



# 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: 16 January 2017

, Georgia Winter	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Tim Liersch, Ray Gleeson, Georgia Winter.	
Observers:	Jeremy Gregson	
Meeting Started:	8:05pm (Sydney Local Time)	
Apologies:	Simon Miller, Donna Page, Kate Turley.	
Confirmation:	<b>Minutes of last meeting</b> To be discussed online.	Publication on website (Secretary)
Notification:	<b>Conflict of Interest Disclosures</b> None	
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b> Tim: had a query about whether SCA has a policy of Festival being self-insuring. Explained issues of concern were more about cash-flow than event failure insurance. Tim: advocating a separate bank account for Festival, had a positive discussion about it with ex-Reeve and this may be able to occur for Festival 2018, it's too late for this year.	
Report:	<b>Chair</b> Verbal report given.	Michele: to provide report later.
Report:	<b>Secretary</b> Not provided.	
Correspondence:	- Mailbox – one membership form, Tim is following up as it was incomplete.  ASIC account received by Michele and emailed to Tim and Kate.	
Report:	<b>Treasurer</b> See Appendix. Motion: To authorise the allocation of a mistaken refund of \$617.93 to the late Michelle Dean as bad debt, due to it not being an appropriate use of resources to attempt to recover the funds from her Estate. Moved: Tim Seconded: Michele Decision: CARRIED	
Report:	<b>Kingdom Seneschal</b> Verbal report provided.	

- Item:**                    **AGM planning (Michele)**                    Michele – To check previous motion for AGM travel reimbursement for exact wording for percentage reimbursed.
- David volunteered to manage the AGM preparation and paperwork, with Georgia doing on the spot work, as he will not be attending.
- Tim confirmed that he will stand for Treasurer again, as it is ideally a 2-3 term role.
- Anyone else wanting to nominate for an executive position, please contact Michele to discuss.
- Georgia, Tim, Michele, Ray, Simon & Nico will be at Festival, with Kate TBC. Apologies from David and Donna.
- Ray will talk to Katherine Rowell about a 9 or 10am timeslot and how that will work with proposed regular court timetabling.
- We will have a vacancy when Donna retires. A representative from Qld, WA or SA would be good. We need to advise members soon of the vacancy.
- Tim asked that motions for any necessary Board travel partial reimbursements to Festival, if needed, can ideally be made soon.
- Item:**                    **New: Rowany Festival attire discussion (Michele)**                    Michele to email festival stewards
- Michele to email festival stewards about developing a mutually agreeable statement to cover concerns and clear the air. A policy statement to provide clarity on this and more thorough briefing given to volunteer site constables should assist.
- Item:**                    **List of things to discuss via the list:**
- Notification:**        **Motions passed by email since last meeting**
- Motion:                To authorise the allocation of a mistaken refund of \$617.93 to the late Michelle Dean as bad debt, due to it not being an appropriate use of resources to attempt to recover the funds from her Estate.
- Moved:                Tim Liersch
- Seconded:            Michele le Bas
- Decision:             CARRIED
- Motion: To endorse the reviewed financial policy.
- Moved: Tim Liersch
- Seconded: Kate Turley
- Decision: CARRIED
- Motion: To endorse the new and reviewed Health & Safety Policy
- Moved: David Beresford
- Seconded: Ray Gleeson
- Decision: CARRIED
- Motion: That the minutes of the May meeting be accepted as a true and correct record.
- Moved: Kate Turley
- Seconded: Ray Gleeson
- Decision: CARRIED

Motion: To transfer \$1,316.77 to the Lochac account associated with GST credits attributable to Lochac.

Moved: Tim Liersch  
Seconded: Donna Page  
Decision: CARRIED

Motion: To add Timothy Liersch as a signatory to the Burnfield bank account.

Moved: Tim Liersch  
Seconded: Kate Turley  
Decision: CARRIED

Motion: To reimburse Robyn Boyer \$627.24 for registrar expenses.

Moved: Tim Liersch  
Seconded: Ray Gleeson  
Decision: CARRIED

Motion: That the Ynys Fawr Seneschal "Darren West" be given the authority to apply for a grant of \$250 from the Metro Employee Community Fund, on behalf of the SCA Board, for the purpose of purchasing Renaissance Fencing Equipment.

Moved: David Beresford  
Seconded: Donna Page  
Decision: CARRIED

Motion: To transfer \$592.42 to the Lochac Kingdom account for server hosting expenses.

