



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au> Email: chair@sca.org.au or secretary@sca.org.au

SCA Ltd Board Meeting: Minutes

Meeting held: 05 Nov 2018

Attending:	Georgia Winter (Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), Simon Miller, and Rob Aked.	
Observers:	Daniel Dunbar (Kingdom Seneschal), Gavin Tung, Katherine Rowell	
Meeting Start:		7.30pm
Welcome and Apologies:	Apologies: Clem Avenell Acknowledgement of Country	7.30pm
Confirmation:	Minutes of last meeting September minutes. No meeting held in October. To be reviewed via email this week.	7.31pm
Action Items:		7:32pm
Notification:	Conflict of Interest Disclosures None.	7:37pm
Notification:	Speaking as a Board Member / Environmental Scanning US BOD (SCA Inc) – no decision officially released. HEMA fighters wanting to attend SCA events – need to be full members, not day members. FAQ is needed.	7.40pm
Report:	Chair It's been fairly quiet on the Board front over the last couple of months, and thank you to members who kept me afloat during September. I've attended a couple of events, had some conversations about the Board and about being on the Board, and done some work in the background to ensure our incoming members have what they need to operate. Robert Aked's commentary closes this week, and I hope to welcome him to our Board very soon, and to say a slightly early but no less hard-earned farewell to Tim. I'm going to get back to looking at our policies and procedures over the next month, and identify which I feel are the most urgently in need or overdue for a refresh. Expect to see calls for assistance with this.	7.50pm

Thanks all.

Report:	Secretary See Attachments.	7:40pm
Correspondence:	Secretary Received approved Rowany Festival 2018 bid from the stewards. Enquiry about previous use of a 'Association Professional'. One written complaint and one phone call about an ongoing grievance procedure. Email from a potential new member – replied and forwarded on to relevant seneschal. Email from a member about travelling to GSG with steel swords. Copied into an email from a member regarding expiration of Youth Marshal Authorisations. Email from David Hurst about Risk Management project – Ben is now managing this project. Ben – received a census email regarding peerages – Robyn forwarded that to KS for consideration. Georgia – enquiries about Registrar's return to Australia.	7:42pm
Report:	Treasurer See Attachments.	7:47pm
Report:	Kingdom Seneschal Society Seneschal email – Sex Offender Reporting. This may or may not apply to Lochac. Consideration needed. Shire of Strathcorbie (Wagga Wagga) to be ratified this weekend at November Crown. Deputy for Branch Development is recommending that Abertwidr be closed. China – not on the SCA Inc (US) agenda in October; now on January SCA Inc agenda. Kingdom Levy ("tax") change was announced and implemented.	7:53pm Kate – check if SOR applies to us/needs to be ratified by us and SCANZ. Georgia/Kate and maybe Brigid – put a draft together about inclusion and diversity
Item:	Georgia: Registrar Application One Registrar application received.	8:15pm Georgia – send application and feedback to current Registrar.
Item:	Ben: Risk Management Project Following the email discussion, David Hurst was given the go-ahead to commence his risk management project. He's been working quite hard on this, has had discussions etc. and he already has quite a lot developed (working on his resources and a plan of action). Particularly he is looking over	8:20pm Kate – schedule an informal chat with David about equestrian insurance dilemma

existing documents and how they align with each other and mundane laws.

Ben suggests that it might be worth letting SCANZ know what we're up to with this project as they're likely in a similar situation in a lot of ways.

Regarding risk and insurance – we're attempting to quantify our level of equestrian risk while trying to get better rates around PLI.

Item:

Simon: Audio/Visual Streaming - Project Scope

How to develop a policy/procedure to allow this.

Big ticket items for consideration:

- consent, and how to obtain individual/group consent
- particularly for children

Potential solutions:

- A line added to an event's waiver could be possible at sign-in.
- A general notice posted, like the Code of Conduct.
- Symbol for livestreaming poster e.g. symbol

Checking state and commonwealth mundane law

- so far haven't found anything except about obtaining consent

Free advertising for merchants etc. Does this disadvantage other merchants who aren't livestreamed?

Related: David Maclaggan email forwarded to BOD list – blanket permission assumed for the image of Crown/representatives to be used. Implied rather than explicit.

'Reasonable person' test – how do we determine what a 'reasonable person's' opinion would be? E.g. use the Hospitalier.

Item:

Ben: Festival Booking System

Ben has been added to the Festival 2019 Exec Facebook group - in particular because we are using a new booking and payments system (SimpleTix) that requires Treasurer oversight and approval. Ben has been assisting with getting bookings set up, will be handing over to Sandra shortly - likely tomorrow.

SimpleTix doesn't have a lot of TryBooking's idiosyncrasies and appears to be working better so far. TryBookings doesn't give money to Rowany until after the event is run (bookings

8:25pm

Simon – add brainstorm as a document to Upcoming, so that we can all add notes and questions, within the next week.

8:30pm

Ben – check on Cheryl Sanders' setup of the second Krae Glas Square reader.

Simon – ask how Fields of Gold deal with \$5 for members who forget the card on the day.

close), while SimpleTix integrates with Square and the money is transferred the next business day. This relieves some of the financial pressure on Rowany. It also means there isn't a financial bottleneck that a single person can control anymore.

