



# Society for Creative Anachronism Ltd (Australia)

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## SCA Ltd Board Meeting: Minutes

Meeting held: 6 January 2015

| Category         | Description   | Action Required        |
|------------------|---|------------------------|
| Attending:       | Donna Page, Jeff Nicholson, Sandra Watkins, Michele Le Bas  |                        |
| Observers:       | Tina Bean   |                        |
| Meeting Started: | 8:01 pm   |                        |
| Apologies:       | None  |                        |
| Confirmation:    | Minutes of last meeting   | Publication on website |
|                  | Motion: That the minutes of the meeting held on 1 December 2014 be accepted as a true and correct record.   | (Secretary)            |
|                  | Moved by: Jeff  |                        |
|                  | Seconded: Michele   |                        |
|                  | Agreed: Donna, Sandra   |                        |
|                  | Decision: CARRIED.  |                        |
| Notification:    | Speaking as a Board Member / Environmental Scanning   |                        |
|                  | <ul style="list-style-type: none"><li>Sandra contacted members running a group's "Friends" Facebook group to change the description to look less official. A member complained and she mentioned that it could be taken up with the Kingdom Seneschal.</li><li>Jeff spoke to the seneschal of a group regarding getting event attendees to sign in on arrival, and to ensure that correct levies are collected.</li></ul> |                        |
| Report:          | Chair – see attached.   |                        |
| Report:          | Secretary   |                        |
|                  | <ul style="list-style-type: none"><li>Didn't do much this month, as it was Christmas.</li><li>Please ensure you're using the new board address for mailing and put a description of the motion in the subject of the email when moving a motion</li></ul>   |                        |
| Correspondence:  | <ul style="list-style-type: none"><li>Mail from Westpac – need to change address.</li><li>Mail from Festival regarding deposit due</li></ul>  |                        |
| Report:          | Treasurer – see attached. Motions moved:  |                        |
|                  | Motion: Board agrees to the transfer of \$40 to a member due to overpayment of membership fees as per email from Michelle.  |                        |
|                  | Moved by: Sandra  |                        |
|                  | Seconded: Jeff  |                        |
|                  | Agreed: Michele, Donna  |                        |
|                  | Decision: CARRIED.  |                        |

Motion: Board agrees to the reimbursement of Registry costs to Michelle McDonald for \$673.90

Moved by: Sandra

Seconded: Jeff

Agreed: Donna, Michele

Decision: CARRIED.

Motion: Board agrees to the transfer of Agaricus closing balances as indicated.

Moved by: Sandra

Seconded: Jeff

Agreed: Michele, Donna

Decision: CARRIED.

Motion: Board agrees to forward the pre-paid card previously issued to the Chronicler to the Registrar.

Moved by: Sandra

Seconded: Jeff

Agreed: Donna, Michele

Decision: CARRIED.

Report:

Kingdom Seneschal – Quarterly report previously submitted

- A group is still being investigated (awaiting replies from people). Hopefully information will be available in time for decisions to be discussed at the next meeting.
- Investigations into members are moving forward. Details will be provided as they become relevant to the Board.
- Another group's audit has come back and a non-accountant summary is required.

Item:

Social Media Policy

- Jeff is working on it

Jeff to have new draft by Feb Meeting

Item:

Membership

- Denial of (future) membership for current non-member looks the same as an R&D – just without the revocation as they are not a current member. This usually requires the same seriousness.

Motion: That the Board commence proceedings to deny a non-member any membership in the SCA. Chair to contact the person.

Moved by: Jeff

Seconded: Donna

Agreed: Sandra, Michele

Decision: CARRIED.

Item:

Bullying Policy

- Still awaiting feedback from SCANZ contact

Chair to contact SCANZ

Item:

Weapons Policy

- No national policy and exemptions are state-by-state.

Donna to take over task from Tiffany.

- Policy needs to be developed as it needs to be clear that only members are covered and state-by-state rules need to be adhered to in order to be covered.

Item:

Board Membership

- Getting new Board Members is critical as we only have executive and some executive would like to be just regular board members in order to explore opportunities in-game.
- Suggestions have been made to approach Pelicans about any protégés that might be good candidates.
- Feedback on advertising suggests that it has been too focused on the 'down sides'.

