



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: 10 Oct 2016

Category	Description	Action Required
Attending:	Michele Le Bas, Tim Liersch, Donna Page, Ray Gleeson, Georgia Winter.	
Observers:	Jeremy Gregson	
Meeting Started:	8:00pm (Sydney Local Time)	
Apologies:	Simon Miller, Kate Turley, David Beresford	
Confirmation:	Minutes of last meeting Motion: That the previous minutes be accepted as a true and correct record. Moved: Michele Le Bas Seconded: Georgia Winter Decision: Agreed (Tim abstained)	Publication on website (Secretary) Note: Report (Treasurer) – verbal (rather than none).
Notification:	Conflict of Interest Disclosures Tim has been nominated and accepted Section Secretary Environment Public Sector Union.	
Notification:	Speaking as a Board Member / Environmental Scanning Tim – Rowany Festival merchant cash scheme – this has referred back to using ATM and comments died down. Michele – volunteered to constab at KG to look up memberships to confirm them at the event if people forget cards. Time – Reeve has passed away in Politarchopolis – Brigid Costello (former seneschal) has taken up the position.	Motion: SCA Ltd offers its condolences to the family of Michele Dean, recently passed-away reeve of Politarchopolis. Georgia to pass this on, on behalf of the Board. Agreed.
Report:	Chair Meeting opened at 8.10pm.	
Report:	Secretary This month I have done some tidying of the SCA Ltd website, bringing it up to date with Board members' and Registrar's details. There is some small amounts of minor restructuring and page archiving (e.g. removing unnecessary redirects) I think could be done but it requires more investigation. We could also update 'current projects' on the website e.g. add the risk management project. Would someone be interested in taking these on as a short-term project? The 'payment confirmation\where to send cheque' section of the membership online renewal process still has the wrong	: Project: look into some minor restructuring of website, archival of no-longer-used pages, and possibly adding more current projects so the populace know what we're working on. Nico has done this.

Registrar email account. I do not have access to change that page as far as I can tell. Nico, are you able to change this please?

I tidied up loose ends of Angela Wells' email list access after her resignation from SCANZ, and made sure Robyn Boyer has access to the appropriate lists via the registrar@ address. Some lists still have Michele McDonald's private email address. I have left this as-is until Robyn and Michele have resolved some email issues that are occurring. Then I will remove it.

Correspondence: 2 contacts for Certificate of Currency. Once from Borderscros while Reeve was busy, and another from the Riverhaven Reeve who thought he didn't have access to it. Tim: Investigate Riverhaven Reeve's access as per emails (if not already done).

Another enquiry about putting irrelevant links onto our webpages. No response as per last discussion.

One mistyped contact attempting to contact WDCA's secretary. Replied with a correction.

Report:

Treasurer

Verbal report:

End of quarter reconciliations. About \$34k in combined accounts. Some large bills in the last two months. Will touch base soon regarding next audit. Kate Turley being added to online banking today.

Bendigo Bank, Tasmania: Trying to clean up existing arrangements – online banking, and adding Tim to their bank accounts. Then Tim can talk to Bendigo about them being able to meet our corporate needs, and making them an official second option, rather than relying on local reeve. Motion: That Georgia Winter be added as an online signatory for SCA Ltd bank accounts. (Michele)

Question of Nico regarding payment merchant service – person who volunteered to do this hasn't been around lately. Agreed, Motion Carried.

Nico is trying to follow up. Tim to draft message to

We are unable to charge a credit card fee, but we could put our prices up. populace in next two weeks regarding the draft policy, with a full financial policy- aims to have this up to date in the next month or so, and push the draft policy out for the reeves to review for 2017. policy to take effect 1 January 2017.

Report:

Kingdom Seneschal

The report was tabled.

Nothing to formally escalate for notice/action.

Question regarding trademarks – should we have one?

Suggested that redundant Facebook pages are archived with a notice, so that if people find them, they'll know they are the disused pages. Michele to ask Irina if she has time to review

this. Nico to send email to Michele.

Item: Crown Update – crown not present – not discussed

Item: Rowany Festival 2017 documentation
A 5 year term is causing some issues, but the BOD have no control over this.
Motion: That the BOD endorse the Rowany Festival documentation to the Rowany Executive. –Georgia.
Seconded – Tim.
Agreed and carried.

Ray to be the official Board contact for Rowany Festival matters.

Nico to contact the Festival Board and suggest that the BOD would welcome the opportunity to be present as observer at their meetings.

Item: Carry over Pegasus advertising discussion to next month.

Michele to invite Nerissa to attend or respond via email.

Item: Privacy Policy
SCANZ are reviewing our Bullying and Harassment policy and will likely adopt a similar version for NZ.

Michele to send proposed new privacy policy.
Feedback requested on Nominated Caregivers Form and reply to Donna by 17/10.

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

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

Motion: to pay Butler Settinari \$1,980 for the preparation of 2015 financial statements.

Moved: Tim Liersch

Seconded: Michele le Bas

Decision: CARRIED

Motion: to pay SCA Inc (USA) US\$4707 (\$3 x 1569 members at end of financial year) in affiliation fees.

Moved: Tim Liersch

Seconded: Donna Page

Decision: CARRIED

Item: **General Business**

Next Meeting: Monday, 14 November 2016 at 8:00pm (Sydney Local Time)
- Tentative – to be discussed on list.

Georgia will be an apology for this meeting, if it's on the 7th.

Meeting Closed: 9.37pm (Sydney Local Time)

Attachments:

A. Chair's Report

Chair's report. 10 October 2016

Welcome to Spring.

Various Board members are working on specific projects, so we expect some of these to come to fruition before the end of the year. Let's keep up the momentum so that the inevitable Christmas social rush, followed by the pre-Festival and SCA Ltd AGM rush, don't derail our ongoing progress.

We are adding additional signatories for online banking so that we will have more options when urgent sign-offs are needed.

In service,

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

B. Treasurer's Report

Supplied verbally - within minutes.