

1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 1:02pm
- **Attending:**
 - Doug Burbidge (chair),
 - Lexi Hemsley (treasurer),
 - Frames White(administrator),
 - Jack Bridges (elected board member),
 - Stephen Griffiths (elected board member),
 - Anna Hepworth (elected board member),
 - Laura Hodge (elected board member).
- **Apologies:** none
- **Absent:**
 - PRK (elected board member),
 - Margaret Watts (elected board member),
- **Minutes from Meeting:** 2016-08-28: accepted subject to minor typographical changes and several clarifications.

2 Matters Arising from previous minutes

- Lexi: WASFF to reimburse \$100 to 2016 account for insurance
 - Started process this morning, will be done today.
 - Done now
- Jack and Lexi to setup WASFF Paypal (Ongoing from 2016-06-05)
 - Pending, to be done in next few weeks, should be done before swancon
- Doug, Anna, Jack: Make more Wikipalooza type plans
 - Anna and Doug decided to put off until next year.
 - Do we attend GenghisCon, and set up a wikipalooza event as a GenghisCon program item, in the evening. Or a after Grant Stone's morning tea, which often leaves people reminiscing.
 - Yes, we will do this.
 - Doug: I like the idea about wikipaloozas being different shapes and sizes.

- Anna: I would like to get the GenghisCon stuff, and obviously the best place to do this is GenghisCon
- Doug and Anna: to give Battye materials from Swancons 2013, 2014, 2015, 2016. These are not sorted.
 - Pending
- Jack/Doug/Lexi sort out wikipalooza expenses.
 - Done
- Anna to transfer the listing of the Battye holdings of Swancon materials to the sf.wiki page.
 - Pending
- Jack to organise venue for Ally training.
 - Frames will talk to guild president at UWA
 - We want to do this on a weekend, January, sometime after the 10th
 - Aim for weekend 21/22nd
- Jack sort, with regard to SF. Wiki recordings Barb de la Hunty would like to edit one of the sound files.
 - Pending
- Anna: Will double check from google drive and email Frames any missing files. Anna believes they are all in the drive already.
 - Waiting on laptop replacement
- Stephen to remind 2017 about advertising quiz night
 - Dones, and the quiz night was successful.
 - Made surplus
- Doug to advance plan for updated and enhanced (mailing) list.
 - Needs more details:
 - Create new list in mailman
 - Send invite to people who are recent-ish members
 - Announce deprecation of old list.
 - May need to talk to PRK
 - New list name: discussion_wasff@sf.org.au -- so it also sorts differently to wassf-board@sf.org.au
- Doug to change Bylaw: 22. Years in which a person attended WARSFC as a Member, Teen Attendee or Child Attendee are counted for the recognition of number of attendances of the WARSFC. Other years of attendance, such as years as a Child In Tow, Panelist, or

Dealer, may be additionally counted; determination of this is by the consideration of the Board.

- Done
- Doug, Margaret, Laura, Frames, and PRK if interested: To actionize the constitution change working groups.
 - Still need to find out if PRK is interested.
 - Doug made a table of contents overview, and a plan.
 - Only about a dozen changes to Commerce model.
 - Doug's experience is that it seems, from an editing perspective, easy enough to change the model constitution.
 - Frames and Laura will give comments soon.
 - Want to get draft out by late January
 - We will have a board meeting just to discuss this some in late January.
- Margaret to investigate adding us to Registry of Cultural Organisations.
 - Margaret concluded that it was actually mostly a tool to get charitable, gift deductible status.
 - We don't particularly want to go through the hurdles for that. So we will not follow up with this, at this stage.

3 Correspondence

- Paid for website hosting. PRK has been reimbursed.
- Frames has not sent any minutes to the general member base
 - Doug will give credentials so Frames can upload PDF to website

4 Chair's Report

- Nil

5 Treasurer's Report

- 2015 account has not been closed, but the 2 final cheque recipients have been emailed and I will continue to follow up with them and attempt to close it out before end of year.
- I dropped the ball on the paypal account since the last meeting, so I'll need to attempt that again.

