



# Society for Creative Anachronism Ltd (Australia)

Website: <http://www.sca.org.au/board> Email: [chair@sca.org.au](mailto:chair@sca.org.au) or  
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## SCA Ltd Board Meeting: Agenda

Meeting date: 10 April 2018

Category	Description	Action Required
Attending:	Michele Le Bas (Chair), Ray Gleeson (Deputy Chair), Tim Liersch (Treasurer), Georgia Winter (Secretary), Kate Turley, David Beresford, Simon Miller, Clem Avenell	
Observers:	Daniel Dunbar (Kingdom Seneschal), Benjamin Smith	
Meeting Start:	7.30pm (AEST)	
Apologies:		7.30pm
Confirmation:	<b>Minutes of last meeting</b> Motion: That the minutes of the March 2018 meeting be accepted. Motion: That the minutes of the February 2018 meeting be accepted. January 2018 minutes will be provided to the Chair by tomorrow.	The board agreed to accept the March 2018 Minutes. The board agreed to accept the February 2018 Minutes.
Notification:	<b>Conflict of Interest Disclosures</b>	No conflicts were recorded.
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b> There was a discussion on the Lochac page on Facebook about paying scribes for private scrolls. Some commentary was included from the Treasurer around personal gain if the Society paid for these scrolls.	
Report:	<b>Chair</b> This month we have been trialling a new payment software option. Revised Background Check Procedures, Code of Conduct and a diversity values statement are being finalised or rolled out. Thanks to all who have put time and effort into these. We have been working collaboratively with the Kingdom Seneschal to roll out the new Code of Conduct in conjunction with the new sign-in sheets that have been developed at Kingdom level, so the two arms of organisational structure are working together. This is my last monthly report after two years as Chair. Thank you all. In service and for the final time, Michele Le Bas, Chair, SCA Ltd.	The Board thanked Michele for her service and for her term as Chair.  The Board thanked Ray and David for their service.
Report:	<b>Secretary:</b> Very little from my corner of the world. Work has been overwhelming, and Kate has assisted and queries have been farmed out and forwarded as appropriate.	
Correspondence:	There was a membership application in the PO Box. This has been scanned and sent to Registrar.	Action: Simon to provide a Statutory Declaration to

	No response from Jeff Nicholson regarding providing a statutory declaration around the lost PO box key. Politarchopolis banking statements still going to Simon's house – this is on Tim's list of things to update.	Jeff Nicholson for signature at Festival.
Report:	<p><b>Treasurer</b></p> <p>The Auditors chose 'Float Advances' to review this year. There needs to be greater education in branches about how to reconcile advances in Xero so these don't appear to be bad debts into the future. This will be detailed in the Treasurer's Report at the AGM.</p> <p>ASIC bill - ASIC acknowledged payment of the invoice received. Another late fee had been already generated by the time we paid the bill.</p> <p>It was noted that financial policy may need review in line with best practice to accept electronic payments as a preference rather than cash.</p>	Action: The Board agrees to pay the ASIC bill of \$245.
Report:	<p><b>Kingdom Seneschal</b></p> <p>Facebook Live – some people want to livestream Festival in the main activity area. Pennsic did something similar and it was well-received. We are concerned about filming of children, mundanity in a medieval environment, and privacy of members (including members who have taken leave to be at Festival, and those in sensitive professions), amongst other reasons.</p> <p>The Board does not consent to livestream filming at Festival.</p> <p>New sign-in forms/indemnity forms are nearly ready to go. Festival is using Gatekeeper for sign-in, so they will not be trialled there anyway. The Code of Conduct will be displayed as a poster at the Festival sign-in tent.</p>	<p>Simon and Clem will draft a statement about video-streaming to be distributed.</p> <p>Dan will send the new sign-in forms to the Board to send to our insurer when they are ready.</p>
Item:	<p><b>Use of Square for payment (Tim &amp; Ben)</b></p> <p>Square is working well. Do we need a Board credit card in order to manage user access, for the Trial period? This will be discussed further at a later meeting. The trial is continuing well and it will be used at Festival as a gate option.</p>	
Item:	<p><b>Mission, CoC &amp; diversity values announcement (Michele)</b></p> <p>Draft provided to the meeting.</p> <p>The Board approves this statement with minor edits.</p>	Michele to make a minor edit, then distribute 11/04/2018. Kate to post to website.
Item:	<p><b>Background Check Procedures (David)</b></p> <p>Approved as of tonight.</p> <p>The Board accepted this policy during the meeting via email.</p>	<p>Kate to upload Background Check Procedure and the Children's Policy.</p> <p>David to provide Kate with a short statement about these two updated policies for the News section of the website 11/04/2018.</p>

