

# 1 Meeting Opened

- It was determined that a quorum was present.
- Meeting declared open at 13:30; Sat 23rd Jan
- Attending: Doug Burbidge (chair), Anna Hepworth (administrator), Jack Bridges (elected board member), PRK (elected board member), Margaret Watts (elected board member).
- Apologies: Stephen McGlone (elected board member), Lexi Hemsley (treasurer), Cathy Cupitt (elected board member), Stephen Griffiths (elected board member)
- **Minutes from previous meetings**
  - 2015-11-22 - added running header with organisation name and meeting date; formatting error in first section - two dots for one dot point; 'busies' changed to busier. Accepted
  - 2015-06-21 - Jack listed as treasurer, this needs to be Lexi, and Jack listed as elected board. Section 7 - 'Stephen' is 'Griffiths', as Stephen McGlone was listed as an apology; minutes are changed to list 'Stephen G' to clarify. Accepted.

# 2 Matters Arising from previous minutes

- Battye - Doug has not done this, as prioritising elsewhere
- Minutes - as noted above, we have approved the June 21 2015 minutes; leaving the minutes of the special board meeting 11-7-2015 outstanding.
- Grants - Cathy has made progress; there are two documents that will be discussed later in the meeting.
- Doug has contacted Frames re: putting the meet the board lunch into the SwanCon 2016 program.
- Aurealis awards - PRK: chosen to run the ceremony at the NatCon in Brisbane; they will give us the room at no charge, but charge for the A/V. There is a plan to run a simulcast with SwanCon, which won't be advertised in advance except in the SwanCon program. This is on the Friday night (expected to be 6:30pm or 7:00pm start in Brisbane). Costs - A/V and catering, where people are paying for entry. Possible to put on platters at SwanCon. Jack, as hotel liaison for SwanCon, will talk to the hotel when required.
- AGM minutes: Stephen G has not added details of his speech; Doug has not followed up to clarify who was speaking when for highlighted sections.
- 2017 account signatories: the concom have sent the form to Lexi; Lexi and Doug have to get together and submit this to the bank
- changes in procedures/regulations - government have moved on this. Doug has emailed out regarding this. The three year period for us to implement these changes does not start until July, so we can't make those changes this year; we will then have three years to make those changes. Commerce have not yet released the model regulations. Thus, we can't take any action at this point; Doug hopes that they will notify the relevant email list, of which he is a member.
- CSC review - relevant minutes are not accepted; terms of reference now exist. Stephen G now to follow up.

- Stephen G handed the outstanding SwanCon 2015 cheque book to Doug; this needs to be passed to Lexi so that the 2015 books can be put in order and then the books can be taken to the book-keeper. One of Jack or Doug will assist with this, as needed. Jack flags that the book-keeper likes to have the bank statements printed in hard copy, which has not yet been done.

### 3 Correspondence

- No online motions
- [david.crawford6@bigpond.com](mailto:david.crawford6@bigpond.com) - query regarding awards. Doug will follow up with information about local awards and eligibility.
- Rohan Wallace - replied to Doug's email to the WASFF community list regarding the variation to the Department of Commerce's dispute resolution rules that are scheduled to be discussed in today's meeting. Doug will respond.

### 4 Chair's Report

- Nothing further to report.

### 5 Treasurer's Report

- *Treasurer absent; items paraphrased from emails sent through.*

#### **Bank balances**

WASFF PRIMARY ACCOUNT	451533495	\$3,902.07
SWANCON 2016 ACCOUNT	451535781	\$7,964.31
SWANCON 2015 ACCOUNT	451539752	\$8,646.26
WASFF HIGH INTEREST ACCOUNT	505487641	\$17,537.92
SWANCON 2017 ACCOUNT	052641763	\$2,275.00

- WASFF budget 2016 - budget from a couple of years ago has been updated with more realistic numbers. Doug proposes that it would be better to have the treasurer present for this; as long as that occurs prior to SwanCon, that is acceptable. Only urgent items are those that PRK has already paid and will require reimbursement for. Agreed that this will be addressed in the next meeting.

### 6 Administrator's Report

- New system for handling minutes appears to be working; we are now approving in good time. Slowly catching up on the previous outstanding items.

