



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 3 August 2015

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Jeff Nicholson, Donna Page, Kate Turley, Sandra Watkins.	
Observers:	Tina Bean (from 8.06 pm)	
Meeting Started:	8.01pm (Sydney Local Time)	
Apologies:	None	
Confirmation:	Minutes of last meeting	
	Motion: That the previous minutes be accepted as a true and correct record.	Publication on website (Secretary & Webwright)
	Moved: Michele	
	Seconded: Jeff	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning We heard that a group will become a Shire in October. KS is not aware of this and will investigate. Kate: putting out Victorian Weapons Statutory Declaration statement has helped, people are more aware of requirements. There is a deficit of active rapier marshals in Stormhold. There's a need to reiterate the need for Stat Decs to be provided prior to GSG for everyone in/travelling through Victoria. This needs to go out on Announce, then FB, Pegasus, BOD website, then all lists, incl. request that all marshals need to be aware of this and make sure they keep a hard copy with them.	Ray to handle, letter to be sent out, draft to us first sent out, draft to us first for comment, then heads- for comment, then heads- Ludwig, before dissemination.
Report:	Chair As attached	
Report:	Secretary Quiet month with little new business. Several items to be followed up now that she is recovered from illness.	
Correspondence:	Nothing but email spam.	
Report:	Treasurer As attached. Update: she has just received a listing of all of the books currently held. We can send out a tender request, as a bulk lot. Tina advised CAs are now listed on Amazon.	Sandra to initiate tender process.

Motion: The board authorises the refund of GST for \$1080 to Kingdom.

Moved: Sandra

Seconded: Jeff

Decision: CARRIED

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

Item: **Update: Draft Social Media policy (Jeff)** Jeff to publish and announce
Only one further item of positive feedback. Commentary period has concluded.

Motion: That the draft SCA Ltd Social Policy be enacted for the SCA in Australia, and announced as such.

Moved: Jeff

Seconded: Donna

Decision: CARRIED

Item: **Update: Policy review task distribution (Donna)** All to work on their policies as noted and prepare draft for next meeting
Weapons – Donna
Proof of membership – Jeff will format, otherwise it needs little change. It is an operating document not a policy.
Code of Conduct – David
Dispute Resolution – deleted as it is a copy of the previous Kingdom document and now obsolete.
Rental and Lease Agreement Policy – deleted as now covered under Financial policy
Privacy policy – Michele to review. Jeff advised of late 2013 update to laws on Australian not individual principles. Michele and Jeff to discuss offline.
Joint bullying & Harassment policy with SCANZ (Melissa from SCANZ did a lot of work on it). SCANZ will do their own policy due to new NZ laws. We need to make it just for Aust. Donna will let Dillon & Melissa know. Kate will take on & work with Michele as needed.

Item: **Update: Sanctions checklist discussion (Ray)** Jeff to format checklist
Final updates done, so we can finalise. Jeff will make it consistent with other policy formatting.

Item: **Update: Caregiver form (Michele)**
Carry forward to next month.

Item: **Update: Stock Clerk Tender (Sandra)**
As above in Treasurer section.

Item: **New: Festival Contract Revision (Sandra)** Sandra to request contract and DA papers to be sent to Michele for Board signoff.
Contract changes approved and agreed.
Sandra is asking for a formal final contract for signing by BOD, also requesting a draft of the Development Application (DA) for our September meeting. Michele to sign contract under seal.

Motion: That the SCA Ltd Board approves the new contract with Camp Wombaroo for the hosting of Rowany Festival.

Moved: Jeff
Seconded: Donna
Decision: CARRIED

Item: **New: SCANZ Affiliation review (Donna)** Jeff to update.
Jeff will update document for us and SCANZ to review.

Item: **Any items to be discussed via the list:**
None

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

Motion: The Board agrees to the payment of GST refunds to:
Ynys Fawr \$96.27
Borderscros \$580.78
Stormhold \$6.01

Moved: Sandra
Seconded: Michele
Decision: Carried on 25 July

Item: **General Business**

Jeff may be unavailable for next two weeks due to moving Jeff to update ASIC when house. Moving 13-14 August. Jeff will update his details he moves with ASIC.

Next Meeting: Monday, 7 September at 8:00pm (Sydney Local Time)

Meeting Closed: 9.52pm (Sydney Local Time)

Attachments:

A. Chair's Report

Back to business and we are not currently dealing with any major issues.

We have actually let ourselves down by not keeping onto of the SCANZ affiliation stuff. Hopefully we can fix that this evening.

I find it interesting in the policy review to discover that we still have an active document with PILOT in the title, I think this is the most urgent of the other policies that need to be looked at.

<http://sca.org.au/board/policy/sca-ltd-scanz-bullying-and-harassment-pilot>

The document with the list of policies currently requiring review is under the policy file and I would like you all to take a lead on one of them please. Sandra is currently finalising financial policy and is the only one of us able to do it therefore I have left that off the list. I would assume that the Rental/Lease policy can go along with this work.

I have not set a due date for any of these but I believe we should all have them out for comment immediately after next month's meeting.

In Service
Donna Page
Chair

B. Treasurer's Report

Treasurer's Report 3rd of August 2015

Completed

- **Bookings Program** – Meeting Held – very positive.
- **Bank Account Changes** – We have moved to the new platform

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 - with Accountant
- **Opening of New Accounts** – Lightwood and Burnfield will not be moving to Westpac
- **Constable** – Sign in paperwork has not been updated on the web pages. Email sent stressing the need for this to occur cc'ed to KS. Response received advising she is unable to upload them and is emailing constables directly. Apparently she has difficulties upload via word press. Suggest email to Announce??
- **GST Payments** – All Reeves have been notified of their liabilities and most have paid them to Corporate. Missed Kingdom. Rowany still being finalised as the Accountant is reconciling ATM.

Motion: The board authorises the refund of GST for \$1080 to Kingdom.

- **Event Booking Program**
- **Stock Clerk Stock?????** I emailed him... no response will follow up.

- **Xero & Drop Box.** Xero just changed their pricing structure. Previously it charged based on the amount of storage used. They just changed the pricing to be based on the amount of employees that were in payroll – which consequentially has absolutely no impact on our pricing. I hadn't let anyone know previously that Xero was capable of storing the associated receipts for a transaction with the actual coding in Xero as it would have cost us a fortune. This is no longer a restriction and the Reeves have been advised that as of the 1st of July all receipts for expenses should be uploaded to Xero instead of Drop box. This will make the Accountant and Auditors job much easier.

Of Note...

I would like to advise that I acted as constable at an event yesterday due to the fact that the organised one was unexpectedly unable to make the event. My takings were crossed checked and co signed and deposited into Abertridwr's Bank account today, with an email advising the Reeve, Seneschal and Co Signer it had been made.

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

Sandra Watkins
Treasurer
SCA Ltd