

# 2023 WASFF ANNUAL GENERAL MEETING Minutes

At 4:00 PM on Saturday 15 April 2023, Phoenix Room, The Rise - 28 Eighth Ave, Maylands.

0A. Last call for bids for the WARSFC (i.e. Swancon) for 2024

0B. Last call for bids for the WARSFC (i.e. Swancon) for 2025

0C. Last call for nominations for the Board of WASFF

1. Apologies
2. Consideration of minutes of the previous AGM
3. Matters arising from minutes of the previous AGM
4. Reports
  - Chair
  - Treasurer
  - Administrator
  - Convention Steering Committee Co-ordinator
  - Swancon Not-A-Con
  - Swancon 2023
  - Swancon 2024
5. Appointment of Auditor
6. Appointment of a Returning Officer
7. Election of Organising Committee of the Western Australian Science Fiction Convention (Swancon 48 2024)
8. Election of Organising Committee of the Western Australian Science Fiction Convention (Swancon 49 2025)
9. Election of Members of the board of WASFF (3 elected positions)
10. Motions on Notice
11. General Business

## 1. Meeting Opened

It was determined that a quorum (13 ) was present.

Meeting opened with acknowledgement of country.

Meeting declared open at 4:05 PM AWST.

## Attending

- Peter Lyons (returning officer)
- Sally Beasley
- Bec Handcock
- Emma Hawkes
- Owen Godfrey
- Bianca Peterek
- Ivy Bazley
- Michael Cogan
- Adam Mccaw
- Amanda Rainey
- Rohan Wallace
- Michael Deegan
- Frames White
- Samara Morgan (WASFF Chair)
- Laura Hodge (WASFF)
- Jess Bridges (WASFF Administrator) (virtual)
- Jack Bridges (WASFF) (virtual)
- Anna Hepworth (WASFF) (late)
- Doug Burbidge (WASFF Treasurer)

## Apologies

- Anna Hepworth, Stephen McGlone, Margaret Watts

## 2. Consideration of Previous Minutes

Changes to previous minutes:

- No changes

Motion: to accept minutes with no changes

Moved: Doug. Seconded: Rohan.

## 3. Matters Arising from Previous Minutes

- Hall of fame working group was to be organised by the community if there was interest.
- Noone had come forward.
- Some questions about if there should be another callout, most feel that it is not worth another callout, people can come forward if interested.
- No other matters.

## 4. Reports

### Chair

- My year as the WASFF chairperson was mostly uneventful. I fell to this position and was a bit nervous about taking it initially but with support and encouragement from the team I put my hand up.
- The reason my year was so smooth running can be mostly attributed to my wonderful committee. I want to give a special shout out to Jess and Anna for assisting with the admin and scheduling. I want to thank previous chairs Doug and Jack for providing advice and procedural assistance. I would also like to mention Laura's great work in managing the CSC committee.
- My 3 years of WASFF board is finished. This year I did not initially have plans to renominate but feel like for continuity with the chairperson role I should continue and would like anyone who is interested in the role to work out some sort of successorship, so please let me know if that is something you would like to do.

### Treasurer

- Bank account balances:
  - Primary account \$3,375.11
  - Interest Account 6,195.53
- WASFF for the previous financial year: boring. The \$100 surplus is a transfer from the pot of money Stripe holds for giving refunds, to our bank account.

## Statement of Receipts and Payments

WA Science Fiction Foundation Inc  
For the year ended 31 December 2022

Account	2022
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### Trading Receipts

WASFF Admin Services	1,844.82	From Not-A-Con 2022
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WASFF Donations	5.00	
WASFF Interest Income	44.63	
WASFF Swancon Surplus	100.00	Membership refund adjustment
<b>Total Trading Receipts</b>	<b>1,994.45</b>	

<b>Gross Profit</b>	<b>1,994.45</b>
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### **Operating Payments**

WASFF Bookkeeper	270.56	Xero subscription
WASFF Insurance	1,320.68	
WASFF Web Presence	60.44	Domain names
<b>Total Operating Payments</b>	<b>1,651.68</b>	

<b>Net Surplus</b>	<b>342.77</b>
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- Not-A-Con 2022, from cradle to grave: a \$1057 surplus. Low venue cost, tight cost control, and omitting many of the traditional Swancon things (e.g. guests, Tin Ducks, etc.) let us run a surplus despite the extremely modest ticket price of \$30 or \$50.

