



## Annual General Meeting 2016

DATE: 17 April 2016

LOCATION: Great Southern Room, State Library Western Australia

### ATTENDEES

President – Christina Lee

Vice President (caretaker) – Thu Vu

Secretary (caretaker)/acting Publicity (caretaker) – Hilary Chin

Treasurer (caretaker) – Jill Ho

Competitions (caretaker) – Garry Sleep

Fundraising – Garry Gasmire

Traders (caretaker) – Wilson Law

Panels (caretaker) – Fabian Yong

9 members present, 4 proxies.

### ABSENTEES

None

### AGENDA

1. Passing of previous AGM minutes
2. Board reports for 2014-2015
3. Investigation update
4. 2015-2016 Board Nominee Q&A
5. Voting on 2015-2016 Board Nominees
6. Presentation of 2015-2016 Board

**Meeting opened at 1.40 pm**

**Chairperson outlined rules of the meeting**

## **1. PASSING OF PREVIOUS AGM MINUTES**

- Motion to pass 2015 AGM meeting minutes. Seconded by Dylan. Passed via unanimous vote.

## **2. BOARD REPORTS**

Wilson explains the situation with the caretaker board (instated at March SGM, only about a month of experience on the board).

### **i. PRESIDENT**

- Thanks previous board members for their efforts.
- States PAniC was given a mandate to continue at March SGM. Has survived two dissolution motions.
- Wishes new board members good luck.
- Recognised that changes needed to be made and had tried to start implementation during tenure as President. Requests the membership give the new board time to implement changes. May require a year or more, will not happen overnight.
- Lots has happened in the past year with the main focus being the investigation.
- Was present to supervise other board members, assist events.

### **ii. VICE PRESIDENT**

- Caretaker role, would like to help rebuild PAniC.

### **iii. SECRETARY**

- Working on putting membership database into a database program so not relying on excel.
- Started drafting policies and procedures including handover procedures, had no handover due to board position being vacant prior to taking over as caretaker.
- Also filled the role of acting marketing, focussed on cross-posting between Facebook and the website, using mailchimp and writing instructions on how to use each program for future board members to refer to.

#### **iv. TREASURER**

- As of 14th April 2016 we have \$527.24 across our NAB savings and business accounts and \$269.24 in petty cash, for a total of \$796.48. \$139.40 of our current funds is surplus funds collected during the Wai-Con 2014 volunteer after party, and will be reserved to be used only for volunteers.
- We received 7 memberships during the March SGM and 1 membership during Oz Comic Con weekend, for \$120. During Oz Comic Con we also had a total of \$12 in merchandise sold. Tokyo Underground kindly sponsored our booth space.
- We also returned the EPTPOS machine on 1st April which was costing us a monthly \$24.90 fee. Other significant expenses include hiring of the 2016 AGM venue (\$274.50) and renewal of our PO Box (\$196).
- Currently we have been selling our excess ramune through the Tokyo Underground store in Murray Street, and have received \$240 in revenue so far. We will continue with this arrangement until our stocks are depleted.
- As caretaker Treasurer I have been drafting cash handling policies for future accountability purposes and all transactions in my time on board have been compiled in a spreadsheet. We have also received offers of helping with regards to bookkeeping for the investigation and going forward. These are very much appreciated and will be looked into when the new board is elected.

#### **v. COMPETITIONS**

- Currently a non-operable position, present to keep the board running.
- Has an idea for an Eye Spy type book that is family friendly, will be hard work but could potentially get funding from Perth Council. Idea supported by Dylan and Tim.

#### **vi. PUBLICITY**

- N/A covered under Secretary.

#### **vii. FUNDRAISING**

- Organised two events, Quiz Night and Karaoke Night, did not do as well as expected.
- Due to finances the mini-con could not go ahead.

#### **viii. TRADERS**

- Thanks POWA for their support. Is speaking with UWA but has not contacted JAFWA or AniCu. Dylan mentions JAFWA are doing their bookkeeping and have flagged a loan of \$1000 to PAniC back when PAniC was first established. Wilson says he will look into it post AGM.

