



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: 03 April 2017

Category	Description	Action Required
Attending:	Michele Le Bas, Kate Turley, Tim Liersch, Donna Page, Ray Gleeson, Simon Miller.	
Observers:	Jeremy Gregson	
Meeting Started:	7:56pm (Sydney Local Time)	
Apologies:	Georgia Winter, David Beresford	
Confirmation:	Minutes of last meeting	Publication on website (Secretary)
	Motion: That the previous minutes be accepted as a true and correct record.	
	Moved: Michele	
	Seconded: Simon	
	Abstain: Donna	
	Decision: CARRIED	
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning	
Report:	Chair Bullying and Harassment Policy nearly ready for release. Focus on AGM with new format - it will be a really good experiment to see how the dialling-in process goes for remote attendees. It will be interesting to see what the populace response will be. Thank you all for your hard work this year. Special thanks to Donna who is stepping down at the AGM.	
Report:	Secretary Website updated ready for AGM. Please advise if there is anything missing you would like posted/updated. Innilgard have begun to put into place new policies around children, including advertising for a local child safety officer. I am leaving the Colleges project until after Festival at this stage as they are busy. St Cecilia (La Trobe Uni in Victoria) have been approved by their university to re-form.	
Correspondence:	One request for Certificate of Currency from Aneala.	Simon: follow up key from Jeff Nicholson.
Report:	Treasurer	

PayPal customer service. Change of primary user required.

MOTION: The Board authorises Tim Liersch to act on behalf of the Business as the Primary Authorised User for the PayPal business account treasurer@sca.org.au, and authorises the Secretary to produce a letter to PayPal to this effect to be signed under seal, consistent with the form PayPal has indicated that it requires.

Moved: Tim Liersch

Seconded: Kate Turley

Decision: CARRIED

Page 3 - One Page 3, in the table, is it possible for the field next to 'Jeff Nicholson' be changed to 'Retired' instead of 'Resigned', as Jeff completed his full appointed time?

This is a request and does not hinder the following motion.

MOTION: To accept the directors and financial reports as prepared by Butler Settineri and authorise the Treasurer to sign and issue them on behalf of the Board.

Moved: Tim Liersch

Seconded: Ray Gleeson

Decision: CARRIED

Report:

Kingdom Seneschal

A brief version of the quarterly report was circulated to the landed Baron & Baronesses.

Membership numbers are down.

Crown/coronation bids are down. Potential for a rotational model.

Item:

Item: AGM arrangements & Festival meet-up (Michele)

AGM arrangements

- 5-6pm Friday 14 April 2017

- Bandwidth at the site (Telstra 4G - should be good but no guarantees)

- The room is empty for 1 hour beforehand for tech setup etc

- Georgia is going to take the AGM minutes

- Georgia is printing documents for distribution

- 22 attendees last year

Festival meet-up - discuss on facebook chat

Ray: agenda item at May meeting regarding an AGM policy

Kate & Georgia: liaise regarding AGM minutes template

Michele: membership cards to be mentioned in online announcement

Item:

Item: Court business at Festival (Michele)

'Seers' attending court, possibly Friday morning - Board members present

- Financial policy, caregivers' form, OH&S, and Bullying & Harassment policy

Michele - to discuss with Their Majesties

- Board Recruitment
- AGM

Details to be discussed during the week.

Regalia/Token - Roman reign - perhaps a piece of black cloth draped around shoulders

Boars Head Theatre?

Item: *Item: Paid advertising in Pegasus (Michele)* Jeremy: Speak to SCANZ and Nerissa
Pricing scheme e.g. quarter/half/full page
Per month: Member 5/10/20 - Non-member 15/30/60
Or a factor for the year e.g. x4 or x5 \$60 - \$240
Suggest to Nerissa and SCANZ

Item: *Item: Caregivers form (Donna)* Kate: Put on letterhead by Friday.
Caregivers form needs to be put on letterhead, then approved by the Board.

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

Notification: **Motions passed by email since last meeting**
None.

Item: **General Business** Donna: to ask QLD contact for advice about contract reviews
Online booking system project on hold.
Contract consultation - proposal for an addition in the Financial Policy contracts over \$5000 go through a different process than other leases e.g. a professional or someone skilled in a relevant industry Ray: speak to contact for advice about contract reviews

Next Meeting: Monday, 1 May 2017 at 8:00pm (Sydney Local Time)

Meeting Closed: 9:44pm (Sydney Local Time)

Attachments:

A. Chair's Report

Verbal report given.

B. Treasurer's Report

Verbal report given.