



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 11 April 2016

Category	Description	Action Required
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Attending: David Beresford, Ray Gleeson, Michele Le Bas, Tim Liersch, Donna Page.

Observers: Jeremy Gregson, David Hurst, Beth Johnson, Phillip Jackson, Catherine Connor, Megan McConnell, Simon Miller.

Introductions were made all round.

Meeting Started: 8:02 pm (Sydney Local Time)

Apologies: Jeff Nicholson, Kate Turley, Georgia Winter.

Confirmation: **Minutes of last meeting**

Motion: That the previous minutes be accepted as a true and correct record.

Moved: Ray

Seconded: Michele

Decision: CARRIED

The purpose of visiting the board meeting and everyone's expectations was covered for the candidates for our two vacancies.

Notification: **Conflict of Interest Disclosures**

Notification: **Speaking as a Board Member / Environmental Scanning**

Chirurgeons concerned about defibulator ban from SCA-US.

Query: do we need a contract lawyer involved in contracts over \$10,000?

Confirming all members can attend BoD meetings, not just Crown.

Report: **Chair**

As attached

Report: **Secretary**

A busy month, with five applications to the Board! One inquiry about the insurance certificate of currency for a demo. I used the membership currency database to check they were a member - quick and easy to use. One recommendation that was also sent to the Crown was received.

Correspondence: Tim will check the box shortly and advise of any correspondence. Tim to check PO Box.

Report: **Treasurer**

As attached.

Motion: That the Board refuses the request of the November Crown Stewards to use TryBookings for their event. The board allows the use of TryBookings for Great Northern War under the condition that the River Haven Reeve and Corporate Treasurer have access to the TryBookings account. The board reiterates that online booking & payment gateway systems are not to be used by branches other than where approved by the board until further notice.

Moved: Tim

Seconded: Ray

Decision: CARRIED

Motion: That the Board pay Butler Settineri \$3,520.00 (incl GST) for the annual review of the SCA Ltd financial report.

Moved: Tim

Seconded: Donna

Decision: CARRIED

Report:

Kingdom Seneschal

Burnfield still working towards Shire status.

An incipient canton is becoming a hamlet. Polling up.

Admin sanction against Stowe Seneschal.

We have no data retention policy, we need to look at this.

IT – more server space used in Australia

- Server is old, OS is old, superceded databases
- Smart cards for membership
- Booking systems

Data retention policy to be added to agenda for discussion.

Motion: That the Board formally thank the Masonry team for their efforts during Festival.

Moved: Michele

Seconded: Ray

Decision: CARRIED

Michele to send our thanks for the Masonry team.

Item:

Register of past and present Board members (Michele)

Donna is establishing this to aid remembering our history and for data analysis, e.g. to assist Board recruitment, retention and planning.

Item:

New: AGM webcasting for 2017 (Michele/Ray)

How many people expected live?

Do we want live questions? If not why not just record it.

How much to spend?

College of St Andronicus has done this. Ben Thompson - Aymer de Mannvers is contact.

Ray to take on this project for the 2017 AGM

Decision: CARRIED on 13 March.

Notification: **General Business**

We will have a special meeting 18 April to interview Georgia, who was unable to attend this meeting.

Georgia's Chronicler replacement (Nerissa) is supported by many BOD people.

Motion: That the board supports Nerissa de Saye as the new Chronicler.

Moved: Ray

Seconded: Donna

Decision: CARRIED

Next Meeting: Monday, 9 May 2016 at 8:00pm (Sydney Local Time)

Meeting Closed: 10:58 pm (Sydney Local Time)

Attachments:

A. Chair's Report. April 11 2016

Our first meeting since Festival and the AGM has arrived and it is great to already see people settling into their new roles. We have farewelled two hard-working members, Sandra and Jeff, and it was lovely to see their many efforts recognised by the Crown at Festival. As well we saw the elevation of Ray (Gomez) to become a Master of Defense. We have five candidates who have applied for the two vacancies and it is wonderful to see the depth and breadth of talent and experience there. It will be a hard decision and we will have to say no (or not yet) to some excellent candidates. I hope some of them will reapply in 2017 or 2018, as we usually will have 1-3 vacancies every year.

All the required AGM-related paperwork was submitted by the 14-day ASIC deadline, as a combined effort by Jeff, Kate and myself. Thanks to all involved, including Sandra and Tim for their work on the financial statements and Jeff for his work on the AGM preparation and documents.

Over the next few weeks, I will be touching base with Board members individually, to discuss their thoughts on where we are now as Board, where there are opportunities for improvement, and whether there are any projects or ideas that they have in mind. Donna is already working on setting up a Board membership history spread-sheet, which once set up should be easy to maintain as our membership changes over time.

We are looking at adding some additional email addresses through Masonry soon, which will make handovers easier in the future and also provide a non-executive email address for other Board members to use for their Board work when needed, e.g. when leading projects or subcommittees.

At Festival we saw Board members have a presence in Court as 'Seers' advising the Crown. Tying together the work we do behind the scenes, with the theatre in Court is a new development for us. Please share any feedback you hear about this change.

I look forward to the year ahead.

In service,

Michele Le Bas, Chair, SCA Ltd.
(TH Lady Yvonne de Plumetot)

B. Treasurer's Report

End of Quarter:

Branches outstanding as of 6pm Monday on reconciliations are Burnfield, Innilgard, Krae Glas, Mordenvale, St Florian, Stormhold, Stowe, Kingdom and Rowany
Most are small jobs to do before the coming deadline. Innilgard and St Florian are the bigger ones that may be of concern.
Rowany Festival occurring in Q1 may cause some complications on meeting deadlines for BAS etc - I will keep the board advised of any issues should they emerge. Hopefully they don't.

