



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 2 February 2015

Category	Description	Action Required
Attending:	Donna Page, Sandra Watkins, Michele Le Bas	
Observers:	Tina Bean	
Meeting Started:	8:10 pm	
Apologies:	Jeff Nicholson	
Confirmation:	Minutes of last meeting	
	Motion: That the minutes of the meeting held on 6 January 2015 be accepted as a true and correct record	Publication on website (Secretary)
	Moved by: Donna	
	Seconded: Michele	
	Agreed: Sandra	
	Decision: CARRIED.	
Notification:	Speaking as a Board Member / Environmental Scanning	
	<ul style="list-style-type: none">Michele emailed with Melissa SCANZ re: B&H policy feedback. We need to review the feedback and respond to SCANZ before their next meeting on 11 Feb.Sandra spoke at an Anealan gathering and handed out congratulatory scrolls to Reeves.	
Report:	Chair	
	<ul style="list-style-type: none">Rebecca is working on supervision of children at Festival policies. See attached report.	
Report:	Secretary	
	<ul style="list-style-type: none">See attached, submitted in absentia	
Report:	Treasurer	
	<ul style="list-style-type: none">See attached.	
Report:	Kingdom Seneschal	
	<ul style="list-style-type: none">See attached, verbal report	
Item:	Discussion of possible sanctions against two members resulting in a motion carried to start R&D proceedings.	
Item:	Sanctions policy (Sandra)	
	We need to show that actions have consequences. Example: a resignation with no reason given, to avoid sanctions, leaves a group unaware that any form of sanction has been applied. There is a view that Society-level awards need to be stripped while they are banished.	

Tina – to make these changes, the US BOD would have to change their policy and that is very unlikely due to their legal system. However we can ask them to make changes to our section for their next review, as we now have experience of sanctions.

Tina noted that during investigations, witnesses are only asked about their aspect of the case, so few people (usually only the people under investigation) will have a full idea about the full extent of the issues. We are unable to reveal more widely due to privacy concerns, etc.

Down the track we may want to comment on sanctions in general. Not now when people might think the comment applies to a specific case.

Item: Weapons policy – Donna - review next meeting

Item: Nominations for Board 2015/16. Sorle has paperwork for nominations. Donna – chair again, Sandra - Treasurer again, Michele - Secretary, Sorle - Deputy Chair. We need to advertise in next month's Pegasus.

Item: Festival Attendance - Michele.
Discussion on worst-case expenses of 8 board members (1 per capital with 2 from Perth) claiming – ballpark (100%) airfare or petrol costs approx. \$3,200. 75% would be around \$2,400. Can we afford this?

On the subject of affordability, it's very likely we may need to hire a bookkeeper, resulting in potential membership fees rise.

Decision that 75% travel expenses (airfare, petrol, not extra baggage charges), no reimbursement for event entry, was reasonable.

Motion: that the Board reimburse 75% travel costs being airfare (not including additional baggage) or petrol, for Board members to attend the AGM at Rowany Festival.

Moved by: Michele

Seconded: Donna

Agreed: Sandra

Decision: CARRIED.

Item: Proof of Membership Policy (for noting for Sorle)
This document needs to be formatted, with dates and letterhead.

Item: Politarchopolis Hall Hire agreement
Motion: That the Politarchopolis Hall Hire Contract be accepted and signed accordingly.

Moved by: Donna
Seconded: Michele
Agreed: Sandra
Decision: CARRIED.

Notification: Motions passed by email since last meeting

Passed by email 28 January. MOTION: The board accepts the following interim changes to financial policy until such time as they can be incorporated officially:

Recently a request was received by a member queering if there was enough separation of function as per our financial policy if a reeve was responsible for collecting funds on sign in at an event. (ie acting as Constable). The auditor felt that that it was a good idea that Reeves were not the person acting in this role considering the wording of our financial policy. The SCA Ltd feels that in some circumstances – especially where the branch is small and has limited officers that this may not always be practical. As such our financial policy will be amended to change the wording to allow this to occur in some circumstances. This update as it is of a mundane nature and overwrites existing published policy effective immediately.

Collection of Funds at Events by Reeves.

It is the Preference of the SCA Ltd that funds collected for events be collected via electronic transfer to the relevant account. This means of payment should be actively promoted across all branches.

- The SCA Ltd encourages Reeves not to act as constables or take cash at the gate for events or training.
- A Reeve may collect funds as constable for events under the following conditions
 - Receipts are issued for all funds (which should be happening anyway)
 - The receipt must be signed by the Reeve and the person making the payment
 - A cross check of sign in sheets – booking sheets and receipts is conducted by another member on the day of the cash being taken. This person must be a member and may not :
 - be the seneschal
 - co- habitat with the Reeve
 - be under the age of 18

The Reeve and the person assigned to check the funds must

sign the following form agreeing as to the amount collected and this must be uploaded to drop box with the event form.

