



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

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SCA Ltd Board Meeting: Minutes

Meeting held: 7 March 2016

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Tim Liersch, Jeff Nicholson, Donna Page, Kate Turley, Sandra Watkins.	
Observers:	Jeremy Gregson, David Hurst, Beth Johnson.	
Meeting Started:	8:11pm (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)
	Moved: Michele	
	Seconded: Donna	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning Donna was asked if there a Board view on Whack a Knight? Activity for the public and advised only if they paid the \$5 insurance fee for event membership. Sandra was asked about an incident in her report. Tim spoke with equestrian marshal regarding various insurance providers. Kate confirmed that a member she was speaking with was compliant re: stat dec for the metal sword they were carrying. David spoke with with a member about insurance. Michele discussed in and out game issue with the Crown.	
Report:	Chair As attached	
Report:	Secretary A few enquiries, an ABC Radio reporter will be at Festival.	
Correspondence:	One membership card RTS. 1 membership application, 1 bill.	
Report:	Treasurer As attached	
	Motion: The Board agrees to write off \$1,684.75 as stolen, to be reflected on 1 st January 2016 in branch financials.	
	Moved: Sandra	
	Seconded: Tim	
	Decision: CARRIED	

Motion: The board agrees to accept the “Personal gain fact sheet” as Policy and distribution via reeve list and website.

Moved: Sandra

Seconded: Michele

Decision: CARRIED

Motion: The Board agrees to pay for three months of Dropbox for Sandra Watkins to enable continued access during the Advisory Period after step down. (\$US 10 a month). She will make the claim at the end of the three months when she knows how much her credit card has been charged.

Moved: Sandra

Seconded: Michele

Decision: CARRIED

Motion: The board agrees to the transfer of \$50 to Abertridwr for the Audit Fee which was incorrectly charged to their account instead of Corporate’s.

Moved: Sandra

Seconded: Michele

Decision: CARRIED

Motion: The Board agrees to the following GST refunds (which reflect corrections required as previously reported):

Aneala \$374.92;
Innilgard \$66.55;
Riverhaven \$55.85;
Ynys Fawr \$173.59.

Moved: Sandra

Seconded: Michele

Decision: CARRIED

Motion: The Board agrees to the removal of Sandra Watkins and Jeffrey Nicholson as Hard signatures and the inclusion of Michele Le Bas, Kate Turley and Tim Liersch on the SCA Ltd following SCA Ltd Bank Accounts:

Abertridwr 1 & 2
Corporate
Donations
Innilgard 1 & 2
Krae Glas 1 & 2
Mordenvale
Stegby
Stormhold 1 & 2
Stowe on Wold
Torlyon

Ynys Fawr

Moved: Sandra
 Seconded: Donna
 Decision: CARRIED
 Motion: The Board Agrees to the removal of Sandra Watkins and Jeffrey Nicholson as Electronic Administrators to Westpac Banking and the addition of Kate Turley

Moved: Sandra
 Seconded: Michele
 Decision: CARRIED

Motion: The Board agrees to remove Sandra Watkins access to Paypal.

Moved: Sandra
 Seconded: Michele
 Decision: CARRIED

Tim presented a draft of the corporate budget spreadsheet for discussion. Donna to send postage receipts to Tim for reconciliation.

Report: **Kingdom Seneschal**
 A verbal report was presented and accepted.

Item: **New: Crossbows licence renewal Qld (Donna)**
 Donna will speak Rothgar about the renewal process.

Item: **Update: AGM planning (Jeff)**
 All required documents up by the 21 day mark, website, also advertised Pegasus, lists and FaceBook. Jeff will arrange printing of documents.
 Proposed document created on how AGMs should operate. Jeff will do during advisory period.

Item: **New: Registrar changeover (Donna)** Donna to ask Michelle McDonald for Job description details.
 Registrar has advised intention to hand over the office.
 Position to be advertised by Board, we need a JD with requirements of the role. She has been in the role since 2008 or earlier.

Item: **Update: Board recruitment (Michele)** Michele to provide info including JD link to applicants.
 Applications will remain open until after Festival as many people will be too distracted or busy to apply just before. We already have two applications and one enquiry.

