



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Minutes

Meeting held: 11 March 2019

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Benjamin Smith (Treasurer), Kate Turley (Secretary), Simon Miller, and Cat Colwell.	
Observers:	Daniel Dunbar (Kingdom Seneschal),	
Meeting Start:		7.30pm
Welcome and Apologies:	Apologies: Clem Avenell (Deputy Chair), Rob Aked, Simon Miller. Acknowledgement of Country	7.30pm
Confirmation:	Minutes of last meeting To be passed via email.	7.31pm
Action Items:		7:32pm
Notification:	Conflict of Interest Disclosures Kate – Rowany Festival stewards – very good friends with one of the Festival Stewards and recusing self from any votes regarding them.	7:37pm
Notification:	Speaking as a Board Member / Environmental Scanning Ben – speaking to SCANZ Treasurer about Xero. Ben – cash advances/floats – these are an ongoing problem around audits – Thomas Bacchus has been deputised to Treasurer to assist with this task. Ben – spoke to Margaret Rendell on Facebook about how to apply for Vic Working With Children Check. This process is different in every state. Ben – Ynys Fawr member set up a GoFundMe without Board approval (Financial Policy – online payment gateways) – spoke to Ynys Fawr Seneschal and he had it removed. No money was collected by that time. It was not approved by Ynys Fawr either, set up by two individual members. Ben suggested they sell their shares to pay for the stove instead. They have also applied to the Stronger Kingdom Fund. Cat – Gatekeeper team communication. Cat - speaking to Rowany Seneschal about the real names and insurance issue, the Rowany Seneschal wanted to know "how do we know if it's their legal names?"	7.40pm
Report:	Chair Communication with R&D complainants. R&D has been announced.	7.45pm To be emailed in next 2-3 days.

- Report: Secretary** 7:50pm
I've had a slow month due to mundane life.
- There have been a lot of involved communications regarding policy issues and Board decisions. I have assisted another Board member on some policy this month, and helped prepare some paperwork towards the AGM.
- Correspondence: Secretary** 7:57pm
Request from Rowany Festival 2019 stewarding team for a list of R&D's to compare to bookings.
Inquiry from Rowany Seneschal about some policy points.
Member request for assistance in membership renewal issues – forwarded to Registrar.
Communication with Rowany Seneschal about Child policies legal consultation quotes.
Request from Mordenvale for the Board to sign a lease.
Communication with Board applicant.
Communication with Kingdom Constable regarding sign-in – a meeting needs to be scheduled for this discussion.
- Report: Treasurer** 8:03pm
See *Attachment 1*.
Kate – to draft statement.
Ben/Georgia – this week – motion about bookings officers as reeve deputies for Square purposes.
- Report: Kingdom Seneschal** 8:25pm
Stronger Kingdom Fund has been applied to in order to replace an asset in Ynys Fawr.
Rowany Festival steward team and the Crown are discussing scheduling. There is a potential upcoming law change from the Crown regarding scheduling.
Abertwidwr – letter from the Exchequer.
Constable meeting – need to schedule a meeting.
Digital pdf sign-in – question needs to go to AON. Kate – send this to AON.
China – hopefully will be wrapped up for Kingdom Seneschal with the next report. Announcement used a lot of his words.
NZ Registrar will talk to China's new sponsoring kingdom about how to transfer those memberships.
- Item: Ben: Audit (update)** 8:35pm
See *Attachment 2*.
- Item: Ben: Risk Management** 8:42pm
David Hurst: Good progress on risk framework against ISO 31000.

This tool should make policy development and audits much easier.

Next step: Looking at how this framework integrates into our organisational structure.

Then look at 'risk appetite' – how much risk the organisation is willing to accept within particular areas.

