



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: Public Minutes 2020.1

Meeting held: 09 December 2019

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Rob Aked (Deputy Chair), Cat Colwell (Secretary), Benjamin Smith (Treasurer), Paul Adams and Lara Mucha.	
Observers:	Rebecca Garnsey	
Meeting Start:	7:30pm	
Welcome and Apologies:	Apologies: Daniel Dunbar (Kingdom Seneschal) Acknowledgement of Country	
1.0 Notification:	Conflict of Interest Disclosures: None.	
2.0 In Camera Session		
3.0 AGM	Paul: AGM is confirmed Friday 17 April 2020 at 5pm. More information to be gathered in advance of January meeting	Paul and Rob to discuss AGM task list before January meeting.
4.0 Registry update	Rob: Jeremy Gregson is taking over registry until 30 June 2020. Further updates to follow as available. Ben: Jeremy has requested access to financial systems.	Ben to provide access and training once motion has passed.
5.0 Kingdom Seneschal applicants	Chair provided a brief update regarding Kingdom Seneschal application status.	
6.0 Chair's report	Chair report regarding Registrar changes and mail status provided. Rob: Mail – hadn't been collected since June 2019. 18 items – this is an average of three items per month. 12 were Victoria WWCC. Five were in relation to the shares sale. Two cheques – performance fees Armidale Western Australia. One was a membership application which was sent to the wrong address. This has been passed on to the Registrar. The cheque for WA to be posted. Post to be collected fortnightly or monthly.	Georgia to talk to Ben re cheque, and then post appropriately. Georgia to get second key from Rob.

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7.0 Treasurer's Report	<p>2019 Financial Review</p> <p>Review timeline is locked in with Butler Settineri. For the first time we have the same person conducting the review as the previous year, which will hopefully lead to a smooth ride Review timeline provided as attachment for December meeting packet.</p> <p>Outstanding liabilities</p> <p>ASIC industry funding invoice for 2018-19 has not yet been issued to us by ASIC. (Industry funding annual return for 2018-19 submitted on 23 July 2019) Invoice for Prolegis Services has not yet been issued to us.</p> <p>Financial Statement Addendum for 2018</p> <p>This is now completely finalised. The addendum was published to the Board website, and notification of this went out to the membership via Pegasus and Announce.</p>	
	<p>Email 7/12/19 - from Beatrice as Festival Steward requesting Board authorisation to use Simpletix for Festival this coming year. Simpletix is better than TryBookings – more secure, better access to the money, in terms of floating the event.</p> <p>MOTION: To allow the Rowany Festival Team to use SimpleTix for Rowany Festival bookings for Festival 2020 and future years, unless advised otherwise by the Board.</p>	<p>Ben to inform Beatrice re approval.</p>
	<p>CARRIED</p> <p>Festival Stewards have asked Treasurer to facilitate the Fighter Auction processing through Square. Ynys Fawr have requested to submit a grant application.</p>	<p>Cat and Ben to draft a communication to Ynys Fawr.</p>
	<p>Trailer registration query – Rebecca Garnsey is in the process of collating information about all the different rules regarding trailer registrations. NSW has the option of an individual or organisation registration.</p>	<p>Ben to follow up with Rebecca for information to provide to group.</p>
8.0 Secretary's report and correspondence	<p>Apologies for the late meeting documents this month, and a very brief report due to mundane overload in the couple of weeks since returning.</p> <ul style="list-style-type: none"> • Code of Conduct – out for commentary. Mostly positive, some commentary for consideration. 	

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	<ul style="list-style-type: none"> • Riverhaven Lease – some difficulties arranging a JP to witness these documents, but should be achieved this week. • Livestreaming – this is still an open loop. Is anyone in a position to tie it off before the next meeting? • Other open loops that will be on my to-do list between now and January: <ul style="list-style-type: none"> -Clarification re records for WWCC; -Feasibility of free entry for support workers/Affiliation with the Companion Cards Scheme; -Constable’s proposal for new sign in sheets; -Website issues; -Investigate possibility of sign-in by member number linked with preferred name as part of follow-on for sign-in issues for trans/non-binary etc. <p>Correspondence relating to:</p> <ul style="list-style-type: none"> • Insurance; • Riverhaven Lease; • Board membership process. 	
9.0 Kingdom Seneschal’s Report	Report not provided.	
10.1 Speaking as a Board Member	<p>Georgia: Discussion with NZ chair – hopes to attend January meeting. Good connections.</p> <p>Cat: Discussion raised about position on minors as officer deputies. Likely to increase our actual requirements in the protection of children space – is this something we really want to open up. Further review needed.</p> <p>Cat: Does SCA Ltd have an Accessibility officer? (No.)</p> <p>Cat: Contacted as to whether there are any WH&S obligations that might apply to the SCA.</p> <p>Rob: replied to contact from ombudsman, no response thus far.</p>	
10.2 Environmental Scanning	<p>Ben: Dismal Fogs are looking at buying a trailer, which requires registration by NSW state law. Not sure that we’ve had something registered in that manner before, so reviewing appropriate handling.</p> <p>Georgia – Possibility of including quantity of ad-hoc Board meetings that fall outside the usual monthly meeting schedule as part of the Chair’s report to increase awareness.</p>	
11.0 Minutes of last meeting	<p>MOTION: that the minutes of the previous meeting be accepted as true and correct.</p> <p>CARRIED</p>	

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12.0 Action Items	Action items reviewed.	
13.0 Other Board Business	Other board business	
13.1 Officeworks account	<p>Officeworks Account</p> <p>The Board discussed a 30-day credit account with Officeworks to remove the need for the Registrar to be out-of-pocket for expenses.</p> <p>MOTION: to delegate the Secretary to apply for a 30-day credit account on behalf of SCA Ltd with Officeworks with a credit limit of \$500. CARRIED.</p> <p>MOTION: to allow the Registrar access to use the SCA Ltd Officeworks credit account based on existing expense approvals, to be reported to Treasurer at least quarterly. CARRIED.</p>	
13.2 Organisation registered address	<p>The organisation address is currently registered to Georgia Winter's residential address, who is due to complete her Board term as of the 2020 AGM.</p> <p>MOTION: effective of the 2020 AGM to change the organisation registered address to Cat Colwell's residential address. CARRIED</p>	
14.0 Motions passed since last meeting	<p>MOTION: to delay the November 2019 Board meeting to 7:30pm (Sydney time) 18 November 2019.</p> <p>MOTION: To authorise the Secretary to sign the Riverhaven lease documents on behalf of the SCA Ltd, including the use of the SCA Ltd Company Seal.</p> <p>MOTION: To pay \$4,510 to the ATO for the September 2019 BAS.</p> <p>MOTION: to pay \$50 to ASIC for SCA Ltd's annual review fee.</p> <p>MOTION: That the Board meeting scheduled for 18 November has been cancelled and all items held over until December 2019.</p>	
15.0 Code of Conduct	Code of Conduct commentary received thus far (for noting only).	
Next Meeting:	Monday, 13 January 7:30 (Sydney Local Time).	
Meeting Close	09:02pm.	