



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 12 Dec 2018

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), Clem Avenell (Deputy Chair – acting as Chair), and Rob Aked.	
Observers:	Daniel Dunbar (Kingdom Seneschal), Stephanie Booth (Kingdom Exchequer)	
Meeting Start:		7.30pm
Welcome and Apologies:	Apologies: Simon Miller Acknowledgement of Country	7.30pm
Confirmation:	Minutes of last meeting November minutes – deferred to email.	7.31pm
Action Items:		7:32pm
Notification:	Conflict of Interest Disclosures None	7:37pm
Notification:	Speaking as a Board Member / Environmental Scanning Georgia/Ben – Festival booking officer willing to do payment plans but are done manually, so a lot of extra work. It's offered if genuine need is presented, and this was in a message from the stewarding team to members on 27th November. The Board understands with the cost of Festival, it can be difficult for people to manage the cost of Festival as a single lump sum; however, this isn't for the Board to decide. This is for the Festival stewarding team to manage. The Board understand that the Festival stewarding team have processes in place to assist members with payment options. The board will contact these parties and encourage broader advertising of available assistance. Ben – enquiry about FOG payment plans. Clem – mentioned to Crown Princess that They will be invited to BOD meetings but it's not a requirement to attend. Rob – damage by children of personal property at FOG Ben – British medieval knight article – retaliated against a street gang and was charged by police.	7.40pm Ben: The Board requests of the Rowany Festival stewarding team that the option for payment plans is distributed through website, Facebook, and email.
Report:	Chair	7.47pm

It's been a busy month, and I've been at events the last two weekends.

Lots of informal conversations held, and in many ways it's nice to be seen and to be having those conversations – it makes “the BOD” a much less scary beast.

We are still waiting on the formal report from the Kingdom Seneschal, and apart from that I am very much hoping to get stuck into the ‘to do’ list over the end of year quiet time.

Thanks all of you for the work you've done this year, for the hours each of you has put in. It's appreciated. There's plenty more to do, but all of our work is important and noticed.

Georgia Winter
Chair
SCA Ltd

Report:

Secretary

7:48pm

This month I've provided a few clarifications of process precedents for Kingdom Seneschal. Subsequently, I've been working through SCA Inc-SCA Ltd affiliation agreement for review/renewal.

The website issue with uploads has been resolved thanks to Masonry but no reply yet from Kingdom Webminister about getting a second account added or about recruiting help. I've been fixing broken links, updating menu items, fixing typos, and looking further into WordPress templates that may provide a more modern and user-friendly corporate website. We have been given more space to use as this restriction is no longer an issue.

MOTION: That three years of minutes be provided to the membership on the website, to provide better continuity and context for Board decisions and history.

CARRIED

Correspondence:

Secretary

8:00pm

Several requests for minutes that were unable to be posted to the website.

Clem: Message Simon to see if anything is in the post box.

Contact from insurer requesting membership numbers that turned out to be meant for another company.

One application for Board membership (VIC).

Request to advertise a medieval dining set through our membership – I redirected them to relevant Facebook pages with a note to speak to admins before posting.

Report:

Treasurer

7:56pm

See appendix.

Report:	Kingdom Seneschal Report on the expulsion: Kingdom Seneschal will submit a formal report to Board later this week Report on Abertwidr received, Kingdom Seneschal will be forwarding to the board tonight Quarterly report due on 14 th December – extension request to Society Seneschal will be sent tonight.	8:04pm
Item:	Ben: Review of Sign-In Processes The question was raised: If groups or specific events want to use other sign-in methods -can they do this? -what are the requirements? -who needs to approve it? Board must consider privacy policies/storage before new systems are presented to the insurer. New sign-in methods MUST be approved by the insurer before being used. Kamara received a request from St Florian about Great Northern War – Henri has been bringing up questions about ways we can eliminate double-handling of paperwork. Discussion of request. Sign-in sheets currently need to be physically signed by attending members.	8:06pm 8:06pm – Stephanie Booth joined the meeting Kate: get info from Declan and Cheryl about how GateKeeper sign-in works, and get this approved with the insurer. Give the RF stewarding team a heads-up that this is in process. Kate: check with insurer what kind(s) of sign-in they're happy with – what their minimum requirements are. Stephanie: send Kate Henri's email so the Board can discuss it with him. 8:36pm – Stephanie Booth left the meeting.
Item:	Clem: Registrar Application 1 expression of interest. Robyn would like to find a local helper for cards/processing. She has a few ideas of people to ask. MOTION: The Board supports Robyn Boyer to find a deputy. CARRIED MOTION: The Board supports the development of the new Registry system. CARRIED	8:36pm

MOTION: The Board supports the integration of Square and/or PayPal to the new Registry system.

CARRIED

Item: **Simon: Audio/Visual Streaming - Project Scope** 8:43pm

Not presented due to absence.

To be discussed online, ideally with a resolution in the January meeting.

Item: **General Business** 9:00pm

Rob – Unsupervised children at Fields of Gold.

Clem: recirculate

Children’s Policy online.

Kate – Documents to be sent to the lawyer, but not specific questions, as we cannot change a process while we are using it.

Ask Brigid for help.

Kate: send documents to lawyer.

New application – interview potentially in January.

Clem: talk to Georgia

Dan – ‘accountability’ event committees idea – this could provide a trial for this model when Abertwidr closes. Committee for Pencampwr.

about workload.

Notification: **Motions passed by email since last meeting** 9:05pm

(for noting only)

MOTION: to postpone the December 2018 Board meeting from December 3rd to December 10th.

CARRIED

MOTION: to reimburse Robyn Boyer \$313.80 for Registrar expenses.

CARRIED

MOTION: to pay \$4,603.00 to the Australian Taxation Office for SCA Ltd's BAS for the period of Jul-Sep 2018

CARRIED

MOTION: to remove the GST FAQ from the SCA Ltd Board Website.

CARRIED

Next Meeting: Monday, 07 January 7:30pm (Sydney Local Time)

Meeting Close: 8:54pm