Committee Meetings Minutes

2 January 2008

**Meeting opened:** 2 January 20087:45

**Attendees:** PRK, Ju Whitehead, Jess Bridges, Maia Bobrowicz, Elaine Kemp.

**Apologies:** Nil

**Confirming minutes of last meeting:** moved by PRK, seconded Elaine

**Actions from last meeting:**

Guests:

* PRK to update on Fan, Pro, National and International guests. National, International and Professional guests sorted, onlist discussion of Fan guest. **PRK will formally invite fan guest.**
* Elaine to update on Lit guest: Lit guest is willing pending publisher funding, **PRK will follow up.**

Budget:

* Elaine was sourcing possible grant options – Possible Copyright Council distribution.
* PRK was setting up bank account – We have an account. And a cheque book. **Paperwork will be given to Elaine.**

Hotel:

* Ju to update on package deal with Novatel; ($40,000 Plan C) following up on All Seasons (Plan B), Mercure and Hilton. We have a plan A – Seasons of Perth, and Miss Maud, with possible back up with Yirri Yarkin Threatre. **Awaiting preliminary quote and requirements.**
* PRK to update on approaching Duxton function manager. (Followed up, they’re not interested)

**Correspondence:**

* Email exchanges with hotels and guests

**Guests:**

* Publisher funded guests from Voyager and Hachette Livra publishers. **PRK to consult with said publishers.**

**Budget:**

* We need a hotel first. Will be mocked up on a $20,000 hotel.

**Launch:**

* Membership booklets, prices, T-shirts (artwork will be modified, and **Elaine will organise T-shirts at that point**) someone to person the desk. **PRK to ask for membership booklets at WASFF meeting; Elaine to organise float for launch; Ju will set up last day roster.**
* PRT needs to be produced in three months time.
* Videocam a few seconds of each guest?
* **Ju will approach Aki about doing launch video, layout for PR0 and published stuff (flyers, posters)**

**Website:**

* **Ju will ask Liz Powell if she can develop/code website**
* Colours will be black on silver?

**Last day of Swancon 2008 roster:**

* Awards ceremony will be two hours long. **Ju will be liaising with Dave re: ceremony.**

**Other business:**

* We shall be considering secondary positions: Tech coordinator, gaming coordinator, art show coordinator. **Ju will organise secondary positions.**
* **Elaine will consult with a possible academic coordinator.**
* Artwork for the logo: **Ju will talk to people**

**Action list:**

PRK

* Will formally invite fan guest
* Will talk to Voyager and Hachette Livra publishers
* Will follow up on the Lit guest
* Will ask for membership booklets at WASFF meeting

Elaine

* Will set up a budget organisation
* Will organise float for last day Swancon 2008
* Will consult with a possible academic coordinator
* Once the artwork has been provided, organise T-shirts

Ju

* Will ask Liz Powell if she can develop/code website
* Will be liaising with Dave re: ceremony
* Will organise secondary positions
* Will approach Aki about doing launch video and publishing layout
* Will talk to people re: artwork for logo
* Will set up last day roster

**Meeting closed:** 9pm

**Next meeting:** When we get more information