



# Society for Creative Anachronism Ltd (Australia)

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## SCA Ltd Board Meeting: Minutes

Meeting held: 13 July 2015

Category	Description	Action Required
Attending:	Ray Gleeson, Michele Le Bas, Jeff Nicholson, Donna Page, Kate Turley, Sandra Watkins.	
Observers:	Tina Bean	
Meeting Started:	8:07pm (Sydney Local Time)	
Apologies:	David Beresford	
Confirmation:	<b>Minutes of last meeting</b>	Publication on website
	Motion: That the previous minutes be accepted as a true and correct record.	(Secretary & Webwright)
	Moved: Michele	
	Seconded: Jeff	
	Decision: CARRIED	
Notification:	<b>Conflict of Interest Disclosures</b>	
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b> Jeff & Kate: discussed Vic Weapons Legislation at Midwinter. Donna: was questioned regarding recent R&D, referred them to KS or Secretary as she was not involved in the process. Several board members reported conversations with members about expected levels of courtesy. Kate: query after College War re drugs, alcohol and grievance policy.	
Report:	<b>Chair</b> As attached	
Report:	<b>Secretary</b> Donation of box of 'Queen Emma' historical novels from author Stephen Grant. Kate distributed these to the populace at Midwinter.	
Correspondence:	Several requests for insurance certificate by local groups.	
Report:	<b>Treasurer</b> As attached	
	Motion: the board approves the opening of Westpac Bank Accounts for the following Branches	
	<ul style="list-style-type: none"><li>• Stowe</li><li>• Torylon</li><li>• Lightwood</li></ul>	

- Krae Glas (closing current Westpac and moving to Company Header account)
- Stormhold (closing current Westpac and moving to Company Header account)
- Abertridwr (closing current Westpac and moving to Company Header account)
- Cairnfell
- Stegby
- Innilgard
- Mordenvale
- Ynys Fawr

Moved: Michele  
Seconded: Sandra  
Decision: CARRIED

Motion: The board approves the following GST Credit Payments:

- Burnfield \$ 159.09
- Dragons Bay \$ 37.98
- Okewaite \$ 70.58
- Riverhaven \$ 33.48 - Closing Balance  
Willoughby Vale

Moved: Michele  
Seconded: Sandra  
Decision: CARRIED

Report: **Kingdom Seneschal**  
Report was presented and accepted.

Item: **Stock Clerk Stock – tender (Sandra)** Sandra to obtain Stock list to initiate process.  
Sandra suggests getting list of stock and asking for offers for the job lot.

Motion: That a stock list is obtained from the previous Stock Clerk and offers sought from members to purchase the entire lot

Moved: Michele  
Seconded: Donna  
Decision: CARRIED

Item: **Update: Draft Social Media policy (Jeff)** Jeff to add example  
NZ needs to comply with new legislation and will consider. Our draft policy is under commentary until 31 July. We will review on 3 Aug meeting. Jeff will add an example to clarify meaning of 'names'.

Item: **Update: Policy review task distribution (Donna)** Michele to add to next month agenda

Item moved to next month

- Item: **Update: Sanctions checklist discussion (Ray)** All to review: any changes to Ray  
Draft BOD Sanctions checklist is in dropbox for review. Any changes suggested to Ray in next couple of days to finalise it.
- Item: **Update: Insurance guardian form (Michele)** Michele to clarify with insurer.  
Response received from insurers re: our caregiver form, but they may have mistaken it for the indemnity form. Once clarified, if needed we may use our free 2 hours legal advice to enquire about the form requirements.
- Item: **Query: Victorian Weapons Stat Dec (Kate)** Tina to request K Rapier Marshall to have a whole document print available for each group, not just the form part.  
Questions at Midwinter re: Stat Dec for Vic. We need to refresh the communication, every couple of months send out a form email and FAQ (like on rapier page). Roll out all members and ensure there is understanding of requirements. Form says they need a confirmation from Registrar, this needs to be confirmed as some may be going to spam or other problem as not received. Reason needs to be put in very plain English, including it is the law and not for insurance. Some info gets muddled by members, who also participate in other re-creation groups, that have different requirements. Ask Senior Marshalls to print whole document so that people can read it and know what they are signing for. **Ray** to start discussion about that on rapier lists. **Michele** to draft words for Lochac list to go on Lochac page. **Kate** will print out and provide for local rapier venues and will remind their councils.
- Item: **Review: Former member (Donna)**  
Discussion regarding a former member, resulting in a motion to hold further action unless the issue reoccurs.
- Item: **Discussion: Code of Conduct (Ray)** Tina to consider a Mission Statement, agreed with SCANZ.  
Several people have mentioned concerns about this. It's hard to find, on the SCA Ltd page, not on the Lochac page. He would like a Quick Link on the Lochac page. Would need **Donna** will email Dillon to contact Ray.
- Item: **Sign In Sheets:**  
Motion: The Board accepts the proposed sign in sheets to replace existing ones.  
Moved: Sandra  
Seconded: Michele  
Abstain: Jeff  
Decision: CARRIED 13 July
- Item: **List of items to discuss via the list:**  
None

