



Society for Creative Anachronism Ltd (Australia)

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

SCA Ltd Board Meeting: Minutes

Meeting held: 06 March 2017

Category	Description	Action Required
Attending:	Michele Le Bas, David Beresford, Kate Turley, Tim Liersch, Ray Gleeson.	
Observers:	None	
Meeting Started:	8:14pm (Sydney Local Time)	
Apologies:	Donna Page, Simon Miller, Georgia Winter, Jeremy Gregson	
Confirmation:	Minutes of last meeting Motion: That the previous minutes be accepted as a true and correct record. Moved: Michele le Bas Seconded: Tim Liersch Decision: CARRIED	Publication on website (Secretary)
Notification:	Conflict of Interest Disclosures Tim Liersch declared a new housemate who is a member of the SCA.	
Notification:	Speaking as a Board Member / Environmental Scanning Ray - Mordenvale hall hire is now settled. Tim - gate at Festival update David - archery practise is still on hiatus - discussion is ongoing with the site leasers. Lease renewal due soon for Ynys Fawr. Kate - Rubber Band Guns	Tim: Organise a group chat or Skype address to Rowany Senate. Next RS meeting 20 March 2017.
Report:	Chair Verbal report given. Good to see people have been carrying on while Michele is unpacking boxes, particularly AGM (thanks David and Ray), and Rowany Senate/Festival issues (thanks Ray and Tim).	
Report:	Secretary Some work on a terms of reference document (now in Dropbox) along with drafting aims of the project and writing notes about those goals to discuss with the working group. I've continued contacting people to be involved, with varied responses. St Gildas has come out of dormancy. I have requested a timeslot at ICW to meet seneschals and College reps in person.	

I wrote back to the Childrens Officer confirming decision from last meeting.

The new email accounts for Treasurer and Secretary are ready to be implemented - thanks, Jeremy.

As Simon is not in attendance and has been busy, the Bullying Policy has not received its final read-through; can someone do this during the next week, so we can release it for feedback and implement it officially before Festival.

Company Seal and USB from Jeff Nicolson to send up to Georgia at the AGM.

Correspondence: Another email from someone with the wrong address discussing a payment.
One request for Certificate of Currency, from Innilgard.
Post box - Exemption to QLD Weapons Act.

Report: **Treasurer** Tim - file Auditor
MOTION: To pay Australia Post \$124 for renewal of post questions (and previous year's?) into Dropbox for office box services in Weston Creek ACT. future Treasurers to use.
Moved: Tim
Seconded: Kate
CARRIED

Correspondence regarding Pennsic banners funding - we have declined.

Audit questions - eleven questions, ten answered, the eleventh (regarding related parties) Tim has requested more information e.g. members of SCA Ltd invoicing SCA Ltd for goods or services - Greesiespoon is an example.

Rowany Festival - PayPal for point-of-sale machine was purchased last year. Sandra and Tim had not heard of this previously. Benefit - reduces cash held, payment processing times. Requires a new account recreated. Drawback - scope creep, assumptions from other stewards that this should be used elsewhere.

Tim recommends next year they can have PayPal OR TryBookings. Too many bookings/payments system. A trial for this year at the gate will be permitted.

Report: **Kingdom Seneschal**
Absent.

Item: *(new) Live streaming AGM (Ray)* Ray: to write a notice specifically about using Citrix at the AGM.
Pre-meeting test of Citrix GoToWebinar.
Questions may be asked through 'Chat' (not 'Questions', as this is not in every version).

In AGM announcement - have a question section of the agenda for questions that are not particularly related to the AGM e.g. "Has the Board considered...?"

It is possible to record the broadcast.

Kate recommends smart devices if people don't want to ask questions, as that worked better for her - lower resolution, less bandwidth.

If people can't connect - recommend disconnect, close your session, and try again. All participants will be muted.

Session will open 15 minutes ahead of the AGM.

No trial run.

Kate can cancel on major communication channels if the technical stuff doesn't work at all on the day.

Item: *Recruitment (Michele)*

Succession planning. Donna leaving this AGM; Ray, David and Michele in 2018; Kate and Tim in 2019.

Tim to get Kate to reconcile Xero corporate accounts after Rowany Festival once she's not being an executive board member.

Item: *AGM Arrangements (David)*

AGM notice draft done for website and Pegasus. Ray to add Citrix details.

AGM Agenda drafted. Chair's report and candidate statements to add.

Proxy form updated.

Draft minutes are done.

Kate: AGM up on the website this week, and the AGM 2016 minutes. By 10 March 2017 (Friday).

Ray: email link for notice once he has set up the official scheduled Citrix event.

David: Notice to Pegasus by 10 March 2017 (Friday).

Georgia: to print documents once finalised as discussed last meeting.

Item: *Working With Children checks SA (Kate)*

Kate passed on the recommendation of the BOD to Falki. Kate told Falki to apply for the VOAN for SCA Ltd.

DCSI allows delegates of a body to see who has registered for checks. If possible, register a BOD member, Kingdom Seneschal, Children's Officer, and the local Seneschal; if we can only have a limited number, prioritise Children's Officer and the local Seneschal.

Kate: request of Jeremy that we are copied into Children's Officer's quarterly reports (and SCANZ copied in would be reasonable too).

Item: *Festival Attire (Michele)* Michele: send around draft to BOD for final check, then distribute.

Item:

Item:

Item: **List of things to discuss via the list:**

Notification: **Motions passed by email since last meeting**

Motion: SCA Ltd agrees the Shire of Mordenvale may enter into a hall lease agreement with the Parish of Lambton, valued at \$1200, and delegates Ray Gleeson to sign on behalf of SCA Ltd.

Moved: Kate Turley

Seconded: Georgia Winter

Decision: CARRIED

Motion: That SCA Ltd apply for a VOAN for South Australia.

Moved: Michele le Bas

Seconded: Kate Turley

Decision: CARRIED

Motion: That the Board endorses the use of electronic sign-in systems for SCA Ltd events in principle, provided that those systems produce records that can be audited and reviewed by the Exchequer and Treasurer, and that the gate staff for the event are trained in their use.

Moved: Michele le Bas

Seconded: Ray Gleeson

Decision: CARRIED

Item: **General Business**

Next Meeting: Monday, 3 April 2017 at 8:00pm (Sydney Local Time)

Upcoming: Monday, 1 May 2017 at 8:00pm (TBC)

Meeting Closed: 9:58pm (Sydney Local Time)

Attachments:

A. Chair's Report

Within minutes.

B. Treasurer's Report

Within minutes.