Additionally the Exchequer will be required to cross check the form and the balance deposited match.

Moved by: Sandra
Seconded: Michele
Agreed: Sorle
Decision: CARRIED.

Item: To-Do List
• Not reviewed this month.

Item: General Business
• Tina suggests we look at the Caregiver form. Do we actually need it? Is it relevant? It probably came in during Kane's time on the board (as Transfer of Guardianship form). Tina has been unable to locate a similar form anywhere. She can see no mundane legal reason for us to require this form. Tina says there are no insurance reasons for the form and she is also checking the Seneschal's files. Donna will check with childcare specialist Acacia and advise back.

Motion: board agreed to the payment of 300.15 for web hosting charges may to nov 2014
Moved by: Sandra
Seconded: Donna
Agreed: Michele
Decision: CARRIED.

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

Meeting Closed: 10.00pm

Attachments

Chair's Report

I am currently in the process of gathering information from all states in relation to weapons and how we used them. I am hoping to present a report on this legislation in the next week or so.

With the AGM approaching we need to attract membership. Whilst we will address this in tonight's meeting I would like to put a full page ad in Pegasus

The issues that have been highlighted recently have shown us that we have a lot to learn about getting our officers trained and focussed and it also reminds me that we are a group who are reliant on our volunteers to take office and run everything. Whilst we have service awards within the SCA I would like to see some sort of recognition for those that volunteer as officers, even if it is just a simple scroll when they step down from

office, an acknowledgement for their service in Pegasus or a card from the board or Kingdom officer to say thank you. These are the people that invest time in our society to follow all that we set them and so others who choose not to volunteer can play the game without incident.

Youth issues raise its head again, with a query regarding the freedom of movement for 16 year olds at camping events. This is something we need to address and put on the agenda prior to festival I feel.

The transition to the new board email has worked well it on the most part which is fabulous. Especially now that I have an email address that is just for board related items.

Secretary's Report

- Computer problems (frequent crashing) since Christmas have worsened, and this has impacted my ability to do my job effectively. Not wanting to risk corrupting files I have been careful when I work and this has meant less has been done. Parts will arrive soon (I hope) and should help fix the problem.
- Emails coming to me that are really for other people have been forwarded to the correct person. Other correspondence discussed on the board mailing list.
- New board mailing list – board@sca.org.au – seems to be working well, and most emails are now coming to the new list. Issues with Donna's emails sent from her yahoo account ending up in spam are not a mailing list issue exactly, it is that our mail programs are seeing that it's a yahoo email address but not from a yahoo server and yahoo has technology in place to make it automatically get dumped if that happens. Masonry is testing a solution to this on the NZ server before upgrading the AU server. Looks promising.
- Anything else, please ask – or to be presented next month.
- Note: Next month's Pegasus will require details for AGM, including any constitutional changes and nominations for executive. These should be decided before the next meeting. Anyone want to be Secretary?

Treasurer's Report

Completed

- BAS is now up to date with the ATO. Final quarter isn't due till the end of March. Q1 calculated via the excel spreadsheets showed a BAS payment to the ATO of \$5928

Xero showed we only owed them \$2811 I have submitted "draft" BAS statements for the Q2 and Q3 – based on what's in Xero and intend on picking up the Q1 mistakes and any adjustments for the 2014 period in Q4. So financially this means we have a \$3117 overpayment for the first quarter

XERO – Reporting

Q1 \$2,811
Q2 \$3,157
Q3 \$4,534

Payments

Q1 \$5,928
Q2 \$10,000
Q3 \$10,000

Our Q4 isn't looking like it will be more than \$5K but it's possible there will be a lot of corrections – I have taken Xero as gospel and it's never the case – especially with so many non-accounting people entering information. So we potentially have \$10K credit with the ATO – which we can claim back – but I suggest we just leave there and let the next couple of returns clear it out.

- Policy Change – Relating to Reeves acting as Troll – this went off on the lists – Lots of feedback, some helpful some not so, and one rather entertaining one that had me rolling on the floor laughing. It will need to be looked at again once the audit is sorted but for now I think it adequately addressed the needs of the concerned branch

Achievements:

- I finished all the scrolls for the Reeves and the Majority were posted out last Friday. I had the pleasure of presenting the WA ones myself at Midsummer on Saturday night
- BAS DONE!!!

Current Items

- **Audit** - Running behind, life's been difficult but I have a kid free weekend coming up which I intent to put in some solid hours
 - Reconciliations of accounts to occur
- Auditor decided that this year they would do things different and required Audits to occur on all SCA bank accounts – unfortunately this required the signatures on the account to sign the form so it had to be conducted by each individual Reeve and they gave a two week time frame to complete it. The auditor received a significant ear bashing at the lack of notice we were given that this would be required.

