

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	7.40pm
	Kate – Phone call reminder from Rowany Festival stewards about R&D list. Cat – Spoke to contact in Scouts about how they handle legal	Cat & Ben – email through
	names. Ben – Spoke to Matt Curran who also works with Scouts about the same issue.	notes on this to the Board
	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.	
	Environmental Scanning	
Report:	Chair It's April! When did that happen?	7.45pm
	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	

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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)

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: Secre

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. Cat, Simon – work on a The main topics of discussion were how livestreaming related document to present by

to: the AGM.

combat injuries;

legal issues around children;

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livestreaming should either be allowed or disallowed, or it will cause more issues if it needs to be approved on a case by case basis.

Consultation modes discussed.

- quick survey not suitable due to complexity of issue;
- longer consultation required.
- Possibility of a document to hand out at AGM to inform consultation (or after if not enough time before AGM).

Rob: AGM (update) Item:

8:15pm

Cat will take minutes at AGM. Georgia – send text to

Notice in Pegasus and up on the website - only financial Announce report pending (see Treasurer's report).

Rob – post on Lochac Room and location set.

Nico will test Discord for us the weekend before and make Georgia/Ben – talk about any adjustments. He will bring a good quality microphone.

Facebook page Treasurer's Report for

AGM

Cat: Gatekeeper Item:

8:21pm After communication with the Gatekeeper team in Feb and

Recommendations:

Provide approval for the Gatekeeper software to be used at SCA events across Australia,

March, we have been provided with answers.

- on the basis that it provides limited security and privacy risks on the basis of its limited scope of information;
- consider any additional policies/procedures that should be added to the Gatekeeper documentation or other SCA stewarding/financial documents regarding the use of this software to further mitigate any risk;
- provide further advice to the Gatekeeper team regarding any changes that are being developed within the context of the registry database.

Further gueries around:

- what Fetch mechanism is used;
- who has access to unlock registrar information for this program, and should confidentiality agreements be used as a possible mechanism to keep track of this?
- what steps are in place to check that enquiries for registrar information are genuine.

MOTION: To approve Gatekeeper for general use in Australia at the discretion of the Gatekeeper team, on the

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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- Kate – give Rob relevant

contact for the Board.

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

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