- Had a booth at Oz Comic Con, presented a summary of the survey:
  - 136 people completed the survey.
  - PAniC branding is fairly strong, not sure if due to good impressions or bad.
  - Many people would recommend PAniC/Wai-Con.
  - Main exposure via Facebook and word of mouth.
  - Lots of people attended the 10<sup>th</sup> Anniversary Convention in 2014.
  - 43 people have never attended a Wai-Con.
  - 11 people have attended every Wai-Con.
  - Most memorable aspects of Wai-Con include cosplay, friends, (John Robertson).
  - Age range mostly between 15 to 30.

**ix. PANELS**

- No convention so no panels to organise.
- Attended Oz Comic Con both days and managed to persuade 136 people to fill in the survey, helped by the use of lightsabers.
- Talking to people at Oz Comic Con was a big morale boost.
- Table visitors supported the rebuilding of PAniC and offered help. Was very encouraging.
- Would like to organise workshops relating to Japanese culture including martial arts like kendo. Dylan points out while kendo would be fun need to take into account Health and Safety requirements. Fabian agrees.

<b>OTHER BUSINESS</b>
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- Speech on caretaker board (Jill Ho)
  - I would like to make a brief statement regarding our time as a caretaker board. It has been an eye-opening experience. There is a great deal that needs to be done. We have been dealing with mostly unsorted paperwork, we have had very little information into how Panic works, and almost no handover. We are therefore now restructuring and writing new policies to improve this so it will be the same across the board, and for future years' use. Thank you for your patience.
  - I would also like to thank everyone who has offered their help and support. We have had a lot of individuals and associations approach us and we are very grateful for your kindness. Apologies that we have not been able to respond properly to your offers so far, we will try and do so after the new board is elected.
- Investigation Update

- Priority in 2015 was to complete an audit. Once the audit was completed the board knew what information was required.
- Department of Commerce cleared PAniC for the 2015/2016 period but could not complete audit for previous years due to lack of information.
- Have since obtained bank statements for previous years. Currently collecting invoices for previous years.
- Has started liaising with police. Can only lodge a police report when all information required has been collected. Therefore, no police report number yet. Need to contest fraudulent payments with ANZ.
- Will be handing investigation details to new board. Jill is working on a timeline and will enlist the aid of professional accountants when the time is right.
- Will be contacting previous board members to request any information be handed over if available. Wilson requests anyone with information or who knows someone with information to please come forward. Christina assures that any witnesses who come forward will have their information kept confidential. Asks that if anyone knows an accountant who is willing to work pro bono get in contact with PAniC. Dylan notes he may know some people. Wilson notes that volunteer work could be beneficial for inclusion on a resume.
- In summary investigation is still ongoing.

#### BOARD NOMINATIONS

- Prior to nominations Christina states that the caretaker board is awesome so please vote for them.
- Voting slips are tick box style. No speeches are made. No questions are raised.
- The people nominating for board are as follows: Wilson Law, Thu Vu, Hilary Chin, Jill Ho, Garry Sleep, Garry Gasmire and Fabian Yong (all caretaker board members).
- Christina counts the votes. All board members are voted in via unanimous vote (18 votes).

#### MOTIONS

- Motion to accept all proxies received on the day. Seconded by Jill Ho. Passed via unanimous vote.
- Motion to change voting procedure (tick boxes instead of preferential). Seconded by Wilson Law. Passed via unanimous vote.
- Motion raised by Vari for POWA and PAniC to have a meeting about joint fundraising. Seconded by Jill. Passed via unanimous vote.

- Motion raised by Dylan to hold all general meetings on a Sunday. POWA members object. Wilson says it will be discussed.

**Other:**

- Aza asks if PAniC has a mascot. The mascot is Watami. Aza asks if they can be the PAniC mascot. Jill says that Aza should cosplay Watami.
- Dylan asks about fundraising events. Garry G says that there will be fundraising events but not convention events. Dylan mentions he emailed about becoming a volunteer but was never contacted back. Christina suggests joining the Facebook volunteer page.
- Koi mentions she has a lot of contacts with the Perth maid club, Lolita group and Kaoshin karate group and is willing to help arrange meetings.

Meeting adjourned – **2.32 pm**

Next meeting scheduled – **No meeting scheduled**

Minutes submitted: **Hilary Chin**

Minutes confirmed: **Wilson Law**