Item:

Festival Attendance

- Michele needed more information on costs associated with travel to the AGM.

Michele to develop a proposal on corporate contribution

Notification:

Motions passed by email since last meeting

Motion: The board authorises read only access for Tim Moore to all Westpac bank accounts - with value add access for the Kingdom Account.

Moved by: Sandra on 2 December 2014

Seconded: Jeff

Agreed: Michele, Tiffany, Donna

Decision: CARRIED on 2 December 2014

Motion: The Board approves payment of \$45 for the ASIC Annual Review Fee

Moved by: Jeff on 3 December 2014

Seconded: Sandra

Agreed: Donna

Decision: CARRIED on 3 December 2014

Motion: The Board approves the creation of a board@sca.org.au (or au-board@lochac.sca.org if technology dictates an @lochac address) mailing list using mailman on the Lochac server, with archiving and attachments available. This will then commence the phase-out of the yahoogroups mailing list.

Moved by: Jeff on 4 December 2014

Seconded: Michele

Agreed: Donna

Decision: CARRIED on 4 December 2014

Motion: Board agrees to the reimbursement of funds associated with the postage of thankyou missives to Reeves on presentation of receipts.

Moved by: Sandra on 9 December 2014

Seconded: Jeff  
Agreed: Michele, Donna  
Decision: CARRIED on 9 December 2014

Motion: the board agrees that Indemnities will be stored with all other audit-able material in the appropriate branch drop box file.

Moved by: Sandra on 10 December 2014  
Seconded: Jeff  
Agreed: Donna, Michele  
Decision: CARRIED on 10 December 2014

Motion: ~~That the Board starts using the au-board@lochac.sca.org mailing list as the primary method of communication now that it is set up.~~

Amended: That the Board starts using the board@sca.org.au mailing list as the primary method of communication now that it is set up.

Moved by: Jeff and amended by Jeff on 15 December 2014  
Seconded: Sandra  
Agreed: Donna, Michele  
Decision: CARRIED on 15 December 2014

Motion: The Board of directors accepts the quote from Buttler Settineri for the 2014 audit of SCA Ltd

Moved by: Sandra  
Seconded: Donna  
Agreed: Jeff, Michele  
Decision: CARRIED on 18 December 2014

Motion: The board agrees to the closure of the following bank accounts: Agaricus Commonwealth Bank - BSB 062-322 Account 10372235; Willoughby Vale Bank Westpac bank - BSB 034-054 Account 2855967.

Moved by: Sandra on 22 December 2014  
Seconded: Donna  
Agreed: Jeff  
Decision: CARRIED on 23 December 2014

Motion: The option of members receiving a hard of Pegasus is ceased and subsequently removed from the website, with any payments received for receipt of paper copies be refunded pro-rata.

Moved by: Donna on 30 December 2014  
Seconded: Michele  
Agreed: Sandra  
Opposed: Jeff  
Decision: CARRIED on 1 January 2015

Motion: The meeting of the Board of SCA Ltd scheduled for 8pm on the 5th of January 2015 be postponed until 8pm on the 6th of January 2015 due to unforeseen circumstances

Moved by: Donna on 5 January 2015

Seconded: Michele

Agreed: Jeff

Decision: CARRIED on 5 January 2015

Item: To-Do List All board members to keep working

- Working on it

Item: General Business

- Sandra may have internet issues next meeting
- Asset policy needs the review date corrected Jeff to update
- Published policies need to be checked that they are the current and correct versions Jeff to update

Next meeting: Monday, 2 February 2015 at 8:00pm AEDST

Meeting Closed: 10:20pm AEDST

## Attachments

### Chair's Report

Survived Christmas. Have been focussed on talking to Queensland members about becoming a member of the board. They offered plenty of feedback. Many feel that we are too "straightjacketed" and not enough about the game. Many people just simply see it as too much work. We really need to find a way to dilute this image. Very open to ideas on this one.

Not sure of the FAQs for the weapons policy, there has nothing much on the Facebook pages. Other than the whys.

