



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 19 February 2020

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Rob Aked (Deputy Chair), Cat Colwell (Secretary), Benjamin Smith (Treasurer), Paul Adams and Lara Mucha.	
Observers:	Daniel Dunbar (Kingdom Seneschal)	
Meeting Start:	7:17pm	
Welcome and Apologies:	Acknowledgement of Country	
1.0 Notification:	Conflict of Interest Disclosures: None.	
2.1 In Camera		
3.0 AGM	<p>The Board discussed the tasks needed to be done in the lead up to the AGM in relation to the publication deadline of Friday 27 March.</p> <p>The Board agreed that due to the March Pegasus publication deadline, the inclusion in Pegasus would link to the Board website where additional information would be provided.</p>	<p>Georgia to review the draft 2019 AGM minutes.</p>
4.0 Code of Conduct	<p>Following previous discussion regarding the commentary received on the proposed updated Code of Conduct for use within the SCA Ltd, the Board approved the publication of the update to be effective as of March 1 2020.</p> <p>MOTION: To approve the updated Code of Conduct for publication and implementation in the SCA Ltd. effective as of March 1 2020.</p> <p>CARRIED</p>	<p>Cat to publish through usual channels and to provide update to Registrar.</p>
5.0 Live Streaming Trial	<p>Following updates based on commentary received from Branch Seneschals via the Kingdom Seneschal, the Board approved procedural guidelines for an 18-month trial for Live Streaming at SCA Events in Australia. As part of this trial, these procedural practices are to be undertaken for approval by the Branch Seneschal of Live-Streaming at SCA Events as part of the existing event approval process. In the case of Kingdom Events held in Australia, this approval is to be given by the Council of the Purse.</p> <p>MOTION: To approve an 18 month Live-Streaming trial according to provided procedural practices for approval within existing event approval structures.</p> <p>CARRIED</p>	

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6.0 Victorian Weapons Exemption	<p>The Board briefly discussed the report provided by Jeremy Gregson as Acting Registrar regarding obligations of the SCA under Victorian Weapons Legislation, noting that changes are needed to ensure full compliance.</p> <p>The Board agreed that Paul Adams would assist the Registrar with this review, and coordinate any additional changes.</p>	<p>Paul to review report on Victorian Weapons Legislations, and contact Registrar to discuss.</p>
7.0 Chair's Report	<p>The Chair spoke to her report, noting:</p> <ul style="list-style-type: none"> the large amount of work completed on the Constitution review to update and bring in to line with current business practices; thanks to Daniel Dunbar for his work and assistance during his term as Kingdom Seneschal; that AGM preparation was well underway. 	
8.0 Secretary's Report	<p>The Secretary spoke to her report, noting that:</p> <ul style="list-style-type: none"> updates based on commentary to the Code of Conduct had been made and that this was ready for approval; updates based on commentary to the Live Streaming Trial document had been made and that this was ready for approval; and work on the annual insurance renewal had commenced. 	
9.0 Treasurer's Report	<p>The Treasurer spoke to his report, noting that:</p> <ul style="list-style-type: none"> the SCA Ltd Audit was well on track, with trial balances submitted to the auditor ahead of schedule; the auditor had now been given Xero access; the first quarter under the new event insurance pricing had been completed, netting Corporate a small surplus of \$275 as contribution from non-members to SCA Ltd running costs. <p>The following financial motions were also raised and carried:</p> <p>MOTION: to create a new bank account with Westpac, to be used for the administration of the Rowany Fighter Auction Tournament funds. The physical signatories to this account are to be the same as for all our other accounts: Benjamin Smith, Georgia Winter, and Catherine Colwell. CARRIED</p> <p>MOTION: to create a new bank account with Westpac, to be used for by the Strathcorbie branch. The physical signatories to this account are to be the same as for all our other accounts: Benjamin Smith, Georgia Winter, and Catherine Colwell. CARRIED</p> <p>MOTION to reimburse Jeremy Gregson (\$19.95 + \$110 + \$19.95 + \$7.20 = \$157.10) for Registrar expenses. CARRIED</p> <p>MOTION: To pay \$1,966.00 to the ATO for the December 2019 BAS. CARRIED</p>	

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	<p>MOTION: To pay \$134.00 to Australia Post for the annual renewal of the SCA Ltd PO Box.</p> <p>CARRIED</p>	
	<p>MOTION: To pay \$110.00 to ASIC for the 2018/2019 ASIC Industry Funding Levy invoice.</p> <p>CARRIED</p>	
10.0 Kingdom Seneschal's Report	No report provided.	
11.0 Speaking as a Board Member & Environmental Scanning	<p>Cat: In the latest Society Marshals Handbook, there is a checklist of things that require inspection, which prompted conversation of what is/isn't inspected in practice in Lochac.</p> <p>Cat: Event status of demos: clarification/reminders are needed to groups regarding the treatment of demos as events relating to waivers, event approval, event memberships. Suggest that between Exchequer/ Constable/ Hospitaller, some operational advice to groups on how to navigate demos.</p> <p>Ben: A Seneschal notified me regarding an historic spend of \$2k on an asset. I advised that based on the Financial Policy that was in place at the time, no breach had occurred.</p>	
12.0 Minutes	<p>MOTION: To accept the minutes of the previous meeting as true and correct.</p> <p>Carried</p>	
13.0 Action Items		
14.1 Leases	Paul Adams advised that the Riverhaven Lease had been executed on behalf of the SCA Ltd with appropriate witnesses and would be making arrangements to provide lease to Riverhaven Seneschal this week.	
14.2 Assets	<p>The Treasurer spoke to the two asset purchase requests received from Politarchopolis.</p> <p>The Board noted the high standard of documentation provided, and that while these requests represented large expenses, they did not create financial risks for the Branch in regards to servicing ongoing expenses, or the floating of their large events.</p> <p>MOTION: to allow Politarchopolis' request to spend up to \$2,500 on the creation of a large new tent for the branch.</p> <p>CARRIED</p> <p>MOTION: to allow Politarchopolis request to spend up to \$5,891.00 on the acquisition of a new baronial trailer, with this amount expected to cover purchase and modification, needed accessories, as well as the first year's registration and insurance.</p> <p>CARRIED</p>	

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15.0 Motions passed since last meeting	<p>MOTION: To provide Board approval for the Politarchopolis 2020 lease renewal, and to delegate the Politarchopolis Seneschal to execute the lease on behalf of SCA Ltd.</p> <p>CARRIED</p> <p>MOTION: Subject to joint approval from SCANZ Board and the Crown of Lochac, The Board of SCA Ltd (Australia) approves the appointment of Kellianne Anderson as the Kingdom Seneschal of Lochac.</p> <p>CARRIED</p>	
Next Meeting:	Monday, 09 March 7:30 (Sydney Local Time).	
Meeting Close	08:42pm.	