Moved: Tim Liersch  
Seconded: Michele le Bas  
Decision: CARRIED

Item: **General Business**  
Next Meeting: Monday, 7pm 6 February 2017  
(Sydney Local Time)  
Meeting Closed: 9:02pm (Sydney Local Time)

## Attachments:

### A. Treasurer's Report



SCA Ltd  
Corporate Division  
2016 Financial Tracker

Author: Tim Liersch  
Date: 31/12/16  
100%

Note: Cash basis,  
Things can jump b

<b><u>External Revenue (excl GST)</u></b>	2014	2015	2016 Budget	2016 EOFY	%	
Memberships	29,873.00	33,722.34	35,000.00	35,400.18	101.14%	
Donations	1,398.00	528.00	.00	355.00		Represents contrib
Bank Interest	195.37	49.23	50.00	27.78	55.56%	
Sale of Goods	291.36	2,727.27	.00	.00		
<b>Total</b>	<b>31,757.73</b>	<b>37,026.84</b>	<b>35,050.00</b>	<b>35,782.96</b>	<b>102.09%</b>	
<b><u>External Expenses (excl GST)</u></b>	2014	2015	2016 Budget	2016 YTD		
Accounting/Auditing Fees	7,172.85	13,557.92	14,000.00	15,357.70	109.70%	
Affiliation Fees	.00	11,980.00	6,000.00	6,578.62	109.64%	
Bank/Paypal Fees	138.99	969.24	1,000.00	1,127.06	112.71%	
IT expenses	90.91	118.58	200.00	41.04	20.52%	Plus transfers to K
Corporate Travel	.00	750.88	1,000.00	330.68	33.07%	
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	838.70	83.87%	
Stamp Duty	1,242.42	.00	.00	1,158.17		
Stationary	265.31	463.95	500.00	406.72	81.34%	
Miscellaneous	647.29	-24.18	500.00	500.00	100.00%	50th Anniversary
<b>Total</b>	<b>36,259.86</b>	<b>54,048.96</b>	<b>51,200.00</b>	<b>51,924.22</b>	<b>101.41%</b>	
<b><u>Internal Transfers</u></b>						
Server costs	-291.15	-1,183.14	-415.76	-415.76	100.00%	
Event Memberships	3,154.00	5,367.00	5,900.00	5,900.00	100.00%	
GST recovery	20,618.44	14,362.30	16,432.60	8,707.91	52.99%	Rowany Festival o
Other		2,848.90	.00			
<b>Total</b>	<b>23,481.29</b>	<b>18,546.16</b>	<b>21,916.84</b>	<b>14,192.15</b>	<b>64.75%</b>	
<b>Net</b>	18,979.16	1,524.04	5,766.84	-1,949.11		
<b><u>Cash Flow Position:</u></b>						
09/05/16	Corporate Account	22943.46		36,480.54		
plus	Donations Account	742.96		1,326.83		
plus	Paypal Account	20918.75		6,311.78		
plus	Anticipated GST bill/refund	-402.00		1,746.00		The Integrated Client Account
less	Anticipated Event membership bill	-3,154.00		-5,900.00		Those collected this year, and
less	Floats on issue	200.00		.00		
Equals	Total	<b>41,249.17</b>		<b>39,965.15</b>		
<b><u>Floats on issue:</u></b>						
	Nil		.00			
		Total	.00			

Stuff:

Audit on verge of commencing. A few branches are outstanding, then Bookkeeper handling Rowany and Package integration.

Motion to raise memberships.

Payments to Registrar

Payments to ASIC

Transfers to Kingdom for GST and Server costs

Rowany Festival Trybookings credentials needed - obtained this evening, so crisis averted.

Bad debt, Politarchopolis - \$617.93 held by the Estate of Michelle Dean, not worth the hassle to recover.

Bookings for Rowany Festival as of the price rise are sitting at around 600 people.

Bank account signatories:

Bendigo Bank signatories are in train for Burnfield, and account feeds have been updated for Lightwood.

St Florian and Rowany have elected to move to Board signatories. Will resolve at Festival if not sooner.

Rowany has agreed to establish a second bank account for Rowany Festival - bookkeeper will focus on Festival account

Westpac Administrator forms - Status?

People:

3 week absence. Will have WiFi.

New Exchequer - Kamara (Stephanie Booth)