



# 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: Agenda

Meeting date: 04 June 2018

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), and Tim Liersch.	
Observers:	Daniel Dunbar (Kingdom Seneschal), Cat Colwell, Robyn Boyer (Registrar), and James Hodgkinson (Deputy Registrar)	
Meeting Start:	7.30pm (AEST)	7.30pm
Welcome and apologies	Apologies: Clem Avenell (Deputy Chair), Simon Miller Acknowledgement of Country	
Confirmation:	<b>Minutes of last meeting</b> Carried.	7.32pm
Notification:	<b>Conflict of Interest Disclosures</b> None.	7.32pm
Item:	<b>Contributing memberships proposal – discontinue (Registrar)</b> This brings in about \$300 a year (12-15 people), which is not a significant amount. It causes back-end issues for Registrar that require manual adjustment of expiry dates. Peter manages the software; Jeremy manages the website that interacts with the software. <b>MOTION:</b> To cancel contributing memberships from this point onwards, and look at an alternative channel for donations at a later date. <b>Outcome:</b> CARRIED Thank-you from the Office of the Registrar/Board/KS <b>Any other business (Registrar)</b> Need to purchase new equipment – new laminator needed \$140-\$180 - decent paper trimmer needed Estimated together around \$220, and this will last for a much longer time. KS – alternate proposal for enduring membership cards to be presented next month. <b>MOTION:</b> to reimburse Robyn Boyer \$366.71 for Registrar expenses (stationary and postage stamps). <b>Outcome:</b> CARRIED	7:32pm Registrar: to have Jeremy cease offering contributing memberships on the membership website. Registrar/Board/KS: to draft a statement to the populace about ceasing contributing memberships. KS: alternate membership card proposal due next meeting July 2018. Tim: find and distribute scoping documents. KS: establish working group on Discord.

New Registry database that James has been working on to replace current program (which has some serious issues). Up to building user interface.

Single database design for all membership/populace information systems.

Scoping documents – Tim to find and provide to working team.

Dan to establish a working group on Discord – Robyn, James, Jeremy, Dan, Ben, Kate, Tony.

Registrar and Deputy departed 8.00pm.

Notification: **Speaking as a Board Member / Environmental Scanning** 8.00pm  
None.

Report: **Chair** 8.15pm  
Very little to report from the Chair. The insurance policy is due and is in hand with the Secretary.

Thanks very much to Ray for all his work with the Society Rapier Marshal.

I'd also like to remind people to keep casting their eyes around for possible Board members, as we currently have vacancies and can accept members from any state except Victoria and ACT.

Thanks to all for keeping the Motions moving through this month, I know there was quite a lot!

It would be appreciated if people can continue to review policies to ensure they are kept current. I'll work with Clem this month to get the Tasks list back up and running so we get back on track.

Georgia Winter  
Chair  
SCA Ltd

Report: **Secretary** 8.02pm  
This month I have worked on renewing our insurance policy, and assisting the Treasurer in establishing an up-to-date ATO relationship, improving our online banking practises, and closing unused bank accounts.

I've spent a lot of time fixing and re-fixing our corporate website, which has been unstable with the changes Masonry have made in the background. We're not the only site to have been affected in this way.

We completed the Healthy Hobart Goes Dark contract and a signed copy has been sent to them.

We've had many email enquiries about various topics this month.

Kate Turley  
Secretary, SCA Ltd

Correspondence: Email – SCANZ member sign-in at GNW  
Email – potential new member in Subiaco, WA, forwarded to Aneala B&B  
Email – Demo in Mannum, SA – forwarded to Innilgard Seneschal  
Email – Possible spam from RAST Hobart Showgrounds regarding remittance advice – to follow up  
Emails – follow-up on the Riverhaven lease – this is now overdue and will be followed up ASAP  
Email – signed copy of ongoing Festival contract with Womberoo, now in Dropbox  
Three emails about child memberships, forwarded to Registrar and solved with Robyn's assistance  
Email – Code of Conduct follow-up needed for the populace post-Festival – any volunteers to write and distribute statements please?  
Email – request for Certificate of Incorporation related to a venue hire booking.  
Email – recruitment ideas for the board to consider, from an ex-board member's archives  
Email – accessibility – carer's entry to events – forwarded to board discussion list  
Email – period dance activities cross-advertising in Victoria – forwarded to local baronial seneschals

Tim: Code of Conduct statement

Nothing in the mailbox.

Report: **Treasurer** 8.09pm  
Attachment 1. Kate – PayPal letter for Ben

Section J – Item 17 – Deferred to email/next meeting. Ben – investigate bookkeeper plans and online portal  
Carbon Bookkeeping. \$215/week (29% of our total income). Reconciliations doubles the prices for customers per the website. Plan needs to be reconsidered to see if we can reduce this cost.  
Online portal that the Treasurer will pursue access to.

Report: **Kingdom Seneschal** 8.22pm  
Quarterly reports are being compiled.  
What is the Board planning to do about the livestreaming discussion post-Festival?

