



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 09 July 2018

Category	Description	Action Required
Attending:	Clem Avenell (Deputy Chair – Acting Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), and Simon Miller (as of 8:02pm).	
Observers:	Daniel Dunbar (Kingdom Seneschal)	
Meeting Started:		7:37pm
Welcome and Apologies:	Apologies: Georgia Winter Acknowledgement of Country	7:38pm
Confirmation:	Minutes of last meeting Motion: That the previous minutes be accepted as a true and correct record. Decision: Deferred to email.	Secretary to motion.
Notification:	Conflict of Interest Disclosures Clem – political campaign - new position working on the Federal By-Election in the decision of Perth. He doesn't believe there will be any conflicts.	
Notification:	Speaking as a Board Member / Environmental Scanning Ben – contacted about lease approval processes – directed person to the right policy and gave general advice. Simon – approached in his professional role for legal advice. (Added after SM joined the meeting.)	
Report:	Chair See Attachments.	
Report:	Secretary -Apologies for the hold-up in the insurance renewal due to unexpected and severe illness. We were covered by insurance at all times, but the renewal process is neither simple nor quick. -Riverhaven lease signed. -Equestrian insurance issue – investigating possible reduction in AON fees due to low participation numbers but not sure it will go through – may require new membership type. -Masonry have changed our website over to the new server and updated the version of WordPress we use, so hopefully some of the issues we've been experiencing will reduce. -We are moving to Discord next month. -Secretary account is now fully functioning! Better institutional memory and easier for communication. -Upon discussion with the Board and KS, I will pursue a	

VOAN for SCA Ltd within the next month (SA police check system).

-Answered lengthy question about insurance, demos, and weapons on Facebook

- Correspondence: Ynys Fawr – potential to run Norfolk Medieval Festival 8:02pm Simon joined the call.
Kate – email to list for discussion.
- Report: **Treasurer** 8:04pm
See Attachments. Kate – contact AON re: equestrian insurance
-membership fees including insurance increase and equestrian insurance
-Better process ideas for Registrar expenses Ben – write-up email about streamlining accounting packages etc to reduce cost
-combining Xero packages
- Report: **Kingdom Seneschal** 8:30pm
Not much progress on Registrar progress KS and Kate – meeting this week (Wednesday) to discuss
Legal advice being pursued on policies and process.
New commentary process has begun.
Deputy KS for Group Development: Countess Beatrice – China, incipient groups, group closures etc.
- Item: **Live Streaming (Chair)** Georgia - for email/next meeting.
Not discussed due to absence.
- Item: **Equestrian rules vs. insurance (Secretary)** Kate – send Dan the references
Ruleset change required due to insurance policy to ensure compliance. Dan – pass on to Earl Marshal and Equestrian Marshal
- Item: **Potential Board Member (Chair)** Kate – send to email list.
Not discussed due to low Board attendance.
- Notification: Motions passed by email since last meeting
Motion: To make the following payments to AON for the purposes of insurance renewal for the period 11.06.2018 - 11.06.2019, including their broker fees:

- \$2,967.18 for associations liability insurance
- \$17,363.99 for members PLI
- \$8,405.00 for non-members PLI

Forming two separate transactions as required by their invoices: \$2,967.18 and \$20,331.17.

Decision: Carried

Motion: That the minutes of the April 2018 meeting be accepted.

Decision: Carried

Motion: That the Board agrees to hold the July SCA Ltd Board Meeting on Monday 09 July 2018, at 7:30pm AEST.

Decision: Carried

Item: **General Business**
None.

Next Meeting: Monday, 06 August at 7:30pm (Sydney Local Time)

Meeting Closed: 8:52pm

Attachments:

Chair's report - July 2018

We've all had time to settle now after the AGM, so I expect that a fair bit of work is now going to start rolling through as we determine priorities for the rest of this year.

Policy reviews

I'm about to start going over all the policies that still need reviews or revision and making a list. I can either start assigning names to policies or people can choose their areas of interest. I'll let the Board know when the list is available. I'm hoping to get us back to being aware of when items are expiring and actively working on keeping these up to date.

I'm also aware that Dropbox still needs a lot of tidying up, so that will be added to the list as a 'job to do'. An Action List will also be started, as a much easier way of keeping track of Board actions from month to month, so we don't have to trawl through old minutes to find out who said they'd do what, and when.

I know we are all busy, but I would urge those of you who have some capacity to speak up when you do, so we can share the load across the Board. Some of the jobs are really small, others are ongoing and may take small amounts of attention across a couple of months.

Recruitment – advertising

I've drafted a new round of advertising for Board members, and will release it this week - I wanted to wait until Cat's commentary period had closed.

To that end, we will be opening up to accepting applications from candidates from all states. I know that some are 'full' - but the next AGM will be upon us sooner than we realise and I'd rather have a few vetted candidates that we can draw from than have to scramble last minute because we don't have enough Board members. Again - if you can think of someone, tap them on the shoulder, or have them email me, and I'm quite happy to chat about what it means to be on the Board. It doesn't have to be for now, but if we can plant the seed of one year-five year-long term, it's still a win for the Board.

Tim has noted that he may be looking to retire soon, and I wanted to formally thank him for all the work he's put in. Treasurer is a relentless ongoing job, and it's been appreciated.

Yours in service

Georgia Winter
Chair
SCA, Ltd.

Treasurer's Report - July 2018

Budget:

- Not an issue we can fix tonight, but letting people know of the problem and some possible options to consider
 - Recent rise in the price of insurance for members - went from \$10 to \$12 per member
 - Seems to be largely due to the fact that we're covered for Equestrian activities
 - Have requested authorisation figures from the relevant Kingdom officer - Wendy. The spreadsheet needs to be updated with the more recent authorisations, but we have on the order of 10 people across the Kingdom authorised for any kind of Equestrian activity (may have gone up or down a bit since the sheet was last updated).
 - Have a conversation with Earl Marshal. Since the amount of Equestrian happening is low, and events need approval before having these activities at them, he suspects we could have a full catalogue of all specific locations at which we hold EQ and a list if specific events/activities/trainings held.
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- Possible solutions to consider
 - Reduce other costs where possible (Xero/Carbon, PayPal). May still be worth doing, but won't get us there by a long shot.
 - Since the insurance price increase (which is responsible for MOST of the deficit) is mostly related to EQ, should investigate whether demonstrating to the insurer EXACTLY what our activity levels are (and how low they are), may enable us to get lower premiums (they may be basing them on 1400 people riding horses). Demonstrate actual risk levels etc.
 - Change membership model to have an Equestrian membership that costs a little more than a regular membership
 - Change more for memberships in general. We likely need to do this regardless, but if we can lower Equestrian-related insurance costs, it may limit the amount general membership costs would need to increase.