

# 1 Meeting Opened

- It was determined that a quorum was present.
- **Meeting declared open** at 13:53
- **Attending:** Doug Burbidge (chair), Anna Hepworth (administrator), Jack Bridges (elected board member), Stephen Griffiths (elected board member), PRK (elected board member), Margaret Watts (elected board member), Lexi Hemsley (treasurer) (late arrival), Frames White.
- **Apologies:** Laura Hodge
- **Minutes from previous meetings:** 2016-02-28 & 2016-03-27 accepted. The second set had two changes made, one relating to Frames' ability to take on administrator role, and the other 'Blazing Swan' not 'Burning Swan'.

## 2 Matters Arising from previous minutes

- Doug has not dealt with the Batty. Anna proposes that rather than Doug taking full responsibility for this, she and Doug look at this during one of their ASFDAP meetings. PRK suggests that this might be a suitable thing to take to the CSC; Anna suggests that this might be a task that should go in the WASFF Administrator's role. Frames suggests that the coordination of this be part of the administrator's job, but that they could delegate to someone else. Anna and Doug will investigate what they have, create a google document to track this going forward (in the WASFF folder).
- Awards - nothing at present.
- Aurealis - PRK reports - Tehani has resigned. Call for judges has gone out, panels have been selected, website is being updated at present, entries opening shortly.
- From March: Artifactory - online motion giving the Artifactory \$1200 for 2 years hire. Frames - note that this is beyond what we normally pay [see March 27 minutes]. Doug and Lexi have paid that in the last few days.

## 3 Correspondence

- Online motion regarding funding artifactory: "that WASFF pay Artifactory \$1200, being for AV hire for Swancon 2017 and 2018." was carried.
- Aurealis query via the contact form: PRK followed up.
- Emails from Satima Flavell/Amanda Rainey on topic of paypal and who is the contact person.
- Email and follow up from Coman regarding Grant letters.
- Emails from Maia Bobrowicz relating to strategic planning process.

## 4 Chair's Report

- Nil.

## 5 Treasurer's Report

- Not much has moved in the WASFF accounts; paid the AV hire for 2017 and 2018 to the Artifactory. Book-keeping work is all done, but the physical records have not yet been collected from the book-keeper, Doug volunteers to deal with that. Book-keeper bill have been paid.
- PRK requests an emailed treasurer's report for future meetings.
- PayPal account - while we have one, it has Amanda Rainey as the contact person, and that cannot be changed - this means that her name appears on all the PayPal receipts. PRK - suggest that we need to first open a new account (eg. WASFF), see if PayPal does business accounts, because otherwise we will have the same issue in future. Frames points out that even if that was the situation, we would have some years of not having this issue. PRK - downside of closing the current one is that we lose the record of the data; Jack suggests that we do a definitive csv dump before we do that, distributing the file to the usual locations. PRK - yes, PayPal do business accounts.
- Motion: "That a new PayPal account be opened in the name of WASFF". Moved: Doug, seconded Jack. Carried.
- Suggestion that once we have transferred all transactions to the new account, and there has been a period of time without anything going through, after which we work to close the existing account.
- PayPal here - Jack - it was a little flaky at the con; once it attached to Jack's phone it was reluctant to connect to another device, so it should have paired it to something else. Brian has successfully paired with an Android phone, and it is less flaky at the screenings than it was at the con. So he will try it again next year with an android condition. Doug - one of the reasons for this was to see whether we can abandon the EFTPOS machine, and it appears that this is not the case. One option would be to have a dedicated device for this. Frames - this can be done using Windows 10 laptops. Doug - we need to make sure that we have one of these. Frames - probably not as good as a dedicated device, which is always kept with the PayPal here device.
- Closing the 2015 account - can this be done? Lexi and Jack wrote a set (~ 8) of cheques (immediately before SC 16), as replacement of missing cheques; so this can be done if they have all been presented. Checking the account, it appears that 4 have been presented, so this cannot yet be done. Lexi will present details of unpresented cheques to the next meeting.
- Bank balances:
  - WASFF primary account \$555.62
  - Swancon 2015 account \$7962.81
  - Swancon 2016 account \$1137.47
  - Swancon 2017 account \$13796.97
  - High interest account: \$17,692.36

## 6 Administrator's Report

- There are still minutes outstanding, but the more recent ones we are up to date on.

