



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: 9 May 2017

Category	Description	Action Required
Attending:	Michele Le Bas (Chair), Ray Gleeson (Deputy Chair), Georgia Winter (Secretary), Kate Turley, David Beresford, Tim Liersch (Treasurer), Simon Miller.	
Observers:	Jeremy Gregson	
Meeting Started:	7.40pm (AEST)	
Apologies:	None	
Confirmation:	Minutes of last meeting Motion: That the previous minutes (April 2017) be accepted as a true and correct record. Moved: Michele le Bas Seconded: Simon Miller Decision: Agreed	Publication on website (Secretary)
Notification:	Conflict of Interest Disclosures	
Notification:	Speaking as a Board Member / Environmental Scanning <ul style="list-style-type: none">• Discussion was held around prospective new members to the Board.• Quite a few Phoenix Rise people attended the event in Krae Glas on the weekend.• No feedback on Bullying and Harassment Policy has been formally received.	
Report:	Chair 9 May 2017 As we begin a new SCA year, we have commenced the recruitment process for a member to replace Donna after her retirement from the Board. The AGM at Festival was live streamed for the first time and we now need to review how that went, in preparation for next year. I am asking each member of the Board to nominate, in the next two weeks, two or three tasks or projects that they believe the Board should be doing, or would benefit SCA Ltd. We can then evaluate these ideas, with others already identified, to determine which are priorities, as we commence a new year. In service, Michele Le Bas, Chair, SCA Ltd. (TH Lady Yvonne de Plumetot)	
Report:	Incoming Secretary: Georgia noted that she has uploaded the minutes of the AGM to Dropbox. This will be motioned via email in the next week to give the Board a chance to read them.	

Outgoing secretary: Removed Donna from DropBox and mailing lists Forwarded message to Georgia about new secretary email account (Tim is happy with his) and passed on list access information to secretary/chair Updated website with new positions Published B&H and Nominated Caregivers Form to the website Rescued our minutes which had disappeared. This is a known issue with this version of WordPress. Propose to move the Financial Policy to a place on the drop-down menu instead of where it is, because this is difficult to find.

Georgia and Kate will discuss loading the new information to ASIC that is required following the AGM this week.

Correspondence: Outgoing secretary correspondence: Replied to enquiry about hiring a sword in Adelaide to cut a wedding cake, and forwarded it to Innilgard for any further recommendations they might have Received enquiry about membership data for PhD One email that was not intended for us - this is happening more frequently lately One enquiry about who to ask about equestrian insurance - I have asked them to email Secretary with the full enquiry

Ray will coordinate the enquiry from the PhD regarding membership data.

Report:

Treasurer

Some mail was received from Butler Settineri which are already overdue as they have only just been collected from the PO Box. They've been requested to email these in the future.

- Preparation of annual financial statements is the same as 2015/16.
- The audit amount is slightly higher this year.

PayPal at festival worked very well. Connectivity worked well, and the sign-in process seemed to be very smooth.

Both Stowe and Dismal Fogs were brought to the brink of suspension this week. Incorporating with the Exchequer, quarterly accounting was more than 30 days overdue. This is about telling the branch that they are unable to operate until they have fixed their reporting, rather than shutting down the branch.

- The Kingdom Seneschal noted that a few points of procedure and common courtesy may not have been followed at this point. The Seneschal noted that they had not been brought into the loop about the problems with these groups.
- The Seneschal suggested that the materiality threshold be reviewed for future cases.

