



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 11 Jan 2016

Category	Description	Action Required
Attending:	David Beresford, Ray Gleeson, Michele Le Bas, Tim Liersch, Jeff Nicholson, Donna Page (from 8.37pm), Kate Turley, Sandra Watkins.	
Observers:	Jeremy Gregson	
Meeting Started:	8:09pm (Sydney Local Time). Jeff chaired first part of meeting in Donna's absence.	
Apologies:	None.	
Confirmation:	Minutes of last meeting Motion: That the previous minutes be accepted as a true and correct record. Moved: Michele Seconded: Tim Decision: CARRIED	Publication on website (Secretary & Webwright)
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning Discussion with a member about gatekeeping and reporting, (also see Treasurer's report). Discussion with a member about college events being official events.	
Report:	Chair As attached.	
Report:	Secretary Tim and Jeff went to the Post Office and added Tim as a signatory. Tim now has a key.	
Correspondence:	St Johns invoice came to us instead of a branch – has been forwarded and dealt with. A membership form and cheque was in PO Box: Jeff will liaise with Registrar.	Jeff to contact Registrar about membership form and cheque banking.
Report:	Treasurer As attached. Discussion on New Groups Guide re: new incipient groups opening bank accounts: the section needs review. Jeremy wants to review overall guidelines for incipient groups. Section III.D of Corpora: Establishment and Advancement, does not include 'Incipient' groups.	

Section III.E: Reservations to the Board (which our Affiliation Agreement says means us) may permit the Board to allow Incipient groups. Tim, Thomas and Jeremy will review and can assess cases on their merits.

Jeff handed chairing of meeting over to Donna at this point.

- Report: **Kingdom Seneschal** Jeremy as KS will review draft procedures for incipient groups, to present to Board.
- A period of massive churn in Seneschals, with several Kingdom officers changing over. Conversations starting about Kingdom budgets looking forward. Tim starting to look at the Board accounts/budgets going forward.
- Item: **Progress: Pegasus advertising/sponsorship/Poll (Sandra/Tim)** Jeremy as KS will speak to K/Chronicler to get populace opinion (incl. NZ).
- A member wants to advertise their own business in Pegasus. This would need community support. We could have a one-page Marketplace/noticeboard for SCA-relevant businesses run by members only. Suggestion of a merchants page on website, or a separate biannual edition, to avoid blowing out Pegasus download size.
- The Board refers this matter to KS to report back to us, as it primarily a Kingdom matter and also affects NZ.
- Item: **New: 2016 membership fee review (Sandra)**
- Section 8.5 of Constitution allows Board to set membership fees, therefore changes do not need to go through an AGM and this can be reviewed after the audit.
- Item: **New: Call for nominations for next AGM (Donna)**
- Nominations (self-nominated unless stated otherwise):
- Chair (2): Michele (seconded by Donna);
Ray (seconded by Jeff).
- Deputy Chair: David (seconded by Donna)
- Treasurer: Tim (seconded by Sandra)
- Secretary: Kate (Nominated: Jeff; Seconded: Michele)
- Item: **New: AGM planning (Jeff)** Donna to provide Chair report by end Feb; Candidates to provide candidate statement (max. half an A4 page in 10 font) by 1 Feb.
- Jeff will generate the proxy forms and all documentation required for AGM. Jeff will chair the meeting in Donna's absence.
- Item: **New: AGM broadcast discussion (Donna)** Donna to raise this in her annual report.
- Discussion on possibilities re: broadcasting AGM via internet/Skype etc. A two-way technology would allow participation. May require a change in the constitution, as AGM would then be in multiple locations not just Festival. It could potentially be held on another date. Wifi/mobile reception at Festival site may be an issue. Proxy votes are available already. A working group can look at the potential

for this. Review after Festival.