## Statement of Receipts and Payments

For the 13 months ended 31 December 2022

Not-A-Con 2022

Account	Dec 2021-Dec 2022
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### Trading Receipts

SC Fundraising Misc Income	52.00	Containers for Change
SC Merchandise Income	56.87	Redbubble
SC Tickets Income	2,936.40	
<b>Total Trading Receipts</b>	<b>3,045.27</b>	

<b>Gross Profit</b>	<b>3,045.27</b>
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### Operating Payments

SC Admin Services	1,844.82	Insurance + Xero subscription + domain names
SC Con Equip Hire-Maint	37.99	AV bits
SC Con FrontDesk	104.56	Mostly wristbands
<b>Total Operating Payments</b>	<b>1,987.37</b>	

<b>Net Surplus</b>	<b>1,057.90</b>
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- Swancon 47, from cradle to now: currently showing a loss, but once expected payments come in, is expected to show a surplus of several thousand dollars. Again, a cheaper-than-usual venue, tight cost control, and omission of some of the usual Swancon things (e.g. guest flights and accommodation, console gaming, family room, masquerade), plus a grant from the City of Bayswater have helped, despite a slightly lower per-day ticket cost and a decreased quantity of tickets sold compared to pre-pandemic years.

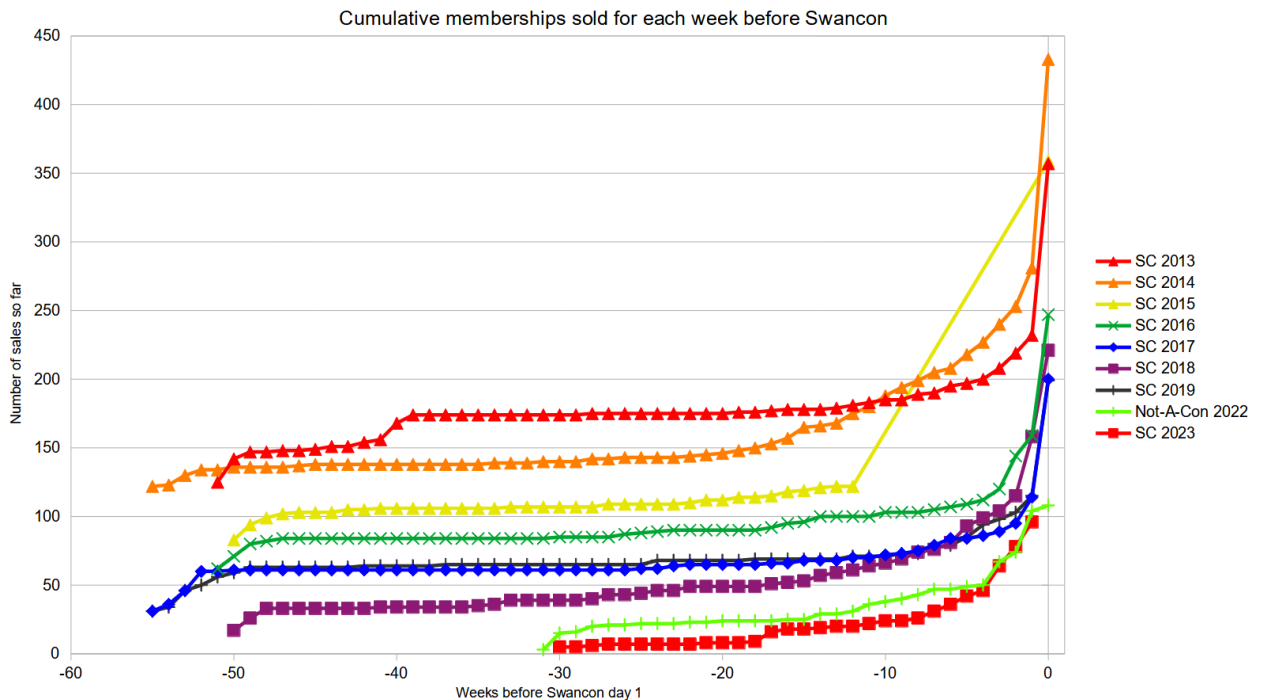
## Statement of Receipts and Payments

For the period 1 February 2022 to 15 April 2023

Swancon 2023

Account	1 Feb 2022-15 Apr 2023	Additional		
	Actual to date	Expected	Budget	
<b>Trading Receipts</b>				
SC Fundraising Misc Income	53.50		200.00	Containers for Change
Grants & Sponsorship		4,442.00	0.00	City of Bayswater grant
SC Merchandise Income	46.38		70.00	Redbubble
SC Tickets Income	4,959.37	4,590.17	14,420.00	Additional money is in our Stripe account but not yet in our bank account.
<b>Total Trading Receipts</b>	<b>5,059.25</b>	<b>9,032.17</b>		
<b>Gross Profit 5,059.25</b>				
<b>Operating Payments</b>				
SC Admin Services	2,073.32		1,975.00	Insurance + Xero subscription + domain names
SC Con Awards Expenses	45.00			
SC Con Equip Hire-Maint	155.17		300.00	AV suitcases, Zoom
SC Con Guest Gifts	180.00		50.00	
SC Con Guest Per Diem	300.00	119.50	550.00	
SC Con Welcome to Country		500.00	550.00	
SC Marketing	77.00	38.50	1,500.00	
SC Venue Expenses	5,442.00	(1,000.00)	4,442.00	\$1000 bond refund expected.
<b>Total Operating Payments</b>	<b>8,272.49</b>	<b>(342.00)</b>		
<b>Net Surplus (3,213.24)</b>				

- Membership sales over time, since 2013:



