



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: 19 October 2015

Category	Description	Action Required
Attending:	David Beresford (from 8.15pm), Ray Gleeson, Michele Le Bas, Jeff Nicholson, Donna Page, Kate Turley, Sandra Watkins.	
Observers:	Tina Bean, Jeremy Gregson.	
Meeting Started:	8:10pm (Sydney Local Time)	
Apologies:		
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	
	None	
Notification:	Speaking as a Board Member / Environmental Scanning	
	Query re: Lochac policy pre-booking and pre-payment. Explained it was encouraged and up to groups if they did not take monies at the gate but they must advertise. Concern about this acting on newcomers.	
	Masonry discussions re: website policy. Was careful not to speak as Board member.	
	Membership cards as below.	
	Query re: location Vic Weapons form.	
Report:	Chair	
	As below.	
Report:	Secretary	
	A member applied to join the Board but has withdrawn and will reapply in around a year when they relinquish their group office and become eligible.	
Correspondence:	Jeff has the hard copy insurance policy from the PO Box. Michele received Australian Knights Templar recruitment email; board to discuss.	Jeff will forward the insurance policy. Michele to forward Knights Templar email to board for review.
Report:	Treasurer	
	As below. Try Bookings: groups wanting to use this must first consult with the Board for permission, then use at own risk following Treasurer guidelines.	

Motion: The Board agrees to pay Michelle McDonald – Registrar \$787.05 for costs associated with the production and postage of new membership cards

Moved: Sandra

Seconded: Jeff

Decision: CARRIED

Kingdom Historian request for 50th year anniversary funding.

Motion: That the Board agrees to subsidise the Lochac Historian's attendance at the SCA 50th event in the US to the value of \$500 providing there are no personal gain issues.

Moved: Jeff

Seconded: Ray

Decision: CARRIED

Sandra is recusing herself from any matters concerning the Vallon d'Or banking changes.

Report:

Kingdom Seneschal

Tina's final tabled report to us as Kingdom Seneschal was accepted. Doona thanked Tina for being the person she was and she and Sandra both said they would not have managed in their roles without her. Jeremy has big shoes to fill.

Motion: The Board of SCA Ltd thanks Tina Bean for her work as Lochac Seneschal, noting that the Board would have struggled without her advice and support.

Moved: Jeff

Seconded: Sandra

Decision: CARRIED UNANIMOUSLY

Item:

Discussion: Website policy (Jeff)

Jeremy and Jeff will work together to formalise role description for Masonry Team. Jeremy and Jeff will work jointly on Masonry team

We need an IP policy which would cover some of this, plus job description.

Dropbox, Xero, our group names, 'Lochac', etc. also some SCA members have claimed IP for their work for the SCA in member about IP.

the past. May impact Publications Policy. SCA Inc's IP is covered in Corpora & Affiliation Agreement but does not cover how our IP can be used in Australia.

There was a query about an SCA-related product being produced. SCA Inc is currently taking action in US against IP theft there. We could discuss with certain members who have professional knowledge of IP. Ray has an acquaintance with corporate law knowledge. Jeremy will speak to a relevant member and we will take it from there.

Jeff left meeting 9.20pm

Hold website policy decision until next month.

Item: **Discussion: Proving membership (Donna)**
Recent query about photocopies of cards being acceptable. Michele to check
Proof of membership policy does not mention the \$5 non- indemnity timing with
member fee, nor does Constables Handbook. insurers.
Need to insert \$5 event insurance fee into Proof of
Membership policy, Ray will put words together for us to
review and finalise.

Michele to check if indemnity is approx. every year (as per
original discussions) and does not have to be to the exact 12-
months day so that we can align with membership expiry.

Motion: A statement is to be included in the Proof of
Membership and Indemnity policy advising
methods to prove membership and if
membership and indemnity cannot be proved, a
\$5 event insurance fee will apply and an
indemnity must be completed.