- From what I can tell, we're up to date with payments, and I haven't had any concerns hound me for hotel deposits, so I think we're good for now.
- I haven't, however, been keeping myself informed of 2017's financial position, and that is a failing on my part. I need to get back on top of things in time for the end-of-year treasury wrap-up.
- Bank balances:
- Primary 495 account: \$3,944.13
- High Interest 641 account: \$16,918.87
- 2015 742 account: \$7,902.81
- 2016 781 account: \$1,539.47
- 2017 763 account: \$13,355.95
- Two cheques to come out of 2015. Wes Lamont and Gina Godard
 - We would like to close that account.
 - We will contact them and tell them the account will be closed, and ask for bank details to do a direct transfer.
 - Have been 6 months since Lexi last attempted contact
 - Aim to close before bring to book keeper
 - Will have a short banking meeting after this meeting.
- End of year, preparing stuff for bookkeeper
 - Give to bookkeeper by 2nd week of January
 - Doug: we need the Nov/Dec statements
 - Jack: 2016 is good to go
 - Brian is aware that 2017 needs to do this
 - Jack will physically drive the files to the bookkeeper.
 - Lexi to email bookkeeper about end of year wrap up

6 Administrator's Report

- Nil

7 CSC Chair Report

- A quiz-night was held in Fremantle, made money because of low overhead
- Was again at Bar Orient
 - It is a small venue, suitable for the small turnout. If had 60 people it would have been an issue, but did not.

- Venue is free, and accessible -- through from street to toilet.
- Ticket Booth was discussed at meeting. See agenda point below.
- Lotterywest Grant representative (Shireen) is interesting in seeing minutes, and seeing that WASFF Board is supporting this application.
 - Ticket price breakdown
 - Why we chose the venue
 - What the concom is planning to do with the money
 - It would not be a gold coin day, as we have very cheap first time memberships price (\$5 for first timers for 1 day, as otherwise will exceed venue capacity.)
 - LotteryWest (in 2012 at least) really like the idea of us making the costs effectively free (e.g. gold coin for administrative costs and insurance reasons.)
 - This may need to refit costing
 - Doug: what we could do is a gold coin ticket day, on a persons day of choice -- thus not exceeding the venue capacity.
 - Last time we did a gold coin day, we have over 600 additional attendees, which brought total attendance to ~1000 people. The venue capacity for Metro is significantly less than this, between 500 and 900 depending on configuration.
 - Restrict it to people who have not come since the last gold coin day in 2012.
 - This avoids administrative issues with people who have bought tickets already (since they are all recent past members).
 - This is just one possibility, WASFF supports the ConCom, and CSC to devise a useful plan (e.g. as the above), such that we achieve the goal of promoting science fiction, and making the convention more open to the general public.
 - We could have a breakdown per ticket, eg saying of your \$300 ticket, \$200 to goes to venue, \$50 goes towards guests, \$10 towards marketing, \$2 for family room etc.
 - This would be good for explaining to people the costs, eg at the AGM and during promotion.
 - Coman is moving back to Perth mid-December

8 Ticket Booth

- Stephen: "I strongly support what Jack is about to say."
- Jack: "2018 needs to move to ticketbooth, for the added security it provides."
- Ticketbooth is a proprietary product from a commercial entity
- We need this as part of hardening out electronic security of membership data.
- Stephen: We have great talent in our community. But we would like to harness these talents, towards unique achievements, that we can not get elsewhere.
- The current systems has utterly demonstrated the value of the electronic system and has been a huge step forward.
- When the current system was created, there was nothing like it.
- Doug to contact stakeholders, promptly.

9 General Business

- Jack: Should we be doing a regular conflict of interest reports?
 - No, we currently do sufficient diligence
- Would we like to run events with Rainbow Rights WA, as a outreach and crossover of interests.
 - Yes.
- We got \$342.67 from Retcon games, this being them returning unspent money from a small grant in 2015. Retcon Games no longer exists. We are satisfied they fulfilled the conditions of the grant.
- There is a new LARP starting in Perth, they are talking about needing money to do things like print LARP currency. They may get around to putting in a small grant application as some point. We would like to see such.
- **Date of Next Meeting:** Feb 5th 2017
- The Board Meeting was closed at 3:08pm.

