



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: Agenda

Meeting date: 17 October 2017

| Category | Description | Action Required |
|-----------------|--|---|
| Attending: | Michele Le Bas (Chair), Ray Gleeson (Deputy Chair), Georgia Winter (Secretary), Kate Turley, Simon Miller and Tim Liersch (Treasurer). | |
| Observers: | Jeremy Gregson (Kingdom Seneschal) | |
| Meeting Start: | 7.06pm (AEST) | |
| Apologies: | David Beresford | |
| Confirmation: | Minutes of last meeting V2 in Dropbox, these will be reviewed and Motioned via email this week. | |
| Notification: | Conflict of Interest Disclosures No conflicts were declared. | |
| Notification: | Speaking as a Board Member / Environmental Scanning Secretary has had a lot of recent requests for the Insurance details – people are using the link on the website rather than contacting their Reeve. Ray has had some conversations about the Shire of Cathay, and explained that nothing is set in stone yet. | Georgia has asked for update to board website and will contact Kamara to raise this with the Reeves as a whole. |
| Report: | Chair A verbal report was given. The Chair would like people to consider if they would like to nominate for one of the executive positions after the AGM next year. Deputy Chair role was raised – this needs some beefing up to strengthen this executive role. One suggestion is to include recruitment under this role, in order that it has a guided and dedicated presence. We will confirm a start date with Clem Avenell shortly and welcome him to the Board. The new start date will need a motion. | |
| Report: | Secretary A verbal report was given. Email correspondence has been forwarded to the group as relevant. | |
| Correspondence: | Secretary/Treasurer PO Box will be checked tomorrow. | |
| Report: | Treasurer Is having conversations regarding the next Treasurer. Kamara has advised that for the first time in some time, all branches have completed their reconciliations on time this quarter. | |

PayPal is currently locked down – we can receive money but can't make payment. Tim initially registered their email as spam, but this is being followed up this week.
Tim be overseas 24/10/17 – 15/11/17.

Report:

Kingdom Seneschal

An email regarding the group in China has been sent – for all the Board to read and respond to the KS if necessary.
The next topic is commentary on potential KS successor – this closes at the end of this week. This is potentially on track to hand over at November Crown.
Provost of Scribes is out for advertisement and two other roles may be advertised shortly.
There is a new Hamlet in the Bunbury area of Western Australia.
Masonry Deputy and team have served for a very long time and likely need a break soon. This is currently a Kingdom Officer – should it be moved to a Corporate Officer – as an out of game role?
Simon Miller joined the meeting at this time

The Board formally thanked Jeremy for his service as Kingdom Seneschal.

The Board to consider Masonry as a potential Corporate Officer

Item:

Festival and AGM (Ray)

5pm Friday 20th April 2018 is the agreed time for the AGM.
A motion to advise the change of dates will need to be done to inform the membership.
*motion to broadcast the AGM in 2018 – Ray to confirm pricing and then send Motion to the Board.
Board recruitment will become an issue for next year – we have three members leaving at the AGM.

Item:

Risk Management Uplift (Michele)

The Board needs to get back to David H. about whether or not they want to take up his offer. This will be discussed out of session so that David D. can be part of the conversation.

Item:

Environmental scanning (Ray/Michele)

We discussed the 'Doing Environmental Scanning Guide' document that the Chair circulated, regarding how scanning is used to inform the future management and strategy of organisations. There is concern that we are looking too much at social media discussions for environmental scanning. It was suggested that the Board focus more on scanning for things in the external environment, rather than the internal environment, e.g. being advised of legislative changes that may impact our Society. The Chair suggested that going forward the Board can focus less on our inwards environment and work on developing ways better scan the external environment.