(I've left 2020/2021 out, as they are atypical.)

Note that the two most recent years are the lowest. Not-A-Con was a different kind of convention, but this year's sales are tracking it quite closely, suggesting that this is a pattern. For future years, this will restrict our budget: any future Swancon budgets will be forced to make assumptions about ticket sales that match the 2022/2023 sales. That means that conventions at a hotel venue will likely not be within reach.

- Sam asks would we be in deficit without a grant. Doug says no but the surplus would be smaller.
- Peter asks what marketing expenses budgeted for, Doug \$1500 budgeted \$120 spent mostly on facebook. Curzon comments there were flyers printed by committee members at their cost.
- Follow up question how much bang for buck, facebook \$38.50 times 3 got us impressions, not much engagements from what facebook told us, uncertain if we can get that info.
- Artwork was free or generated by Leece so this was not a cost.

## Administrator

- Jess reports via Zoom: I've been pleased to step into the role of co-administrator to share the load with Anna this year. This has been wrangling

'least-amount-of-suck, most number of people can make it' meeting times, putting out agendas, and communally kneading the minutes into being with the rest of the board in a google doc each meeting. I'm glad to continue the role going forward.

## **Convention Steering Committee Coordinator report**

- There was much discussion about the shape of Swancon and what makes a Swancon Swancon .
- Awards guests etc

Crowdfunding was investigated, the end result of this investigation was that crowdfunding is not an answer to membership problems and would be likely to burn people out with no result if used now but is worth keeping in mind for when we are again at a size that we are outgrowing smaller venues and need to jump to a larger one.

Organising timelines for conventions in smaller venues as most of our institutional knowledge of when is necessary to have certain things done are based on a 2 year organising timeline with a large hotel and international guests, this is a shape of con that we may not see for a few years at least. Programing deadlines still reasonable but guest and venue lockin

Code of conduct /rules rewrite added stalking as a prohibited behaviour and removed redundancies to increase readability/ likelihood of people actually reading the rules and not just scrolling past.

