**Minutes**

27 January 2008

**Meeting opened:** 2:13pm

**Attendees:** PRK, Ju Whitehead, Jess Bridges, Maia Bobrowicz, Elaine Kemp, Stephanie Bateman-Graham, Christopher Phillips, Kathryn Linge.

**Apologies:**  Nil

**Future absences:** Jess will be in New Zealand between 18 Feb – 3 March.

**Confirming minutes of last meeting:** Maia, Jess seconded.

**Introductions for new members**

**Actions from last meeting:**

Guests/Coordinators:

* PRK was formally inviting the Fan Guests; (*who have both*accepted).
* PRK was following up on the Lit Guest’s funding situation with the publisher; (*email has been sent)* and talking to Voyager (*exploring possible guest)* and Hachette Livra publishers (*not yet)*.
* Elaine was sounding out possible academic coordinator. (*Has been sourced)*

Budget:

* Elaine has paperwork about bank account and the cheque book.
* Elaine was setting up budget organisation and float for last day Swancon 2008 *(not until closer to 2008 con. Cash book is in the works)*.

Hotel:

* Ju: update on plan A – Seasons of Perth, and Miss Maud, with possible back up with Yirri Yarkin Threatre. (*Are now 2nd or 3rd preferences.*)

Artwork and Website:

* Ju was sounding people out to do website and logo etc. work. **Needs to find Marketing, sponsorship and a ‘volunteer to wrangle to volunteers’ people.**

**Welcome Stephanie, Kathryn and Christopher!**

**Correspondence:**

* Email within list
* Have received hotel packages.

**Venue:**

* First preferred option: Ambassador hotel (primary), Good Earth hotel (secondary). Food should be covered well. We’ll take it if it’s anywhere close to $20,000, and it’s a strong possibility. **Ju will follow this up**
* All Seasons and Seasons of Perth are tying for second place.

**Budget:**

* Draft budget total is $52,000. We’re awaiting a venue, and then we can start doing things in earnest.

**Membership:**

* Hotel prices go up means membership goes up.
* Launch $130 standard, $120 concession. Could raise by $10 for the launch.
* $150 for year, $135 concession... (Cheaper than the eastern states)
* Or we shorten the Con, which is an option. Dropping Thursday would take a fifth of our budget, for example.

**Guests:**

* **PRK to get bios from people**.
* If we want another international guest to pull in more membership, can it work in the budget? If we can bring down the hotel, or find the money somewhere else. Possible tie-in with eastern states cons to reduce travel costs.

**Launch:**

* PRT (progress report 0) to be handed out at the launch.
* Session with slide presentation, explain our theme, having video of our guests in our presentation. Official things will take half an hour-ish. PRK will MC.
* T-shirts, for which we need artwork.
* We will need lollies for the launch, raffle tickets.

**Logo:**

* Text will read “Swancon 2009” rather than 34, and include Perth, Australia.
* **Kathryn will continue with the logo, making the hand more robotic/alien – a three fingered Terminator-style hand.**

**Website:**

* Will include:
  + membership and dates of price rises,
  + committee contact details,
  + links to downloadable documents.
  + 2008 wrap-up, and 2009 going live immediately after.
  + Suggestion page for panels
  + link to WASFF.

**Fundraising:**

* T-shirts at the launch, and during the Con.
* No other actual merchandise.
* Raffle for a membership.

**Last day of Swancon 2008 roster:**

* 9-11am: Maia and Elaine,
* 11-1pm: Ju and Steph and Jess.
* 1-3pm: PRK (and Mel?)
* 3-5pm: Maia and Elaine

**Other business:**

* Programme will be spelled ‘program’.

**Action list:**

PRK

* Will ask for membership booklets at WASFF meeting
* Ask guests what their T-shirt sizes are and get their bios.

Elaine

* To investigate T-shirt prices
* Pursue working spreadsheets

Ju

* Venue follow-up.
* Sourcing people for marketing, volunteer wrangler and sponsorship volunteers.

Kathryn

* Continuing work on the logo – making the hand more robotic.
* Starting progress report 0 – See Ju for information

Christopher

* Will draft a site on his own server.
* Will check with current web hoster to see if they meet our needs

**Meeting closed:** 4:51pm

**Next meeting:** Sunday 10th Feb 2008 2pm @ Elaine’s. (363 Lord Street, Beechboro)