfully. Doug: Microsoft 365 is vast and sprawling, and it has instructions on how to add people to mailing lists, but it doesn't work. We can add people who have a swancon email address, and we can create them; we should be able to add arbitrary email addresses, and at this point we can't.
- Bank signatory forms – Jess and Anna filled them in; Doug has submitted them, the bank says that the bank should have added the signatories, but this hasn't been followed up.
- Melbourne science fiction club website – Doug believes that the problem spontaneously resolved; this is a definite win (this was discussed in the tech list)
- From the previous minutes about the online by-laws – has this been done? **No**.
- BBQ – Doug emailed Sarah (?and John) – has no reply. Laura – this was considered, and things got a bit concerning over east and it got pushed back. Query: do the committee still want to do anything? Laura: good idea in theory, but the committee are heavily

committed in this last lead up to the con; this is probably not as useful now and thus will not be run.

3 Correspondence

- Motion passed by email
 - That WASFF assist in the community fundraising drive organised by Amanda Rainey for Todd Rowland by providing a bank account for donations to be made into and accountability for the disbursement of the funds at the end of the fundraising.
- Jack has an email from Anthony Peacey, chair of SwanCon 1 – was through the info@swancon; this was friendly/keeping in touch. Reporting on how they use the sc 42 towel and bathrobe that they were gifted.
- Rohan – email that Business name is due; brief discussion (email) with Jack – Rohan can pay and be reimbursed; address is still pointed at Rohan. Use Jack's PO box instead.
- Rohan sent that to wasff@sf.org.au – and it failed; this is not a Microsoft error. As a result of Jeremy moving hosts and the IP address changing there was a DNS issue with sf.org.au so that emails were not getting through; this is now resolved.

4 Chair's Report

- Liaised with Amanda Rainey about the motion that came through over email about the fundraising.
- See treasury report for current status of that, and the rest of the chair's report

5 Administrator's Report

- As mentioned above, Doug and I attempted to add Stephen to the email list; the previously approved minutes have not been published because I forgot.

6 Treasury report

- Doug: Total donations \$240 – Amanda has not requested a payout at this point.
 - Main account \$7606.00
 - Interest account \$11104.87
- Xero bookkeeping for the beginning of the last calendar/financial year – there wasn't much there; we will want to present these and reports up to the beginning of the con; those might have a few more transactions for Swancon 2021.
- Treasury group – currently Laura, Jack, Jess, Doug – meeting happening in the next couple of weeks. That will be a check on the SwanCon 2021 budget.

- Stripe (payments processor) sent a reminder that things need to be up to date, found that they aren't. Couple of attempts to deal with that that have failed; they have a 'contact us' button so that next.

7 CSC Chair Report

- Swancon 2020 mostly dealt with– there are some things that have not been sent out; Trophies haven't been made/sent out – that should happen in the next few weeks.
- 2022 – currently no committee.
- There has been some strategy about redundancy on social media accounts. We now know which ones we need a second person on but that hasn't yet been implemented. Looking at password handling for online accounts.
- Discussed various different disasters that could befall a Swancon, and started the contingency planning for these. Because one in a century disasters definitely happen. In general, if it is close to the convention and possible to continue we would run and deal with the fall out. If like 2020 where we had enough warning, cancelling is reasonable.
- As of last CSC meeting the decision date for what is happening this year was upcoming; that date has happened. As of the last SC committee meeting the decision is that we will be running in hybrid format. However, if there are changes in the situation we may need to transfer to entirely online, for example if the government cancels events again. Tech is currently being worked on, because there are a large number of people who are in situations where they can't physically attend, because say, in the eastern states. Equally, holding off on buying tickets for our guest until the very last minute, because of the speed at which things might change. And the guest is happy to be online
- Treasury group need to talk about the risks of buying flights, and what we are willing to accept. Doug is still talking with the guest about being online. Current air ticket purchase date is a month prior to the con, and that means it will be a little more expensive, and that is okay.
- GengisCon programming panel – only a few attending but lots of suggestions. And lots of people asked at GengisCon as to whether the con is running. Samara asked about new people at the programming panel, no?
- Discord programming meeting occurred with a few people in it.
- Another thing the 2021 concom is about to do is to send out a request of volunteers. One of which is to have a covid officer, whose job it is to keep track of what the current situation is w.r.t. covid, travel, etc. Margaret, who works for the dept Health, offered to deal with this.
- Stephen asked about the grant applications. Laura – no, I don't think anything has been done about that. This is because all the online stuff is something we haven't done before.
- AV gear purchase – the concom have discussed this, such that it has to interface with whatever the streaming option we select; this is in John Parker and Doug's list of things

- Stephen: Does swancon have a Twitch account? No. Laura – this is one of the options being discussed. However, as the committee have not streamed anything previously, they are looking at a range of options.

8 Motions on notice

- None

9 General Business

- Doug – tin ducks don't need discussion, but should we discuss Mumfan and other board level awards? There are carry forwards from last year. Discussion is whether or not to do another one.
- Discussion about inviting people not able to attend the con in person to present awards in the awards ceremony as a way to better involve the streaming part of the community.
- Next meeting – end of march. Swancon concom have a meeting on the 27th/28th. So we should go the weekend of 20th/21st. Margaret unavailable 20th; 21st is fine. Late in the day please. Time will be fine-tuned around Stephen's availability; follow up on this first week in March.

Meeting closed 17:10

Actions Arising

emailed after the meeting

- Anna to move minutes to a google doc; share the link
- Doug to follow up about getting Stephen on mailing list
- Doug to follow up with the bank about whether the signatories have been added to the account
- Anna and Doug to follow up about the online bylaws editing
- Anna to publish approved minutes where they ought to be
- Doug – follow up with Stripe
- Treasury group to meet in February
- Doug to follow up with Rohan about the address for the business name registration
- Laura – trophies
- Laura – follow up on grant applications