Focus:

- Getting the Social Media policy out there, this is causing more contention than the weapons policy
- Youth activities

It has been quiet over Christmas, slow for all of us except Sandra again.

### Treasurer's Report

#### Completed Items

- Roll out Complete – Basic Training complete

#### Achievements

I still have my sanity.

Bank Reconciliations are almost complete – Tim has been working on these and the ones not done are ones with Issues that I'm working on.

### Current Items

- AUDIT – Timetable
- Reconciliation issues with a couple of group accounts.
- GST Obligations Q2 Q3 and Q4 to be reported once Xero implementation is completed. \$20,000 has been transferred which will more than likely cover off 2014 GST requirements. Once all reeves are in and reconciled I can have the reports lodged and moving forward all should run smoothly. Should get to this once the Auditor has everything
- A Member is an Auditor in the real world and has offered to create some checklists to help reeve ensure that everything we need is available at the end of the quarter. I have a draft council meeting minutes form and an authorisation for expenses and will start rolling some out with Tim/Tina – will wait till we have all the Audit stuff in place first. Attached to this email for review and drop boxed.
- Thomas – Exchequer to be asked if there was anything he could do – so I gave him something (getting good at this delegation stuff). He officially steps up at 12th Night.
  
- Asset Registers & Depreciation – need to have these on file for items that do not require depreciation. We should have it for 2014 for the audit as our asset policy requires it – most will have it just not in the format required hoping to have it for the end of Jan but may not be possible – Depreciation schedules are being organised for me but this only effects an asset purchased by Rowany this year.
- Agaricus, Amounts in Corporate Account – Distribution of funds in the motions 27 Members in Total Closing Balance was \$2874.92 = \$106.47 per member
  - 15 Members to Rowany = \$1597.05
  - 8 Members to Adora = \$851.76
  - 4 Members to Stowe = \$425.88
- Willoughby Vale – Bank account still to be closed.

### Pending

- Bank Account Opening Procedures. Commented on by the board, notes kept in a safe spot for the moment a spare minute eventuates
- Bank Tokens: I have investigated this matter further. I am confident that the token situation will work, however it raises some concerns. Our current dollar value for transactions is \$1500. This means that we can only spend \$1500 in total between all the bank accounts. The reason why we had all the problems with the previous token allocation is that the moment we go over this transaction value any further transactions require a token to approve it, regardless of the value. Moving to token usage will still have this implication. Any value over the limit will require a token to approve it. However, there is no limit to the dollar value that can be spent in one day with tokens in place. Anyone holding a token can second sign any transaction value. I suggest implementing a dollar value – through policy and procedure - of how much can be spent in one transaction and how much per day any one token can approve. By previous discussions we agreed that the following positions would be allocated tokens.
- Financial Policy Review: Currently being reviewed but unlikely to be released until the bookkeeping package is to be rolled out to ensure that it will not need to be amended to accommodate the new way of doing things.

- Membership Forecasts and Impact of multiyear memberships: Decision on how to fund the accounting packages will impact this.
- Rental and Lease Policy: Tiffany to advise further details once volunteer has been sourced.

**Next**

- Asset Policy: update with new accounting packages

**Reimbursements /Payments requiring approval**

- Motion: Board agrees to the transfer of \$40 to a member due to overpayment of membership fees as per email from Michelle.
- Motion: Board agrees to the reimbursement of Registry costs to Michelle McDonald for \$673.90
- Motion: Board agrees to the purchase of a pre-paid card for the Registrar to the value of \$500 (or we get back the Chronieler one and give to Michelle this one will need to be discussed.)
- Motion: Board agrees to the transfer of Agarics Closing balances as indicated
  - 15 Members to Rowany = \$1597.05
  - 8 Members to Adora = \$851.76
  - 4 Members to Stowe = \$425.88

**Corporate Account Health Check**

- Corporate Account Balance: \$ 35,706.98
- Donations Account Balance: \$ 587.72
- Pay Pal account \$ 5565.93

**Payments to be made:**

- Affiliation fees to the US approximately \$5100 (AU)