



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 1 June 2015

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Jeff Nicholson, Donna Page, Sandra Watkins.	
Observers:	Tina Bean from 8:58pm	
Meeting Started:	8:02 pm (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: Michele	
	Seconded: Donna	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning	
	Donna scanning – A former board member has mentioned their time on the Board to imply authority regarding a matter. Appropriate people to deal with this.	
	Jeff – brief follow-up re WHS legislation.	
Report:	Chair	
	As attached	
Report:	Secretary	
	Return receipt set up for secretary email address.	
Correspondence:	Minor queries re: events and membership. No mail in PO Box.	
Report:	Treasurer	
	As attached.	
Report:	Kingdom Seneschal	
	Report was presented and accepted.	
Item:	Prospective Board members (Donna)	Michele to correspond with applicants. Jeff will set Kate up with appropriate board
	Board discussion re: new appointments, resulting in motions to approve and decline applicants.	
	Motion: That the Board accepts Kate Turley (Edine Godin) as a member of the SCA Ltd Board for a period of three years.	access.
	Moved: Jeff	

Seconded: Donna
Decision: CARRIED

Item: Paid bookkeeper (Sandra)
Rowany Senate will have to decide on their portion.
Motion: That Carbon Bookkeeping be appointed as the bookkeeper for SCA Ltd.
Moved: Donna
Seconded: Ray
Decision: CARRIED

Item: Board Communications (Michele)
Donna prefers FB as easier to read on her phone by Messenger. Sandra likes that the conversation is in order compared to emails. Jeff concerned about email archive being more searchable and permanent than the FB records, if BOD is later seeking reasons for a past decision. We may lose institutional memory, which is already an issue with 3-year board terms and history being lost. FB may not be reliable in that regard. If it is confidential or chitchat, that's OK. But we need archiving ability. Tina strongly agrees that this is a huge issue.
Chitchat - can be on FB. FB also helping to develop a sense of community.
Jeff: we could have a forum that we control, but they are difficult to manage.
We can archive screen dumps of message threads, once the conversation is finished. Person responsible for starting thread will copy it for DB and note at end of thread. Non-urgent business concerning policy may still be preferably on email.

Item:	Nominated Caregiver Process (Jeff) Re: FB. He can see no reason why we couldn't have a specific time frame on the form. We can ask insurer. Jeff will help modifying form as needed. We have 2 hours pa. free legal from insurer, ask can we use free advice for this purpose?	Michele to ask insurer re period of time and using free legal advise to ask about necessity of the form.
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Item:	Draft Social Media policy (Jeff) New brief policy statement proposed. Jeff will put it out for consultation but Donna will ask NZ first.	Donna to ask SCANZ. Then Jeff to put out for consultation.
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Item:	Policy review task distribution (Donna) Volunteers to review and check we are still meeting legislation. E.g. for Privacy policy, CoC (David). To be done via email. 3 versions of privacy policy in DB.	Donna to prepare doc with policy, review due, incl. column for legislation.
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Item: Sanctions checklist discussion (Ray) Everyone to review (colours & name) and add in anything missed. Ray will develop checklist from that.
Ray has gone through various guides and clarified with Tina. He has developed a draft process guide. Donna's timeline to be added in.

Item: Member investigation discussion
Discussion on possible appropriate sanctions and timing of announcements. Recused member not part of this decision and to be advised before announcement is made.

Item: **List of things to discuss via the list:**
Stock Clerk Stock - tender

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

Motion: The Board agrees that Affiliation fees can be paid utilising the SCA Ltd Paypal account
Moved: Sandra
Seconded: Donna
Decision: CARRIED on 21 May 2015

Item: **General Business**

Next Meeting: Monday 13 July at 8:00pm (Sydney Local Time)
Meeting Closed: 10:00pm (Sydney Local Time)

Attachments:

A. Chair's Report

Several things need to take priority over the next month. Allocation of policy updates is first, to make sure that we are complying with all the relevant legislation and to ensure that they are still relevant to this organisation. Some things have changed in the SCA and our policies need to reflect this.

We also need a statement relating to Volunteers and safety somewhere. I don't feel that we need a full safety policy as such because we are a hobby organisation that utilises its members. We are not actually a volunteer organisation in the true sense. I am currently awaiting a response from the Queensland department on anything that we would be required to do. The suggestion so far is to make a statement that we recommend that people do not undertake tasks within their roles in the SCA that they are not qualified to undertake. Simple really if you aren't an electrician don't do electrical stuff

I would like to get the Caregivers paperwork sorted out. This should have been done before GNW but circumstances prevented this. So now the challenge is to get it out there before the next big event.

We have had a lot of investigation reviews to do recently and feel that we are letting ourselves down in the area of performance here. I believe that we need to set some standards for action. These include indicators of time frames. These things are taking much longer than they should. Understandably an investigation can

take some months but once it gets to us there is no more investigating to be done. Evidence is presented and we should be able to make a decision on how we intend to proceed with that information.

These timeframes will be applicable in most cases, but may be revised by the Chair on a case-by-case basis, where there are extenuating circumstances (e.g. significant volume of material to assess; significant illness of person under investigation affecting availability).

