



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Agenda

Meeting held: 03 Sept 2018

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), Clem Avenell (Deputy Chair), and Tim Liersch.	
Observers:	Daniel Dunbar (Kingdom Seneschal), Robert Aked	
Meeting Start:		7.31pm
Welcome and Apologies:	Apologies: Simon Miller Acknowledgement of Country	7.32pm
Item:	Deputy Chair: Interview of Board Applicant	
Confirmation:	Minutes of last meeting Carried.	7.31pm
NEW! Action Items:		7:32pm
Notification:	Conflict of Interest Disclosures	7:37pm
Notification:	Speaking as a Board Member / Environmental Scanning	8.16pm
Report:	Chair No report due to illness.	8.18pm
Report:	Secretary Contacted SCA Inc for their minutes – we now have our own log-in to access them. Updated minutes on the website. Emailed out Action Items, plus created a draft perpetual task list, and added this as an item in the minutes following a member enquiry about this. It gives us better transparency and accountability to our members, plus is best practice for administration. Contacted the Equestrian Marshal and received a reply concerning insurance.	8.21pm
Correspondence:	Secretary Crown – email about Acknowledgement of Country at events	8:23pm
Report:	Treasurer Xero packages commentary MOTION: to reimburse Robyn Boyer \$279.80 for Registrar expenses Outcome: Carried Square - expand trial.	8:26pm Ben: send statement to KS to send to Seneschals and Reeves email lists

Payments to the wrong accounts increasing – check with the Reeves to ensure clear payment advice is given every time. Investigate PayIDs with Westpac. Investigate specific misinformation sources. Communicate with new Reeves during handover to ensure they have correct information and processes to avoid future issues.

Report:

Kingdom Seneschal

8:35pm

- Canvass channel in Discord. Topics discussed there. Temporary moderator then sends to relevant parties.
- Kingdom Levy changes. More information required by both the populace and us.
- Legal advice: Clem will work further on the questions. SCANZ have committed to having someone seek out legal advice there. Goal: data ready to go mid-month. Kate committed to finding a legal service provider here.
- Shire of Strathcorbie (Wagga Wagga): paperwork is complete!
- B&Bs have been having conversations about rewriting the grievance procedures, including asking for people to rewrite it. Crown is now encouraging the B&Bs to be the first point of the contact for EDI issues.
- Reinterpretation of Step One of Grievance Procedure: writing, email, or face-to-face. Neutral parties will be appointed immediately upon seneschals being notified.
- Catkin award: Re-proclaimed into law at the event.
- Quarterly report time for Kingdom Seneschal.
- Regnum: will be updated very soon.
- Searching for online training courses: dispute resolution, how to run a meeting, how to find information. Payment is yet to be considered in detail.
- Infographics/Cheatsheets for Seneschals' website under development: recruiting for officers. Approving events. Event budgets.
- Process status on the bottom on recruitment/commentary emails. Looking for a way to automate this better.
- China: 3 members are in different provinces (functioning as seneschal), 2 in the US. Lochac is not currently equipped to be supporting China.

Item:

Deputy Chair: Equity, Diversity and Inclusion Action-Planning

8:59pm

Clem – had a meeting with a member in WA about disability and sexual diversity inclusion.
 Legal advice is being sought (see Kingdom Seneschal report).
 Some ideas:
 Images – include visual descriptions; Disabled toilets at events; Parking at events
 NDIS follow-up on any tools, grants, specialised equipment we should be investing in

Agenda: Standing item for the next few months.
 Clem: contact NDIS
 Clem: talk to HR contact
 Georgia: speak to personal contacts

Subtitles in videos

Diversity officers: what questions they would answer, who, what they would be, conflict resolution starting point, could be bombarded by energy and opposition (team might be better than an individual) – requires further thought

Clem – speak to a contact who is a HR professional about what this might look like

Canvass channel on Discord is to help run conversations on particular challenges

Item: **Treasurer: Westpac Administrators Review** 9:12pm
Via email due to attendance.

Item: **Simon: Audio/Visual Streaming - Project Scope** 9:12pm
Via email due to absence.

Item: **General Business** 9:12pm
None

Notification: **Motions passed by email since last meeting** 9:13pm
(for noting only)
MOTION: to pay the ATO \$410 for the April-June 2018 Business Activity Statement.
Outcome: Carried

Next Meeting: TO BE CONFIRMED (Sydney Local Time) 9:14pm

Meeting Close: 9:14pm