



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: 4 May 2015

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Jeff Nicholson, Sandra Watkins.	
Observers:	Tina Bean, Edine Godin, Ciaran Sparks	
Meeting Started:	8:08pm (Sydney Local Time)	
Apologies:	None	
Confirmation:	Minutes of last meeting	Publication on website
	Motion: That the previous minutes be accepted as a true and correct record.	(Secretary & Webwright)
	Moved: Jeff	
	Seconded: Donna	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning David spoke with YF Seneschals re: needing BOD approval for investing any money.	
Report:	Chair As attached.	
Report:	Secretary As outgoing Secretary, Jeff logged into the ASIC portal and: * Recorded that he ceased to be Secretary as of 03/04/2015 * Recorded that Michele started as Secretary as of 03/04/2015 * Changed the Registered Place of Business and Company Address to be Michele's place (as per Board policy) * Submitted the 2014 Annual Report (signed with auditor bits copy) There were no fees attached to any of these actions.	
Correspondence:	No correspondence received that has not already been advised on the email list.	
Report:	Treasurer As attached.	
	Motion: The board approves the opening of a Westpac	

Bank account for Torylon and the closing of its existing National Australian Bank Account when this has been finalised.

Moved: Sandra
 Seconded: Michele
 Decision: CARRIED

Motion: The board approves the opening of a Westpac Bank account for Stowe-on-the-Wowld and the closing of its existing ANZ Account when this has been finalised.

Moved: Sandra
 Seconded: Michele
 Decision: CARRIED

Report: **Kingdom Seneschal**

Report was tabled and accepted. Ciaran suggested that Colleges could run LOTS if appropriate speakers could be lined up.

Item: Prospective Board members, Edine Godin & Ciaran Sparks
 Discussion of their reasons, experience and questions.

Item: Youth Rapier (Ray) Ray will consult with Neil and Alfar
 Rules were confirmed and sent back to Marshall months ago.
 Ray will take it up with Neil. Alfar is new Youth Deputy.

Interpersonal training and Codes of Conduct (Ray) Ray will investigate possibilities online, get rough costings, possible people.
 Considering large number of misconduct, should we push to give CoC a higher profile? Knowing how to respond to people could be done better if trained in that area and nipped in the bud. Tina says this was covered in LOTS and will be again, we have a handbook on KS website and she will promote it again with Seneschals. Is it worth looking at a professional facilitator? We need to pay someone outside SCA to do it for an effective result with more respect for facilitator. Cost/funding? To be investigated. Regional groups are key stakeholders. Tina suggests 1 Qld, 1 Perth or Melbourne next, maybe then Adel /Hob. May assist with funding for selected officers to go. Need this training for movers & shakers, some peers not just officers. Tie to major events if possible. Lots of planning to get in place.

Item: Draft Social media policy (Jeff) Jeff will provide an executive summary of SM policy
 Limited feedback received. Option of using US policy with Lochac appendix (puts us less in the role of fun police).
 Sticking point, is SM official? We are saying that SM cannot be the sole official medium, groups need to also use a

mailing list or website.

Note: 9.49 Ciaran & Edine left the meeting

Item: Member investigation discussion
The member has been sent the investigation report and been invited to attend a special Board meeting on 18 May (without recused participants) to present any additional evidence. Their membership and participation in any SCA activities or social media is suspended pending a decision.

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

Motion: The Board agrees to reimburse Jeff Nicholson \$19.92 for the costs associated with submitting the updated constitution to ASIC.

Moved: Jeff

Seconded: Michele

Decision: CARRIED on 16 April 2015

Motion: That the board pays a further \$84.60 to the Chair for reimbursement of fuel expenses for travel to and from Rowany Festival 2015.

Moved: Donna

Seconded: Michele

Decision: CARRIED on 18 April 2015

Motion: That the 2015 AGM draft minutes (as provided to ASIC) be posted on the website (clearly labelled draft) and that future AGM minutes also be published after submission to ASIC.

Moved: Jeff

Seconded: Donna

Decision: CARRIED on 21 April 2015

Motion: The Board agrees to the treasurer providing access to selected bookkeeping companies to Xero for the purposes of obtaining quotes for bookkeeping services.

Moved: Sandra

Seconded: Donna

Decision: CARRIED on 23 April 2015

Motion: That the Board approves use of the Company Seal on a letter authorising Jeff Nicholson to act as manager of the SCA Ltd PO Box at Weston Creek ACT 2611.

Moved: Michele
Seconded: Donna
Decision: CARRIED on 28 April 2015

Item: **General Business**

Suggestion to set up FB group for board instead of just using chat. Jeff to set up FB group for Board with Webadmin, Chair and Secretary as admin

Next Meeting: Monday, 1 June at 8:00pm (Sydney Local Time)

Meeting Closed: 10:20pm (Sydney Local Time)

Attachments:

A. Chair's Report

With life this week I forgot my report

There is a renewed interest in people joining the board after festival and this makes me feel very positive about the future.

The feedback I have seen regarding the Social Media policy shows me the impact of it in our society and also that it was timely. I do think that some really positive ideas have come forward and these need to be addressed before we finalise anything.

It has also made me recognise that change management is an important function of the board and not something we do very well. People still view us as the big stick rule makers. We need to give reasoning when we produce a policy as to why we need to implement these things. In easy speech, not policy speech. There are several antagonists out there and if we offer logic in our reasons we can nip the naysaying in the bud.

SCANZ are demonstrating a different tilt on the need for the bullying and harassment policy. Most notably that the laws surrounding harassment over there are significantly different to ours. It seems the joint policy idea is simply not going to work and we need to revisit it.

Donna Page

B. Treasurer's Report

Treasurer Report 4th of May 2015

Completed

- Reeves mailing list - reminder about burn out and new reporting deadlines. Encouraged regular updating o
- **March BAS in progress** – waiting on a few non-reporting branches whom have had their asses kicked. All have responded to a warning email. We will receive a fine.

- **Paypal** – Membership price increase was reflected in Paypal transactions

Current Items

- **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
 - Conflict of interests

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? I have had a couple of quotes but nothing I’m willing to present as yet – proving difficult to find someone that understands what will be required

- **ATO Fine** – Meeting with ATO tomorrow night to see if it can be reversed.

- 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.

Motions:

Motion – The board approves the opening of a Westpac Bank account for Torylon and the closing of its existing National Australian Bank Account when this has been finalised.

Motion – The board approves the opening of a Westpac Bank account for Stowe on the Wowld and the closing of its existing ANZ Account when this has been finalised.

Reimbursements /Payments requiring approval

Donna needs to forward fuel Receipts.....

Corporate Account Health Check

P&L – out by \$60 cant work out were it came from at this point.

Profit & Loss	
Society for Creative Anachronism Ltd	
Corporate	
1 April 2015 to 30 April 2015	
Add Summary	
	30 Apr 15
Income	
Donations	72.00
Standard Memberships	3,490.59
Total Income	3,562.59
Gross Profit	
	3,562.59
Less Operating Expenses	
Bank Fees and Charges	110.42
Fees and Payments	181.82
Postage	104.55
Total Operating Expenses	396.79
Net Profit	3,165.80

Sandra Watkins

Treasurer

SCA Ltd