



# Society for Creative Anachronism Ltd (Australia)

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## SCA Ltd Board Meeting: Minutes

Meeting held: 7 December 2015

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Tim Liersch, Jeff Nicholson, Donna Page, Sandra Watkins (from 8.50pm).	
Observers:	Jeremy Gregson	
Meeting Started:	8:12pm (Sydney Local Time)	
Apologies:	Kate Turley, Sandra Watkins (late)	
Confirmation:	<b>Minutes of last meeting</b>	Publication on website
	Motion: That the previous minutes be accepted as a true and correct record.	(Secretary)
	Moved: Michele	
	Seconded: Jeff	
	Decision: CARRIED	
Notification:	<b>Conflict of Interest Disclosures</b>	
	Tim: works near Brooke Perkins (Lochac Historian).	
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b>	
	Rowany Senate meeting were advised that concussion sensors not a Board matter, referred up to Marshallate.	
Report:	<b>Chair</b>	
	As attached	
Report:	<b>Secretary</b>	Michele to provide Tim with a letter for PO Box access
	Jeff will give Tim one of the PO Box keys.	
	Motion: That the Board approves the Secretary writing a letter under seal to Australia Post authorising Tim Liersch to have full account access to the SCA Ltd PO Box.	
	Moved: Jeff	
	Seconded: Donna	
	Abstained: Tim	
	Decision: CARRIED	
Correspondence:	No new correspondence, apart from a US member transferring here, and PO Box invoices can be switched to electronic for \$5 discount.	
Report:	<b>Treasurer</b>	
	As attached	

Motion: The Board approves to pay its share of Server costs, as per the agreed formula, as and when the amount is due in perpetuity.

Moved: Jeff

Seconded: Ray

Decision: CARRIED

Motion: The Board agrees to refund 75% of Flights associated with Sandra Watkins – Treasurer travel to Festival – Cost \$ 485 - Board Portion \$363.75

Moved: Donna

Seconded: Michele

Abstain: Sandra

Decision: CARRIED

Report: **Kingdom Seneschal**

Report was provided and accepted.

Item: **Welcome new Board member Tim (Donna)**

Welcome from all of us.

Item: **Update: Website and Webmin planning (Jeff)**

Hold over to next month, K/Web has been away.

Jeff volunteered to be on the LOTS organisation team.

Item: **Update: Policy review tasks (Donna)**

Weapons Policy – waiting on confirmation from some issues re: Victoria and NSW, in next month or so. Jeff suggests a Reference page with links rather than trying to get everything into a policy. Donna will work more on this before next meeting.

Donna to continue to work on gathering and pulling together information.

Kate has updated the Bullying policy with discussed changes and has asked Jeff to look at formatting.

Privacy policy has been commented on, Michele to go through and present a final version for approval.

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

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

Motion: That the Board accepts Tim Liersch as a member of the SCA Ltd Board for a period of three years.

Moved: Michele

Seconded: Jeff

Decision: CARRIED on 25 November 2015

Motion: That the Board approves the payment of GST credits to the following:

Abertridwr	\$132.27
Bordescros	\$51.22
Cairnfell	\$30.90
Dragons Bay	\$74.32
St Florians	\$382.41
Stormhold	\$6.07
Kingdom	\$1,403.10

Moved: Sandra  
 Seconded: Michele  
 Decision: CARRIED on 30 November 2015

Motion: That the Board agrees Tim Liersch be given:

- administrator access to all Westpac bank accounts and be added as a signature to the corporate, and donations bank account;
- administrator access to SCA Ltd PayPal account;
- access to all branch and associated treasurer drop boxes;
- advisor access to branch and corporate Xero packages;
- be added as a authorized user to the ATO integrated business account.

Moved: Sandra  
 Seconded: Donna  
 Abstain: Tim  
 Decision: CARRIED on 29 November 2015

Motion: The board agrees to pay the ATO \$3,557 for the SCA Ltd July to September BAS Obligation.

Moved: Sandra  
 Seconded: Tim  
 Decision: CARRIED on 2 December 2015

Motion: That the board approves payment of \$46 to ASIC being the amount invoiced for the annual company details review.

Moved: Jeff  
 Seconded: Ray  
 Decision: CARRIED on 5 December 2015

Item:

### **General Business**

Jeff suggested that now is a good time to start arranging nominations and paperwork, etc. ready for Festival. Nominations for Director positions to Donna before the next meeting. We will review as part of our Jan meeting. Person must please. nominate, and then can be seconded. Voting at the AGM if more than one nomination per office.

