



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au> Email: chair@sca.org.au or secretary@sca.org.au

SCA Ltd Board Meeting: Minutes

Meeting held: 13 April 2015

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Jeff Nicholson, Donna Page, Sandra Watkins.	
Observers:	Tina Bean	
Meeting Started:	8:11pm (Sydney Local Time)	
Apologies:	None	
Confirmation:	Minutes of last meeting Motion: That the minutes of the previous minutes be accepted. Moved: Michele Seconded: Donna Decision: CARRIED	Publication on website (Secretary & Webwright)
Notification:	Speaking as a Board Member / Environmental Scanning Ray: A member enquired re: joining board.	Ray to request they sends an application to the secretary.
Report:	Chair See attached	
Report:	Treasurer See attached	
Report:	Secretary Jeff to handle AGM reporting/ASIC changes this week, as outgoing Secretary.	Jeff to submit necessary changes.
Correspondence:	None to report that hasn't been forwarded to email list.	
Report:	Kingdom Seneschal Report was presented and accepted.	
Item:	Nominated Care Giver (Jeff & Michele) Michele to re-forward email to board re: potential legal firm. Everyone to look at their website then we can discuss. Michele will liaise with Jeff to take on with his guidance.	Michele to forward information, all to review for discussion.
Item:	Stock Clerk Position was closed at AGM. Stock list provided to Sandra. Discussion on disposal options for existing stock. Further discussion to be on email list re: possible tender for supplier of SCA publications.	Everyone to discuss tender on email list.

- Item: **Ynys Fawr hall agreement (David)** Michele to advise YF of approval.
 YF proposes adding an attached room to their hall rental at the Showgrounds, perfect for their storage needs. Cost \$364 + GST pa. David demonstrated they can easily cover the additional expense.
- MOTION: The Board accepts the new lease agreement for Ynys Fawr for the next 12 months.
 Moved: Donna
 Seconded: Michele
 Decision: CARRIED
- Item: **Paid bookkeeper (Sandra)** Sandra to obtain at least 3 bookkeeping quotes.
 Post-audit, we can now look at hiring a bookkeeper for SCA Ltd, possibly shared with Rowany. They can be in any location as work is on-line. Sandra will train them in our requirements.
- MOTION: Sandra Watkins obtains at least 3 quotes for a Bookkeeper for the SCA Ltd and present them via the list for consideration
 Moved: Donna
 Seconded: Sandra
 Decision: CARRIED
- Item: **Membership cost reevaluation (Sandra)** Sandra to check affiliation fees for each year outstanding.
 Sandra will check affiliation fees for last 2 years, which may affect this. Previous board approval a rise to \$35 that has not yet been implemented.
- MOTION: That the previously approved membership price increase to \$35 becomes effective from 1 May 2015. Donna to send email to Announce re: increase.
 Moved: Jeff
 Seconded: Michele
 Decision: CARRIED
- Item: **Pay to Play and insurance discussion (Jeff)** Pay to Play to be discussed on list.
 Any Pay to Play proposal must go to the membership and must be very strongly supported. Discussion to start on the list.
- Insurance discussion – Jeff spoke with a member about getting a quote. They will send formal request for info needed for the quote via David. Going forward the insurance item may move to Michele TBC. David to obtain insurance data request from a member.
- Item: **College meet up (Donna/Jeff)** Jeff to initiate process with a member
 Jeff will ask a member to organise a suitable time for a meeting with college representatives, to initiate a liaison process and improve focus on college matters.

Item: **Member investigation discussion**
The investigation report on a member was discussed.

Item: **Member grievance discussion**
Discussion of grievance matter, resulting in motions to uphold administrative sanctions and requesting the KS to initiate an investigation into ongoing issues.

Notification: **Motions passed by email since last meeting**

MOTION: The SCA Ltd draft social media policy is Everyone to read and distributed for final commentary for a period of provide any feedback on two weeks the draft policy.

Moved: Donna

Seconded: Jeff

Decision: CARRIED

MOTION: That the Board approves a further \$50 payment to Executive Stress for the increased hours of transcription due to difficulties with audio clarity.

Moved: Donna

Seconded: Michele

Decision: CARRIED

Item: **General Business**

MOTION: That Jeff Nicholson be transferred \$115 to his Sandra to submit bank account to pay for the SCA Ltd PO Box payment.

