



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: 06 Feb 2017

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Donna Page, Ray Gleeson, Georgia Winter (as of 7:14pm), Simon Miller.	
Observers:	Jeremy Gregson	
Meeting Started:	7:05pm (Sydney Local Time)	
Apologies:	none	
Confirmation:	Minutes of last meeting	Publication on website
	Motion: That the previous minutes be accepted as a true and correct record.	(Secretary)
	Moved: Georgia Winter	
	Seconded: Michele le Bas	
	Abstained: Kate, Donna, Simon (absent for meeting)	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures	
	Kate - potential board member application	
Notification:	Speaking as a Board Member / Environmental Scanning	Simon: Final read of draft bullying policy, then move policy for ratification by SCA Ltd.
	Simon - Bullying Policy.	
	Donna - Postcodes and group affiliations.	
Report:	Chair	
	Verbal report given.	
	AGM motions of previous years of Festival costs reimbursed to Board members.	
	Contact RF Stewards regarding: nudity policy.	
	Very busy for the next few weeks moving house.	
Report:	Secretary	
	Missed lease because of volume of emails and personal busyness - apology to Board and to Rowany.	
Correspondence:	Rowany re: Epping lease.	
Report:	Treasurer	David - advise when we need to publish notices to the membership for the AGM.
	BAS statement sent to Carbon.	
	Motion: To pay \$395 to the ATO for GST.	
	Moved: Tim Liersch	
	Seconded: Michele le Bas	Jeremy - to resolve Council of the Purse improvement of record-keeping.
	Decision: CARRIED	

Thomas' advisory period ends soon. Stephanie has been added to the appropriate accounts.

Balance sheet discussed.

Future membership fees discussed.

Audit: Tim has sent what's needed to Butler Setteneri - only one day late! Due to issues discovered.

Westpac forms - Tim to follow up. Michele, Georgia, and Kate all have access for payments.

Riverhaven float. November Crown particularly. Float documentation hasn't been recorded correctly. Floats being coded as negative income or as expenditure instead as floats. Exchequers to follow up.

Butler Setteneri - Tim flagged that the cover letter for banks to process as two accounts (Bendigo Bank) came back blank because the banks didn't know what to do. If and only if Bendigo Bank can meet our needs, then they will become a regional corporate banking option for us.

Policies and procedures - need to demonstrate our policies and procedures catch breaches of those policies and procedures. Nico to amend Kamara's summary report for Tim to send to the Auditors.

Kingdom budget. Thomas and Tim identified that Council of the Purse decisions need to be more detailed - formal minutes, formal meetings, and formal, recorded motions. Jeremy has a draft Kingdom budget from last year that also identified this issue. This should be the Kingdom Exchequer's responsibility. Once a reign should be sufficient meeting frequency (every six months).

Call on Exchequers and Butler Setteneri if there is anything urgent while Tim is away.

Report:

Kingdom Seneschal

SCANZ are working on a Privacy Policy. SCA Ltd would like to be consistent.

Earl Marshal is looking for candidates.

Still need to respond to the letter from the Registrar. (James currently)

WWC - agenda item later

'Gatekeeper' program used at Canterbury Faire. Enquire with Lyssa and others whether this is suitable.

- Item: *AGM live-streaming (Ray)* Ray - to run the large trial at the 06 March 2017 meeting.
 Trialled several programs. GoToWebinar is free if we have up to 10, if we have 11 or more, it goes up to \$140.
- Item: *AGM arrangements (David)* Georgia - print 30 copies of agenda and nominations document
 To follow up with SCA Ltd during the week.
 Pegasus, email, hardcopies
 1 expression of interest per executive role so far -
 Chair: Michele
 Deputy Chair: Ray
 Secretary: Georgia
 Treasurer: Tim
- Item: *Meeting Day for Board Meetings (Ray)*
 To remain Mondays generally. To be revisited after the AGM.
- Item: *Rowany lease (Kate)* Kate - reply to Vicki ASAP
 Motion: to approve SCA Ltd to join the Epping Creative Centre Inc. and for the Seneschal of Rowany or their delegate to act as the Board's representative and sign the membership application
 Moved: Michele le Bas
 Second: Tim Liersch
 Decision: CARRIED
- Item: *WWCC (Kate)* Kate - email Falki with our recommendation.
 The Board recommendation is DCSI as it is more in-depth - no issue with Innilgard paying for members (it is not a personal gain issue).
- Item: *Festival attire (Kate)* Ray - to liaise with RF stewards about nudity policy. Review Lorelei's statements. Use the draft in fb chat as a starting point.
 Legalities discussed. Family-friendliness is an important value to SCA Ltd. Due to foster family requirements, toplessness must be in signed areas at particular times. Any further decisions are up to the Rowany Festival stewards.
- Item: *'Gatekeeper' software use for Festival* Ray - email Lyssa as a key stakeholder - head of the gate at Festival. (This week.) Email Rowany seneschal for her input as well.
 Rowany Festival stewards in cooperation with the Rowany constabulary, with the direct oversight Rowany seneschal, have the final decision about using this software.
- Item: **List of things to discuss via the list:**
- Notification: **Motions passed by email since last meeting**
 Motion: To pay ASIC \$316.00 for expenses generated for updating of company details during 2016 ASIC annual review, as per invoice reference #7E8645799484A12A.
 Moved: Kate Turley
 Seconded: Donna Page

Decision: CARRIED

Motion: To pay ASIC a further \$47.00 for annual review costs, as per reference 2X5232496480CA.

Moved: Tim Liersch

Seconded: Michele le Bas

Decision: CARRIED

Motion: That the minutes of the December meeting be accepted as a true and correct record.

Moved: Kate Turley

Seconded: Simon Miller

Decision: CARRIED

Motion: To add Stephanie Booth and remove Tim Moore as an electronic signatory with value-access on all SCA Ltd bank accounts held with Westpac other than the Corporate account, for which view-access will be provided.

Moved: Tim Liersch

Seconded: Michele le Bas

Decision: CARRIED

Item: **General Business**

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

Meeting Closed: 9:03pm (Sydney Local Time)

Attachments:

A. Treasurer's Report

MOTION: To pay \$395 to the ATO for GST.

Moved - Tim Liersch

Exchequer access to Westpac to be arranged.

See management report page 9+.

2016 consolidated profit of \$15,550, most groups are contributing to this.

Branches of potential concern:

Stormhold down \$6.6k

Stowe down \$2k

Notes of caution:

Cash accounting;

No increase in insurance costs.

\$4.2k of the equity increase is a historical adjustment.

Motion: To recommend to the annual general meeting that membership fees be increased by \$5 to a total of \$40 per adult member, effective from the 1st of July 2017.

Audit:

All bank statements, rec reports & council minutes sent off.

Westpac Administrator forms. Status?

Riverhaven Float management issues to be investigated.

Issues with bank audit forms at Bendigo Bank. Great help from Aelfgifu/Anita and Eric/Paul in willingness to re-do them.

Kingdom budget approvals - we need to better document the council of the purse.

Mordenvale investigation results from Nico have been forwarded to the Auditor.