



# 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: 05 Dec 2016

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Donna Page, Simon Miller, Georgia Winter.	
Observers:	Jeremy Gregson	
Meeting Started:	8:00pm (Sydney Local Time)	
Apologies:	Ray Gleeson	
Confirmation:	<b>Minutes of last meeting</b>	Publication on website
	Motion: That the previous minutes be accepted as a true and correct record.	(Secretary)
	Moved: Michele Le Bas	
	Seconded: Donna Page	
	Abstained: Georgia	
	Decision: CARRIED	
Notification:	<b>Conflict of Interest Disclosures</b>	
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b> Kate - Stormhold rapier lease. Innilgard event attendance. Combined Colleges facebook - Triple J segment proposal by a member. David - Agincourt Run as part of a scavenger hunt - Falls Festival Insurance 11k people expected. Wulfgar is following up that our members will be covered under their insurance in writing.	Kate - contact Kingdom Hospitaller about media policy.
Report:	<b>Chair</b> As attached.	
Report:	<b>Secretary</b> - Updates to website underway. Minutes except May (under review) now up-to-date. - I'm still having a look at the best way to restructure Dropbox (if necessary) e.g. is it necessary to preserve editable copies of minutes files/reports that are confirmed and published as .pdf. Request that anyone who has filed documents in Upcoming for review in motions files them in the relevant folders afterwards. Same for updated drafts. - Investigated Stormhold rapier practise lease as another business was said to be using the hall at the same time and splitting the cost with us. They are not. Waiting for paperwork to confirm. - ASIC annual review is due soon. Notification was received on Sunday 4 Dec.	Georgia: National Archives Retention rules/guidelines, Tax Act, etc for what we have to keep and for how long.

- Following up on Colleges affiliation project while students are on university break/not so pressured by studies. Two recruits so far, two more to ask. I am looking for suggestions. The Combined Colleges Facebook group looks like the best communication channel. Face-to-face meetings suggested for Festival 2017, ICW 2017, and Festival 2018.

MOTION: To create a 'SCA Colleges Australia' folder in Dropbox that the Colleges working group can access and edit to store relevant documents to the affiliation project.

Moved: Kate Turley  
Seconded: Simon Miller  
Decision: CARRIED

Correspondence: - Media contact for Rowany - Ray forwarded this on locally  
- New member contact for QLD enquiring about their card  
- Nothing in mailbox (Tim)

Report: **Treasurer** Financial Policy - to be reviewed within 24 hours and motioned on the evening of 6 Dec 2016.  
As attached.

Report: **Kingdom Seneschal**  
Quarterly Report in a week. All reports in but one.  
Verbal report given.

Item: **Nominated Caregivers Form (Donna)** Donna: to review.  
Some wording changes.

Item: **Financial Policy (Tim)**  
See Treasurer's Report.

Item: **Workplace Health & Safety (David)** David: update with changes. Email update notification to board 06 Dec 2016.

Item: **List of things to discuss via the list:**  
Financial Policy  
WH&S Policy  
Caregiver form  
May Minutes  
ASIC review

Notification: **Motions passed by email since last meeting**  
Motion: To reconfirm the engagement of Butler Settineri for the annual review of the accounts and preparation of financial statements, in accordance with their letter dated 24th November 2016.  
Moved: Tim Liersch  
Seconded: Donna Page

Decision: CARRIED

Motion: To transfer \$415.76 to the Kingdom of Lochac for server expenses.

Moved: Tim Liersch

Seconded: Donna Page

Decision: CARRIED

Motion: To pay the ATO \$1943 in GST.

Moved: Tim Liersch

Seconded: Michele Le Bas

Decision: CARRIED

N.B. We have received some GST refunds from ATO relating to Q2.

Item: **General Business** Tim & Kate: discuss  
Kate to act as Deputy Treasurer in Tim's absence. Calendar Deputy Treasurer role.  
with auditor takes Tim's absence into account. Georgia to act Kate & Georgia: discuss  
as Deputy Secretary. Deputy Secretary role.

Upcoming Meetings:

8pm 09 January 2017

7pm 06 February 2017

8pm 06 March 2017

8pm 03 April 2017

Next Meeting: Monday, 09 January 2017 at 8:00pm (Sydney Local Time)

Meeting Closed: 9:47pm (Sydney Local Time)

## Attachments:

### A. Chair's Report

With only three weeks since our last meeting, there is little new to report.

A Workplace, Health and Safety Policy is under discussion.

A new Nominated Caregivers form is being readied to be sent to the insurers for approval, enabling parents and guardians to complete a form that does not expire after one event.

The new Financial Policy is ready for approval and launching. We hope that the Reeves and Seneschals will find this a useful and detailed resource to assist with policy implementation.

In service,

Michele Le Bas, Chair, SCA Ltd.

(TH Lady Yvonne de Plumetot)



Total .00

Stuff:

Lightwood Reeve  
changeover.

Financial Policy up for endorsement. (Also see environmental scanning on volunteer incentives.)

Arrangements for audits underway.

Bank account signatories:

Westpac Administrator forms.