## 7 CSC Chair Report

- *CSC chair absent*
- *Discussion relating to the CSC/contact with Stephen G via phone;*
  - Quiz night last night went well, venue is adequate - it is genuinely accessible (no stairs from the footpath all the way through!), so this puts it ahead of the rest of the options.
  - Most recently approved CSC minutes (minutes only being sent out after approval at a following meeting) have been sent through to the WASFF discussion email list.

## 8 General Business

- Mumfan - Doug has contacted the wider WASFF discussion list requesting nominations; two suggestions have been received. This discussion has been put to the next meeting so that the people providing the suggestions can prepare supporting statements. Other suggestions are also welcome. Doug will email out request for suggestions ASAP.
- Conversion of the Department of Commerce's dispute resolution rules into a suitable form - Given that Stephen G wished to have input, and Doug has not yet followed up with Rohan regarding his concerns, we would like to put this forward to the next meeting. Doug has taken sections of the online template, modified with correct numbers to match with our regulations, and found where the pointers need to be elsewhere. Feedback from Stephen G is that there are two templates, such that at least one of the time periods in Doug's document is shorter than one of the template versions. This is intended to be added to the AGM notification as a motion on notice; therefore the next meeting needs to be at least 2 weeks prior to the AGM so that the notification can go out in a timely manner. Doug will follow up with Rohan, get his input, email updated version of the proposed text (including correct numbers).
- Doug - Tin Ducks and underage voters - attempted this last year, but the text was insufficient, and it did not get up. Need to fix this, and bring the proposed text to the next meeting. There is also an issue with Tin Ducks in years when SwanCon is the NatCon, there are very few votes for Tin Ducks, which can be problematic for the voting. Doug would like us to consider a couple of options, one of which is that we make the Tin Ducks optional in years when SwanCon is the NatCon, and then the eligibility period runs for two years rather than one (and that would also make awards ceremonies shorter). PRK proposes that the topic be taken to the wider community ASAP [WASFF Discussion List and facebook group, at the least], and see what kind of response we get. That way we publicise the issue and can have a motion on notice prepared for the AGM.
- Doug proposes that we consider getting a PayPal Here - eftpos machine - credit and debit cards; costs 1.95% of each transaction (which is approximately what we pay on the SunCorp

machine). Downside - on rare occasions, PayPal freezes accounts, typically for non-profits with sudden upswing in payments. AU\$149 for purchase of the device; requires smart phone app (exists for iPhone and Android). Most of the user interface is on the personal smart device, not on the PayPal device itself. If the machine fails, can be replaced at Officeworks. It would act as a redundancy on the SunCorp one (which costs \$60/month for maintenance, which has previously included bringing a replacement in 4 hours on Easter Sunday). Jack - this looks like a great idea, and we should investigate it, running it in tandem with the SunCorp version. If it turns out to be sufficient for our needs, then we would be saving ourselves money. If not, it still provides additional functionality at the con (doubles throughput while we have two functioning). PRK - happy to buy one; then have a single person test it (someone who already has access to the PayPal account).

- Doug: Moves motion: "That we purchase a PayPal Here device." Seconder: Jack. Unanimous.
- Doug will sort out the signup procedure; purchase the device ASAP.
- Jack notes that the PayPal account is currently held in the name of a former treasurer. Some discussion was had regarding difficulties with changing the holder of PayPal accounts, and whether it was useful to change at this point of the year. No decisions were made in the absence of the current treasurer.
- Grants process - Margaret asks whether or not there are extant guidelines on how to approve grants. Cathy's document has a 'no, but you don't fit our guidelines' rejection. We need something that says 'the board makes the decision, based on ...'. At the moment, there is no information about what the audience needs to be, or what the outcomes are, or what we might be in favour of. At the moment, the document says "suitability of the project", but we don't have a yardstick for 'suitability'. General discussion is that at present there have been too few such grant requests for us to have strong ideas about what we do and don't grant.
- Margaret - can we run an exit survey at SwanCon - in order to get an idea of what people want. She has prepared some questions that she would like to follow up on. Then followed discussion about the way that the recent SwanCon survey was handled, and issues that were raised by the way that it was written. It should be remembered that surveys are part of our branding. Some of Margaret's questions were covered in the recent survey; she will revisit.

## **9 Meeting closed**

- The Board Meeting was closed at 15:45.
- Next meeting will need to be scheduled online, allowing for at least 14 days prior to the convention.