Item: **New: Board Out game -> in game discussion (Michele)** David will lead discussions on how we might implement some initial aspects at Festival.
 The current Crown, David and Beth, attended to discuss the concept of bridging in-game and out-game divisions. They previously spoke with Royal household, peers and KS at length to gain diverse perspectives. Suggestion of translating organisational matters back into game. E.g. code of conduct principles included in AoA ceremony; creation of Hamlets to

assist small groups, announced in Court.

Our function provides changes to our rules, which can affect the game profoundly, but may be seen as irrelevant because it is viewed as out-of-game.

Concepts: In court, call forward the Board (an old and wise group of people) to announce law changes and board changes. Benefits – everyone sees us; it connects inside our world what is happening outside. To remove the veil of secrecy over our work. To remove sense of disconnect with Board decisions that Crown have had to enact. Concept of recognition beyond time on the board – possibility of a token to represent Board service to be considered. Possibility of Regalia – tangible token to hand on, raise visibility. Possibility the Board could have a device or badge of its own.

Note: potentially some aspects of Lochac Law may need to be altered, e.g. Crown currently must announce sanctions etc. Banishments are world-wide, not just Australia. The Board explains/determines banishments/revocation and denial of membership, the Crown says make it so in Court. Any changes would need to be assessed including impact on corporate and Kingdom administrative documents, e.g. Lochac Law, policies.

Important to work with SCANZ throughout. Their context differs but there is also common ground.

- Item: **New: Masonry proposal: new server posting (Jeff/Jeremy)**
Deferred
- Item: **Update: Website and Webmin planning (Jeff)** Jeff to liaise with K/web
Jeff still talking with K/web, ongoing. Jeff will continue regarding SCA Ltd
being our Webmin during advisory period, pending Webmin duties.
evaluation of options and decisions.
- Item: **New: Replacement membership cards (Tim)**
Defer to discuss with new registrar after appointment.
(Possible \$5 fee to provide a replacement card if lost.)
- Item: **Update: Policy review tasks (Donna)** B&H (Kate) and Privacy
Policies are up to date. A couple with final touches to do (Michele) to be finalised.
(B&H and Privacy).
- Item: **New: Board communications (Michele)** Everyone to utilise group
To improve the conversation flow and minimise entanglement page more for specific
of several concurrent topics, we will work at keeping actual topics and move chat into
topics on the FB group page rather than in chat. page topics if a topic
emerges from general
chat.
- Item: **List of things to discuss via the list:**
Any last minute festival/AGM arrangements.

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

Motion: That the board authorises expenditure of up to \$400 for each of Tim Liersch and Tim Moore (total expenditure of \$800) for the purposes of attending training courses on the use of Xero accounting software.

Moved: Tim

Seconded: Jeff

Decision: CARRIED on 7 February

Motion: The board requests under seal, that Commonwealth Bank provides proof that the SCA bank account of the Stock Clerk (BSB 062-199 account number 10527203), has been closed with statements from the 1st of April 2015 to date of close.

Moved: Michele

Seconded: Ray

Decision: CARRIED on 11 February

Motion: That the SCA Ltd Board accepts proposed Change 2 and 3 to the Constitution motions, for presentation to the SCA Ltd Membership at the 2016 AGM.

Moved: Jeff

Seconded: Donna

Decision: CARRIED on 2 March

Motion: That the 2016 AGM Agenda and Proxy Form be approved for release. The Board further approves appending Executive Nominee statements to the Agenda when available, no less than 21 days before the AGM.

Moved: Jeff

Seconded: Ray

Decision: CARRIED on 3 March

Item: **General Business**

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

Meeting Closed: 10:07pm (Sydney Local Time)

Attachments:

A. Chair's Report

Chair's Report March 2016.

With 18 days until I step down, and this being my last formal report in this forum, I want to thank you all for supporting me in the role of Chair. I am looking forward to being a Director on the board now, something I

only experienced for a very short time way back when.

A few goals have been achieved, a few have gone by the wayside but that is expected.

