



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: 04 Feb 2019

Category	Description	Action Required
Attending:	Clem Avenell (Deputy Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), Simon Miller, Rob Aked, and Cat Colwell.	
Observers:	Daniel Dunbar (Kingdom Seneschal)	
Meeting Start:		7.30pm
Welcome and Apologies:	Apologies: Georgia Winter (Chair) Acknowledgement of Country	7.30pm
Confirmation:	Minutes of last meeting To be passed by email.	7.31pm Kate – end of week – prepare these and email motion.
Action Items:		7:32pm
Notification:	Conflict of Interest Disclosures None.	7:37pm
Notification:	Speaking as a Board Member / Environmental Scanning Clem – has spoken to people within Abertridwr and the Aneala Seneschal. Cat – Tony Poldosak contacted Cat about the new NSW music festival laws – conclusion Simon – approached about sanction decision at CanCon – gave a noncommittal answer. Ben – facebook discussion about contributing memberships – Jeremy has now removed these from the website as per our decision. <i>Environmental Scanning</i> Clem – news article on sword attack in WA – shared to Board facebook page. Simon has not heard of any plans to revise legislation following this.	7.40pm
Report:	Chair Absent. Deputy Chair's report The last couple months have been unusually busy for us, and Clem would like to thank everyone for the patience and professionalism they have demonstrated during this stressful time.	7.45pm

- Report: Secretary** 7:50pm
This month has been very busy for me, mostly with correspondence items and document maintenance (filing, minutes, and templates).
- Correspondence: Secretary** 7:57pm
Gatekeeper team Simon to follow up Post
Riverhaven archery blunt sales enquiry (passed on to local Box key. Clem to assist.
seneschal)
Letter from Sandra Watkins concerning the Financial Policy
Commentary on potential new Board member
Emails regarding improvements to News Feed on our website
Politarchopolis lease
Sanction-related correspondence

Post Box key is still with Tim Liersch.
- Report: Treasurer** 8:00pm

Xero is now ready for BAS – 2018 is largely reconciled, and then we'll be able to lodge the BAS (several weeks in advance).

Thorvaldr is the new Kingdom Exchequer. Kamara remains as the Australian Deputy Exchequer.

SimpleTix – some problems with the bookings system for Festival. Once Festival is over, a reassessment with the Festival team about whether we would use this again.

Trip to Westpac soon (Ben and Kate) - removing Tim as a signatory, paper signatory removals, branch closures.
- Report: Kingdom Seneschal** 8:05pm

The new Registry database is progressing nicely – now Clem will email Robyn
checking out functionality for seneschals. about a card deputy.

Payment types - next topic for Canvass – best practise on payment policies. This will need Board involvement.

Festival payment plans – this was put in emails and put up on their website.

Two instances now of announcements that were unexpected Ben – follow up Festival
- gatekeeping and payment systems. How is the Board going payment plans.
to take ownership of system changes? The Board needs to remind people these issues need Board approval.
Board: The Board will review how to advertise this better e.g. strong channels of communication between Board and

Masonry. The Board will look at developing policy for project review.

Sign-in requirements – see General Business.

From Crown – Acknowledgement of Country enquiry.

Clem – to liaise with Crown about

The new Kingdom Exchequer has run reports on profit/loss. The Kingdom is losing about \$5k a year, which will level out in about 4 years with new levy changes. This will be considered in more detail after March once the new Kingdom Exchequer has settled in.

Acknowledgement of Country.
Kate – forward relevant emails to Clem.

Abertridwr – announcement made, officially closed. Pencampwr doesn't appear to have enough support to be an ongoing event, but Aneala is supportive, so may offer a three-day event in that same long weekend. There is a meeting this weekend between the two groups to look at smoothing over cultural differences to create a joint event. No written objections to the announcement itself, but a few reports of verbal complaints in meetings. Policy miscommunication or difference
Clem - The B&B met with the four outgoing Abertridwr to discuss creating a joint event.

Marshallate is about to advertise for a new Lists Cards officer. Lots of emails from people asking if Authorisations can live in the Registry system. There is a construction point planned in the new Registry system. There is now a rough online system now for Cards that will be replaced in the new Reg system. Digital cards are anticipated in 6-9 months. For the time being, can Authorisations and Registrar cards be combined into one role as a contingency plan?
Board: Concerns about workload only. Suggestion of a team rather than an individual to share the workload.

