



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 9 November 2015

Category	Description	Action Required
Attending:	Ray Gleeson, Michele Le Bas, Jeff Nicholson, Donna Page, Kate Turley, Sandra Watkins.	
Observers:	Jeremy Gregson, Tim Liersch	
Meeting Started:	8:05pm (Sydney Local Time)	
Apologies:	David Beresford	
Confirmation:	Minutes of last meeting	Publication on website
	Motion: That the previous minutes be accepted as a true and correct record.	(Secretary)
	Moved: Michele	
	Seconded: Donna	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures A possible conflict of interest was advised.	
Notification:	Speaking as a Board Member / Environmental Scanning Discussions within a group regarding membership and indemnity. Ongoing conversation about SCA websites.	
Report:	Chair As attached.	
Report:	Secretary Burnfield lease approved. Insurer has approved use of caregiver form on an ongoing basis. We need to clarify martial activities permission (what are the underlying principles for what's OK for authorising, do we need to add a section on combat authorisation?) We need to know the legal guardian is aware of actual risks of fighting (maybe make it part of Marshallate form). Finalise by email.	Caregiver form changes to be finalised by email including martial aspects.
Correspondence:	None in mailbox.	
Report:	Treasurer As attached. Stock Clerk: Ray will take this on to follow up.	Ray to follow-up stock offer.
Report:	Kingdom Seneschal Report was presented and accepted.	
Item:	New: Potential Board member Tim (Donna) From Canberra, has been Reeve 2-3 years. Willing to serve as Treasurer. Public admin background. 4 years in Bureau Stats national accounts – big picture. Geology degree. BoD would	Secretary to call for commentary.

pay to send him on a Xero course. Also happy to look at relationship with colleges (has Melb Uni C&S experience). Kate also happy to work on that with him. Can check PO Box easily. He is happy to join the Board if we offer.

Item: **Decision: Riverhaven 4-year lease** Secretary to liaise with Riverhaven and Council regarding signing lease.
Sandra can't see any issue with them affording it based on account history.

Motion: That the Board approves signing the proposed 4-year lease renewal application for 35 Wesley St for the Barony of Riverhaven.

Moved: Michele

Seconded: Donna

Decision: CARRIED

Item: **New: Website and Webmin planning (Jeff)** Jeff to discuss role possibilities with Dimitri.
SCA Ltd Website: Jeff has been tidying up the website and removing superseded policies.

1. SCA Ltd Webmin role: Succession planning, Jeff will step down from Board in April. PENDING No.2.
2. Is there a desire to make the Webmin a Corporate Officer like Registrar? If yes then we can add to AGM business. But then it could not be done by a Board Member due to conflict. Jeff will talk with K/Web Dimitri about incorporating into his purview option, before next meeting.
3. He'd like to set up a section on Dropbox for items to be published on the website, which would be shared with the Webmin. We agree with this.

Item: **New: Smart Membership Cards proposal (Michele)** Kate to take on project, will write initial communications for review; Michele to advise Tatya and ask if she will join working group.
Small working group to investigate proposal and work out any issues regarding privacy, dropbox integration, weapons legislation proof (expiry date), etc.
All agreed it was worth exploring.

Item: **Update: Policy review tasks (Donna)**
People can discuss Privacy policy over email in the next week.

Item: **Proof of Membership (Jeff)** Jeff to amend form, liaise with Constable and Dimitri.
It needs to be communicated more clearly exactly what the \$5 is for and who needs to pay it, including a link to insurance FAQs. Constables would handle this, with a statement in the Constables book. "Anyone who cannot provide proof of current membership must pay \$5 insurance levy." Must consult with Kingdom Constable, then send out through

Constables and Reeves and ask K/Web Dimitri to update the forms, with wide communications.

Jeff will make sure form is correct, add statement about non-members paying \$5, will talk to Constable and Dimitri and arrange for Constable website, will advise Reeves and Constable to disseminate through their channels.

Item: **Kingdom Seneschal consultation period**

Ex-KS to remain on Facebook page and Board mailing list during 3 month consulting period.

Item: **List of things to discuss via the list:**

RBGs and weapons exemptions (Ray & Kate)

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

Motion: That the Board approves the new membership and minor indemnity forms, with the updated code of conduct and the additional point 13 in the indemnity.

Moved: Jeff

Seconded: Ray

Decision: CARRIED on 6 November

Motion: That Jeremy Gregson, incoming Kingdom Seneschal, be added to the SCA Ltd Board's Confidential mailing list now, just prior to stepping into the office, in order to become familiar with current issues.