Moved: Jeff

Seconded: Michele

Decision: CARRIED

Any board members with a Westpac CRN to advise Sandra of it (if they haven't previously).

Sandra requested that any future payments to be made are placed in Dropbox under 'Financial, Contracts and Insurance/Audits/2015', with emails including 'PAYMENT REQUIRED' in the subject title.

Next Meeting: 4 May 8:00pm (Sydney Local Time)

Meeting Closed: 10.19:pm (Sydney Local Time)

Attachments:

A. Chair's Report

Welcome to the Board Ray and David, here is hoping that your transition is an easy one.

The key issues that I would like to see resolved in the next year are the updated policies, particularly ensuring that our Children's Policies are spot on. I would actually like to bring in a helper to review these in terms of our legal requirements across the country and to ensure that we are doing the right thing but not impeding on our game at the same time.

Membership, pay to play and other options need to be addressed to ensure that the Society can continue to run within the boundaries that legislation sets and to make the game fair to all.

With Sanctions and R&Ds being our focus recently I would like to get back to the things the board needs to do rather than has to do.

Suggestions on how we can better operate as a board are most welcome and we can now sort our policy areas out as we have previously meant to. This will be done via the list system over the coming weeks.

So let's jump into AS 50 with vim and vigour

In Service

Donna Page Chair

B. Treasurer's Report

Treasurer Report 13th of April

Completed

- AGM – Financials link sent out on Announce and Published in Pegasus
- Reeves advised that all questions etc moving forward are to go through Thomas now.
- **Kingdom Law Change Request** to bring Kingdom Law into alignment with ATO reporting deadlines which will be included in the New Financial Policy was accepted, for both AU and NZ
- **December Bas completed and submitted.**

Current Items

- Financials need to be submitted to ASIC
- **Financial Policy Review:** Has now commenced - Including but not limited 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
- Delegation of Authority to move funds – to enable the introduction of Tokens and the removal of the hard ceiling of \$1500 on transactions to and from the Westpac bank accounts.
- Rental and Lease clauses

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

- Bookkeeper needs to be sourced – where do we want this person located? Its really not that relevant as all stuff is online – but do we want to find a small individual book keeper who would likely be cheaper or go with a big company with branches Australia Wide?
- **ATO Fine** – We received a fine of \$850 for late lodgement of the June quarter and an additional fine of \$510 for late submission of the September BAS. Awaiting final fine to be given as ATO will only allow one request for fine reversal without additional steps– so all fines need to be made prior to application
- Clean up of Westpac Bank accounts – Stormhold, Abertridwr and Krae Glas Westpac bank accounts need closing and new ones opened to fall under the SCA Ltd Company structure. Fun for Thomas and I.
- **Affiliation Fees** - Need to sort out for 2013 and 2014

Pending

- **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

Donna needs to forward fuel Receipts.....

Corporate Account Health Check

P&L

Profit & Loss
 Society for Creative Anachronism Ltd
 Corporate
 1 February 2015 to 28 February 2015

[Add Summary](#)

28 Feb 15

Income

Donations	36.00
Standard Memberships	2,208.88
Total Income	2,244.88
Gross Profit	2,244.88

Less Operating Expenses

Accounting and Auditing Fees	68.17
Bank Fees and Charges	70.28
Corporate Travel Expenses	455.45
Fees and Payments	1,468.18
Total Operating Expenses	2,062.08
Net Profit	182.80

Profit & Loss
 Society for Creative Anachronism Ltd
 Corporate
 1 March 2015 to 31 March 2015

[Add Summary](#)

31 Mar 15

Income

Contributing Membership	27.27
Donations	90.00
Interest - Recieved	23.18
Standard Memberships	3,299.71
Total Income	3,440.16
Gross Profit	3,440.16

Less Operating Expenses

Accounting and Auditing Fees	96.75
Bank Fees and Charges	95.17
Computer - Software - IT - Hardware - Web Pages	90.00
Corporate Travel Expenses	181.82
Fees and Payments	136.36
Total Operating Expenses	600.10
Net Profit	2,840.06

Sandra Watkins
 Treasurer
 SCA Ltd