



# Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au>

Email: [chair@sca.org.au](mailto:chair@sca.org.au) or [secretary@sca.org.au](mailto:secretary@sca.org.au)

## SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 12 August 2019

Category	Description	Action Required
Attending:	Rob Aked (Acting Chair), Benjamin Smith (Treasurer), Cat Colwell (Secretary), and Lara Mucha.	
Observers:	Daniel Dunbar (Kingdom Seneschal), Paul Adams.	
Meeting Start:	7:28	
Welcome and Apologies:	Apologies: Georgia Winter (Chair) Acknowledgement of Country	
1.0 Notification:	Conflict of Interest Disclosures	
2.0 Membership fees:	<p><b>Secretary:</b> Notwithstanding technical issue, this communication exercise has been very positive. Very good feedback, especially about regarding clarity of information. 70 emailed responses. No immediate pushback as has historically occurred when membership fee increases have been speculated.</p> <p>The Board discussed the issues raised in the feedback, noting:</p> <ul style="list-style-type: none"><li>• Majority suggested a higher fee increase than speculated by the Board;</li><li>• Unanimous support for keeping the family subsidy;</li><li>• Majority supported the increased non-member fee to \$10, though a minority expressed the concern that this could impact groups ability to retain new recruits;</li><li>• Multiple suggestions of tiered adult and dependent minor non-member fees.</li></ul> <p>The Board concluded based on modelling, and feedback received, that:</p> <ul style="list-style-type: none"><li>• Standard Membership to \$45.00 per year;</li><li>• Dependent Minor Membership remaining at \$0.00 as part of a Family Membership;</li><li>• Adult Event Membership to \$10.00 per event;</li><li>• Minor Event Membership at \$5.00 per event; and</li><li>• Event Membership for SCANZ and SCA Inc members at \$0.00 per event</li></ul> <p>would achieve the best outcome.</p>	<p><b>Cat</b> to provide motion in next week with wording as per discussion</p> <p><b>Ben</b> to investigate the operational/accounting</p>

The Board also discussed the concerns raised regarding the increased non member fee having a negative effect on recruitment. The Board agreed that as a marketing expense related to recruitment, that groups could choose to cover a limited number of insurance fees as a conversion exercise.

workflow to correctly manage, and provide written advice to Reeves.

The Board discussed timing, and agreed on an October 1 implementation. Regarding non member fees, this would relate to the timing of fee collection, rather than event timing. Kingdom Seneschal raised concern that by not starting at January 1 that this could be seen as an increased cost for some but not all members.

**Rob** to confirm implementation timing with Registrar, and to discuss addition of a donation facility.

4.0 Combat Rules Review: The proposed changes were already approved by our Insurer, and are seen as minor corrections.

**MOTION:** That the Board of SCA Ltd Australia agree to the submitted changes to the Kingdom of Lochac Fighters Handbook for armoured combat.

**CARRIED**

5.0 Chair Report: Hello August.

Not a great deal to report this month, but some ongoing work in the background. Please do ensure you take the time to read the feedback that's been received about membership fees. This seems mostly positive, and certainly our members are supportive and understanding of the position that we are in, and of the need to increase our fees.

The new Combat Handbook is out and already has come back to the Board and SCANZ Board for changes. I'm thrilled with this inclusive sign-off process.

As noted last month, I'm overseas for two weeks. Thanks to Rob for Chairing this meeting.

Georgia Winter  
Chair  
SCA Ltd Australia

6.0 Secretary Report:

**Live Streaming:** Since the packet went out, have exchanged emails with the Kingdom Seneschal and put together a rough draft based on our conclusions last month about the operational trial. I've tonight put that in the Upcoming folder. Daniel would like to offer Seneschals a chance to comment before enacting this.

**All** to read draft and provide feedback in the next week.

**Membership fees:** After a stressful dispatch, we received almost 70 responses from members engaged enough to write an email response- very happy with this outcome.

**Legal consult:** Requested a revised cost agreement from Prolegis for the increased scope. This has now been returned to Prolegis, and at time of this report, we are setting a time for the review, but likely the 20<sup>th</sup>.