This and Square at Festival reduce the amount of cash needed/stored on site, making it more financially secure.

However, we can't currently use SimpleTix for more than one event yet – hopefully they will add this feature for us soon.

It would be good if more branches adopted Square e.g. Rowany and Politarchopolis.

Item:

Kate: Website review

8:50pm

The website breaks frequently. This is due to several issues:

- WordPress has a habit of reverting to previous versions of pages. This is a known bug in WordPress. If I've updated where something is stored, the old version of a page with a link on it now points at nothing. There is nothing we can do about that except keep restoring the most recent version (which is simple). I'm not sure, but I think some of these reversion are triggered by security attacks on the website, and some happen spontaneously.
 - Our webpages have inconsistent URL naming practises. This IS something we can fix, but it will take a lot of work to ensure that they are all correct, and then that all the links contained within our pages then point to the right places, and then that all the links on the Lochac pages that point to us are correct.
- Kate – seek a Board Helper for website review.
Ben – send motion to retire outdated GST FAQ.

Our website upload limit has been reached (or is broken somehow) despite removing two years of minutes after Kate first received the warning last night. She has emailed the Kingdom Webminister for advice. This means the August and September minutes can't be uploaded, along with a Reeve resource (which is accessible elsewhere).

Some of our pages lack proper content e.g. descriptions of roles. It would be good to flesh these out properly.

We need a review of the policies contained on the website to make sure they're all up to date and that we're not missing any.

We need some documentation on how to update things on

the website e.g. upload minutes, and add news posts.

All of this adds up to a lot of work. I don't have the time to do this all myself. Kate would like the Board's permission to advertise for a Board Helper to work on this with me up until I step down next Festival. (This might be more appropriate to seek through the Kingdom Webminister.)

Ben – GST FAQ – to be retired. Replace with links to resources maybe.

Item: **General Business** 8:56pm
Thanks to the Crown for attending tonight.

First Monday in December is the day after Fields of Gold – postpone by one meeting.

Rob's commentary ends this Thursday. Housekeeping discussion around appointments.

Notification: **Motions passed by email since last meeting** 9:05pm
(for noting only)

MOTION: That in January 2019, Ben will contact Westpac to disable all of the currently active cheque facilities on our accounts held with them. Further, we will no longer allow/issue any new cheque books for any of our current or future Westpac accounts.

OUTCOME: Carried

MOTION: to appoint Robert Aked (Hrolleifr skrauti/Rolland de Navarre) to the Board of SCA Ltd subject to the usual commentary period.

OUTCOME: Carried

MOTION: To cancel the BOD meeting scheduled for 8 October and hold this over until November.

OUTCOME: Carried

MOTION: to amend Section J point 17 of the SCA Ltd Financial Policy from "Administrator access for Westpac Electronic banking must consist of at least three Board Members." to "Administrator access for Westpac Electronic banking must consist of at least three Board Members. These shall include the Chair, the Treasurer, and the Secretary, unless otherwise determined by a Board vote."

OUTCOME: Carried

MOTION: That the above form be adopted by SCA Ltd as the official process required for making changes to Westpac

bank account signatories.

OUTCOME: Carried

MOTION: As per the Board meeting on Monday 3 September, move the October board meeting to Monday 8 October so as not to conflict with the long weekend and events held over this period.

OUTCOME: Carried

Next Meeting: Monday, 10 December 7:30pm (Sydney Local Time)

Meeting Close: 8:59pm

Attachments:

Secretary's Report - November

I'm continuing to go over a few of our old documents and procedures for 'housekeeping' errors e.g. page numbers, broken content pages etc.

I've been doing some background administration on the website, which I'll discuss further later.

We need to make some decisions about what versions of old minutes to keep accessible, what to delete, and what to store. I've been reconciling some versions in an attempt to simplify the Dropbox filing system.

I spoke to a couple law firms over the phone and recommend Justitia for the document review process. They specialise in HR processes and have experience with non-profit companies. They've recommended we consider going with their proforma documents for dispute resolution processes, but will get back to me this week with a quote for an initial consultation on our Bullying and Harassment Policy, Social Media Policy, Child Protection Policy, and Sanctions Guide. Because we want an extensive review of documents and not assistance with litigation, we're unlikely to find a pro-bono service even if I keep searching for one.

As previously discussed, I have sent the insurance conflict to the Equestrian Marshals and Kingdom Seneschal for resolution.

I emailed the Youth Rapier Deputy Marshal to request that a date be added alongside the version number of that ruleset in the future to make insurance renewals easier.

I distributed the announcement about Cat Colwell joining the Board in January, and put Rob's potential appointment out for commentary.

After comments on social media were noted, I checked the SCA Inc website but the ruling on a potential sanction won't be available until the next quarter's minutes are released.

SCA Ltd - Treasurer report

- BAS
 - We've done everything on our end to get the BAS ready to lodge. I've emailed the bookkeeper and let them know and I expect them to lodge it soon and advise as of the amount. Expect a motion soon regarding payment.

- Square verification
 - Submitted everything last night - process is completed and everything is back to normal
 - Is a legal requirement under AML/ATF laws - all financial institutions require this