



# Society for Creative Anachronism Ltd (Australia)

Website: <http://www.sca.org.au/board> Email: [chair@sca.org.au](mailto:chair@sca.org.au) or [secretary@sca.org.au](mailto:secretary@sca.org.au)

## SCA Ltd Board Meeting: Minutes

Meeting held: 1 August 2016

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Donna Page, Ray Gleeson, Simon Miller	
Observers:	Jeremy Gregson	
Meeting Started:	8:05pm (Sydney Local Time)	
Apologies:	Craig Cody, Genevieve Cody, Georgia Winter	
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: Donna	
	Decision: CARRIED	
Notification:	<b>Conflict of Interest Disclosures</b>	
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b>	
Report:	<b>Chair</b> As attached.  Plus reminder of Privacy Policy to continue working on as a group.	Simon and Ray. Weapons sub-committee to be revitalised. Earl Marshal should be on it but not deputies. Contact Tiffany for background.  Fact sheet for crossbow marshals/events. Ray to lead, Kate to help.
Report:	<b>Secretary</b> Both the May minutes and the Bullying and Harassment Policy have comments in the documents to be reviewed.  I have started talking to a few people from the list about the Colleges project with mixed responses but have asked each to nominate a person or two to contact.	
Correspondence:	One enquiry from Innilgard about Certificate of Currency.  One enquiry from Krae Glas about financial policy.	

Report:	<b>Treasurer</b> As attached.	David - follow up Post Office banking with Lightwood.
Report:	<b>Kingdom Seneschal</b>	Jeremy - to send mock-up of new form to Kate.
Item:	<b>New: Postcode etc. discussion (Simon)</b>	Simon to follow up with marshallate. Kate to talk to local seneschal.
Item:	<b>Update: Risk Assessment and Management (David)</b> Document in Upcoming.	Donna to give David a contact for a person for the working group.  David to advertise for more people.
Item:	<b>Board Heraldry (Donna)</b>	All - consider suggestions for next meeting.
Item:	<b>Registrar postal address (Kate)</b> Robyn to use her own P.O. Box.	Jeremy - to update P.O. Box online. Kate - update paper forms and upload.
Item:	<b>Teaching standards in martial activities (Simon)</b>	
Item:	<b>Meeting schedule (Michele)</b> 5 September (8pm Sydney Local Time) 10 October (David is a likely apology) (8pm Sydney Local Time DST - 7pm for Donna) 7 November (8pm Sydney Local Time DST) 5 December (8pm Sydney Local Time DST)	Kate - email to list  Michele to notify Crown
Item:	<b>List of things to discuss via the list:</b> <i>New:</i> Privacy statement (Michele)  <i>From last month:</i> Board Handbook (Kate) Pegasus Readership Survey Results (advertising) (Michele) Board device & possible Board service recognition token & current Board service token (Donna) College-related policies (Kate) Confidentiality agreement (Michele) Teaching standards in martial activities (Simon)	Kate to publish on Thursday to email list.
Notification:	<b>Motions passed by email since last meeting</b> Motion: To reimburse Sandra Watkins \$41.04 for Dropbox expenses. Moved: Tim Liersch	

Seconded: Kate Turley

Decision: CARRIED

Motion: To transfer \$110.00 to Aneala due to an incorrect selection of bank account by Joshua Davidson.

Moved: Tim Liersch

Seconded: Michele le Bas

Decision: CARRIED

Motion: To reimburse Abertridwr \$300 for an overpayment of non-member event membership fees.

Moved: Tim Liersch

Seconded: Donna Page

Decision: CARRIED

Item: **General Business**

Next Meeting: Monday, 5 September at 8:00pm (Sydney Local Time)

Meeting Closed: 9:38pm (Sydney Local Time)

## **Attachments:**

### **A. Chair's Report - 1 August 2016**

The crossbow approval renewal for Queensland is underway with Merv continuing to act as our local representative. Now that additional Queensland members have been trained and are formally qualified, more crossbow activities will be able to be run in the various groups.

Clear guidelines will need to be established to ensure ongoing compliance now that more groups are becoming active with Crossbow. I would like to see the weapons subcommittee revitalised to deal with matters of this nature.

Next month we will welcome Georgia to the Board and we look forward to her contribution and tales of Pennsic.

In service,

Michele Le Bas, Chair, SCA Ltd.

(TH Lady Yvonne de Plumetot)

### **B. Treasurer's Report**



SCA Ltd  
Corporate Division  
2016 Budget Tracker

Tim  
Author: Liersch                      Date: 01/08/16  
58.33%

<u>Revenue (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	%
Memberships	29,873.00	33,722.34	35,000.00	23,281.34	66.52%
Donations	1,398.00	528.00	.00	251.00	
Bank Interest	195.37	49.23	50.00	17.57	35.14%
Sale of Goods	291.36	2,727.27	.00	.00	
<b>Total</b>	<b>31,757.73</b>	<b>37,026.84</b>	<b>35,050.00</b>	<b>23,549.91</b>	<b>67.19%</b>

<u>Expenses (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	%
Accounting/Auditing Fees	7,172.85	13,557.92	14,000.00	9,254.50	66.10%
Affiliation Fees	.00	11,980.00	6,000.00	.00	.00%
Bank/Paypal Fees	138.99	969.24	1,000.00	710.34	71.03%
Corporate Travel	.00	750.88	1,000.00	330.68	33.07%
IT expenses	90.91	118.58	200.00	.00	.00%
Other Fees	4,352.60	426.36	1,000.00	609.00	60.90%
Insurance	21,258.51	24,686.66	26,000.00	24,976.53	96.06%
Pegasus	966.43	127.27	.00	.00	
Postage	124.55	992.28	1,000.00	565.97	56.60%
Stamp Duty	1,242.42	.00	.00	1,158.17	
Stationary	265.31	463.95	500.00	192.58	38.52%
Miscellaneous	647.29	-24.18	500.00	500.00	100.00%
<b>Total</b>	<b>36,259.86</b>	<b>54,048.96</b>	<b>51,200.00</b>	<b>38,297.77</b>	<b>74.80%</b>

**Cash Flow Position:**

09/05/16	Corporate Account	11,734.14
plus	Donations Account	1,326.18
plus	Paypal Account	21,102.28
less	Anticipated GST bill	-4,364.88
less	Anticipated Event membership bill	-6,155.00
less	Floats on issue	.00
less	Contingency Fund	-20,000.00
Equals	Total	<b>3,642.72</b>

*Beta - need to verify  
I'm pulling this  
correctly from the  
balance sheet.*

*Requires proper  
evaluation.*

**Floats on issue:**

Nil	.00
Total	.00

End of Quarter:

End of Quarter is progressing.

Bank account signatories:

We're looking at moving Lightwood to Westpac - they need to get back to me about their Post Office being sufficiently accomodating of their needs.

Booking Systems:

Work in progress. Nico Can probably say more.  
About to circulate the "Steward's Template" to reeves for them to play with.

Carbon

Bookeeping

They aren't doing recs until after the quarter closes, which is unhelpful for Rowany Senate.  
Thomas, Kim and I need to work out what to do in this space.

Audit

Bank confirmation forms are going online.  
Expect this to cost US\$115 this year.