



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: 5 September 2016

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Donna Page, Ray Gleeson, Simon Miller, Georgia Winter.	
Observers:	Jeremy Gregson, Craig Cody, Genevieve Cody	
Meeting Started:	8:11pm (Sydney Local Time)	
Apologies:	Tim Liersch	
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	
	Abstained: Georgia Winter	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures Simon - leading heavy training in Politarchopolis now.	
Notification:	Speaking as a Board Member / Environmental Scanning Donna - why don't we have a say in Baronial polls - replied that we have the same say as any member. David - ongoing discussion with Lightwood regarding moving to Westpac Stormhold's B&B stepping down mid next year. Lots of turmoil in Riverhaven. Poll has no identifiers on it at all, and possibility for abuse of the system is being talked about. This was identified in the beginning and no change was made. Genevieve - there is a need for the Baronial Poll Guide to be updated VERY soon to avoid this and other issues. Discussion of confidential issue. Forwarded to Kingdom Seneschal for action.	Jeremy - to update Baronial Poll Guide.
Report:	Chair It has been a quiet month for Board activity. We welcome Georgia today for her first Board meeting after she commenced her term on 1 September. The Registrar handover, after a thorough handover period, has also now occurred. The Queensland Crossbow renewal has been submitted to Queensland Police by Merv, as our representative there. Ray	List of outstanding items. Refer to 'Task Management 2016'.

will be working with Queensland archers and the Archery Deputy Marshal, to formulate guidelines for the state groups.

I would like to see each Board member take ownership of specific items and drive them forward to completion. Please think about what items work with your strengths and interests, to help guide your selection. An example is above, Ray leading Crossbow guidelines development.

Report:

Secretary

Georgia joins us on the board this month. I have set up Georgia's access to Dropbox and added her to the mailing lists and facebook page/chats. I will update the SCA Ltd website and ASIC later this week.

Registrar changeover has occurred and there are some documents we need to change to match the new P.O. Box address.

Since the bullying policy is still in draft, I motion that we share this draft with the SCANZ secretary so he can progress his own tasks.

MOTION: That the draft of the Bullying and Harassment Policy be shared with SCANZ.

Moved: Kate Turley

Seconded: Michele

Decision: CARRIED

Board Handbook is also in draft. I would like comments please before next meeting.

We need to have a look at how we store minutes and drafts of other documents.

Correspondence: None

Report:

Treasurer

None

Report:

Kingdom Seneschal

Chronicler - needs a response on the paid advertising survey.

Midwinter 2017 - Nico looking into groups that haven't had a crown visit in a long time e.g. Ildhafn.

Edmund Kerr - booking forms for events.

Board emails - slow process. Mail interface is problematic. Mail clients can be set up, but security/access issues that need a lot of time and effort invested. Aim to have a fact sheet on setting up access per mail client.

Item:

New: Pennsic Infrastructure (Simon/Jeremy)

Tim - add tent to assets register.

Flurry of activity about infrastructure for Pennsic. Shipping container over there. A bunch of individual members are financially involved. Some items are owned by Kingdom. Del's tent (now the Royals' tent) needs to be added to assets register.

- Item: *Update: Registrar Handover (Michele)* Tim - Westpac
 Online registry changed to have Robyn as the contact. Jeremy changeover of access for
 and Robyn to talk. Another few days of setup. Donna is in Robyn.
 contact with both Michelle and Robyn. Kate - update Vic
 weapons document.
- Item: *Update: Past Board recognition (Donna)*
 Tina and Gilchrist - list of 40 names - feedback on their terms
 as Board members. Then feedback will go via board to the
 Crown, who can decide to go ahead or not.
- Item: *Update: Lightwood banking (David)* Tim - to provide David
 Some strong opposition from deputy reeve. Current reeve is with corporate
 supportive. Jeeveston Post Office has access. Facilities directive/evidence that
 include withdrawal, depositing, and checking the balance. this is not optional.
 David need evidence that it is not optional. Meeting on 16 David - to attend
 September for Lightwood to vote on whether they are going Lightwood meeting on
 to move to Westpac. David will attend. 16/09/2016.
- Item: *Update: Weapons subcommittee (Simon/Ray)* Ray - contact Deputy
 Simon and Ray have been doing background reading etc. Marshal re: crossbows.
 Possibility of delegating
 task to Deputy Marshal.
- Item: *Update: Risk Assessment and Management (David)* David - progressing
 Looking into relevant legislation/clauses list. further this month.
 Aim to have a statement from the board about what is risk
 management and how we approach it. How broad do we
 need to cover at a board level?
 e.g. SCA Ltd require all groups to abide by relevant risk
 management documents as applicable in their states.
 Some risk management being worked on at a group level -
 progressing.
- Item: *New: Nominated Caregiver Form (Michele/Donna)* Donna - to edit form.
 Insurance - members can do this once and kept on file. Local Jeremy - to chase bulk
 reeve to keep. Look at changing the form. Ask AON again if non-member form.
 we can remove some of the text in the form to make it less
 onerous as their response did not address this.
- Item: **List of things to discuss via the list:**
 Everyone to review to-do list and nominate for items.
- Notification: **Motions passed by email since last meeting**
 None
- Item: **General discussion for future items – Learnings from recent events**
 None

Item: **Update from the Crown** Michele - to contact SCA
Amazon Smile program - benefits U.S. only. What does the Inc.
money go to? Question for Society Seneschal. Jeremy - to contact
Society Seneschal.

Next Meeting: Monday, 10 October at 8:00pm (Sydney Local Time) - 7pm for
Donna. David is a likely apology.

Meeting Closed: 9:36pm (Sydney Local Time)

Attachments:

A. Chair's Report

Chair's report. 5 September 2016

It has been a quiet month for Board activity. We welcome Georgia today for her first Board meeting after she commenced her term on 1 September. The Registrar handover, after a thorough handover period, has also now occurred.

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I would like to see each Board member take ownership of specific items and drive them forward to completion. Please think about what items work with your strengths and interests, to help guide your selection. An example is above, Ray leading Crossbow guidelines development.

In service,

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

B. Treasurer's Report

Not provided.