Item:	<p><b>AGM planning &amp; possible item amendment (Michele)</b> Including nominating and seconding for all exec nominations. Paperwork – agenda, previous 2017 minutes, financial report etc – to be provided to voting members. Nominations and Seconds</p> <p>Benjamin Smith for Treasurer Nominated: Tim Liersch Seconded: Michele le Bas</p> <p>Kate Turley for Secretary Nominated: Georgia Winter Seconded: Clem Avenell</p> <p>Georgia Winter for Chair Nominated: Ray Gleeson Seconded: Kate Turley</p> <p>Simon Miller for Chair Nominated: Clem Avenell Seconded: Kate Turley</p> <p>Simon Miller for Deputy Chair Nominated: Ray Gleeson Seconded: Kate Turley</p> <p>Clem Avenell for Deputy Chair Nominated: Simon Miller Seconded: David Beresford</p> <p>Taking into consideration commentary received, the Board withdraws the proposed constitutional amendment, and intends to provide a more comprehensive review of this section of the constitution.</p> <p>The Board agrees that Michele, David and Ray may continue their appointments until the 2018 AGM.</p>	<p>David to print and bring 20 paper copies of Agenda and Previous Minutes to Rowany Festival 2018.</p> <p>Tim to print and bring paper copies of Financial Report to Rowany Festival 2018.</p>
Item:	<p><b>SCA Inc conditions around marking Youth combatants (Ray)</b> Section 12 of the SCA Inc Affiliate Agreement In Marshal’s Handbook – if you are under 18 years of age, yellow diamond on helm for a heavy, and on your primary hand if you’re a rapier combatant. This has been in effect for 3 years, but not used in Lochac as it was minimally known about. If we can demonstrate this is not necessary in Lochac, then we can pursue an exemption.</p>	<p>Ray to pursue an exemption.</p>

- Item:                   **Welcome to Country and Traditional Owners acknowledgement (Michele)**                   Kate to contact Bombard Herald for ideas on how to approach this in-game.  
Correspondence received asking us to consider including an acknowledgement of country.  
The Board agrees to include an acknowledgement of country at the AGM, on the website, and in our monthly Board meetings.                   Georgia to write an acknowledgement of country to use for our purposes. Clem to consult.
- Item:                   **General Business**                   All to look at this contract by Thursday 12/04/2018.  
**Healthy Tasmania re Dark MOFO contract (David)**  
David had the agreement updated. It is now in Upcoming to look at again, along with what Ynys Fawr is offering to do at this demo for payment. Healthy Hobart would like it ASAP, but we must be happy with the entire contract before we sign it.  
David provided some background on the event and the proposed contract. The insurance requested may be problematic.  
Our current insurers can provide 12-month volunteers insurance, but the cost is currently unknown.
- Item:                   **Motions passed by email since last meeting**                   For noting only  
Motion: That the Board appoints Louise Armstrong as Editor of our corporate publication, Pegasus, with effect from the May 2018 Edition.  
Outcome: Approved  
  
Motion: That the Board thanks Jen Fraser be thanked for her service to SCA Ltd as outgoing Editor of Pegasus.  
Outcome: Approved  
  
MOTION: The board agrees to pay ASIC \$245 in late fees, applied to our late payment of our annual review.  
Outcome: Approved  
  
Motion: that the Board accepts the revised Background Check Procedure  
Outcome: Approved
- Next Meeting:       Monday 07 May, 7.30pm AEST (TBC)  
Jeremy Gregson to be invited to attend in Kingdom Seneschal's absence.
- Meeting Close:     9:36pm (ADEST)