Item:

Ben: Audit update

8:10pm

We are relatively early in the process.

Bank account verification – Auditor gets independent verification of what our accounts are and how much is in them. 28 Westpac accounts are online. Lightwood and Burnfield need two local signatures to sign the form to authorise it and send these to the bank. Lightwood has done this.

First task for the Auditor from us - Trial balance done for

2018. Accounts are currently reconciled – just tidying up a few errors. Due 11th of this month.

Ben is comfortable we will meet these next deadlines.

After this, the workload increases and becomes more time-consuming e.g. last year cash advances records. This is an issue for this year too (particularly St Florians and Rowany).

Date for Audit finalisation is 22nd March. AGM is 19th April.

Item:

Rob: AGM (includes nominations)

8:15pm

Apologies likely at the AGM: Kate possibly.

Any correspondence and proxy forms:

Nominations

Chair – Georgia Winter

Nomination: Clem

Second: Rob

Secretary – Cat Colwell

Nomination: Clem

Second: Simon

Treasurer – Benjamin Smith

Nomination: Rob

Second: Simon

Deputy Chair – Clem Avenell

Nomination: Simon

Second: Rob

Due by 1st of March to go out with AGM documentation:

- Candidate Statements
- Chair's Report

Treasurer's report due before the AGM.

Extra AGM motions:

KATE: Constitutional amendment proposal

Details and commentary available on the Board email list.

BEN: Public Officer

ATO primary contact within our organisation. This is required by the ATO (not optional). This person is then authorised to make updates with the ATO on our behalf, and are the first point of contact from the ATO for any problems on our

Rob – in the next week - to follow up the discussion of the potential constitutional change.

Ben: send ATO information link through to the Discord chat

account (e.g. outstanding balance). (done in session).

Rob has spoken with the timetabler to ensure the room at 5pm on Friday 19th of April at Festival. We have it booked from 4pm for setup.

Our Pegasus entry has to be submitted before the 10th of March.

Item: **Kate: Gatekeeper** 8:31pm
 Rob, Cat – Search
 This has been a long and stressful communication effort on Dropbox for any extra Gatekeeper references
 all sides.
 Kate to consult with past Board members (Ray Gleeson and Michele la Bas) about history on this issue and with SCANZ. Cat – for next meeting – notes on project management ideas
 Board tracking and management of internal and external projects need to improve. A general project management oversight process is needed.

MOTION: Notwithstanding the Board's further consideration of a wider roll out in Australia including of legal, privacy and membership implications, the Board approves the use of the Gatekeeper software at the Rowany Festival event 2019.

CARRIED

Item: **Simon: Audio/Visual Streaming - Project Scope** 8:57pm
 Simon has revised his approach (was – legislative requirements) to simple notification and member education, with the point of view of this happening at Festival 2018. Simon – two weeks – send a simple guideline for everyone to read to the email list.

Item: **General Business** 9:01pm
Kate: Pseudonyms
 AON have advised that for insurance purposes, sign-in documents are legal documents and require legal names. Clem – seek email records regarding new paper sign-in and why this did not go ahead.
 Legal advice – we can seek this with three specific questions for a first session.
 Kate – seek advice on whether sign-in is a legal document for financial purposes.

Ben: Audits and bank accounts

Two orphaned bank accounts found: one from Bryn-a-Mor, and another inactive one from 2003 from the Chirurgeonate. They will have to be closed. This shouldn't require us to track down the old signatories. Approximately \$1100 total to recover.

Notification: **Motions passed by email since last meeting** 8:40pm

(for noting only)

MOTION: That the minutes for the September 2018 meeting be accepted as a true and correct record.

CARRIED

MOTION: That the minutes for the November 2018 meeting be accepted as a true and correct record.

CARRIED

MOTION: That the minutes for the December 2018 meeting be accepted as a true and correct record.

CARRIED

MOTION: To permanently Sanction Philip Preston (a.k.a. Felix Terrible) with a Revocation of Membership and Denial of Participation.

CARRIED

MOTION: to send the minutes taken and the transcript of the meeting held with Philip Preston on 15 January 2019 back to Mr Preston as per our guidelines and for his information.

CARRIED

MOTION: That the Award of Arms of Philip Preston (a.k.a. Felix Terrible) be removed alongside a Revocation of Membership and Denial of Participation.

CARRIED

Next Meeting: Monday, 04 March 7:30pm (Sydney Local Time)

Meeting Close: 9:15pm