Item:

Procedure for selection of candidates for offices (Simon)

In the recent KS selection process, after the closing date, other members of the populace were approached to ask if

they were also interested in the position, to widen the candidate pool. Perhaps the process should include re-advertising, and previous applicants be re-approached, with a new date for formal applications be set. Jeremy noted that the position of the KS is unique – it's the one job that reports to the Board, and the Crown. The KS makes the recommendation upline, but does not actually select their successor. The process could be updated with a simple disclaimer on the ads, stating that the process is subject to change.

- Item: **Policy Reviews (Michele)**
David has made a spreadsheet of which policies are due and overdue, Michele has updated this and allocated appropriate policies for each person. Please advise if any exchanges wanted. Policies to be reviewed against any legislative changes and a marked-up draft to share by the next meeting so that these can be updated soon.
- Item: **Mordenvale proposal for the purchase of a kitchen trailer (Simon)**
Mordenvale would like to scope a purpose-built kitchen trailer for major events. Simon advised that they have funds in Mordenvale, and as long as these are in line with assets and other policies, there should not be an issue. This would be Baronial property rather than Lochac property. Tim noted that trailers need to be registered with a road transport authority, which means someone's name needs to be listed and someone needs to be legally liable. The asset also needs to be stored (and insured).
- Item: **Code of Conduct review; Ethics (Ray)**
Code of Conduct updated, with minor changes made. This is in Dropbox for members to review, to be finalised and motioned this month. Michele will be drafting a mission statement in the next few weeks, based on our Constitution.
- Kate Turley left the meeting at this time.
- Item: **Affiliation Renewal (Michele)**
The Affiliation agreement will reach its three-year mark in December. When it was last reviewed the US Board was very receptive to our suggestions. Board to review and if any changes are wanted, please advise by next meeting.
- Item: **WWC changes Victoria (Michele)**
To be reviewed with David as he has been working on this item. The Kingdom Youth Officer will be contacted directly, CC the Kingdom Seneschal.

All members to review policies listed, review legislation (state and federal), and report back to the Board with a marked-up version. Due November

Tim to tie this in with review of assets policy, in line with the possibility to purchase this item. Rebecca Garnsey will review this with Tim, and will discuss with Mordenvale Seneschal.

Members to review Code of Conduct draft this week.

8.51pm

Members to review – due next Meeting.

Defer until November

- Item: **Insurance options (Michele)** Simon will review, and report back at next Meeting.
 If we want to investigate personal accident insurance, this would need to be investigated soon so there is time before May renewal. Premium cost may be low now but the impact may fall to us once members begin to make claim(s).
- Item: **Rubber Band Guns (Ray)**
 These have been unable to be used in Victoria, due to the Legislation. It appears that this was updated in 2016, and in fact we now fit in to the exempt or toy category and can probably now use RBGs in this state.
 Ray has been in contact with VicPol for clarification – so these can be used, and the KRM will make a ruling on this very shortly.
- Item: **Motions passed by email since last meeting** For noting only
- 19 September 2017
 Motion: that the Board meeting scheduled for 19 September 2017 be cancelled and the business be held over until the next Board meeting on 10 October at 7.30pm (Sydney time) unless resolved via the Board email list earlier.
 Motioned: Michele le Bas
 Seconded: Simon Miller
 Carried
- 24 September 2017
 Motion: That the Board accepts the nomination of Clement Avenell of Western Australia and invites him to join the Board of SCA Ltd effective from 1 October 2017 for a term ending at the SCA Ltd 2021 AGM.
 Motioned: Michele le Bas
 Seconded: Kate Turley
 Abstained: Georgia Winter
 Carried
- 9 October 2017
 Motion: That the October 2017 Board meeting be held on 17 October at 7.30pm Sydney time
 Motioned: Michele le Bas
 Seconded: Georgia Winter
 Carried
- Item: **General Business**
- Next Meeting: Tuesday 14 November, 7.30pm AEDST (TBC)
 Tuesday 12 December, 7.30pm AEDST (TBC) Check 21 November as suitable next meeting date.
- Meeting Close: 9.10pm (ADEST)