Moved: Michele

Seconded: Ray

Decision: CARRIED on 31 October

Motion: That the revised Code of Conduct, dated 28 October 2015 and stored as Dropbox\SCA Ltd Board Files\SCA Policies and Procedures\Draft\Code of Conduct\Code of Conduct - 2015 Draft.docx, be accepted and published as the new Code of Conduct. Further that any forms that reference the Code of Conduct be updated with the appropriate content.

Moved: David

Seconded: Sorle

Decision: CARRIED on 28 October

Item: **General Business**

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

Meeting Closed: 10:20 pm (Sydney Local Time)

Attachments:

A. Chair's Report

Chair's Report November 2015.

As we sadly farewell the wonderful Tina Bean we welcome her successor Jeremy Gregson to the role of Kingdom Seneschal. I am sure Tina has paved a fine if rocky path for Jeremy to travel. Thank you Tina for your amazing service not only to the Kingdom but to the Board, we could not have done so much these 2 years without your help.

With the issues raised regarding a member's (non-SCA) activities it is time I feel to ensure that our Child Safety policy reflects accurately that which we mean to project. Our children cannot be put in any danger and although the rule must always be Innocent until Proven Guilty I feel that it is absolutely necessary to have strict rulings about playing in our game if we find out that there are issues surrounding minors. We are not the police, we do not check people's history and we are open to everyone but we cannot stand on those Laurels when someone is actually charged with an offence. It needs to be made clear to all Seneschals that if they become aware of charges of a sexual or child related crime it is essential that the Kingdom Seneschal is notified to ensure appropriate action is taken.

Our weapons policy is in need of tweaking to ensure firstly it is relevant to the people playing the game and that it complies with all current legislation. This policy has to be as fluid as governmental policies with changes being on an as needs basis plus a regular review.

Looking forward to a fabulous December.

In Service,
Donna Page
Chair

B. Treasurer's Report

Completed

I wrote my report.

Current Items

- **Financial Policy Review. Nearing Completion** – Sorle I will take you up on the offer to format shortly as its beginning to look like a dog's breaky and making it hard to work out what's going on prior to a re-check.
- **Audit Time Line Requested:** I have advised the Auditor of the date of the AGM and requested a timeline as per last year. We are working on a tighter schedule this year, as Festival is earlier. We only just made it last year – but I have started priming the Reeves for it and Thomas Is on top of it as usual.

- **BAS – July to Sep** – Data has been provided to the Accountant – It was late getting there this quarter due to two Reeves with close family members dying. Both Reeves communicated with us before close of reports and I was able to get an extension. We will not be fined. As such I don't have BAS motions for this report and they will be completed once finalised. I'm not anticipating a need to pay anything, as there are sufficient funds in the integrated account to cover it. There will be the normal credits to pay back branches once that is finalise
- **Reeves** – Rowany, Aneala, Abertridwr are all at the end of warrants.
 - Chris failed on getting out of it the easy way so is still looking.
 - Aneala has one – a conflict of Interest was raised by the candidate and Thomas and I didn't see it as being a reason for him to not approve the appointment – she was asked to remove herself from any dealings with "Grey Company" another medieval group in WA whom her husband is treasurer for, and agreed. Has gone to commentary.
 - Krae Glas – Reeve is moving to Perth (yah) and their Seneschal just won crown (and didn't have succession planning in place) as such the Reeve has requested an extension and permission to continue in the role from WA. Thomas hasn't confirmed a decision as of the lodging of this report – but general feeling from the Kingdom and myself was it's better to have a reeve that knows what they're doing in the lead up to an audit and allow it to occur with oversight from the exchequer, they do have a deputy who will formally take over earlier in the new year.
 - Abertridwr – Reeve has agreed to stay on till the Annual Planning meeting in Jan when changes are expected.
- **Bank Accounts**
 - **Stegby** – Might actually be opened, there is such a thing as a helpful Westpac person – (tantrum was required)
 - Abertridwr, Ynys Fawr, Krae Glas, Stormhold, Innildard, St Florians and Torlyon are all using new accounts
 - **Mordenvale** - Still in Old accounts – Thomas is on it along with **Stowe**, and that's under control as the Seneschal is now dealing with getting the required details
 - Which only leaves Burnfield and Lightwood not with Westpac
 - **Cairnfell** is still deciding about closing – if they are this account will need to be closed – if not we need to move them to Westpac – and preferably by the end of the month so its clean with the new financial Year – Waiting on info from the New KS and Thomas before actioning this one.
- **Stock Clerk Stock** — no response from them – can I please hand this one off to someone else to follow up.

MOTIONS

None....

Sandra Watkins
Treasurer
SCA Ltd