



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: 09 May 2016

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Donna Page, Ray Gleeson.	
Observers:	Jeremy Gregson, David Hurst, Bethany Johnson	
Meeting Started:	8:03pm (Sydney Local Time)	
Apologies:	None	
Confirmation:	Minutes of last meeting Motion: That the previous minutes be accepted as a true and correct record. Moved: Michele Seconded: Donna Decision: CARRIED	Publication on website (Secretary) Set up Task List, going through last three months of minutes to add actions (Kate)
Notification:	Conflict of Interest Disclosures none	
Notification:	Speaking as a Board Member / Environmental Scanning Religion in court issue - on Lochac facebook list. Religious policy was discussed at length by the populace. Wording may need to be changed now (U.S. document, we cannot change this). Donna: approached about why the SCA does not own land - financial nightmare/very good reasons. Tim has been approached about the issue too. So has Jeremy. Kate: Krae Glas hiring agreement for rapier hall and PLI. Tim was approached by a reeve about non-members having filled in paperwork and having not paid the \$5 fee.	Board to request Crown to discuss with the College of Heralds and Their successors.
Report:	Chair As attached.	Actions: Settling into roles Welcoming new members Finalising Registrar recruitment Insurance renewal
Report:	Secretary ASIC paperwork has had some issues and will be followed up urgently.	ASIC paperwork

I now have the company seal.

Correspondence: Lots of feedback was received about candidates. One question about appointment procedure was raised.

A request for approval to pursue a grant with the Wagga Wagga council was received from Borderscros and was approved by the Board.

The Rowany Festival Traffic Management plan was received, approved by the Board, and has been signed by the secretary and sent back to them.

I received one enquiry about PLI regarding a hire agreement (Krae Glas rapier training) that is being followed up. Another hire agreement proposal was also received, regarding a lease in River Haven. Michele has been following that one up as we do not have a copy of the signed lease yet (and are uncertain if it has been signed).

While reeves are being reminded about leases, a reminder on the seneschals' list would also be of benefit.

Kate to write a reminder for Jeremy to send on to seneschals' list.

Report:

Treasurer
As attached.

Possible structural deficit (not enough income to cover fixed expenses). If so, consider raising membership fees to correct this. Tim to investigate further e.g. ask Sandra if this is a yearly trend.

Motions:

- Tim Liersch, in his capacity as Treasurer, to be added as a paper signatory to all accounts held by SCA Ltd.
- Margaret Sleight and Jeff Nicholson to be removed as a paper signatory on all accounts held by SCA Ltd.
- Glynnis Hollindale to be removed as a paper signatory on all accounts held by SCA Ltd except River Haven (034054-288279).
- Sandra Watkins to be removed as a paper signatory on all accounts held by SCA Ltd except Abertridwr (036019-233976 and 036019-233984).
- That the board members Tim Liersch, Kate Turley and Michele Le Bas replace all paper signatories on the accounts for Politarcho polis (032778-469607) and Stowe (036019-233888).

Paperwork to be sent to Michele by the 28th May. Kate to receive bank paperwork to take to Canberra by 28th May.

Tim to motion GST transfers via email.

Moved: Tim
Seconded: Kate
Decision: CARRIED

Tim: to summarise to Kate what financial questions he is following up that might affect insurance. Kate to enquire with AON if necessary.

Motion:

\$737 of donated funds from the Donations Account (034054-281958) be allocated and transferred to the Kingdom

Account (034054-262327) for the Known World Tapestry Tour.

Moved: Tim
Seconded: Donna
Decision: CARRIED

Motion:
The donations bank (034054-281958) account be closed and surplus funds transferred to the corporate account (034054-262319).

Moved: Tim
Seconded: Michele
Decision: CARRIED

Report:

Kingdom Seneschal

Board to review NGG. Jeremy will upload online in a few days if no objections.

New Groups Guide ver 1.6 updated to comply with law regarding creation of shires and cantons - the Board is advised, not given sign-off, about the creation of these kinds of groups. Jeremy to upload to Dropbox.

Victoria postcode allocation. Jeremy will poll Melbourne. It may change Krae Glas/Stormhold boundaries.

Business Arising and Other Items

Item:

(New) Event Management (Jeremy)

Jeremy needs a volunteer from the Board. Jeremy needs some firmer policy to work from e.g. privacy policy, data storage - currently registry stores all members ever. Who can see what, who can alter what, etc.

Michele to be initial primary contact for event management for the Board.

Crown comment: Authority within the organisation needs to be considered e.g. running events, liability points to local seneschal, how can we fix this, especially for larger events.

Item:

(New) WHS project (Michele/David)

We don't have WHS policies, incident registers - because we don't have employees we don't *have* to have this, but it is a good idea from a compliance and safety point-of-views.

David B to lead a working team. Donna to join. David H to join after Midwinter.