### **Not-A-Con (2022)**

- Notacon was successful despite A/V issues and Grenadine problems. People seemed to enjoy themselves. Outdoor activities were good.
- Kids adored it, community feedback was everyone loved it, space outdoors was good to hang around a bit. At the mercy of the good weather, if we were to do it again. People seem more keen to help if it's smaller, including long time members who were burnt out previously. People who are full time workers may find it hard for a standard con when it's so long/intensive..
- 115 total memberships, 6 were children (small amount), 111 minus the children, adding the on the day.
- Feedback was having food available at venue is good idea
- People wearing 2 hats should be minimised
- Volunteer training day is important

### **Swancon 47 (2023)**

- Buoyed by the success of Not-A-Con in April 2022, the organising committee pushed forward with their plans for hosting Swancon 47 in 2023. This began by working on



aspects such as the theme of the convention and finding a suitable venue. Shortly after the theme of “rebirth” was chosen and Leece drew some amazing iconography and art work for us.

- We approached many venues of differing types and capacities to find a suitable venue. It soon became apparent that venues where Swancon was recently held over the past few conventions were not within our financial means. Our search for a venue continued and in the middle of last year we settled on The Rise.
- Convention planning travelled along very smoothly with items being completed in a timely manner and committee members helping each other out with things as needed. Meetings were held on the whole in a virtual capacity, this model worked very well for us.
- The committee brainstormed a list of potential guests to invite and it was decided to focus on Western Australian based guests. Initially Amanda Bridgeman & Lisa Rye were approached to be Guest of Honour and Fan Guest respectively, both of whom accepted. It was a little while later through a mutual connection that I reached out to Scott Wilson and offered an invitation to him to be our Invited Guest.
- Our guest dinner held last night at Rifo's Cafe was quite well attended.
- Picking up something that was overlooked in the lead up to Not A Con, I hosted a volunteer training afternoon last month, which was attended by mostly committee but also some volunteers and the WASFF Chairperson.
- During the course of our time my team & I have made and fostered relationships with a variety of supporters and sponsors. From all accounts all of these groups and organisations are happy with their relationship with us. It is my hope moving forward that future committees consider continuing these arrangements and potentially seek additional ones too.
- In the early stages of this year we became aware that The City of Bayswater had a grant application available that we might have been suited for. We proceeded with the application and were successful in this endeavour. The grant covered the exact dollar amount of the cost that was incurred from our venue hire. My thanks to Doug for spearheading this initiative and to others involved in this process.
- As Convenor I have been very pleased to lead this team and bring Not-A-Con & Swancon 47 to the community. I also wish to add my heartfelt thanks to the WASFF Board & CSC for their support during this time. Finally my gratitude to the community for your ongoing support and love.

## **Swancon 48 (2024)**

- We have looked for a concom but have not found one

Owen says working with this convention committee has been great and this convention is great

Doug grenadine was very problematic today, we had to say we will sort it out later for several people, we bought a square reader to go around grenadine.

Dave, programing is also bad in grenadines can we get rid of it

Doug has been looking but was tripped up by trying to find the best rather than just better, Doug requests people suggest better options.

Owen asks about how we feel about a paid system we pay for grenadine in how it takes a slice of membership sales

Dave says: We may need to replace with two systems. Airtable may do some of what we want.

Bianca says: please keep accessibility in mind, some work well with screen readers and some don't.

Owen volunteers to search through systems and provide a report.

Motion: to accept reports.

Moved: Peter Seconded: Amanda

All in favour.

## **5. Appointment of Auditor**

- No need at this time, no-one requests an auditor.

## **6. Appointment of a Returning Officer**

- Rohan nominates Peter, Doug seconds. No dissention.

## **7. Motion to form Election of Organising Committee of the Western Australian Science Fiction Convention (Swancon 48 2024)**

- One bid: Co-Convenors Michael and Cathy Cogan, Treasurer Doug Burbidge, additional committee members Adam McCaw and Dave Cake. Michael says they

have experience running cons and are still looking for more committee members. Not planning to run on Easter, would run at a similar venue to this year. This year has run collaboratively and Michael plans to continue that along with the relationships that have been developed with sponsors. No current ideas for theme. But the theme for this year was developed later and it is one of the first things on the agenda. Michael realises that this is the only bid and would like it to be successful on its merits not just because it is the only bid.