- Item: **New: Crossbows Qld (Donna)**
 Awaiting response from Qld members and AON.
 Discussion on Crossbow usage; Rothgar is licence holder but reporting line unclear. Rapier, etc. all report through to Kingdom.
 Michele to follow-up AON re: crossbow query.
 Jeremy to discuss with Archery Marshal (for Australia only).
- Item: **New: LOTS 2016 discussion (Donna/Jeff)**
 Kate and Jeff would like to be involved. KS plans to have a Training Deputy in charge of this later in the year.
 KS Deputy will initiate in a few months; everyone with LOTS ideas to discuss with them (at the time).
- Item: **New: Off-server Lochac websites (Donna)**
 For example, a group webpage which is owned by a private member. All these need a link to a landing page Lochac.org so that we do not experience them lapsing and being redirected to undesirable sites, as occurred one time previously.
 Jeremy to follow-up regarding draft Domain policy.
- Item: **Update: Website and Webmin planning (Jeff)**
 SCANZ and SCA Ltd may be able to consider joint appointment, e.g. K/Chronicler.
 Jeff to liaise with Dimitri.
- Item: **Update: Policy review tasks (Donna)**
 B&H policy needs formatting
 Privacy statement: 'recording of first aid assistance' part to be improved. Michele to review & email us for discussion/motioning.
 Jeff to format B&H policy.
 Michele to raise discussion on first aid recording section of privacy policy.
- Item: **Update: Financial Policy review (Sandra)**
 Nearing Completion – Tabled to after Hard Close for Audit.
- Item: **List of things to discuss via the list:**
 Privacy statement to be finalised
- Notification: **Motions passed by email since last meeting**
- Motion: The board agrees to write off the balance of the Prepaid Credit card \$500.
 Moved: Sandra
 Seconded: Donna
 Decision: CARRIED on 15 December.
- Motion: The board agrees to grant view access to the Westpac Bank accounts for the Society of Creative Anachronism to Jamie John Davison (Accountant – Carbon Bookkeeping)
 Moved: Sandra
 Seconded: Michele
 Decision: CARRIED on 15 December.

Motion: The board acknowledges that it is not possible to accurately reflect the sale of assets associated with the stock clerk in accordance with Australian Accounting Standards and under advisement from the Auditor agrees to treat the funds received as general income.

Moved: Sandra

Seconded: Michele

Decision: CARRIED on 17 December.

Motion: That the Board endorses the closure of the Canton of Cairn Fell.

Moved: Donna

Seconded: David

Decision: CARRIED on 23 December.

Motion: That the following two corrections are made to previously approved minutes: 1. 4 May 2015 - add 'Donna Page' to list of attendees; 2. 9 November 2015 - correct the start time from '8:pm' to '8:05pm'.

Moved: Michele

Seconded: Sandra

Abstained: Tim

Decision: CARRIED on 8 January 2016.

Item: **General Business**

Next Meeting: Monday, 1 February 2016 at 8:00pm (Sydney Local Time)

Meeting Closed: 10:16 pm (Sydney Local Time)

Attachments:

A. Chair's Report

Chair's Report January 2016.

Well, 2015 is done and dusted and the AGM coming up fast. Whilst we have all been relaxing over the silly season Sandra, Tim, Thomas and the reeves of Lochac have been busily preparing for audit season. Thank you Sandra and Tim.

A few issues raising their heads. It seems that once a bee enters one bonnet it quickly populates the hive. Crossbows need to be high on our agenda as do weapons as a whole.

From what I read, the Kingdom is a happy place on the most part at the moment. We haven't been called the fun police in a while so I can only assume that the populace is currently happy with how we are progressing through the stuff that needs to be done.

I want to thank everyone for the work on policy updates. We seem to be well on top of these now, which is great. I hope to leave the next chair with a nice clean slate to work from.

In Service

Donna Page
Chair

B. Treasurer's Report

AUDIT – Commenced

- Due date for the presentation of files to the Accountant is 25th (Hard Close) – we were able to get an extension to the Monday without effecting completion dates (We basically just changed it from a Friday to a Monday so we had an extra weekend to finalise it all.
- Majority of Reeves have finalised Xero. Reminders have gone out and I have contacted directly those with a large number of unreconciled transactions to check that everything is in order. At this stage I believe all reeves will be reconciled on time. Date for Soft Close is 15th of Jan.
- Bank Audit Documentation for the Corporate accounts has been submitted to Westpac.
- Tim is following up all other bank accounts – he can report better on this one.
- Not a lot of Traffic on the Reeve list.
- Ynys Fawr Shares and the Stock Clerk – the Auditor has advised it is unlikely that either of these situation will result in a Qualification.
- Tim has almost finalised Corporate reconciliations and is just waiting on me to help code some things – we will be doing this after the meeting tonight.
- **Sign in Forms** – A complaint has been received regarding the use of the new sign in forms – Jeremy, Tim, Thomas and I decided that feedback on the forms was required from Seneschal, Constables and Reeves and potentially making small changes to the forms to include a “how to use this form” and better communication through the Lists would rectify this issue.
- I requested that this be placed on hold until Hard Close for the Audit had occurred so as to not split reeve focus at the moment.
- **Council Meetings (quorums)– No Rules in Corpora, Kingdom Law or current Financial Policy – Governed by the Corporations Act – Needs investigation and inclusion in the Financial Policy.**
- **Errors with GST Calculations** – Will be rectified once Audit has been commenced
- **Financial Policy Review. Nearing Completion – Tabled to after Hard Close for Audit.**

Sandra Watkins
Treasurer
SCA Ltd