## **1. Meeting Opened**

* It was determined that quorum was present.
* Meeting declared open at 15:10pm
* **Attending**: Doug Burbidge (chair), Jack Bridges (Treasurer), PRK (elected board member), Anna Hepworth (administrator), Lexi Hemsley (elected board member)
* **observer:** Samara Morgan (SwanCon 2014)
* **Apologies:** Sarah Parker (elected board member), Steven McGlone (elected board member)
* **Absent:** Cathy Cupitt (elected board member), Dave Cake (elected board member)

## 2. Previous meeting minutes

Meeting of 10th May 2014.

* Amended as discussed.
* Minutes accepted as amended.

Meeting of 20th April 2014 [immediately following AGM] (as taken by Doug, emailed May 31) .

* No amendments.
* Minutes accepted.

## 3. Matters arising from previous minutes

* Doug has still not filled out forms for submission of items to the Battye Library – carry forwards.
* AGM minutes still require finalising and distributing – Doug to forward to Samara.
* Doug followed up re: Kat and post office box – all sorted. Kat was emailed, and has not replied.

## 4. Correspondence

* Submissions to CSC – see below
* Bank statements – below

## 5. Matters arising from correspondence

* n/a

## 6. Report from chair

* nothing special this time.

## 7. Report from administrator

* minutes were written.
* Discussion re: work-flow on minutes, instigated by Doug - previously we going from administrator to chair, which could slow down the process. This time, Anna and Doug looked over simultaneously – how do people feel about this?
* Anna – as a standard this would mean that the minutes would come out the following Tuesday.
* Samara – helpful to have the extra detail as to who was speaking/brought up topics.
* PRK: questioned the necessary level of formality – do we just need to flag who asked, or do we need to make this formal sentences? Doug – happy with informal. No dissenting opinions were voiced.

## 8. Report from treasurer

* Balances haven’t changed greatly [see details below copied from pdf emailed through by Jack Bridges, 14/6/2014]

|  |  |  |
| --- | --- | --- |
| **Account** | **Account/Card Number** | **Current Balance** |
| WASFF account | 451533495 | $3,177.56 |
| SwanCon 2014 | 451535781 | $23,037.52 |
| SwanCon 2015 | 451539752 | $20,520.44 |
| High Interest | 505487641 | $20,205.46 |

* Jack and PRK working with 2015 to get their budget up to scratch to bring to the board for discussion
* 2014 – [Lexi] significantly closer to closing the books. Have invoice from Artifactory, which can be dealt with tonight; there are three or four other outstanding cheques that need to be sent. Doug asks: So on the order of five transactions required until everything is done? Is there remaining bookwork? Lexi – yes, writing up some deposit slips, and some other small tasks.
* Lexi – question on CSC meeting: merchant fees haven’t come out from 2014’s books yet – zie was of the impression that they weren’t coming out of the books, more that the discussion was about the existence of these fees. Does zie have to follow up on this to account for the merchant fees?
* Jack – no, you don’t have to physically hand over the money, but the budget needs to include it.
* Lexi – can’t include in budget if we don’t hand over the money.
* PRK – then can we cut a cheque?
* Jack – will go through the merchant statements, to determine the amount, then Lexi can transfer the money to the WASFF account, so that then there is the paper trail required.
* Doug – we will need to have a second person approve, and then the paperwork is in the bank statements.
* PRK – we need these logged as an actual, even though it is meaningless in money flow, so that we have access to this when the 2016 budget is being written.
* Doug – the competence of the 2014 treasurer means that these records are available in time for 2015 budgeting purposes.

## 9. Report from CSC Chair [PRK]

* 2014 – wrap up is well under way. Surplus of between 18 and 20 grand. Lexi – closer to 18.5K.
* Hotel needed to be paid, this has been done. Handful of outstanding invoices.
* 2015 – working on their budget. There will be two budgets put through, being the conservative (deficit of ~$10K) and the actual/optimistic.
* Deficit is considered to be okay, as it is part of the plan for SwanCon 40 to be in a larger hotel, given that we want it to be a big con, but we can’t be sure that we will get the bigger numbers. As Jack has mentioned, we have the savings.
* Doug – previous large hotels we only wrote optimistic budgets, and then losing money was unexpected.
* Samara – having a worst and best case scenario gives us a good idea of where we might cut spending, and gives an idea of whether things aren’t going well, what can be done.
* 2015 – looking at a couple of updates to the website, to track where people have hit it from (facebook ads, google ads) and whether they purchased a membership. This will help with future advertising budget. Note that the purchase doesn’t have to happen at the time of the click through – if they purchase later, we can hope that the cookie will still be on their computer so we know where they came from.
* Anecdotally – 2014 found better results from facebook than google.
* Anticipating 230 full members – 200 regulars plus 30 for the NatCon; plus day memberships.
* Venue – looking at 3 possibilities: Hilton, Perth exhibition; Pan Pacific. Hilton – came back with unusable quote of $60+; Perth convention centre - ~$38K plus a lot of ‘gotchas’ including using their staff for the AV. However, that quote may be useful with leverage for the Pan Pacific. Rohan and Kat are talking with the general manager at the Pan Pacific, rather than going through the function manager and working up from there, so with our existing track record (bar money, accommodation money) we should get some benefit.
* Doug – on venue – went to visit the Kings. The refurbish consists of new carpet. Still have the big ball room and two rooms either side, plus the foyer. While some may remember that they used to have upstairs space – this is not available anymore. Not suitable for a NatCon but it might still be suitable for a smaller SwanCon.
* Also, in terms of accessibility, it is possible to travel from the Parmelia Hilton to the Perth exhibition centre, without requiring changing floors.
* Advertising occurred in Continnuum book; will be in the Supernova.
* Banking signatories being sorted.