Next Meeting: Monday, 11 January 2016 at 8:00pm (Sydney Local Time)

Meeting Closed: 9.45pm

## **Attachments:**

### **A. Chair's Report**

Firstly, welcome to Tim who has hit the ground running with his assistance to Sandra. It is very much appreciated. Sometimes we forget how important it is to have a backup for roles we take for granted, such as our Corporate Treasurer. I am very happy that Tim is able to take some of the pressure off so that Sandra can actually have a life occasionally.

We are now at full strength for, from what I understand, the first time in many years. This is fabulous and it means that we can stay focused on getting the mundane side of things done in a timely fashion so that the many can enjoy simply playing our game.

I would like to see LOTS happen next year. Tina tried very hard to get something happening and I think we should fully support Jeremy in progressing the training required. I would like to table this for further discussion in the New Year. I think we need to ensure that part of the training involves a session on exactly what a board member does to encourage future membership. We drop back to 7 in March and by the end of 2016 both Sandra and I will be stepping down also. It is truly hard to believe that it is nearly 3 years already.

December means winding down for the year for SCA with goings on getting smaller and quieter. On a personal SCA note I am looking forward to find out who the candidates for the River Haven Baron and Baroness are in the next couple of weeks. Hopeful this will happen before Christmas.

So the affiliation agreement is in place now, the privacy policy and the code of conduct look set to be ready for the end of the year. This is making me very happy. We had a lot of outstanding policy reviews at the beginning of the year and it seems we are actually on top of things. I am hopeful now that we, and future board members, can keep on top of these reviews.

It seems that I am unable to get leave over Easter so I will be unable to attend the AGM. I am stepping down as Chair at that meeting. Considering the use of technology to have our general meetings I would like to explore that possibility for AGMs in future. There are many in our Kingdom who are unable to attend Rowany Festival for many reasons and I would like to give those people an option to participate in the AGM should they choose. This can be held for discussion in the New Year.

I would like to take the opportunity to wish you all the brightest blessings of the season, no matter what you celebrate or don't. 2015 has been a roller coaster ride but I am proud to be sharing the carriage with you all.

In Service

Donna Page

## B. Treasurer's Report

### Completed

I wrote my report.

I have a deputy!!

### Current Items

- **Financial Policy Review. Nearing Completion** – Feedback received and being incorporated – a few other things came to mind as well.
- **Deputy Setup** – Tim now has access to:
  - Drop box access has been provided – quite sure Tim was as glad to see the end of the emails as I was getting the “has accepted your invitation” ones.
  - bank accounts – yet to receive administrator access, paperwork has been sent to Michele (Secretary) for signatures.
  - Administrator Access to Xero has been granted and Tim has already started the reconciliation of Corporate expenses – This has been handed over as a responsibility of the deputy.
  - Introductions to Auditor and Accountant have been conducted along with an introduction to Michelle (Registrar).
  - Still have to get access to Paypal and ATO integrated account.
  - List of things to teach has been created and going quickly
- **Bank Audits:** Tim has commenced collecting the proof of bank accounts being closed and we have started getting the details ready for the other branches so that we are not surprised like last year.
- **Accountant** – Had to speak to the Accountant about checking Assets and ensuring they are being coded correctly – Reminders sent to reeves as to when things should be coded as assets, Tim and Thomas are also checking the files. I'm also not happy with a few items on the Reports sent through and I will be following up on this during the week.
- **Insurance Certificates** – Another email sent reminding Reeves that Insurance certificates are in Drop box.
- **GST** – Payments to branches have been finalised – Reconciliation of Payment to corporate have not been completed (hey Tim that's another job for you 😊 )
- **Thomas** – Continues to be awesome – Is on top of the audit documentation and doing spot checks and follow ups with the appropriate Reeves - We may need to watch a branch – Bank accounts statements for the old accounts don't seem to be forthcoming. Several emails in my box I haven't got to yet (he was busy on Sunday)
- **Bank Accounts (Tim may have info to add to this)**
  - **Stegby** – Old account closed and New one operating
  - **Mordenvale** - Issued a Pending suspension notice due to the old bank account still being open and having 25K sitting in it and the year fast running out
  - **Stowe** - Balances have been transferred await confirmation account has been closed
  - Which only leaves **Burnfield** and **Lightwood** not with Westpac – Audit paperwork sent
  - **Cairnfell** - Moneys deposited to Stormhold including petty cash – awaiting confirmation of bank account being closed
- **Stock Clerk Stock** — Funds Received into Corporate

**MOTIONS**

The Board Agrees to pay Kingdom \$293.24 for its portion of the server costs for November 2015 to May 2016

The Board agrees to refund 75% of Flights associated with Sandra Watkins – Treasurer travel to festival – Cost \$ 485 - Board Portion \$363.75

Sandra Watkins

Treasurer

SCA Ltd