I was absolutely astounded by the response from the Reeves. Every single branch had reported in one way or other to advise they had actioned the request. Seems I might actually be getting through to them. I also feel having an Active Exchequer on the lists is making considerable difference.

- **AUDIT – Timetable**

AUDIT CLIENT:	The Society for Creative Anachronism Ltd		
AUDIT AREA:	Audit timetable		
PREPARED BY:	JS	DATE:	31 Dec 2014

Key area	Target date	Person responsible
Bank audit confirmation	12 Jan 2015 (Sent to SCA)	NA
Review planning meeting	6 February 2015	JS, MVDM, NA
Review Requirements Listing to client	6 February 2015	NA
Reconciled information form SCA	13 February 2015	Sandra
Review Fieldwork	18 – 20 February 2015	NA
Clearing queries and other matters	25 February 2015	Butler Team
File Completion	26 February 2015	Butler Team
Audit Manager review	4 March 2015	JS
Partner review	11 March 2015	MVDM
Client and Audit sign off	20 March 2015	Butler Settineri; SCA

- **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 arranged for me but this only effects an asset purchased by Rowany this year.

- **Covering of Due Diligence from items raised by recent investigations**

There was a significant breach of the Corporations Act, Our Constitution and Financial policy: a member had repeatedly asked for a copy of Branch Financials from both the Seneschal and the Reeve, and they had both refused to provide them. Email sent to the Reeve and Seneschal lists advising that financials must be provided if requested by a member within 30 days.

Groups have been allowed to exist unchecked without a Reeve and without submitting reports. Our Rules clearly state that non-reporting branches and those that do have a reeve in place are to be suspended.

If a branch has a Reeve resign without a Reeve in place or a report is not submitted on time then the Exchequer needs to advise the Treasurer immediately – Financial policy will be updated to make this mandatory – the impact of non-reporting reeves on the ability to pass audits is such that it is irresponsible of the board not to know if this situation exists the moment it exists – not months later when an exchequer report is received, and if they feel it's necessary to report in the first place. At that point options can be discussed between the Kingdom and the Board based on the individual situation.

Additionally I'd like to make the following procedure changes – at the point a branch is suspended:

1. All financial activities of the branch will cease – this means anything where money changes hands on behalf of the SCA Ltd
2. All cash existing in the branch needs to be banked – immediately.
3. If the branch is a canton all cheque books need to be handed to the supporting barony. In the event it's a barony or shire they need to be provided to the Kingdom Seneschal, Exchequer or Treasurer as soon as reasonably possible – whichever is easier.
4. Access to bank accounts is suspended – if a Westpac bank all electronic access is to be changed to view only status.

I'd like to put something in place that allows the branch to continue to operate under some circumstances – but with very tight reigns – whilst a new reeve is found, (ie cantons reverting back to the Baronial Reeve) but not under a complete lack of attention. These are things that will need to be thought of and I have added to the list of things that the financial policy will need amending when I get to it early in the new year.

- **Willoughby Vale** – closed funds transferred to Riverhaven.

Pending

- **Financial Policy Review:** This is moving to high priority the moment the audit is done. It needs a significant overhaul with specific attention given to :
 - Incorporating the asset policy into the main financial policy
 - Theft reporting requirement Society Seneschal handbook has some excellent clauses that can be incorporated in the SCA Ltd Financial Policy
 - Fraud handling

- Cash Handling procedures need to be more specific – “adequate cash handling procedure” is not sufficient
- Reporting Deadlines need to change to match those required by the ATO for submission of BAS
- Clause related to security for Xero - Need for confidentiality agreements to be signed prior to access
- Clause’s to deal with what happens when a branch is suspended for non reporting or lack of reeve – specifically access to funds by the branch

Thomas and I will then need to ensure that the procedure side of things in the Reeve hand book is established to deliver this to the Reeves.

- **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.
- **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.

Reimbursements /Payments requiring approval

- **Motion:** The Board Authorises the payment for the Corporate Share of the Kingdom Servers for \$325.78

Corporate Account Health Check

- **Corporate Account Balance: \$ 34,008.77**
- **Donations Account Balance: \$ 587.72**
- **Pay Pal account \$ 7748.89**

Payments to be made:

Affiliation Fees to the US approximately \$5100 (AU) – will be additional ones for 2014 – membership numbers to be requested from Michelle

Kingdom Seneschal’s Report

- Completed recent investigation report and December report.
- Attended Canterbury Faire.

- Spoke to a member as potential replacement when she steps down in November.
- Has put in place process for new write up of Stewards Handbook, with sections allocated to volunteers with relevant specialist knowledge.