



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes -Meeting held: 08 July 2019

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Benjamin Smith (Treasurer), Cat Colwell (Secretary), Rob Aked (Deputy Chair), and Lara Mucha.	
Observers:		
Meeting Start:	7:28pm	
Welcome and Apologies:	Apologies: None Acknowledgement of Country	
1.0 Notification:	Conflict of Interest Disclosures	
2.0 In Camera:		
3.0 Combat rule review:	<p>Cat: The Kingdom Earl Marshal has submitted to us two proposals for approval – the first, regarding how combat rule changes are made, and the second an updated Fighters Handbook for Armoured Combat.</p> <p>Insurance requires any change that could reasonably be seen to increase our risk profile to be approved by them or otherwise coverage may be excluded. This exclusion is not specific to, but is especially relevant to, SCA combat rules.</p> <p>Suggested questions to be used for approval process discussed.</p> <p>MOTION: That the Board of SCA Ltd Australia agree that changes to Kingdom of Lochac rules for martial activities require the approval of the Board. CARRIED</p> <p>From a risk profile perspective, the rule changes submitted for approval are minor, and have been reviewed with our insurer.</p> <p>MOTION: That the Board of SCA Ltd Australia agree to the submitted changes to the Kingdom of Lochac Fighters Handbook for armoured combat. CARRIED</p>	<p>Cat to communicate to KEM the Board's approval.</p>
4.0 Membership fees:	Masonry has built an interface so that we can send EDMs to Australian members. Existing EDM to be used with updated deadline for comms until the 2 nd of August.	Cat to send EDM consulting about

membership fees to Australian members.

5.0 Live streaming:

Close to resolution, but deferred out of meeting to discuss operational details with Kingdom Seneschal.

Cat to discuss operational details with Kingdom Seneschal before socialising with the Board.

6.0 Chair Report: Welcome to July.

Clem Avenell resigned on 5 July 2019, and this will be reported shortly.

I would like to formally thank Simon Miller for his time on the Board. There has been a lot of activity and transitions as we move to a Board with more formal governance procedures, and a lot of hard work behind the scenes. His particular expertise has been appreciated by members past and present.

We have advertisements out at present for Board Members and Board Assistants, and I'm hopeful we can get some help to wade through all the policy renewals that are due.

Also, in the last month I'd like to thank Ben for his work on getting the bank accounts into alignment, and working on getting our PayPal account up to date.

Cat has been continuing the trial of the BOD Facebook page and I urge you all to engage there where possible - this will be a repository for valuable information into the future - keep posting interesting links, and keep responding. On that note I'd like to remind everyone to please make an effort to respond to emails as they come through. This helps to keep tasks and actions moving in a timely manner.

I will be overseas next month, and Rob will Chair the meeting on my behalf.

7.0 Secretary Report:

Fighter auction tournament fund application: Fighter Auction Tournament funds application was well received by Rowany Senate, and the Board has their approval for a budget of up to \$3500 towards legal consultation to be reimbursed as spent in the next twelve months.

Cat to proceed with cost agreement modification request with Prolegis.

Branch meeting guidelines: correspondence with Deputy Seneschal for Departmental Oversight regarding proposed guidelines for Branch meetings and minutes.

Membership fees: Consultation EDM version 2 has been drafted. Thanks to Ben and Lara for assistance, and also Paul Adams.

Sanction authority document: This should be a useful and balanced resource to Board and Seneschallate alike. May need further review post legal consultation.

Insurance: new version of Certificate of Currency, which covers us worldwide ex USA and Canada.

ASIC: ASIC System issues have caused the recent lodgement to add Lara to vanish from their records. This means that we had to reodge, and a fee applies. Due to the circumstances, I will be lodging a fee waiver application, but it will take 30 days to process, and no guarantees.

15.0

Correspondence:

Relating to:

- Registry EDM capabilities
- Insurance – certificate of currency and risk management kit
- Board advertisement and applicants – two applications received
- Branch meeting requirements
- KEM submission of new ruleset and approval process
- Director resignation
- Further correspondence with the KEM regarding insurance requirements for equestrian.
- Insurance approval for proposed KEM rule change.
- Correspondence with insurer regarding notification obligations regarding internal investigations.

8.0 Treasurer's Report:

Square: Two more branches signed up to use Square, taking the total number of branches using it to six. That's just over 25% of branches using it.

Square offers better deals when we pass certain thresholds. When we pass \$250k of EFT processed per year (as long as average transaction size over \$15), we can negotiate our terms of service with them. They've stated that this can mean deals on EFT hardware, and/or better processing fee rates.

We might want to start considering whether we should leave the trial phase and make Square a permanent fixture - and decide what that assessment process/decision making process would look like.

Westpac: The many banking motions we passed at the June meeting have been lodged with Westpac. Westpac is forwarding the forms internally to a branch near Georgia so that they can get co-signed.

Process for sale of Ynys Fawr shares: forms finally completed – they require multiple Director signatures, so I have signed it, and have posted the forms for Georgia and Cat to sign.

End of Quarter: Q2 has just ended, so once all reconciliations are complete (Reeves have until the 15th to do that), the BAS will be submitted to the ATO.

PayPal update: No progress to report - other tasks have taken priority this month.

Ben to draft a document providing clarification on the AGM financial questions for posting to the website.

Finally made progress getting information from the Auditors – the issue about the 10k discrepancy raised at the AGM was simply a transposition error.

9.0 Kingdom Seneschal Report: Quarterly report was presented this month. The KS was absent so no further report given.

10.0 Notification: Speaking as a Board Member / Environmental Scanning
Ben – correspondence with former SCA member to assist by providing records allowing us to claim funds listed (due to inactivity) on ASIC's Unclaimed Money register.

Georgia – had a few conversations at Tocal on general board activities

Ben – conversation with potential applicant interested in treasurer role – to put in application shortly.

Rob – conversation about incoming application for a Polit purchase.

11.0 Confirmation: Minutes of last meeting
Motion: That the minutes of the June meeting be accepted as a true and complete record.
CARRIED.

12.0 Action Items: Actions item attachment updated.

13.0 Other Board Business: Two applications for Board membership have been received – initial discussion to occur on the confidential email list next week.

Georgia to be away for the August meeting (2-3 weeks), Rob will Chair.

Cat will be away 12 October – 18 November – this falls over two meetings – the Board will consider shifting one or both of these meetings.

14.0 Authority to Sanction: For noting.

16.0 Notification: **Motions passed by email since last meeting** (for noting only)
MOTION: to pay ASIC invoice for \$333, reference 7EAM92547484E 2A, in order for a fee waiver to be lodged for the same fee.
CARRIED

Next Meeting: Monday, 12 August 7:30pm (Sydney Local Time)

Meeting Close: 9:13pm