



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 7 September 2015

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Jeff Nicholson, Donna Page, Kate Turley, Sandra Watkins.	
Observers:	Tina Bean	
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: Michele	
	Seconded: Jeff	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning Question as to the standing of an SCA event being held in private property and the owner's rights. Discussed with Board and information relayed back. 2 members of a group have had a major conflict re: a property. Resolved at this stage.	
Report:	Chair As attached.	
Report:	Secretary A few minor queries this month.	
Correspondence:	A member required Insurance Certificate, a request regarding board minutes. A couple of minor queries for contacts or process matters. Jeff will forward insurance policy to Secretary.	
Report:	Treasurer As attached. Additional: 387 My State Ltd fully franked shares at \$4.52 current value. Approx. \$112pa dividends. Was originally from Credit Union, it issued shares to all bank account holders.	Sandra aiming to release draft policy for commentary this month. Shares: Sandra will organise bank transfer instead of cheque payment and is setting it

Motion: The Board agrees to pay Corporate's portion of up properly in our server costs of \$293.24 records.
 Moved: Sandra
 Seconded: Jeff
 Decision: CARRIED

Report: **Kingdom Seneschal** Incoming KS: Jeff to Report due out Friday. The Stowe lease was signed by arrange IT side, Donna previous Seneschal, the new Seneschal will obtain to invite to meetings. information and copy lease. New KS to be added to our lists except Confidential ones, and attend Board meetings from next one. Tina will step down 7 Nov.

Item: Update: Policy review tasks (Donna) Donna will follow-up Weapons – Donna with NZ. Proof of membership – Jeff will format, otherwise it needs little change. It is an operating document not a policy. Kate will read up on Code of Conduct – David Everyone make add Dispute Resolution – deleted as it is a copy of the previous notes in the policy & Kingdom document and now obsolete. process doc in Dropbox. 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 Australia.

Item: Update: Stock Clerk Tender (Sandra)
 Sandra in discussions with relevant parties to obtain information about stock and possible tender.

Item: Update: Vic Weapons changes (Ray) Jeff will update the form and upload it to the website. A member queried old link on Facebook. Ray will respond. Ray to respond to Interstate members: can write that the weapon is stored outside Victoria. member. Motion: That the weapons exemption application be updated to include "or: I reside outside of Victoria" after storage location.
 Moved: Jeff
 Seconded: Michele
 Decision: CARRIED

Item: Update: SCANZ Affiliation review (Jeff) Donna will send the Document has been updated. SCANZ needs to agree to this revised agreement to version before it can be implemented. SCANZ for their Motion: That the SCANZ Sept 2015 Operating Agreement discussion and approval. be approved for presentation to SCANZ.
Moved: Jeff
Seconded: Donna
Decision: CARRIED

Item: Motion: That the next board meeting be postponed until October 12.
Moved: Jeff
Seconded: David
Decision: CARRIED

Item: **List of things to discuss via the list:**
Procedures and policies getting updated.

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

Motion: MOTION: Board approves the transfer from Corporate of \$1,020 to Politarchopolis.
Moved: Sandra
Seconded: Michele
Decision: CARRIED on 17 August

Motion: The Board of SCA Ltd approves the change of status of Okewaite to a full Canton.
Moved: Donna
Seconded: Jeff
Decision: CARRIED on 24 August

Item: **General Business**

Next Meeting: Monday, 12 October at 8:00pm (Sydney Local Time)

Meeting Closed: 9.33pm (Sydney Local Time)

Attachments:

A. Chair's Report

The Vic weapons requirements have been distributed via appropriate means and the uptake has been pretty good. It has highlighted a few things we have missed in our declaration, which we have been able to fix. I am still waiting to here back from the authority down there regarding our NZ counterparts.

This is going to be a work in progress for quite sometime and we will need to keep on top of it.

I celebrate 2 years on the Board this month and it has been an interesting ride so far. I have learned a great deal and still am.

The Okewaite news was met with much happiness it seems. Which is great news.

Policies and procedures are still the focus.

In service
Donna

B. Treasurer's Report

Treasurer's Report 3rd of August 2015

Completed

- **Bank Account Changes** – We have moved to the new platform, all but Stegby's Bank Account now active (I forgot it)
 - Stormhold using new accounts
- **June BAS Lodged** – no payment necessary as in credit but the balance was \$5889 leaving the ATO account in credit for \$4171.79

Current Items

- **Financial Policy Review: - Yeah Sorry – life.**
- **Ynys Fawr – SHARES!** – Proving difficult to find out how many and what they are set up as. Compushare were closed this evening when I rang them to try to obtain information – first call was not able to pick up anything.
- **Bank Accounts** – Slowly adding new signatures and getting mobile securities set up
 - Abertridwr have signatures just not moved to new accounts
 - Innilgard to move – working on signatures – had to wait for an advertised event to be finalised
 - Krae Glas – all set up – funds being transferred
 - Stowe on Wold
 - Torlyon
 - Ynys Fawr
- **GST Payments** – All Reeves have been notified of their liabilities and most have paid them to Corporate. – a few to follow up on.
- **Event Booking Program – Side lined – credit card payment issues**
- **Stock Clerk Stock????? PLEASE CAN WE SORT THIS !!**
- **Membership Forecasts and Impact of multiyear memberships**

MOTION : The Board agrees to pay Corporate's portion of server costs of \$293.24

Sandra Watkins

Treasurer

SCA Ltd