I am hopefully, under our new Chair's guidance we can continue to stay on top of the policies and keep them updated. The reformatted B&H policy looks ready to go so that will make us on top of things.

The Crossbow Authority is due for renewal this month and with all the new interest in Crossbow in the far north it is very important to get this completed in consultation with the holder of the authority on our behalf.

Our insurance is up for review and I believe that we have made the right decision in sticking with our current insurer, however I do feel it is necessary to table the requirements of our insurance to the populace to allow them to do the research for themselves should they so choose.

I will be glad when the final Financial Policy is rolled out, I think that is the real desperate need in the Kingdom now, not for our brilliant reeves but for other members who need to deal with the finances of the society. I hope that it is a once and for all stop to any misunderstandings that still seem to occur.

On behalf of the board, at our last meeting before the AGM and the return to the wild of two of our own, I would like to thank Sandra Watkins and Jeff Nicholson for their service to the Board and to the Kingdom at large. We are forever grateful.

In Service

Donna Page
Chair

B. Treasurer's Report

Treasurer Report 7th of March 2016

AUDIT – Ongoing

Financials have not been received from the Auditor due to the need to notify them of the theft of unreported fund (discussed later). They advised me on Friday that they have now been forwarded to the Partners for the second checking. I'm hoping we will see them late next week. This will mean we will need to Motion their acceptance by email once they have been received. It's rather difficult to write a report on a report that hasn't been received so it's likely that the Auditors report will be presented first followed by mine shortly after depending on time frames. (18 days to the AGM)

Theft of unreported SCA Funds

Some collected funds were stolen from an SCA officer. Due to the fact that the funds stolen should have been reported in the 2015 financials that had already been submitted, in consultation with the "Panel of

Experts” it was deemed necessary to advise the auditor of the situation. I would like to note at this point that it is not the Stolen Funds that was the concern – it was the unreported nature of the funds that mattered.

The Auditor requested more information on the situation as previously provided to the board. We were then advised that the incident did not need to be reflected in the 2015 financials and would have no impact other than a delay, on final reports.

As there had been significant breaches in Financial Policy that had the potential to impact on our legal obligations in consultation with the Kingdom Seneschal and the Exchequer further information was sought from those involved. After a detailed assessment, the KS and Exchequer have placed an Administrative Sanction on the Officer holding the funds to prevent access to SCA Ltd Cash Funds.

An email addressing the situation rather than the detail and the importance of ensuring funds were deposited in a timely manner was sent to all Seneschals and Reeves. It also indicated the correct manner to report the theft of funds should they be in this position.

Other than the following Motion to write off the funds I do not feel the board needs to take any further action on this subject.

Carbon Bookkeeping / Rowany

As previously advised two meetings were held in late February,

- Rowany Reconciliation – In attendance Chris Colefax, Kimberly Davies (past and present Reeves), Tim Liersch, Tim Moore and myself. The Seneschal was invited but was unable to attend. Discussions as to how Rowany felt about continuing to retain the bookkeepers services for Reconciliation of Rowany’s financials considering last year’s efforts were conducted. Both incoming and outgoing reeve felt that with a bit more communication between the bookkeeper and the Rowany reeve a more satisfactory result could be obtained. A plan was detailed and communicated to Carbon.
- Carbon Bookkeeping Meeting; in attendance Carbon Director - Jamie Davidson, Our account Manager - Emma Grant, Tim Liersch & Tim Moore and myself.
 - Introductions to the Next Treasurer and Current Exchequer were conducted.
 - A more detailed timeframe to produce financials was arranged to ensure that all parties (including auditor) could complete their responsibilities to the tight timeframe we were all working with. It was noted that the AGM in the next five years would be a lot later than it has been in the past two years which would make it a lot easier to achieve moving forward, by which time we would have the procedures working well.
 - A procedure as planned with Rowany on how to reconcile accounts and communications were to occur was outlined and agreed to.
 - Carbon agreed to produce a “Standard Procedures Document for the Reconciliation of SCA Ltd Accounts” at their cost to be used by their staff. With the areas of most concern raised with them to be specifically addressed.
 - The SCA Ltd agreed to pay for a Standard procedure Document aimed at Reeves on how to complete their roles so that there was a consistent procedure across the Kingdom, with the ability to edit as required and distribute as we felt appropriately. My apologies with the other issues this week I forgot to follow up on how this was going and it’s a public holiday in Perth today. Will advise when I know what’s going on – we had hoped to roll it out at the Reeve Meeting at Festival.