- Day 1: Investigation report received and reviewed within the next week with a meeting held to make an interim decision (pending any additional information from Right of Reply process).
- By Day 7: Person under investigation contacted and Right of Reply meeting scheduled within 2 weeks
- By Day 21: Meeting held
- By Day 28: Confidential minutes prepared and distributed to attendees for approval
- By Day 35: Any further evidence reviewed and decision made
- By Day 37: Decision advised to respondent and distributed as necessary

So effectively we have a performance standard of a maximum of 40 days. This can be discussed further on our list with tweaking but I do feel it is time that we establish some best practice principles for us and future boards.

We also need to delegate areas of responsibility again. Each board member should be the go to person on topics. Sandra obviously is our Financial Guru, so what is your area of expertise that you would like to be the go to on. This can be discussed via our list so please think about it. This way, when a question comes into the board 6 of us don't have to be scratching our heads.

As for the game as a whole. It's ups and downs as usual. A new King stepping up in a month, so I would like to clear the tables of any announcements that need to be done before that.

In Service

Donna Page

Chair

B. Treasurer's Report

Treasurer Report 1st Of June 2015

Completed

- Affiliation Fees Paid (using Paypal Funds)
- **March BAS** : Completed. Having a few problems working out BAS in Xero. This will be rectified by the Bookkeeper when they come on Board. Not likely to result in anything different being owed to the ATO , Just the way its entered in Xero due to the intercompany relationship of the Branches and Corporate Accounts
- **Bookkeeper Quotes**: Four Quotes Obtained. – For discussion tonight

Current Items

- **Financial Policy Review**: Serious headway was made on this, this month. Hoping on having something for the board to review next month.
 - 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
- **Bookkeeper:** Four quotes were obtained from various bookkeeping agencies. I’m recommending that we proceed with Carbon Bookkeeping. This was the only quote that offered a fix price, which means we know where we stand each quarter and there are no nasty surprises. Cost includes reconciliation of Rowany accounts in the process.

Quote included the costs of correcting BAS calculations in Xero without additional charges. I found the contact to be most courteous and helpful. This quote came in at \$10134.80 per year and also includes the cost of Xero, which equates to just under a \$950 – which we were already paying. So effectively it’s \$9,184.80 per year. I was expecting quotes to come in at around \$3,000 a quarter so this is very reasonable.

- **ATO Fine** – Meeting with ATO fines were reversed.
- **BANKING** I’m looking at changing our bank. We also have some issues with the bookkeepers coming on line. Most of them would prefer to have direct access to view the bank accounts – which as you can all imagine is rather difficult considering how they are currently set up. This isn’t an unreasonable request and as a bookkeeper I’d insists on it too. Especially as quarterly statements are not usually available until a few days after EOM. My preference is to set up bank accounts with the Board as the hard copy signatures – no branch signatures. With electronic banking we can add new signatures instantly instead of asking them to get the paperwork all filled out every time a signature changes. It’s a much easier process and it also avoids the need to get a board signature each changeover. It has the added bonus of making it easier for the Audit – Two board signatures will achieve the audit paperwork instead of every reeve getting a second signature and taking it into the banks.

This also makes it easier when it comes to suspending branches, we can instantly lock out users – and important if there are financial reasons for removing officers or suspending branches. It also means the board opens and closes accounts – so it get done and doesn’t drag out over months.

The obvious problem with this is that the branches will see this as losing control of their money but I’m writing in some stuff to financial policy that states that the board sees this money as theirs unless there is a call on SCA Ltd funds. Hopefully that will help along with the many benefits it will bring to reeves. I have only had a chance to check out ANZ at the moment. Hopefully have a better update next month.

As we are potentially changing banks I have requested Torylon and Stowe hold off on the applications to open their new bank accounts until we have a better idea of what's going on in this arena.

- **Financial Suspensions** – A branch was briefly suspended from all financial activities due to the removal of the branch Seneschal.
- **Asset query** – I received an email from a member of a barony requesting I intervene in the branch's purchase of two assets that they felt the Barony could not afford. They also raised concerns that financial policy was not being as the board had not been asked to approve the purchase. As the value of the assets was under the \$2000 reportable asset threshold this was not the case, and the writer was under the impression that the threshold was \$1000. I also checked with the panel of experts and they all agreed that each asset should be considered an asset in its own right. The value of the assets combined was \$1500 so this complaint was unfounded. Further information provided in the email showed that current financial policy was being followed in relation to the purchase and a vote was currently underway.

I assessed the barony's financials and as far as I could see there is no reason to expect that they could not meet their commitments if the assets were purchased. It's a bit hard to make this call as I don't know what's going on there – and for the same reasons I don't want branches speculating on each other's finances I didn't want to offer too much of an opinion. I also do not see it as something the board or Kingdom should be interfering with unless there is a clear breach of policy or law. This is basically what my response back was. Full details of this email and my response were provided to both Tina and Thomas, along with a reminder to the complainer that they had not followed policy in raising the complaint.

- **Stock Clerk Stock?????**

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.

Financials

Jan to March consolidated financials have been included separately as they are large files.

April Financials for Corporate:

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