CSC culture

* Previously talked about. No new detail. But we want to make it that the ConComs feel that the CSC are supportive.

2016

* Following the last board meeting, CSC met, put together an email to canvass the community as per the AGM resolution. This was sent to the board list, and the suggestions of the board members was appreciated. This was then posted on all appropriate social media; reminder went out closer to submission date.
* 2 submissions were received. One full bid from Isobel White; one submission for treasurer position from Helen Jekabsons. Both were good. CSC are happy to recommend the group bid to the board. Then we should send the treasurer details to both upcoming SwanCon committees to see whether or not they would like to co-opt her.
* in camera discussion.
* A couple of the executive are considered to not have significant SwanCon committee experience, but have reasonable other committee/convention experience, and the CSC believe that the current existing mentoring is sufficient for this not to be a negative. Isobel – Genghiscon; Frames – UniGames, UCC; bid is very heavy on with other members with significant concom experience.
* When it came to the vote, the CSC members who are on the committee bid recused themselves, and did not participate in the voting.
* Based on that, the CSC recommendation to the WASFF board is to accept and appoint Isobel White’s bid for 2016, with Isobel as convenor; Evan Beasley as secretary; Jack Bridges as treasurer, Sarah Parker as marketing, and Lyndon ‘Frames’ White.

**Motion to form an organising committee for the Western Australian Regional Science Fiction Convention**

A Western Australian Regional Convention shall be held in the year 2016

The name of Convention shall be SwanCon 41

The desired dates of the Convention are 24 March – 28 March 2016

The Swancon committee shall be a sub-committee of the Convention Steering Committee and shall comprise:

 Convenor …Isobel White

 Treasurer … Jack Bridges

 Secretary …Evan Beasley

Marketing coordinator … Sarah Parker

And further committee members shall be …

Lyndon “Frames”White; Laura Hodge, Richard Maulen (Teddy), Adrian Smith, Matt Lindus, Kitty Byrne, Tuyen Nguyen, Chris Coman, Samara Morgan

The desired theme of the convention is …Modern speculative fiction / Contemporary fantasy

The Swancon committee undertakes to be bound by and operate under the Constitution and By-Laws of WASFF.

Motion moved Lexi; seconded Doug. Jack and PRK recused themselves from voting. Motion is carried.

* PRK will officially contact Isobel know that her bid has been accepted, and invite her to the next CSC meeting.
* Circulating to the community – wait until Isobel knows. PRK will draft an official announcement that will be sent to the CSC list for proofing, and then distribute to the usual social media. Doug will follow up with public congratulatory message.

CSC – reviewing the structure and process

* Works in areas such as treasury, and fails in others such as PR. Looking at how we want it to work
* Marketing – prior to this the WASFF board approved $1000 for the CSC to develop a logo. Rohan has brought a two part proposal from Amanda Rainey. 1. brief – style guide, what we want to use it for; 2. develop the logo. CSC has authorized the first component, which we can then review. When we have a brief that we are happy with we can decide where to go to get something delivered on the brief.
* Website – updated to included the CSC members on the boards and CSC page, as there was some question from the community about details of CSC membership.
* next CSC meeting July 6th.

## 10. Motions on notice

* None.

## 11. General business

* PRK – do we want to do anything around LonCon? Doug – we flagged it as advertising opportunity for 2015, given that they are a NatCon.
Does WASFF want to sponsor Aussie ribbons that could be given out to Australians at Worldcon? There was not enthusiasm – if anyone is going to be the face of this, it would be SwanCon, so we will leave it in their court. If they find that there is something useful, then they can take it further – better to be discussed at the CSC level. It is possible that the CSC will ask for funding from WASFF so that it covers the cost if that indicates the benefit to future years.

## 12. Next meeting

* Saturday 27th September 1pm +8GMT at 432 Murray Street.

Meeting closed 16:31pm.