Moved: Michele

Seconded: Donna

Decision: CARRIED

Motion: If the Insurance company is in agreement the
Registrar will align membership expiry dates
with Indemnity expiry dates on all membership
renewals.

Moved: Donna

Seconded: Seconded

Decision: CARRIED

Item: **Decision: Stock Clerk inventory (Sandra)**
Sandra will reply and apologise for delay and accept Mainly Sandra to respond to
Medieval's offer for the remaining SCA Ltd stock that they Mainly Medieval:
hold. Michele will thank a member for their contribution to Michele to thank a
the discussion. member.

Motion: SCA Ltd agrees to accept \$3,000 for the
remaining SCA Publications currently held in
stock from Mainly Medieval.

Moved: Donna

Seconded: Ray

Decision: CARRIED

Item: **List of things to discuss via the list:**
Bulling and Harassment Policy

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

Motion: That the form labelled "Application for SCA Ltd
Weapons Exemption within Victoria Mk2.pdf"
(attached) be accepted as the new form for SCA

Ltd Members wishing to be able carry and use controlled weapons in Victoria. This form would take effect immediately

Moved: Jeff

Seconded: Kate

Decision: CARRIED on September 8

Motion: that the follow text be adopted as Constitutional Change 1 for the 2016 AGM:

Change 1: Board Members

Motion: That Section 26.4 be amended to have the words "or territory" added after the word "state" so that the section reads "No nominations may be accepted from a person in a state or territory which already has two board representatives"

Reason: The Constitution is designed to encourage fair representation from all parts of Australia. Currently, by a strict reading, there is no limit on the number of Board Members from ACT or NT while there is a limit for the states. This motion corrects that oversight.

Moved: Jeff

Seconded: Ray

Decision: CARRIED on September 26

Motion: That the October 2015 meeting of the Board of SCA Ltd be postponed until 8pm Sydney local time on 19 October 2015.

Moved: Jeff

Seconded: Donna

Decision: CARRIED on October 12

Item: **General Business**

Next Meeting: Monday, 9 November at 8:00pm (Sydney Local Time)

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

Attachments:

A. Chair's Report

Unfortunately my focus has been on a local level of recent weeks and I have personally not been as active as I would like.

There are a few common threads coming out of questions being post of recent times mainly surrounding membership. Firstly, the need to pay a fee if you can't prove indemnity, the need to carry your membership card and the legalities of such things.

The Weapons policy is being accepted more widely and with the changes to storage requirements for out of staters it is a little easier to understand. I know that I was asked for the link to the document by several people who were attending events in Victoria recently so the information is obviously disseminating well.

The NZ Affiliation agreement is now in the hands of the committee over there and they are meeting tonight so we should have the finalised agreement in place in the coming weeks/days.

In service

Donna

B. Treasurer's Report

Completed Items

Current Items

- **Financial Policy Review.**
- **Ynys Fawr** – Shares – Details have been updated – I hope no confirmation received. Accountant will make the necessary adjustments to the accounts to ensure that the value of the shares is accurately reported and a new Xero code has been added to code Dividends to.
- **Bank Accounts** – Still waiting on some branches to actually start using new accounts – and I haven't opened Stegby's which I hope to get to this week.
- **Westpac** : Continue to throw curveballs – as per my email on Deposit Cards now being necessary to deposit cash funds – will have to look into this one further.
- **BAS** – All but four branches have completed Reconciliation for the July – Sep Quarter. Two of those Reeves made contact and had extenuating circumstances and as such we have not closed off the accounts to enable them time to complete reconciliation. Thomas has suitable chased up the other Reeves. As soon as these are complete we will close of the books and send to the accountant.
- **Event Booking Program – Side lined – credit card payment issues**
- **Stock Clerk Stock** – Yah – Let's motion this baby off my list please
- **Try Bookings** – Mordenvale have requested permission to use Try Bookings for next Spring War.

MOTION: The Board agrees to pay Michelle McDonald – Registrar \$787.05 for costs associated with the production and postage of new membership cards

Sandra Watkins

Treasurer

SCA Ltd