



# Society for Creative Anachronism Ltd (Australia)

Website: <http://www.sca.org.au/board> Email: [chair@sca.org.au](mailto:chair@sca.org.au) or  
[secretary@sca.org.au](mailto:secretary@sca.org.au)

## SCA Ltd Board Meeting: Minutes

Meeting date: 07 May 2018

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Clem Avenell (Deputy Chair), Benjamin Smith (Treasurer), Kate Turley (Lisa Kate Turley - Secretary), and Tim Liersch.	
Observers:		
Meeting Start:	7.30pm (AEST) Welcome to country	7.30pm
Welcome and apologies	Simon Miller, Daniel Dunbar (Kingdom Seneschal)	
Confirmation:	<b>Minutes of last meeting</b> Deferred to be motioned online.	7.32pm
Notification:	<b>Conflict of Interest Disclosures</b> Georgia – removed as an Okewaite bank account signatory	7.32pm
Notification:	<b>Speaking as a Board Member / Environmental Scanning</b> Georgia – conversations at Festival – potential Board applications. No follow-up from populace re: agenda yet. We have started attempting to implement new processes Clem – ‘80 people injured with real weapons at Medieval Battle World Championship’ Battle of Nations article published in New Zealand. Ben – Josh Lehman’s (Henri) email regarding contents insurance. Ben – Registrar system discussion with Robyn Boyer and James.	7.34pm Clem – to share article Georgia, Kate, and Ben – IT discussion
Report:	<b>Chair</b> Email account has been changed over. ASIC has been updated within 28 days and is now up-to-date. Dropbox access needs to be updated soon. One Board application received.	7.43pm
Report:	<b>Secretary:</b> There have been some display issues with the SCA Ltd website and Registry websites that Webwright and myself have been working to fix. Masonry have been performing some background maintenance work that may have been the trigger for this.	7.45pm
Correspondence:	One email regarding insurance for demos from Josh Lehman. One Board application received.	

	Two Butler Settineri invoices in the Dropbox.	
Report:	<b>Treasurer</b> See <i>Attachment 1</i> . The Board agrees to pass the finance motion in <i>Attachment 1</i> .	7.46pm
Report:	<b>Kingdom Seneschal</b> No report. (absent)	8.05pm
Item:	<b>Board Membership application (Chair)</b>	8.15pm
Item:	<b>Healthy Tasmania re Dark MOFO contract</b> Contract still not correct. Deferred to discuss online.	8.30pm
	<b>General Business</b> Investigating disability inclusion – Clem is looking into NDIS currently, and pursuing other resources. Clem – taking the lead on ‘current projects’ task management.	Tim and Clem to pursue. Georgia – to review relevant correspondence Clem – consolidate old task/projects list
Item:	<b>Motions passed by email since last meeting</b>	For noting only
	<p>Motion: That the Board endorses Paul Willis to apply to Wagga Wagga Council for a WWCC Grant of the value of \$1000, in order to update Bordescros loaner armour. Date: 04/05/2018 Outcome: CARRIED</p> <p>Motion: That Georgia Winter be removed from access to the Okewaite canton Westpac bank account, in order to avoid any possible financial conflict of interest in her local group during her tenure on the Board of SCA Ltd. Date 01/05/1985 Outcome: CARRIED</p> <p>Motion: That the SCA Ltd. meetings be moved to the first Monday of each month, beginning Monday 7 May 2018. Date: 27/04/2018 Outcome: CARRIED</p> <p>Motion: That the Board approves reimbursement in full for two receipts for reimbursement from Ray Gleeson for the cost of GoToMeeting that was used for the 2018 AGM, for \$64.90 each, totalling \$129.80. Date: 29/04/2018 Outcome: CARRIED</p> <p>Motion: That the January minutes be accepted as true and correct and uploaded to the Website. Date: 14/04/2018 Outcome: CARRIED</p>	

Next Meeting: Monday, 04 June 2018 7.30pm AEST

Meeting Close: 8.16pm

## **Attachment 1: Treasurer's Report**

### **Treasurer handover process**

- PayPal access transferred
- Xero access transferred
- Square still needs to be changed over (however I do have access)
- [treasurer@sca.org.au](mailto:treasurer@sca.org.au) now comes to me
- Have access to all Dropbox folders (as far as I am aware)
- Have access to TryBooking account
- Have Westpac online administrator access
- Currently in the process of getting Ben Smith added to the Bendigo Bank account used in Tasmania

### **Finalising Jan-March quarter**

- Still waiting on Xero reconciliations from the following branches:
  - Rowany
  - Festival
  - St Florian
- Unable to do BAS until these are finalised
- Exchequer is dealing with the Reeves to get these finalised ASAP