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

Motion: That the board agrees to accept \$1,500 as the amount to be paid by Rowany for its portion of the bookkeeping expenses incurred by the board.

Moved: Sandra

Seconded: Jeff

Decision: CARRIED on 3 June

Motion: To permanently revoke and deny membership for a member.

Moved and seconded

For: four; Against: one; Abstained: one.

Decision: CARRIED on 3 June

Motion: That a member have all awards revoked and all honours stricken from the record, with Notification to be forwarded to Crux Australis Principal Herald and his precedence deputy, Canon Herald, so that the awards may be removed from all Orders of Precedence across the Society.

Moved and seconded

For: four; Against: one; Abstained: one.

Decision: CARRIED on 3 June

Motion: That a member is permanently barred from having admin access to any SCA Ltd Websites or Social Media or being a member of any official SCA social media forum.

Moved and seconded

For: four; Against: one; Abstained: one.

Decision: CARRIED on 3 June

Motion: That SCA Ltd approves 2015 Quote No: EQ11988 from AON Risk Services and pay AON \$15,760.00 being for Equine Liability and \$2,690.33 for Association Liability and for the Secretary to sign and return the Quotation Acceptance and Declaration using our Company Seal.

Moved: Michele

Seconded: David

Decision: CARRIED on 9 June

Motion: The board agrees to the payment for AON Insurance for Day Memberships \$8740

Moved: Sandra

Seconded: Michele

Decision: CARRIED on 10 June

Motion: The board approves the direct debit of \$214.39 on weekly basis from the Corporate Account for Carbon Bookkeeping

Moved: Sandra

Seconded: Ray

Decision: CARRIED on 10 June

Motion: Board agrees to Rowany contributing \$1,500 on a yearly basis to fund the costs of Rowany's portion of the Bookkeeping expenses.

Moved: Sandra

Seconded: Ray

Decision: CARRIED on 10 June

Motion: The board approves the payment of Audit fees to Buttler Settineri for \$6,317.69

Moved: Sandra

Seconded: Jeff

Decision: CARRIED on 16 June

Motion: The board approves payment of auditor fees utilising Pay Pal.

Moved: Sandra

Seconded: Michele

Decision: CARRIED on 16 June

Motion: The board agrees to pay the closing balance of Xero subscriptions of \$20.58 to Sandra Watkins.

Moved: Sandra

Seconded: Donna

Decision: CARRIED on 17 June

Motion: The board agrees to offer branches the option to move to electronic banking only and take over hard signatures on the accounts to facilitate change over of signatures at handover of office.

Moved: Sandra

Seconded: Donna

Decision: CARRIED on 24 June

Motion: The Board approves v4.1 of the Social Media Policy to replace v4.0 in the current commentary phase.

Moved: Jeff

Seconded: Donna

Decision: CARRIED on 7 July

Item:                   **General Business**  
None additional

Item:                   **General discussion for future items – learning from recent events**  
None additional

Next Meeting:       Monday, 3 August 2015 at 8:00pm (Sydney Local Time)

Meeting Closed:    10:09pm (Sydney Local Time)

**Attachments:**

**A. Chair’s Report**

I have had a rather slack month and I apologise. I seem to lose my head space around this time of year. Issue arose with a suspended member being in attendance at an event. Royalty at the event handled this with great courtesy and the member left the event. I am hopeful that we will have no further issues after receiving only one complaint about the R&D that I know of.