Motion: To pay Butler Settineri: - \$4,294.95 for annual review services as an auditing firm; and - \$1,980.00 for the preparation of the annual financial report. Secinded: Simon Miller Decision: Agreed

Motion: To reimburse Ray Gleeson \$152.90 for Webinar costs used at the AGM Secinded: Michele le Bas Decision: Agreed

- Report: Kingdom Seneschal**
- The Pegasus Editor is happy to start accepting paid advertising.
This would be per quarter page.
\$5 members/\$20 non-members, discounted for six months.
Classified advertisements will not be accepted at this time.
The editor would have discretion over which ads to accept, and if an issue arose could escalate this to the Board.
- The SCANZ has just drafted a privacy policy.
 - Two people are looking at online event booking systems independently.
 - Call for commentary on new Seneschal in Southron Gaard. She is currently the Kingdom Constable so this position will need to be advertised.
 - Roster for Crown Events has been floated. The only commentary so far has been verbal. Feedback is due at May Crown and will then be announced.
 - The formerly dormant college of St Malachy have submitted a request for funding to host a Crown Event.
 - If May Crown is won by a Western Australian combatant, the Seneschal will motion to increase the Crown Travel Fund, as the cost of just attending the mandatory events is higher than the travel fund. Possibly a clause to guarantee the cost of the mandatory events, based on principles of where the Crown are located.
 - The Kingdom Tax was suggested to Seneschals, about spending the money they have in their bank accounts, to enable the groups to spend their money rather than saving it for a rainy day.
 - A meeting was held around recruitment and retention, at Festival. Our retention level of new members is declining.
- Item:2017 AGM Minutes This will be motioned later this week, via email.
- Item: \$10,000 contract signoff Any time a group signs a contract worth more than \$10,000, should a contract lawyer be appointed?
- Rowany is the only group who is likely to spend this much money in a single expenditure, for Rowany Festival.
 - A procurement policy may be a good idea for the future.
- Item: Insurance signoff Simon loaded 'SCA Insurance clarification' into Dropbox.
- This will be reviewed and motioned by Monday, via email. Once the Board have agreed, this will be sent to the insurer for their comment.

- Item: Constable's Handbook David has been reviewing this, and it's in Dropbox. This will be motioned via email (next week).
- Item: Ynys Fawr's new lease agreement Currently this lease is month-to-month, but they are hopeful that a new three year lease will be in place shortly. Rent may be raised slightly due to inflation.
- Item: **List of things to discuss via the list:**
2017 AGM Minutes
- Notification: **Motions passed by email since last meeting**
- Motion: To refund Abertridwr \$50 in Westpac audit costs charged to their account.
Moved: Tim Liersch
Seconded: Michele le Bas
Decision: Carried
- Motion: To change Board meetings (until further notice, or by exception) to the first Tuesday of each month, at 7.30pm AEST
Moved: Georgia Winter
Seconded: Michele le Bas
Decision: Carried
- Motion: To pay Robyn Boyer \$495.22 in postage and other registry expenses.
Moved: Tim Liersch
Seconded: Michele le Bas
Decision: Carried
- Motion: To pay Robyn Boyer \$495.22 in postage and other registry expenses.
Moved: Tim Liersch
Seconded: Michele le Bas
Decision: Carried
- Motion: That SCA Ltd approves the 2017 renewal of insurance including Equine liability, policy number WDEQ04010683728 quote from AON Risk Services and to pay the invoice I8147112 for \$14,150.02.
- Motion: That SCA Ltd approves the 2017 day members adjustment of the renewal of insurance including Equine liability, policy number WDEQ04010683728 quote from AON Risk Services and to pay the invoice I8147119 for \$8,510.00.
- Motion: That SCA Ltd approves the 2017 renewal of Association liability insurance, policy number 02PI 019392 quote from AON Risk Services and to pay the invoice I8144928 for \$2,706.50.
Moved: Michele le Bas
Seconded: Georgia Winter
Decision: Carried

Motion: To pay the ATO \$3,932.00 in GST.
Moved: Tim Liersch
Seconded: Ray Gleeson
Decision: Carried

Item: **General Business**

Next Meeting: Tuesday, 20th June at 7:30pm (AEST)
Tuesday, 11th July at 7.30pm (AEST)

Meeting Closed: 9.05pm (AEST)