I feel significantly more confident that Carbon will meet our contracted requirements moving forward now that these measures have been discussed.

Self-Assessed Income Tax Exemption - Annual Evaluation

The Australian Taxation Office changed the definitions of some of the organisations – specifically sporting organisations that could claim not for Income Tax Exemption under Not for Profit Legislation this year. The Changes also meant that some previously accepted sporting organisations were no longer eligible for Income or Fringe Benefit tax exemptions. A complete revisit was required to ensure we still fell under the “Cultural Organisation” Classification of last year as it had been a rather close call between the two identities to start with.

It is my assessment that the changes in definition have further indicated that the SCA Ltd falls under a Cultural Organisations Income Tax Exemption classification and not those of a Sporting Organisations. Its still a close call, however I feel we have significant differences with our organisation that would pass official assessment by the ATO to still be considered a Cultural Organisation.

- **Not for Personal Gain Fact Sheet** – Completed.
- **Errors with GST Calculations** – Re calculations have been conducted and Reeves will receive official notification of amounts due to Corporate in the next few days.
- **Financial Policy Review.** Back on the table, but looking like it’s Tim’s job to finalise.

MOTIONS

1. The Board agrees to write off \$1,684.75 as stolen, to be reflected on 1st of January 2016 in branch financials.
2. The board agrees to accept the “Personal gain fact sheet” as Policy and distribution via reeve list and website.
3. The Board agrees to pay for three months of Dropbox for Sandra Watkins to enable continued access during the Advisory Period after step down. (\$US 10 a month) I will make the claim at the end of the three months when I know how much my credit card has been charged.
4. The board agrees to the transfer of \$50 to Abertridwr for the Audit Fee which was incorrectly charged to their account instead of Corporate’s.
5. The Board agrees to the following GST refunds (which reflect corrections required as previously reported)
 - Aneala \$374.92
 - Innilgard \$66.55
 - River Haven \$55.85
 - Ynys Fawr \$173.59
6. The Board agrees to the removal of Sandra Watkins and Jeffrey Nicholson as Hard signatures and the inclusion of Michele Le Bas, Kate Turley and Tim Liersch on the SCA Ltd following SCA Ltd Bank Accounts:
 - Abertridwr 1 & 2
 - Corporate
 - Donations
 - Innilgard 1 &2
 - Krae Glas 1 & 2
 - Mordenvale
 - Stegby
 - Stormhold 1 & 2
 - Stowe on Wold

- Torlyon
- Ynys Fawr

7. The Board Agrees to the removal of Sandra Watkins and Jeffrey Nicholson as Electronic Administrators to Westpac Banking and the addition of Kate Turley
8. The Board agrees to remove Sandra Watkins access to Paypal

Please note all paperwork to effect these changes will be signed at the AGM

Please note that this will leave me as hard signature on the following branch accounts, which will need to be actioned at a branch level. I suggest this be used as an example as to the benefits of operating on board only signatures.

- Adora
- Aneala
- Dragons Bay
- Borderscros
- Dismal Fogs
- Kingdom
- River Haven

Which brings me to my last official action at a Board Meeting. I hereby advise the Board of Directors for The Society of Creative Anachronism Limited, that it is my intent to resign as both Treasurer and Director of the Board at the Annual General Meeting to be held at Rowany Festival on Friday the 25th of March 2016.

And that Your Majesties, Esteemed Kingdom Seneschal (Honourable) Lords and Ladies is my last ever board report. It hasn't all been fun but I have thoroughly enjoyed working with you all. I treasure (pun intended) all the friendships I have made during this period and look forward continuing them in the future.

Sandra Watkins
Treasurer
SCA Ltd