What are our terms of reference for addressing new and/or existing policies? – What are the processes and guiding principles for how we address policy issues that crop up. E.g. Addendum to Policy Development Guidelines to deal with emergency temporary policy moments.  
China – a guiding group is being established to help China through becoming more than an incipient SCA group.

- Item: **Board Membership application (Chair)** 8.30pm  
Application to proceed to the next stage.
- Item: **Addressing allegations against potential officers (Kingdom Seneschal)** 8.46pm  
Duty of care/due diligence  
Suggestion: Board should get a lawyer to review our policies and duty of care – pursue advice  
-code of conduct  
-grievance procedure  
-bullying and harassment policy  
-child protection policy  
Kate: to find a pro-bono lawyer for Kate and Dan to have a meeting with  
Kate: schedule face-to-face meeting with Dan with the relevant suite of documents to highlight relevant sections
- Item: **General Business** 9.00pm  
*Discord* – we need to make to someone an Admin on Discord – discuss via email with the whole board.  
Ben – discuss on board discussion email list that one of us needs to be an Admin on Discord, then to follow up with Jeremy pending no objections.
- Item: **Motions passed by email since last meeting** For noting only  
**Motion:** to transfer \$500 from the SCA Ltd Corporate bank account to the SCA Ltd Debit Mastercard account. 08 May - 04 June 2018  
**Decision:** Carried
- Motion:** that SCA Ltd pay \$78.00 to ASIC for the 2017 financial statements as required by law.  
**Decision:** Carried
- Motion:** to transfer the entire balance of the Myn Kyn bank account (\$0.45), to the Kingdom bank account.  
**Decision:** Carried
- Motion:** To pay Butler Settineri \$4,408.25 for their annual review of SCA Ltd accounts as required under law, and a further \$1,980 for the preparation of Financial Statements and the Corporate Annual Report.  
**Decision:** Carried
- Motion:** that we pay \$1,438 to the Australian Taxation Office from the Corporate bank account for the March 2018 Business Activity Statement.

**Decision:** Carried

**Motion:** That Benjamin Smith (DOB 29/07/1986), who is currently listed as a Director of THE SOCIETY FOR CREATIVE ANACHRONISM LTD. (ABN 13117403648) be appointed to the role of Public Officer for this company. Further, that the Board of SCA Ltd authorises Benjamin Smith to make this change within ATO records, either electronically through the Australian Business Register if possible, or if necessary by providing a copy of SCA Ltd meeting minutes to the ATO showing the appointment.

**Decision:** Carried

**Motion:** that we immediately pay \$985.90 to the Australian Taxation Office from the SCA Ltd Corporate bank account to clear our current debt with them.

**Decision:** Carried

**Motion:** The Board agrees to sign the Healthy Hobart Goes Dark contract regarding the Barony of Ynys Fawr.

**Decision:** Carried

Next Meeting: Monday, 02 July 7.30pm AEST

Meeting Close: 9.00pm

### Attachment 1

### SCA Ltd - Treasurer report for June 2018 Board meeting, Treasurer pro tem - Benjamin Smith

#### Government-related updates:

- All registration details and all other obligations with ATO/ABR/ASIC are now completely up to date.
- Kate and I (as Secretary and Treasurer) now both have access to ATO/ABR/ASIC online systems so that we can ensure the Board stays on top of these obligations over time. Two of us having access is better than one for many reasons.
- I lodged the 2017 Financial statements online with ASIC.
- Was able to get full remission of all previously incurred interest and penalties we've had to pay to the ATO over the years (late lodgement, interest on late payment), so our ATO account is now completely free from these. \$3,022.56 that we get back. Special mention here should go to Sandra Watkins, because the changes that she implemented when she was Treasurer have meant we haven't incurred any penalties or interest since she made those changes, and the changes she made formed a large part of the reasoning I gave to the ATO as to why remission was justified.

#### Banking

- Currently reviewing signatories to ALL accounts. Some people added, some removed... it's not a quick process so not completed as yet.
- Lisa Turley and Benjamin Smith have been added as paper/board signatories with Westpac
- Timothy Liersch and Michele Le Bas were removed as paper/board signatories with Westpac
- New account with Debit Mastercard successfully established - one step closer to being able to safely roll Square out to a wider audience
- Dismal Fogs previously had the issue that unlike all other branches, they didn't require a second signatory to withdraw funds - this has now been corrected.
- Myn Kyn and Bacchus Wood bank accounts are now closed.

### **Square**

- Rowany Festival usage went very well - saved MANY HOURS of work.
- Spring War wants to use it - I have approved, waiting on more info from them.
- Currently unable to change primary authorised user away from Tim. Normally this might be a deal-breaker for continued use of Square, however I called and spoke to them, and due to this being a highly requested feature, they are developing it, ETA 6 months. Since Tim will be on the board for longer than that, it's okay to leave him on there until that new feature becomes available.