



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 01 April 2019

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), Simon Miller, Rob Aked, and Cat Colwell.	
Observers:		
Meeting Start:		7.30pm
Welcome and Apologies:	Apologies: Daniel Dunbar (Kingdom Seneschal) Leave of Absence: Clem Avenell Acknowledgement of Country	7.31pm
Confirmation:	Minutes of last meeting Motion via email.	7.31pm
Action Items:		7:32pm
Notification:	Conflict of Interest Disclosures Rob and Georgia are now working in the same section of their employer. They do not report to each other.	7:37pm
Notification:	Speaking as a Board Member / Environmental Scanning Kate – Phone call reminder from Rowany Festival stewards about R&D list. Cat – Spoke to contact in Scouts about how they handle legal names. Ben – Spoke to Matt Curran who also works with Scouts about the same issue. Ben – Many audit-related phone calls. Georgia – Registrar, canon herald & roll of arms notified about R&D. This will be added to the checklist used for sanction notification in future.	7.40pm
	Environmental Scanning	
Report:	Chair It's April! When did that happen? This month has been super busy for a number of reasons. The Audit is ongoing though hopefully concluding soon, and I assisted with some of those documents. I contributed to getting the AGM documents ready and published, including the Chair's Report. I've had conversations with almost every member of the Board. I feel like I've been Chair forever, and for five minutes. I've made some plans (mostly in my head)	7.45pm

about what I want going forward.

I'll note that this is Edine's last meeting and I want to thank her again. If we could pull all the combined knowledge about the inner workings of the Board out of your head, that'd be just grand, thank you.

See most of you in two weeks. Okay, two and a half, but where Festival is concerned, it's two weeks.

The Chair's Report for the AGM is online.

- Report: **Secretary** 7:46pm
This month I have worked on the insurance renewal, policy, and helped out with the audit and AGM preparations as needed. The website is up-to-date with minutes and AGM documents.
- This is my last monthly meeting as a Board member. Thank you to everyone I have served with on the Board. It has been a journey.
- Correspondence: **Secretary** 7:48pm
R&D list provided to Rowany Festival stewards.
- Report: **Treasurer** 7:50pm
Audit has taken up the Treasurer's time this month.
- Report: **Kingdom Seneschal** 7:52pm
Absent.
Q1 Quarterly report provided to Board.
- Item: **Ben: Audit (update)** 7:54pm
Audit is mostly complete.
Separate to audit in the company - preparation of financial statements team have been provided with the information.
The company doing the audit is uncertain that they can provide us with the completed audit by the AGM, which means a full financial report may not be available then.
'Equipment at Cost' account is for depreciation of assets. Under current ATO incentives, we depreciate assets immediately and shouldn't be using this account. The audit company is reconciling this use.
- Item: **Simon: Livestreaming at Events (update)** 8:00pm
Policy drafts discussed.
The main topics of discussion were how livestreaming related to:
document to present by the AGM.
- combat injuries;
 - legal issues around children;

understanding that further discussion may occur in relation to policies and procedures for use.

CARRIED

Item: **Kate: Registry Project** 8:45pm
Rob to become the Registry communications point-of-contact for the Board. Kate – give Rob relevant emails
Rob – talk to stakeholders to become informed.

Item: **General Business** 8:56pm
Ynys Fawr shares – difficult to sell because we’re a public company. This will have to wait until after the AGM due to mundane paperwork.

Tim’s advisory period – this was extended by motion due to the Audit. This is now no longer needed by the Treasurer so can cease effective immediately.

Notification: **Motions passed by email since last meeting** 8:58pm
(for noting only)

MOTION: To nominate Robert Aked to the position of Deputy Chair at the 2019 AGM.

CARRIED

MOTION: to reimburse Robyn Boyer \$213.98 for Registrar expenses.

CARRIED

MOTION: to pay ASIC \$146 for the Industry Funding liability of SCA Ltd.

CARRIED

MOTION: That the minutes for the January 2019 meeting be accepted as a true and correct record.

CARRIED

MOTION: That the minutes for the February 2019 meeting be accepted as a true and correct record.

CARRIED

Next Meeting: Monday, 13 May 7:30pm (Sydney Local Time)

Meeting Close: 8:59pm