**Grant applications:** Strathcorbie were successful with their grant application – acquittal will be due by April. Some further feedback about streamlining the process of managing grants within SCA Financial policy.

**Constable:** Requested a meeting time with Kingdom Constable to catch-up on outstanding issues as described in her report. This relates to the following issues:

- Sign-in issues for trans/non-binary;
- Sign-in forms in general;
- Non-member levy and the Not-for-profit;
- Proposed new Kingdom Policy – Affiliation with the Companion Cards Scheme;
- Nominated Caregiver form.

13.0

Correspondence:

Relating to:

- Membership fees;
- Board applications;
- Grant applications;
- Combat rule change;
- Insurance;
- Riverhaven lease documentation;
- Masonry – email changes.

7.0 Treasurer's Report:

**Square:** Square recently announced a change to their fee structure - not related to transaction processing fees, but to how they charge for user permission management/multiple user access. It's a change that has the potential to make Square more expensive for SCA/branches to use. We can stick with the current fee structure until the end of the year, or change to the new fee structure now.

Their email includes the phrase "If you'd like to speak to our team about how these changes will affect your business, simply reply to this email.", so I will be contacting them very shortly to see if SCA Ltd can be permitted to stick with the current fee structure. Square does already have systems in place for individual businesses to have customised fee

structures (if certain criteria are met), so it's something their system should support, if they will allow it. I will report further once I have more information.

The June BAS is due soon (25 Aug is the last day the bookkeeper can lodge it and be considered on time), however we're still waiting on one branch to be reconciled for the quarter before BAS preparation can properly commence. The Exchequer is working with them, so there should be progress soon.

**Banking:** Westpac has finally started actioning the changes we requested. The users with Online Administrator access have been updated to be Treasurer/Chair/Secretary, and the remaining changes should not be far away. I will report on the remaining updates as they are completed.

**ATO:** The ATO are changing how businesses connect with online services (phasing out AUSkey in favour of a more modern system). Currently I (as Treasurer) am the only SCA Ltd representative affected by this, but it should make it significantly easier for future Boards to interact with the ATO and stay on top of government obligations.

**ASIC:** ASIC recently sent a notification saying that the Industry Funding Annual Return 2018-19 was due for lodgement (this was a new obligation which only commented last year). Because of the type of business that we are, there are no actual business metrics that we needed to report on, so lodging the return consisted of just confirming current contact details. I submitted the form online on 23 July, and the corresponding invoice should be sent to us some time this month.

8.0 Kingdom Seneschal Report: Some minor updates provided, nothing significant to report.

10.0 Notification: Speaking as a Board Member / Environmental Scanning  
**Lara** – Facebook discussion about crowdfunding related to an SCA project.

**Cat** – insurance conversation on Facebook following Angele's post about 2-inch thrusting tips.

**Cat** – conversation with Kingdom Earl Marshal about comparative insurance cost for SCANZ. Likely due to very different liability landscape in NZ, but will go through the exercise of asking that insurer to quote for SCA Ltd.

11.0 Minutes of last meeting

Confirmation:

**Motion:** That the minutes of the July meeting be accepted as a true and complete record.

**CARRIED**

12.0 Action Items: Actions item attachment updated.

13.0 Other Board Business: Cat will be away 12 October – 18 November – this falls over two meetings – the Board will consider shifting one or both of these meetings. **Cat** to start a dates discussion on Facebook

14.0 Notification: **Motions passed by email since last meeting** (for noting only)

**MOTION:** Having sold shares owned by Ynys Fawr on their behalf, to transfer the net proceeds of the sale (\$1,742.51) from the Corporate bank account to the Ynys Fawr bank account.

**MOTION:** To reimburse Robyn Boyer \$359.85 for Registrar expenses.

**MOTION:** To agree to the Pro Legis revised cost agreement for an estimate of \$2,500 ex GST, and delegate the Secretary to sign on behalf of SCA Ltd.

Next Meeting: Monday, 09 September 7:30pm (Sydney Local Time)

Meeting Close: 9:13pm