Inter-college war:

The board should be aware that inter-college war is being run by the College of St Basil and is being advertised as such.
However, for financial reporting purposes, the event is being run by the Barony of Aneala.
This is a result of St Basil not having the financial capacity to run a major event under its university structure – specifically, bank account issues.
I believe this highlights the issues in our college-SCA relationship, whereby certain college officers (ie: seneschal) are recognised and others (ie: reeve) are not within our structure.
A proper affiliation agreement between the university colleges and SCA Ltd may help deal with these points of confusion.

Bad debt in Abertwidr:

I have been advised by the incipient reeve (Slaine), that what we thought would need to be written off as bad debt may actually be recoverable.
I have thus held off on assigning the amount to bad debt at this stage and will await further advice from the branch.

Bank account signatories:

Paperwork for signatory transfer is yet to arrive from Perth, but should be imminent. This will be worked on during April.

TryBookings:

Two SCA events set themselves up in TryBookings without board authorisation and unaware of a current ban on the use of online payment gateways.
Great Northern War - precedent exists in this space. Due to the event's scale, I would have recommended allowing use for this event and recommend we do so retrospectively.
November Crown - this creates a problematic precedent if allowed. I recommend that the board not permit use of TryBookings in this case and direct that the event be cancelled in their online system.

MOTION - That:

- The board refuses the request of the November Crown Stewards to use TryBookings for their event.
The board allows the use of TryBookings for Great Northern War under the condition that the River Haven
- reeve and Corporate Treasurer have access to the TryBookings account.
The board reiterates that online booking & payment gateway systems are not to be used by branches other
- than where approved by the board until further notice.

Gate issues - Rowany Festival:

I had a discussion with "Troll Queen" Lissa regarding sign-in practices at Festival.
It was serious of concern to her that the stewards were requiring TryBookings be used for unbooked sign-ins

without any off-line backup alternatives.

When internet connectivity broke down, it resulted in single sign-ins taking up to thirty minutes per person. To me, this is an unacceptable situation.

Lissa articulated a feeling of futility prior to Festival in asking for alternative backup systems to be arranged.

Repeated requests for such a system were allegedly either palmed off or ignored by the stewards.

I advised Lissa that if such issues as would prevent her from reliably recording the minimum necessary information at Gate arise in the future, she should upline as a matter of urgency, even to the corporate treasurer if necessary.

Traffic management @ Rowany Festival:

Interesting correspondence came through from the Rowany Seneschal - forwarded yesterday.

I expect this will be handled out of session, although the requested application for Trade Credit is of concern. Watch this space.

Kiln acquisition request by Burnfield:

Burnfield have been offered the opportunity to acquire a small gas kiln for pottery work.

This is not a problem from a financial perspective, but from an insurance perspective - Ælfgifu is doing the right thing and asking before acquiring.

While the gas kiln is small, it does constitute hot machinery. Would this impact our risk profile with our insurer?

Can we please source advice from our insurer as to whether this is an acceptable acquisition under our terms?

Butler Settineri:

This is our auditor. They have invoiced us for their services of our annual review. I note that it was due on the 10th, but I didn't get it till this week. I will vigorously oppose any surcharges for being late.

MOTION - To pay Butler Settineri \$3,520.00 (incl GST) for the annual review of the SCA Ltd financial report.

Carbon Bookeeping:

The Xero procedure manuals have arrived.

I need to read them and provide feedback.



SCA Ltd
Corporate Division
2016 Budget Tracker

Tim
Author: Liersch Date: 31/03/16
25.00%

<u>Revenue (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	%
Standard Membership	29,447.59	33,330.50	35,000.00	10,664.29	30.47%
Contributing Membership	425.41	391.84	500.00	174.56	34.91%
Donations	1,398.00	528.00	.00	134.00	
Bank Interest	195.37	49.23	50.00	7.91	15.82%
Sale of Goods	291.36	2,727.27	.00	.00	
Total	31,757.73	37,026.84	35,550.00	10,980.76	30.89%

<u>Expenses (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	
Accounting/Auditing Fees	7,172.85	13,557.92	14,000.00	2,533.70	18.10%
Affiliation Fees	.00	11,980.00	6,000.00	.00	.00%
Bank/Paypal Fees	138.99	969.24	1,000.00	340.58	34.06%
Corporate Travel	.00	750.88	1,000.00	330.68	33.07%
IT expenses	90.91	118.58	200.00	.00	.00%
Other Fees	4,352.60	426.36	1,000.00	489.00	48.90%
Insurance	21,258.51	20,478.77	21,000.00	.00	.00%
Pegasus	966.43	127.27	.00	.00	
Postage	124.55	992.28	1,000.00	45.45	4.55%
Stamp Duty	1,242.42	.00	.00	.00	
Stationary	265.31	463.95	500.00	.00	.00%
Miscellaneous	647.29	4183.71	500.00	500.00	100.00%
Total	36,259.86	54,048.96	46,200.00	4,239.41	9.18%

Cash Flow Position:

	31/03/16	Corporate Account	42,700.24	
plus		Donations Account	1,043.66	
plus		Paypal Account	10,992.73	
less		Anticipated GST bill	-1,660.33	<i>Beta - need to verify I'm calculating this correctly.</i>
less		Anticipated Event membership bill	-10,000.00	<i>Proxy value - This needs sorting out.</i>
less		Floats on issue	-50.00	
less		Contingency Fund	-20,000.00	<i>Requires proper evaluation.</i>
Equals		Total	23,026.30	

Floats on issue:

		Donna Page – Board Postage	
09/03/15		Costs	50.00
		Total	50.00