Curzon moves Doug seconds, no dissent.

## **8. Motion to form Election of Organising Committee of the Western Australian Science Fiction Convention (Swancon 49 2025)**

- No bids
- Owen comments there are people interested but not ready to come forward at the moment, CSCand Board can consider this when put forward.

## **9. Election of Members of the Board**

Nominations received from these candidates:

1. Doug Burbidge
2. Anna Hepworth
3. Samara Morgan

Motion: that these be accepted

Moved: Amanda Seconded: Rohan

No dissent

## 10. Motions on Notice

- None.

## 11. General Business

- Doug moans about IT:
  - We have control of the sf.org.au domain name. Good.
  - We don't have control of the numerous services that used to be available at subdomains of sf.org.au, that were hosted on Jeremy infrastructure. RJ, a friend of Jeremy's, had been attempting to regain control from Hostgator, and had planned to cut the sf.org.au parts out into a separate account and hand it over to us, but has become unresponsive to queries. This includes wiki.sf.org.au (a MediaWiki), wasff.sf.org.au (a Drupal CMS), history.sf.org.au (a Wordpress blog), some Mailman mailing lists including wasff@sf.org.au and tech@sf.org.au, and some resources used by others: ditmars.sf.org.au (used by Peter Lyons) and msfc.sf.org.au (which I think was no longer in active use). Currently, not optimistic that this will be sorted in any short time frame. I have reached out to Peter Lyons, possibly this will result in the Ditmars being moved elsewhere.
  - Whole separate box of pain: Microsoft Azure. Microsoft had given us \$3500 of credit in Azure. This is separate from Microsoft 365, which provides us with email stuff (and more, like Office online, which we don't use). Azure provides the service which magically points swancon.com.au at the correct website, which allows precise cutover during Swancon launch. It also provides the pointing for 20xx.swancon.com.au subdomains. This year I've been using it for a Wordpress website-that-doesn't-suck for the current Swancon, at <https://swancon2023.azurewebsites.net/>. Except of course I've been unable to make it not suck: the Wordpress blog there is good, but doesn't allow embeds, so I can't embed the ticket sales page and the schedule page provided by Grenadine within it. I could probably, with help, re-point swancon.com.au to point to the Azure Wordpress instead of to the Grenadine site, but given the no-embedding problem, I didn't.
  - Microsoft have been sending me emails telling me that I'm chewing through that \$3500 credit. It looks like we're "spending" about \$9 per day, meaning that it will run to \$0 credit around mid-May. So, almost immediately after Swancon, I plan to take down that Wordpress, and see if that helps. Microsoft have recently sent me email with our annual extension of a further \$3500 in free credit, which I intend to accept..
  - So: no Jeremy infrastructure, and no ability to replace that missing infrastructure with new things in Azure, without it costing us presumably thousands of dollars per year. That means we need to find new hosting, probably "cPanel" hosting, for

fairly cheap. I do not volunteer for this task. The tech list where we would normally ask for help was on Jeremy's infrastructure, and thus is currently experiencing a total existence failure.

- Grenadine still sucks. A year later, we're still using it. Probably my strategy of trying to figure out what replacement software would be best is making perfect the enemy of good. We should just pick something that seems adequate, and try it for a year.

Peter asks if we can start by recreating the tech mailing list, we don't know who was on the list. If you were on it please tell us(Anna).

Anna and Jess have attempted to infer who was on the list, and have had a small but useful response to that. if you didn't get an email from Jess and Anna we don't know you were on the Tech list.

Owen offers to send out email on swancon mailing list to help rebuild list

Samara asks if we can rebuild from the archive, we have some back ups they have not been tested. Wiki sf.org and history. Manual reconstruction of a lot of online content will be possible. Emails not as much.

Dave is in contact with Jeremy's Executor. They now have probate but don't have passwords, things are happening. Executor does not have knowledge about this. Dave is willing to help

Peter asks if Swancon is willing to pay to stand up infrastructure, Doug says depending on cost possibly, communicate options to board when known.

Meeting closed at 5:23 AWST.