## 7 CSC Chair Report

- Had 2 meetings so far across concons, most recently a couple of weeks ago, where we did further work on grants. Currently going for Lottery West, Brian needs some follow up documents, which he has emailed the relevant parties about.
- Hand over meeting between various concons. Minutes exist, but haven't been forwarded because they haven't been ratified.
- CSC met after AGM on 17-04-2016 - request that there be a mandate for concons on the wasff website and concom websites so that concons don't cop flack for response time at high [work] times. Need some boilerplate text on the website that says that our response times are ... except at ..., in which case do ....
- Next meeting next weekend.
- PRK - queries who is on CSC. Stephen - myself as chair, Laura Hodge (WASFF board rep), Izzy White (SwanCon 2016 rep), Brian Johnson (2017 rep), Chris Coman (skype, 2017 rep), Jack Bridges (2018 SwanCon rep), Doug Burbidge has been taking minutes, Lexi Hemsley (WASFF board rep) PRK (non-voting member) is listed as a non-voting member, but wasn't aware that this had been accepted - did not get minuted, but was informally agreed on.
- PRK - is there an update on ticketing? Stephen - discussion on the system that is being trialled for screening. Trialling TicketBooth to allow us to pre-pay and pre-book blocks. There has been an email sent out to the general SwanCon mailing list advising them that if they wish to opt out of the ticketbooth system they should contact. Brian has received one negative response (somewhat vitriolic), but otherwise no response. More information as of the next CSC meeting. At that point we will talk about whether we want to use that as the method of ticketing for the convention, with back up options for those who are not willing to opt in. Frames indicates that the message that went out may have been confusing as it appeared to be about using it for SwanCon, which may be why the negative response came about. Frames flags that the email that was sent out did not clearly flag that the change to ticketbooth was a) a trial and b) addressing a part of the current functionality that isn't being addressed (ie. bookings for movie screenings; mail outs).
- Frames - loosely related - I don't know whether the ticket system can be changed without talking to the WASFF board administrator, as per Regulation 1.10 [The Administrator shall on behalf of WASFF keep and maintain the register of members], given that the swanCon ticketing and the WASFF membership is run under the same system. Stephen - it hasn't been changed at this point.
- Some discussion was had about who has been involved in discussions of ticketing systems, and whether the system was likely to be changed, as well as whether the current system had the potential for change to meet user requirements. The general consensus is that in terms of the movie screenings, this is completely within the purview of the CSC, but once we start talking about any other changes to ticketing/memberships, the board should be involved.
- SwanCon 2017 - guests - an international guest has accepted; the potential for a second has fallen through as 2017 doesn't work, but they are willing to consider future years.
- SwanCon 2017 - venue - Mercure was discussed as a possibility, but it would be more expensive for less space, as well as losing the already paid deposit at the Pan Pacific. Jack - quote from the Metro has come in cheap; this is being considered seriously. The space is larger, they have a new wing with function space. Price was very competitive. There are issues - it is not a great venue, there is a shortage of food, it is out of the CBD. Room rate is

good, because while it is listed as a 4 star, it isn't. Margaret queries accessibility - Jack: split across floors, but haven't walked through. We would need to take a scooter through, to see how bad it is. With Matt Lindus moved inter-state, we don't have a specific person to coordinate this. Our decision date is December, which is when the next money to the Pan Pacific is due.

- Grants - applying for Lottery West and Healthways on the table. Currently the Lottery West one is being focused on as it will influence the choices with respect to venue. Currently looking for a referee for the grant application to Lottery West. Eric Ripper was proposed, but he is currently not in politics, so may not be suited. Suggestions requested: Doug flags that both Stephen and Tim (bookshop proprietors) might be good, PRK suggested we look at academics who are not current members of the community; Frames suggested Jessica Davies; other options suggested Van Ikin, Leigh Edmonds; committee members of UniSFA, UniGames, WABA.
- Doug asks - CSC review? Stephen - once we have grants going, the review will ramp up. At the moment, the grants are the most important. Board generally agree that grants are important.

## 8 General Business

### Constitution

- Possibilities - patch the current one with required items, the other to take the Commerce model version and patch it with the necessary parts of our Constitution. From the Commerce site, we must have everything from theirs and pass their review.
- Doug - in terms of workload, the latter option seems the lesser. We have approximately three years at this point, which gives us 2 SwanCons to get this through. PRK flags that that three years is later than any of our current board terms last. Doug - aim is to have something ready for 2017, which means that we also have 2018 ready to go. Jack - probably easier to get a boiler plate version from Dept Commerce through the AGM than the other.
- Frames - there isn't a lot of special detail in the Constitution, the specialness comes in in the By-laws, in particular the fact that it comes in multiple parts. There is quite a lot in the by-laws that will be in the model constitution.
- Doug - would like to circulate a proposed constitution draft version >2 months in advance for commentary, with the hope that all the issues will have been ironed out so that it can then go to the AGM, with the only commentary at the AGM being issues that we have missed that will affect the operation of WASFF and related groups.
- Suggestion - that we form a working group. PRK - that we feed the working group terms of reference that indicate how we want them to proceed (either starting from the model constitution, or patching the existing).
- Stephen - working party - feed back to the board or to the board discussion list? Doug - like to keep this as public as possible, so the broad discussion list might be preferable, which would allow for open discussion.
- Doug - proposes to bring a suggestion for developing a working group to the next meeting, where the terms of reference and timelines will be defined.