Different state legislation for WHS. A few members work in the field e.g. David Hurst, who has started to do some work on a policy document. David B is putting together a working party to develop this. This may create offices, registries, etc.

David H to share his list of identified risks with the Board. Michele to share link to

Suggestion to possibly make this part of the Kingdom Chirurgeon job description.

board@sca.org.au

Discussion covered storing of incident records, hazard

identification, potential roles of Chirurgeonate, Marshals and Constables, Lists and the existing role of Marshals regarding combat safety. What are the types of risks that we are currently not thinking about? E.g. Enterprise (business) and physical risk (activities). Conditions where police would charge you even when WHS bodies wouldn't. Continuous improvement (review processes) are important.

Item: *(Update) Board Member Register (Donna)*
Up to 2012 minutes make this easy. Prior to SCA LTD (2012) is difficult. Donna to talk to a former board member to get some advice on where to find information.
Georgia and new Chronicler are trying to help find some documentation as well.

(Update) Registrar changeover (Donna)
2 formal applications received. Donna has prompted for more from interested parties. It closes in three weeks.

Item: *(Update) Website and Webmin planning (Michele)*
Kate, Jeff, and Michele have all communicated with the Kingdom Webminister - he is taking on the webmin role from Jeff. He will do the first few updates, then teach Kate and Ray how to do this.
Email addresses - waiting on whether we can go with Google not-for-profit options. Jeff is following this up.

Jeremy: No problem in principle with Board members having sca.org.au email accounts. Jeremy to follow up with Kingdom Webminister.

Item: *(Update) ASIC paperwork*
Summary: Jeff received a phone call asking why the appendices were attached; Tim received a letter saying they were not. Kate: URGENT - take paperwork to ASIC again. Deadline 19 May 2016.

Kate will follow this up this week by taking in new copies of the appendices to the ASIC Melbourne office along with the letter and submitting them again.

Item: *(Update) Cross-Communications Project (was: in/out of game) (Michele)*

David H: Standing Item: **Items from the Crown.** (When the Crown is present.)

David H. raised some matters with the Board.

The Crown spoke to the Heirs about positive relationship with the Board and encouraged Them to include the Board at events (as Seers). They hope Their Heirs will come to some

meetings as well.

Facebook Crown account. 'Public figure' Gilbert Purchase and Bethony Gateskill Reign - They drew the inspiration from the Queen of England's account. They wanted to create a separation between Their personal accounts and Their SCA roles. B&B's and Board may also benefit from similar 'role' accounts.

<https://www.facebook.com/Gilbert-Purchase-and-Bethony-Gaitskell-930586747034596/>

Agenda item:

Terms of reference document for the project has been formed (led by Robyn S.). Meeting at May Crown to check in how the working group was feeling - generally positive.

Where do we go from here? Still on track to finish before the end of reign. Terms of Reference will go out to focus group including the Board, receive feedback, then go public with it. Nothing particularly controversial in it - very straightforward document.

David Hurst and Bethany Johnson left the meeting 10pm.

Jeremy left the meeting 10:05pm.

Item: *Discussion: Board recruitment (Michele)*

Kate: Send acceptance/declined letters.

Confidential discussion.

Two candidates were selected to be offered positions to the Board.

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

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

Motion: That the Board will complete and sign both the 'MAWS Traffic Services Pty Ltd Trade Credit Application Form' and the 'MAWS Traffic Services Terms and Conditions' form for traffic management services for Rowany Festival.

Moved: Michele

Seconded: Ray

Decision: CARRIED - 18 April 2016

Motion: That the board authorises Paul Willis to act on its behalf in applying for an Arts & Cultures funding grant through Wagga Wagga City Council.

Moved: Tim
Seconded: Michele
Decision: CARRIED - 15 April 2016

Item: **General Business**

None.

Next Meeting: Monday, 06 June 2016 at 8:00pm (Sydney Local Time)

Meeting Closed: 10:51pm (Sydney Local Time)

Attachments:

A. Chair's Report

Chair's report. May 9 2016

The last month has flown by. Recruitment has been a major item this month. Commentary on the five Board applicants is all in and we have also started to receive applications for the position of Registrar. It's not often that we have so much recruitment activity happening at once.

Many of the cross-Kingdom communication project group has met via Skype and we are working together remotely to finalise the Terms of Reference, which will be distributed within the next few weeks. At May Crown, those representatives of the group present, had a positive meeting with the Crown and Heirs. It seems that right across the Kingdom, the prospect of reviewing our communications is being welcomed.

Over the next month, I would like to see us all getting more settled in our new roles, welcome and induct new members and finalise the Registrar selection process. Planning for the tasks of the year ahead is also a priority, including the processes for insurance renewal, which will need to start shortly.

In service,

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

B. Treasurer's Report

End of Quarter:

End of Quarter is almost complete - we have a few pieces of documentation from Rowany outstanding.

Bank account signatories:

This is taking longer than anticipated, as per Messenger and Emails.