### **Square trial**

- Going very well
- Used at Congregatus Australia, Rowany Festival Gate and Rowany Fighter Auction
- Have now processed over \$20,000 worth of CASH and EFT through it, and it's all been accurately reconciled in Xero with nearly zero work required by Reeves
- Need to get the Visa/Mastercard Debit card setup so that we can get access to user permission management before we roll out to a wider audience
- There's a need for a basic level of Square training before we let people at it to avoid certain issues form (re)occurring
- Was issues with using both Square AND Gatekeeper programs at Festival

### **Bank Account Signatories**

- Currently in the process of auditing signatories to all SCA Ltd bank accounts
- Getting information from all branches about who they THINK their signatories are, and in the process of comparing that to the actual list.
- Added Lisa Kate Turley (Board Secretary) as an electronic signatory to all SCA Ltd Westpac accounts today
- We should come up with a standard set of payment approval limits for different types of signatories, as we have a bit of a mix of limits among different signatories:
  - 
  - \$1,500
  - \$2,000
  - \$3,000
  - \$5,000
  - \$10,000 (Georgia Winter - SCA Ltd Chair)
  - \$15,000 (Chris Colefex, Kimberley Mills, Ernestina Ryan, Nona Ruddell - ALL ROWANY)
  - \$30,000 (Tim Liersch, Benjamin Smith, Lisa Kate Turley - all SCA Ltd Board), Michele Le Bas - former Board member (should be removed?)

**Finance Administration Motion**

The Board:

- notes that the following bank accounts are held with Westpac Banking Corporation:

032-062 384421	Rowany	032-713 385605	Dismal Fogs
032-769 632441	Bordescros	032-778 469607	Politarcho polis
032-778 559573	Festival	034-054 262319	SCA Ltd Corporate
032-054 262327	SCA Ltd Kingdom	034-054 272736	Bacchus Wood
034-054 273405	Aneala	034-054 278329	Adora
034-054 278353	Okewaite	034-054 281958	Donations/Square
034-054 283187	Dragon's Bay	034-054 284876	Myn Kyn
034-054 287823	St Florian de la Riviere	034-054 288279	River Haven
036-019 233853	Ynys Fawr	036-019 233861	Mordenvale
036-019 233888	Stowe on the Wold	036-019 233896	Torlyon
036-019 233909	Innilgard	036-019 233917	Innilgard Savings
036-019 233925	Krae Glas	036-019 233933	Krae Glas Savings
036-019 233941	Stormhold	036-019 233968	Stormhold Savings
036-019 233976	Abertridwr	036-019 233984	Abertridwr Pencampwr
036-019 237387	Stegby		

- notes that the following bank accounts are held with Bendigo Bank:

633-000 152263737	Lightwood	633-000 125679928	Burnfield
-------------------	-----------	-------------------	-----------

- moves that on all of these accounts:
  - Lisa Kate Turley and Benjamin Smith are to be added as signatories;
  - Timothy Liersch and Michele Le Bas are to be removed as signatories;
  - Georgia Winter is to continue as a signatory, as are those individuals previously appointed by the branch to which the bank account is associated;
  - That all these bank accounts shall continue to require two signatories to operate, and where this is not the case shall be made the case (as is required to be changed for Dismal Fogs);
- moves that the corporate address of SCA Ltd for banking administration shall be changed to **the Treasurer's residential address; [minutes modified 16 June 2019 to redact Treasurer's residential address - CColwell]**
- considers that the principle email address for all correspondence with SCA Ltd by banks should be [treasurer@sca.org.au](mailto:treasurer@sca.org.au);
- notes that SCA Ltd prefers the delivery of all statements to be electronically rather than via post, and where this is not possible should be delivered to **PO Box 4160, Weston Creek ACT 2611**. In particular, bank statements for Bordescros and Politarcho polis should cease being delivered to the homes of former office holders;
- Moves that Benjamin Smith shall replace Tim Liersch as the primary authorised user for PayPal and authorises the Secretary to write a letter to PayPal under Seal to PayPal's specifications to give effect to this change;
- Authorised Benjamin Smith to become the primary authorised user for the Square Payment system, currently under trial in anticipation of this technology being made available to all branches; and
- Authorises Benjamin Smith to open a new bank account with Westpac Banking Corporation, and that for it:
  - It shall have Georgia Winter, Benjamin Smith and Lisa Kate Turley as signatories;
  - It shall only require one person to sign;
  - It will be SCA policy to maintain with a balance of around \$500 and never more than \$1,000; and
  - It will have a debit Mastercard or Visa debit card associated with it and issued to the Treasurer for the purpose of making payments using such card facilities where authorised by SCA Ltd.
  - These decisions will be consolidated into the next review of SCA Ltd Financial Policy.