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| Item: | <p>Simon: Livestreaming at Events (update)
 Simon is absent. Kate gave an update.
 Policy is in rough draft in Dropbox and emailed to Simon last Tuesday.</p> | <p>8:50pm
 Kate – email policy link around tonight/tomorrow.</p> |
| Item: | <p>Georgia: AGM and Nominations
 On time currently.
 One nomination for each role – only endorsements required.
 Candidate statements have been received.
 Chair's report to come.
 Last year's AGM minutes need some tidying.
 Pegasus due date – 25th March.</p> | <p>8:54pm
 Georgia/Rob to keep working on this.</p> |
| Item: | <p>Georgia: AGM Accessibility
 Last couple of years, the webinar has only had one login each year.
 Potentially on Discord as voice-only this year, rather than spending extra money on GoToWebinar.
 Georgia and Ben will both have laptops. This will require a wifi hotspot.</p> | <p>8:55pm
 Georgia – to continue topic on the chat.</p> |
| Item: | <p>Kate: Abertridwr statement</p> | <p>9:00pm
 Kate/Dan – this week – work on a statement together to go to Abertridwr.</p> |
| Item: | <p>Georgia: Vote on new potential Board member
 Moved to email due to lack of attendance.</p> | <p>9:08pm</p> |
| Item: | <p>General Business
 None.</p> | <p>8:50pm</p> |
| Notification: | <p>Motions passed by email since last meeting
 (for noting only)</p> | <p>8:55pm</p> |

MOTION: to pay \$130 to Australia Post for the annual renewal of the SCA Ltd PO Box. Furthermore, given the limited payment methods offered by Australia Post, that this invoice be paid by the Treasurer using the Corporate Debit MasterCard.

CARRIED

FOR NOTING: \$130 was transferred from the Corporate account to the Bordescros account (incorrectly paid funds).

CARRIED

MOTION: to pay \$6254 to the Australian Taxation Office for payment of the December 2018 BAS.

CARRIED

MOTION: To pay 75% of the cost of a train ticket to and from Rowany Festival 2019 for Treasurer Benjamin Smith, totalling \$156.

CARRIED

MOTION: To move the March 2019 SCA Ltd board meeting to 11 March 2019 7.30pm ADT.

CARRIED

MOTION: to reimburse Robyn Boyer \$213.98 for Registrar expenses.

CARRIED

Next Meeting: Monday, 01 April 7:30pm (Sydney Local Time)

Meeting Close: 9:09pm

Attachments

Attachment 1: Treasurer Report

- BAS submitted and paid
- Strathcorbie bank account
 - KS: Incipient group officers are deputies to sponsoring group officers (e.g. incipient reeve is a deputy to the sponsoring group reeve), the incipient group decides what they want to do, then that decision goes through sponsoring group's council for official SCA approval. This is a mechanism to make sure the new group understands SCA processes and policies.
- Bank changes that need to be done
 - Administrator changes
 - Cheque book cancellation
 - Abertridwr account closures
 - Removal of all the old branch-level hard signatories
 - Removal of Tim (and Kate after Festival), addition of Cat
 - Will probably have to be after the AGM at this point, since Kate is coming off the accounts too.
- Fees for bank cheques
 - These come out of the Corporate account due to Westpac's setup – \$5 each. This should happen rarely.
- Square access - Can a branch's high-level access be given to a designated branch booking officer instead of the Reeve? Dismal Fogs specifically wants this. I think it would need a confidentiality agreement. Motion via email.
- Rowany Square usage – discussions.

Attachment 2: Audit

- Submission done - thanks Georgia for reading over things before submission
- Spoke to a bunch of people across the country - Reeves, Stewards, Baronesses, etc.
- Brief mention of issues identified by the auditors:
 - Floats
 - Donations - St John's
 - Treasurer has asked Festival Stewards/Senate for this to be reviewed to make it more consistent each year.
 - Coding errors from Reeves
 - Events vs activities, subleases vs activities - checks and clarification required.
 - Affiliation fees
 - Need to catch up on these. Treasurer and Chair are in the process of doing this.
 - SCANZ sharing of events
 - Crown events sometimes going to them (and not being on our books) causes apparent irregularities in our income.
 - May Crown merged with Rowany Festival
 - May Crown appeared not to have happened, raised a red flag with the auditor.
 - River Haven venue sublease
- Brief summary of revised timeline