

Swancon: Renaissances 2006  
Full Committee Meeting  
7<sup>th</sup> November 2004, 3.30pm Ju's House.

Present: Ken McCaw, Ju Whitehead, John Parker, Chris Creagh, Stephen Griffiths, Owen Wylde, Mitch Christov, Liz Powell, Amy Hightower, Sandra and Wing Chung

I. Meeting called to order 3.45pm.

II. **OLD BUSINESS**

**A) Hotel**

Ju has scouted the Acacia Hotel in Northbridge, big enough for our needs, though only just, very cheap quote compared to other hotels, also 24hour hotel. Facilities are on two levels and big enough to suit our needs, enough rooms for convention goers plus nearby extra accommodation if needed. Total of quote for Acacia hotel is \$4800. Initial booking has been made, to be confirmed with \$1000 down payment. John to write up tender document to be submitted and signed with the down payment.

**B) Fundraising**

The base figure for fundraising for 2006 convention to be the current figure achieved by Sarah Parker for 2005 convention. Sarah will be coordinating 2006 fundraising only and the entire committee will act as her support and action team.

Perth Convention Bureau (PCB) is able to promote internationally, possibility of Perth City Council funding for bringing international guests to Perth. Wing will liaise with PCB. Chris to liaise with Sarah regarding current budget requirements for fundraising.

III. **NEW BUSINESS**

**A) Mini Convention 2005**

General announcement by Ju on plans to convene the next mini convention. Focus on comedy/parody/humour in science fiction/fantasy and speculative fiction. Convention to be held in November 2005.

**B) Logos and Designs**

John will complete artwork on digital copy of tshirt art provided by Kaneda.

**C) Web site**

Liz advised of general website requirements, and that Scott Carmichael will be assisting. Ju, John and Ken to provide necessary information details to be put up on the website. Website needs to be up and running as soon as possible so that sponsorship and other pre fundraising activities can be organized.

**D) Treasury & Grants**

Budget finalized and approved. Bank account needs to be up and running, Ju needs to sign off on documents and provide identification to BankWest. Hotel Deposit then to be paid as soon as possible. Wing and Chris are following up on Arts WA Grant.

Committee requires letters of support from guests and local Perth writing and arts communities regarding support for bringing designated guests to Australia and their promotion of WA culture and arts development. Ju has passed on a request to Lee Battersby to gather letters/emails of support for the proposal. Paul to liaise with guests in regards to providing a letter of their willingness to appear outside of the convention. Letters requested by 21/11/04.

Breakdown of requested grants:

Publishers: Airfare and accommodation.  
Arts WA: Airfare and accommodation.

**E) Post Office Box**

Use of Sarah Parker's post office box has been approved and confirmed.

**F) Email List**

Email list to be moved from Yahoo! to be run off PRK's server at digitaljunkie.com. Ju to provide list details.

**G) Receipt Books and Membership Books**

Sarah Parker submitted to the list a list of suggested policies regarding receipt books which was discussed by the committee. Determination was that a membership form was needed in addition to a receipt book to record the details of the payee, their contact details and related convention information, ie. paper vs electronic updates, use of default details etc.

**H) Further contact details to be added:**

Amy Hightower:  
93895452  
0439698632  
[doc\\_jekyl@hotmail.com](mailto:doc_jekyl@hotmail.com)  
[docjekyl@gmail.com](mailto:docjekyl@gmail.com)

Stephen Griffiths:  
63892050  
0419699141  
[utopos@gmail.com](mailto:utopos@gmail.com)  
[griffin@ucc.asn.au](mailto:griffin@ucc.asn.au)

Liz Powell:  
93895952  
0408496779  
[liz.powell@gmail.com](mailto:liz.powell@gmail.com)

**IV. ADJOURNMENT**

Next core committee meeting to be determined.

Respectfully submitted,

Ju “The Professional Lap Cat”  
Secretary 2006.