



# 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: 14 Nov 2016

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Donna Page, Simon Miller, Ray Gleeson (until 8:25pm).	
Observers:	None	
Meeting Started:	8:00pm (Sydney Local Time)	
Apologies:	Jeremy Gregson, Georgia Winter, Genevieve Cody, Craig Cody	
Confirmation:	<b>Minutes of last meeting</b> Motion: That the previous minutes be accepted as a true and correct record. Moved: Michele Seconded: Donna Abstain: David, Kate Decision: CARRIED	Publication on website (Secretary)  Kate: remove confidential sections before publishing
Notification:	<b>Conflict of Interest Disclosures</b> None	
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b> - See Treasurer's report - volunteers and compensation.	
Report:	<b>Chair</b> See Appendix.	
Report:	<b>Secretary</b> - reviewing minutes storage - reviewing storage of some sanctions folders  May minutes still to be resolved. Any other comments? The comments provided I agree with. Otherwise - motion to accept once comments are adapted.	
Correspondence:	- Vendor contact re: armour standards - forwarded to Earl Marshal - Bullying Policy draft sent to SCANZ on 12 Sept. No reply. Any news on this since last meeting? - New membership contact replied to by Michele and myself	
Report:	<b>Treasurer</b> See Appendix. Request for volunteer for letterhead template for branches to use.  Financial Policy to be reviewed over the next week by SCA Ltd, then brought for approval.	Kate: redirect Deputy Treasurer to her account Kate: Deputy Secretary needed, discuss on board list Tim: email Westpac forms to Kate and

Michele to sign and take to a branch  
 Donna: letterhead  
 Tim: follow up on Exchequer Dropbox costs.

Report: **Kingdom Seneschal**  
 Not provided.

Item: **Registrar Recommendations (Michele)**  
 Committee to be formed - Nico, Ray, Simon?  
 Invite Robyn and James to a board meeting - possibly an additional meeting.  
 Add to Registrar Changeover Process: Change SCAAReg password

Michele, Kate: Update passwords on email lists  
 Kate: Update passwords: SCAAReg (ask Nico as Masonry manage)  
 Michele: to invite Registrar team to a meeting  
 Michele: ask SCA Ltd best night for meeting on chat

Item: **Group Minutes (Donna)**  
 Nico - are there publicly available Kingdom minutes? In Dropbox - has to be, for audit purposes. Maybe this should be more formalised.  
 Email from Nico was a good answer - can this be saved to an FAQ somewhere?

Donna: ask Nico via chat  
 Kate: follow up create 'Group Resources Guide' online - under Office of Seneschal or new page

Item: **Politar chopolis Hall Lease (Kate)**  
 MOTION: That the Board approve and sign the proposed 2017 lease agreement between Les Explorateurs and the SCA Ltd, on behalf on the Politar chopolis branch, for \$5100.50.  
 Moved: Kate  
 Seconded: Tim  
 Decision: CARRIED

Item: **List of things to discuss via the list:**  
 Donna - Nominated Caregivers Form

ALL: Look at Nominated Caregivers Form and give Donna feedback by the end of this week  
 Kate: Once board is happy, send to AON

Notification: **Motions passed by email since last meeting**  
 Motion: To refund to a member \$105.00 for the over-payment of memberships.  
 Moved: Tim Liersch  
 Seconded: Georgia Winter  
 Decision: CARRIED

Motion: To reimburse Robyn Boyer \$535.56 for registrar expenses.



<b><u>Expenses (excl GST)</u></b>	2014	2015	2016 Budget	2016 YTD	
Accounting/Auditing Fees	7,172.85	13,557.92	14,000.00	13,988.50	99.92%
Affiliation Fees	.00	11,980.00	6,000.00	6,578.62	109.64%
Bank/Paypal Fees	138.99	969.24	1,000.00	1042.3	104.23%
Corporate Travel	.00	750.88	1,000.00	330.68	33.07%
IT expenses	90.91	118.58	200.00	41.04	20.52%
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>49,983.39</b>	<b>97.62%</b>

**Cash Flow Position:**

09/05/16	Corporate Account	32,854.65	
plus	Donations Account	1,326.51	
plus	Paypal Account	3,863.54	
less	Anticipated GST bill	-4,589.57	<i>Beta - need to verify I'm pulling this correctly from the</i>
less	Anticipated Event membership bill	-621.60	
less	Floats on issue	.00	
less	Contingency Fund	-20,000.00	<i>Requires proper evaluation.</i>
Equals	Total	<b>12,833.53</b>	

**Floats on issue:**

Nil	.00
Total	.00

**Stuff:**

SCA Letterheads are a thing. We need some for general use.  
 Financial Policy up for endorsement. (Also see environmental scanning on volunteer incentives.)  
 Exchequer Dropbox costs - \$139pa; share with Kingdom?

**Bank account signatories:**

Lightwood reeve has rapidly quit. Sitting without a formal appointment for a limited time.  
 Westpac Administrator forms are well overdue (my fault).