### Strategic Planning Process

- Maia Bobrowicz ran a community group through a strategic planning process, looking at our values (as well as other things). Of our existing four values [email april 16], 3 were kept, and

one was moved up to vision/purpose. One thing we may wish to do is adopt these officially. Maia also extracted from us a list of capabilities that we think are important, and how well we do them, which gives us a basis for what to do next (see next agenda item).

- First question - do we think that adopting the vision, purpose and values as proposed is something we should do, and if so, how should we approach this? Margaret - needs to go out to the community. Doug - words haven't changed, but the topics have been reallocated. Jack - this already went to an AGM; PRK yes, but it was voted down in the form that it went to the AGM. Stephen - having these are useful in grants applications.
- Doug - The three retained values haven't changed; the fourth value has been moved to purpose - words have not changed. PRK - does this give us a clash with the constitution? Are 'purpose' and 'objective' (from the constitution) constitute the same things, and should one or the other be renamed to match? Response - in general, the purpose is a generic summary of the objectives. And it is something that goes on the website, part of our outward facing statements. PRK - constitution should probably match this. Doug - maybe that can be part of the constitution review.
- Maia also gave us 6 key areas - this probably doesn't need to go on the values page. Frames - should go on the wiki.
- Doug - should we approve the vision, purpose, and values; and make them public? Motion: "That the WASFF values shall be:
  - **Vision:** to be Western Australia's leading organisation for fans of speculative fiction (encompassing science fiction, fantasy, horror and related genres and sub-genres across all media) in community building and fostering creativity.
  - **Purpose:** We seek to provide a friendly community environment for fans of speculative fiction to share their ideas and passions with one another.
  - **Values**
    - **Diversity:** We value diversity and will work to provide an inclusive and welcoming community for fans of speculative fiction.
    - **Respect:** We aspire to make WASFF events safe for all members and visitors to celebrate speculative fiction in all its forms. We believe in engaging with one another in the spirit of respect, creativity and the open exchange of ideas.
    - **Fairness:** We believe that you should know why we make the decisions we make, and will work to make our decision-making process as fair and open as we can."
- Moved Doug, seconded Margaret, carried. Doug will update wiki and website.

### Wikipalooza

- One of the outputs of the strategic planning process is that the wiki needs to be a much better resource than it is; a challenge is that the people who have the information are burned out at the point that it would be sensible for them to update the wiki.
- A social wiki updating event was proposed, to be called Wikipalooza; Jack volunteered his place as a venue, some food would be provided, people to turn up with laptops and institutional memory. Doug, Jack, and Anna volunteered to coordinate, invite individuals, advertise.
- Tentative date was proposed, but Jack is now not available on the planned date, thus a new date will have to be made.

- Motion: "That expenditure of up to \$100 be approved for the Wikipalooza event". Moved Jack; Seconded Anna. Carried.

## **20 & 33 year badges**

- Discussion as to which by-law children attendees in years in which child attendee memberships were not offered are covered - By-law part 3 #22 could be modified to cover child attendees in years when no fee was charged, but family programming was provided, causing children to consider themselves to have been attendees of the convention. This is to look at not disenfranchising those who are invested in SwanCon, at minimal cost.
- This topic needs to be revisited.
- Some discussion as to whether we should be charging for any kind of kids members.

## **Motion from Brian Johnson**

- Brian is interested in investigating as filing as a charity/not-for profit.
- Stephen - there are advantages in qualifying as a not-for profit group in terms of grants.
- Stephen forwarded an email to the board list on 4th May, with Brian's draft attached for comment
- General discussion - no obvious issues, consensus that Brian is welcome to go ahead with the application. Doug will send approval to Brian.
- Stephen - if this goes through, all board members will need more familiarity with the issue, as there may be implications for the constitution.

## **Board Administrator**

- Frames is now able to engage with the question of taking on board the administrator role.
- Anna happy to step down.
- Motion: "That Frames be appointed WASFF administrator, to take effect at the end of the current meeting." Moved: Doug, seconded: Anna. Carried.
- Anna will hand over the materials that she has, before or at the next meeting.
- Anna is still responsible for the minutes from 2015 that are not complete

## **Other**

- Jack flags that SwanCon 2016 is owed \$500 from the Aurealis awards for the catering that was provided on behalf of the AA. This can be transferred across.

**Date of Next Meeting:** provisionally one of 7th August, 21 August, 4th September - Doug will take that online, given that Laura is not at the meeting to be able to make comment.

The Board Meeting was closed at 16:46.