Queensland WHS have advised that we do not come under their legislative guidelines for our volunteers, as we don’t pay staff. They suggested that it would be advisable to have a statement in our code of conduct or other policy stating that all persons participating in any SCA activity are to ensure that all conduct themselves in a safe manner.

I will undertake the policy review workings this week. We do have a few reviews in process at this point.

Back in brain space, forward and onward

In Service  
Donna Page  
Chair

**B. Treasurer’s Report**

**Treasurer’s Report 13<sup>th</sup> of July 2015**

**Completed**

- Carbon Bookkeeping - has been engaged and doing their Job!!!
- **Bookings Program** – Meeting Held
- **Bank Account Changes** – Extensive communication on Reeve List in relation to changes to occur
- **Administrator Access** – Administrator forms as required for the new platform completed and submitted to the bank (by Michele)
- **DEPUTY FOUND!** – pending board approval and Commentary process

## Current Items

- **Financial Policy Review:** Being adjusted after Catherine's and the boards input and incorporating changes that Westpac has caused.
- **June BAS :** In Progress - awaiting Reeve Reconciliation completion

- **BANKING**

Westpac have decided to change platforms for banking which will now enable us to create our own cap utilising tokens / SMS for security. The change to this new platform is up in the air, we go at their whim and it will be over a weekend which will mean all banking on that weekend won't be possible. We are going to have a few hiccups with this as some Reeves will need to change CRN numbers – Emails to the Reeve List highlighting this have been sent along with the need to ensure all transactions have been double signed prior to Friday or they will need to reload them if we change platforms on that weekend.

This now means we can move all branches to Westpac and all have stated they are happy to move now the cap will be removed. Motions to open appropriate accounts below. Some we have done before – but if I have them all in the same bunch of minutes will make it easier when I go to open the accounts. The only branch not moving to Westpac will be Burnfield – their nearest branch is 75 mins away so its not feasible for them to make the change. I will need to work out how the Accountant wants to deal with this.

**MOTION** – the board approves the opening of Westpac Bank Accounts for the following Branches

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- Torylon
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- Krae Glas (closing current Westpac and moving to Company Header account)
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Anticipating the board's acceptance of this I have posted the relevant paperwork to Sorle for Second signatures. Plan is to open these accounts with board only signatures and get them set up and working in Xero and Electronic banking. Branches have been requested to ensure they get CRN Numbers for all signatures. Once that's done I will request closing balances to be transferred and existing bank accounts be closed. I have also included change of signature forms for Sorle to sign so that the branch can - if they choose not to take up board only signatures - change to the relevant branch signatures. Sorle please return post to me so that I can sit with the bank and make damn sure they go under the Company header account.

- **MOTION GST Payments – The board approves the following GST Credit Payments**

Likely to be a few more next month but these guys have finished reconciliation so no point holding up their refunds. There will be a few more as they are all reconciled. Carbon is now advising how much each branch owes or is in credit at the end of the quarter.

- Burnfield      \$ 159.09

- Dragons Bay \$ 37.98
- Okewaite \$ 70.58
- Riverhaven \$ 33.48 - Closing Balance Willoughby Vale

- **Event Booking Program**

Select Reeves and Festival Stewards were emailed in relation to what they felt needed to be included in an Event booking program. A Wish List was collated and taken to the first meeting.

Meeting held with Carbon Business Group on the 1/7/2015. WOW – Just WOW. They asked a lot of questions – I told them the “if money wasn’t an object we would like this” but advised that it will be a significant factor in deciding to proceed. I asked that if possible a “rollout” plan that enables implementation in stages be presented if there is a significant upfront financial outlay. I have yet to receive their evaluation but I have been informed they are still investigating possibilities.

- **Stock Clerk Stock????? We need to work out what’s happening with the stock**

## Of Note...

- I LOVE OUR BOOKKEEPER - the reduction in my work load is significant. I read a book – the whole way to the end without feeling guilty.
- And whilst on the subject of Awesomeness... Our Exchequer is doing a fantastic job as well, which is also making my life easier.

## Pending

- **Membership Forecasts and Impact of multiyear memberships**

Sandra Watkins  
Treasurer  
SCA Ltd