

1 Meeting Opened

Meeting via Skype

Present

- Doug Burbidge (Treasurer)
- Jack Bridges (chair)
- Jess Bridges
- Laura Hodge
- Anna Hepworth (administrator)
- Samara Morgan
- Fern Clarke
- Stephen McGlone

Apologies

- Margaret Watts

Observer

- Bryn Hepworth

Meeting opened: 16:22

Minutes from previous meeting (2021-03-28)

- Minor typo corrections; clarification on first dot point of matters arising -- that it was that the previous edits may have survived the website crash
- Accept the minutes: moved Laura, seconded Doug. In the absence of dissent, minutes are accepted.

Minutes from previous meeting (2021-06-06; after AGM)

- Start time had not been correctly recorded, but was the same as the version copied from; updated to correct start time. minor typo corrections.
- Updated the attendance list to reflect reality; also whether people attended in person or via Skype.
- Doug, Jess, Laura nominated for the CSC - it was missing what they nominated for.
- 'secretary' corrected to read 'administrator'.
- Accept the minutes: moved Laura, seconded Anna. In the absence of dissent, minutes are accepted.

2 Matters arising from past minutes

- Jack: in March we talked about Doug contacting Microsoft to get the email list sorted; Jack went and talked to PRK to get a separate list set up via sf.org. Doug also talked with Sarah about how to sort out the microsoft level issue. We need to add people to the azure set up before we can add them to the email list
- Checking the online bylaws have been updated to reflect approved changes - this was an ongoing topic. The website has been updated.

3 Correspondence

- Contact via Jenny Kelly from Rebecca Sheridan at the City of Belmont regarding refund of the deposit/bond from a booking of their hall that we did about 10 years ago; both Doug and Jack followed up on this; it has been resolved -- see treasury report
- Golja Haines and Friend contacted Doug regarding renewing the SwanCon trademark registration, this was then brought to board online 18th August 2021. Doug followed up, now registered until 29 August 2031. They were charging a lot more than the actual amount; Doug followed up and paid, and the lawyer mob will 'attempt to remind' in ten years. Email thread re: payment .
- Motion to reimburse Doug \$400 for cost of renewing SwanCon trademark for ten years. Moved Anna, Second Jess. Approved. Jess and Jack will follow up.

4 Chair's Report

- Nothing formal to report.

5 Administrator's Report

- Have not published previous minutes, will get back to that.
- Nothing else formal to report.

6 Treasury report

- Bank balances:
 - Primary account \$3568.63
 - Interest account \$8120.61
- Doug sent the board a [link](#) to a Swancon 2021 Receipts and Payments spreadsheet. Swancon 2021 between the income estimate from the conservative budget by \$3905 and missed the income estimate from the optimistic budget by \$4873. The final loss was \$4591.35.

- On the agenda is the WASFF Budget. We have a WASFF budget through to the end of 2021: [📄 WASFF budget 2018-2020 v2](#) Has it survived contact with reality? Can we churn it for next year? Yeah, somewhat. [📄 WASFF budget 2021-2024.xlsx](#)
- Doug mentions that the last budget was from 2018-20 which is 3 years, so produced a proposed budget for the next 3 years 2021-24.
- Samara questions the items in the receipts. Doug explains that the convention would pay for that so there is an identical amount in receipts and payments.
- Doug asks if it should be discussed and approved now. Jack said we should not pay a reimbursement if we do not have a budget line item. Except can be approved as a one off transaction by a motion.
- Anna suggests asking if there should be a list of discretionary items and mandatory items.
- Samara suggests having a conservative and optimistic budget like how we do for Swancon.
- Jess suggest an extra page with additional notes so we can note descriptions of items etc
- Anna suggests we get a treasury subcommittee to go through the budget in a separate meeting.
- The bookkeeper charges us per month instead of per hour. Doug would like to sit down with them and learn how to use the software and just have the treasurer use the work.
- Laura mentions that having a bookkeeper means it will make the auditing more satisfactory.
- Doug mentioned that liaising with the bookkeeper is 2 sided, we needed to get them up to speed on the needs of the organisation and vice versa.
- Doug notes that in recent years he has been able to push the buttons better.
- Doug is going to speak to her about maybe going for the hourly cost.
- Jack said that before using Xero they would bring the receipts in and the bookkeeper was doing the reports.
- Doug mentioned that it would be good to find out the cost of getting them to review/consults piecemeal rather than the monthly fee
- Jack said that if there was an audit it needs to be prepared and the bookkeeper can prepare the books.
- Everyone thanks Doug :)