I have been going through all accounts, and there are some legacy issues on those not board-controlled. Eg: A former Treasurer remains a signatory in some instances.

The following motions are intended to facilitate some change-overs. There will be more in the months ahead as these problems are gradually corrected.

MOTION - That:

- Tim Liersch, in his capacity as Treasurer, to be added as a paper signatory to all accounts held by SCA Ltd.
- Margaret Sleigh and Jeff Nicholson to be removed as a paper signatory on all accounts held by SCA Ltd.
- Glynnis Hollindale to be removed as a paper signatory on all accounts held by SCA Ltd except River Haven (034054-288279).
- Sandra Watkins to be removed as a paper signatory on all accounts held by SCA Ltd except Abertridwr (036019-233976 and 036019-233984).
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on the accounts for Politarchopolis (032778-469607) and Stowe (036019-233888).

Booking Systems:

A member has been developing a scoping document regarding online booking systems and event management.

To facilitate the Board participation in this project, I recommend that the Board appoint the treasurer as a secondary point of engagement in this process.

I recommend that the primary point of engagement with the board be a general member with a view to ensuring privacy policy and web integrity are maintained.

This will allow me to focus on the financial aspects of the developments without getting bogged down in other details and compromising my focus.

Donations Account:

With the Known World Tapestry Tour completed, fund allocations are due. The donations account received \$737 associated with the tour.

As Kingdom is handling reconciliations and use of funds...

MOTION - That:

\$737 of donated funds from the Donations Account (034054-281958) be allocated and transferred

- to the Kingdom Account (034054-262327) for the Known World Tapestry Tour.

We are currently in the process of changing over signatories for this account. I recommend that once this is completed, that the account be closed.

Rationale: Xero allows clear identification of donations. The extra account is a hangover from days when this was not so obvious.

These days, less accounts = less hassle.

MOTION - That:

The donations bank (034054-281958) account be closed and surplus funds transferred to the

- corporate account (034054-262319).

GST bills:

In the past, we have motioned payments to branches for GST etc. I would like to simplify this process. I suggest that the board should recognise that the transfer of funds between SCA Ltd Accounts for the purposes of recognising GST and other levy attribution should be considered routine and not require motions.

Is this acceptable to the board?

Event memberships:

We have identified issues with the inconsistent treatment of our event memberships to date.

On the income side, event memberships have been coded as "BAS excluded" on the basis that they are administered income.

On the outgoing side, our bills show inclusion of GST and stamp duty, and we have been claiming that GST.

This inconsistent treatment will require disclosure and payment to the ATO, which our Bookkeeper should be able to handle.

Based on discussion with the panel of experts, we anticipate that this will involve a change in treatment where event memberships will become a proper income and expense of SCA Ltd.

This is not expected to influence any implications surrounding personal gain, but would require explaining to branches.

Watch this space!



SCA Ltd
Corporate Division
2016 Budget Tracker

Author: Tim Liersch Date: 09/05/15
35.62%

<u>Revenue (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	%
Memberships	29,873.00	33,722.34	35,000.00	12,843.51	36.70%
Donations	1,398.00	528.00	.00	447.00	
Bank Interest	195.37	49.23	50.00	8.70	17.40%
Sale of Goods	291.36	2,727.27	.00	.00	
Total	31,757.73	37,026.84	35,050.00	13,299.21	37.94%

<u>Expenses (excl GST)</u>	2014	2015	2016 Budget	2016 YTD	%
Accounting/Auditing Fees	7,172.85	13,557.92	14,000.00	3,120.50	22.29%
Affiliation Fees	.00	11,980.00	6,000.00	.00	.00%
Bank/Paypal Fees	138.99	969.24	1,000.00	409.54	40.95%
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	489.00	48.90%
Insurance	21,258.51	24,686.66	26,000.00	.00	.00%
Pegasus	966.43	127.27	.00	.00	
Postage	124.55	992.28	1,000.00	45.45	4.55%
Stamp Duty	1,242.42	.00	.00	.00	
Stationary	265.31	463.95	500.00	.00	.00%
Miscellaneous	647.29	-24.18	500.00	500.00	100.00%
Total	36,259.86	54,048.96	51,200.00	4,895.17	9.56%

Cash Flow Position:

09/05/16	Corporate Account	41,193.81	
plus	Donations Account	1,325.86	
plus	Paypal Account	14,785.65	
less	Anticipated GST bill	-1,660.33	<i>Beta - need to verify I'm calculating this correctly. Not updated for May as yet.</i>
less	Anticipated Event membership bill	10,000.00	<i>Proxy value - This needs sorting out.</i>
less	Floats on issue	-50.00	
less	Contingency Fund	20,000.00	<i>Requires proper evaluation.</i>
Equals	Total	25,594.99	

Floats on issue:

09/03/15	Donna Page – Board Postage Costs	50.00
	Total	50.00