



Society for Creative Anachronism Ltd (Australia)

Website: <http://www.sca.org.au/board> Email: chair@sca.org.au or secretary@sca.org.au

SCA Ltd Board Meeting: Minutes

Meeting held: 04 July 2016

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Donna Page, Ray Gleeson, Simon Miller (from 8:28pm).	
Observers:	Jeremy Gregson, Georgia Winter, David Hurst, Bethany Johnson	
Meeting Started:	8:14pm (Sydney Local Time)	
Apologies:	Genevieve Cody, Craig Cody, Simon Miller	
Confirmation:	Minutes of last meeting	Publication on website (Secretary)
	Motion: That the previous minutes be accepted as a true and correct record.	
	Moved: Michele	Kate - Move May motion to email
	Seconded: David	
	Abstain: Donna, Ray	
	Decision: CARRIED	
	Minutes of a previous meeting	
	Motion: That the May meeting minutes be accepted as a true and correct record, and suitable for publication on the SCA Ltd website.	
	Motion deferred	
Notification:	Conflict of Interest Disclosures	
	None	
Notification:	Speaking as a Board Member / Environmental Scanning	
	David - Amendment to local Police act - will be raised at Ynys Fawr Baronial Council meeting.	
	Nico's 'What is an event?' is a good and useful flyer.	
Report:	Chair	
	As attached.	
Report:	Secretary	Ray will follow up P.O. redirect.
	We established our new Registrar! I have put the postal options we brainstormed to Robyn Boyer to get her thoughts. It would be great if someone could please follow up on options for a mail redirect from the post box as I am going to be unavailable for most of this week. Otherwise I will do it next week.	Simon joined 8:28pm
	Email lists are relatively low-traffic lately. Can we use them to better effect to follow up/undertake projects again? (It looks like we're going to change this anyway.)	

Stowe-on-the-Wowld now have approval for their storage shed hire at Kennard's. Tim has been following up some details with them.

I have rewritten the May minutes that required editing.

Sandra and Jeff have had their access to Board materials and channels deactivated, as their advisory period has finished.

A few pieces of correspondence this month - email and phone call.

Correspondence: Phone call from two Innilgard members regarding how the Colleges relate to SCA Ltd/SCA Lochac. Kate to create a Colleges working party.

The Secretary of SCANZ enquired about the joint bullying draft and its history/current status, and about what our current policy is (he had found a brief document on the SCA Ltd website). His thought is that it would be nice if SCANZ could have a similar policy/procedure to us. I have been drafting a response to him, and it would be good to be able to share the new bullying policy draft with him please. Bullying policy - Email motion Monday 11 July to accept the policy.

There was one enquiry regarding the Vic weapons stat dec. Thanks to Ray for handling that one promptly.

Email from 'Jo Carpenter' saying she could not open links on our website, and when I enquired which ones she replied with some links on the Marshal website and a request that we advertise a couple of U.S. mental health services.

Report: **Treasurer**
No attachment.

This report is very brief - reconciliations are pending, so any breakdown of figures I might give will be unrepresentative.

We have around \$30k in the corporate accounts.
Insurance has been paid (hence reconciliations pending).
July branch reconciliations are starting.
Bank signatories continue to be updated - this includes Politarchopolis switching to board signatories.

Report: **Kingdom Seneschal**
Given in meeting.

Item: **Update: Google Apps for Non-Profits (Michele)**
Spoken about in Chair's report.

Item: **Review: Bullying and Harassment policy (Kate)**
Spoken about in Secretary report.

- Item: **Confidentiality agreements**
For Officers and Board members (and observers to Board meetings), there's an issue of confidentiality.

Signed agreement proposed. Existing members to sign, then any new members to sign as they join.

Then we have the ability to take action if confidentiality is broken.

A caveat could be added to the Board offer of membership.

Potential to reinforce this in courts.
- Michele - to read paper from Nico.

David - send Michele example of confidentiality agreement for NFPs.

Michele - continue this discussion via email list.

All - read "Pegasus Readership Survey Results (advertising)" email. Aim to wrap up within a week (11 July).
- Item: **Martial discussion (Simon)**
Discussion on Lochac Fighters facebook page - re: indemnity - what did it mean and what were people signing up for when they sign it/take out membership.

Currently we have no official methods for qualified coaches/instructors in the SCA. Bad practise - allows for bad technique - also organisationally, because e.g. injured parties can blame injuries on instruction from other members. Becomes a safety issue.

What we as the Board could do to take a first step towards a codification of teaching practises in the SCA, especially in martial endeavours.
- Item: **Pegasus Readership Survey (Michele)**
Further to Tim's suggestion on the email thread, Michele suggests a charge for any advertising but lower for members. Figures need some consideration.
- Item: **List of things to discuss via the list:**
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)
- Notification: **Motions passed by email since last meeting**
Motion: The board authorises Michael James, on behalf of SCA Ltd., to enter into a storage agreement up to the value of \$1,600 with Kennards Self-storage for the purposes of storing the equipment of Stowe-on-the-Wowld.
Moved: Tim

Seconded: Ray
Decision: CARRIED

Motion: That AON Risk Solutions be paid:
- \$9,320.00 for 2015 event memberships;
- \$2,690.34 for 2016-17 association liability insurance; and
- \$15,690.01 for 2016-17 equine liability insurance.

Moved: Tim
Seconded: Simon
Decision: CARRIED

Item: **General Business**

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

Meeting Closed: 9:49pm (Sydney Local Time)

Attachments:

A. Chair's Report - July 4 2016

In his final act as our Webmin, Jeff has done the work to have SCA Ltd registered for Google Apps for Non-Profits, which provides useful IT functionality at no charge. We are working with Masonry to use this to establish new emails for the Board roles, however some exploration and testing may be needed before this can be implemented. Longer term, Masonry will consider the other available Google applications to see which other apps would be beneficial for the organisation and how they might be implemented without problematic interactions with current systems.

As part of registering us for Google Apps, due to a misunderstanding, Jeff also submitted an application to register SCA Ltd with the ACNC. After discussing this with me, he then formally withdraw the application, which was acknowledged by the ACNC. This should close the matter, but Board members need to be aware that this occurred and that we are not eligible for ACNC registration.

Our new Registrar has been appointed and the handover is underway. Many thanks to Michelle and welcome to Robyn Boyer. The insurance renewal was successfully concluded and the Certificate made available for Reeves to access at need.

Recently due to various life issues and conflicting priorities, some items have been let slip. This is understandable but over the next month I would like to see an effort by made everyone to catch up on outstanding items – this also includes me.

In service,

Michele Le Bas, Chair, SCA Ltd.
(TH Lady Yvonne de Plumetot)

B. Treasurer's Report

No attachment this month.