7 CSC Chair Report

- Brought to board via email: It is the intent of the CSC and the concom that we run a one-day in-person notacon next year and a full swancon in 2023. If anybody has any issues with this, will you please raise them asap. - no objections from the board via email, so going ahead with this.
- Probably late April 2022, Mt Claremont community centre, ~\$600 for venue (assuming availability; bookings don't open until November). As of yesterday the new plan is 'The Rise', sportscentre in Maylands - relatively new facility (2 rooms, both

splittable, holds 250, third smaller room, 12). Accessibility - specifically mentioned as a thing with this venue. Will physically inspect the venue.

- No guest allows us to run the WASFF AGM, minimal liability if stopped by covid again. May be a good fundraising option.
- Full con then in 2023 run by the same committee as the notacon. This gives them the option to actually run a full con.
- Brief discussion of panel of future of swancon, volunteer issues. Lots of anecdotal information, but there aren't solutions being talked about.

8 Motions on notice

- None for this meeting

9 General Business

- Natcon update -
 - Doug, Jack, Samara on the NatCon mailing list; looks like there are issues because there may not be a NatCon this year, which may mean that SwanCon 2020 as the most recent NatCon is thus the voting pool for the Ditmars -- this would mean sending contacts appropriately. Not a lot of work, but may have to do something for the NatCon team.
 - At this point we have not volunteered to do the Awards Ceremony; those who were to do the Awards are still running that this year. One option: if people want to vote and weren't a member of SwanCon 2020, then we might cooperate with Ditmar committee and reopen membership so that people can buy supporting memberships, which could potentially then be passed on as appropriate.
 - to refresh - the small 2020 online con was the official NatCon, which meant a small online Ditmar ceremony was run. Then the 2020 membership was rolled forwards to SwanCon 2021. So those who paid for 2020 are the members of the NatCon as per previous.
- WASFF web site is currently Drupal 7.78. Drupal 7.x is supported until Nov 2022, so we should upgrade before then.
- Post-con debrief - the WASFF board were invited, it happened.
- Awards - next concom don't have an awards person yet; they may not be running Tin Ducks for 2022; might instead do it across 2 years as we did for 2021. This got a good response from the board because it keeps the not-a-con distinct from an actual con.
- minutes - can we get a recording and thus a transcript to inform when we work out that there are issues? General discussion -- not great to have an on record recording, but a temporary one as long as the meeting agrees; the transcription options out there are pretty poor.
- Samara - recording of the Awards ceremony, too large to email. Want to put on Youtube; yes, we can do this. If it gets uploaded as unlisted then only people with the

link can find it. Alternative would be Vimeo with a password. Doug will look for credentials, and liaise with Samara

Next Meeting: Sunday of the first weekend in November, nominally. However, two weeks prior to that we will check in with Stephen and Margaret re: rosters. The Treasury sub-committee will meet prior (12th September, 2pm), so that they have a budget to present to the meeting.

Meeting closed: 6:05 pm

Actions Arising

- Stephen has no access to the google drive, Anna to sort out [Stephen to send appropriate email to Anna]
- Jess/Jack to follow up reimbursing Doug for trademark payment
- Doug and Samara to work together to get the awards ceremony video somewhere people can access it.