



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 18 May 2020

Category	Description	Action Required
Attending:	Georgia Winter (Chair), Rob Aked (Deputy Chair), Cat Colwell (Secretary), Benjamin Smith (Treasurer), Paul Adams	
Observers:	Kellianne Anderson (Kingdom Seneschal)	
Meeting Start:	7:30pm	
Welcome and Apologies:	Acknowledgement of Country Lara Mucha.	
1.0 Notification:	Conflict of Interest Disclosures: none.	
2.0 In Camera		
3.0 AGM	The Board discussed the final actions for the upcoming AGM, noting: <ul style="list-style-type: none">that the notice and documentation had been distributed to members on schedule;the likely areas of member questions including the impact on Corporate finances from Covid-19 and what actions had and could be taken to reduce ongoing expenses.	Ben and Cat to finalise Zoom settings for the AGM.
4.0 Chair's report	The Chair provided a brief verbal update and thanked Board Members for their work over previous years.	
5.0 Secretary's report	The Secretary noted correspondence had been received from one group inquiring about membership freezes during the period without in-person SCA Activity. Cat reported that the majority of recent work has been in completing insurance review documentation and negotiated reduced rates. Changed insurance requirements now include: <ul style="list-style-type: none">a breakdown of attendance figures by event type and insured activity;the nature of insured activities occurring at events by frequency;but no longer requires tracking of subscribing members and event members.For this year needed to be completed twice, both to reflect previous year activities, and estimated 2020 activities;This information is not currently centrally tracked and as a result required a large quantity of investigation and estimation.The Kingdom Seneschal noted that development work was underway that would allow such metrics to be readily tracked, but not yet complete;The Board agreed that in the meantime, this operational requirement would need to be met, and may require an	Cat to email Jeremy Gregson and Kingdom Seneschal regarding reporting requirement for future insurance review.

additional reporting step by Reeves or Seneschals reporting on each quarter's activities, or alternatively estimates might be given as part of the event application process.

- 6.0 Treasurer's Report The Treasurer provided a verbal report, noting:
- the bookkeeper would soon lodge the BAS;
 - email correspondence an email received from a Branch Seneschal about authority delegation for financial matters.
- 7.0 Kingdom Seneschal's report The Kingdom Seneschal provided an update on ongoing consultation and communication, noting monthly meetings with both Kingdom Officers and Branch Seneschals. Kellianne advised that SCA NZ activities would recommence in 2 weeks, and that 4 weeks remained for the next advice update on Australian activities.

The Board noted that any decision would need to be reviewed and approved by the SCA Ltd insurer in relation to liability.

9.0 Minutes of the last meeting *Deferred*

10.0 Action Items *Deferred*

11.0 Other Business

11.1 **Leases/Assets/Contracts**

The Board considered the Politarchopolis Grant Application to the ACT Community Services Directorate, noting that the expense included had previously been outlined in an assets acquisition item to the Board.

MOTION: To approve the submission of the Politarchopolis grant application to the ACT Community Services Directorate as provided by email subject to the delegation of all reporting obligations to the branch under the of Ashleigh Williams and Benjamin Thompson.

CARRIED

11.2 **Insurance review**

12.0 Motions passed by email **MOTION:** To approve the purchase of a Zoom Pro account for 1 month for \$20.99 for hosting SCA Ltd's 2020 AGM. Further, if the AGM ends up needing capacity for more than 100 attendees, to approve the purchase of the Large Meetings add-on for \$90.99 which would allow for up to 500 attendees.

CARRIED

MOTION: to appoint Lady Leifa, Celine Perczynski, to the office of Kingdom Chronicler, from May 2020.

CARRIED

MOTION: To reimburse Jeremy Gregson \$52.95 for the 2-year renewal of the sca.org.au domain name.

CARRIED

MOTION: to pay \$1980 to Butler Settineri for invoice 115451 for their preparation of the 2019 Financial Statements for SCA Ltd.

CARRIED

MOTION: to pay Butler Settineri \$4,147.00 for invoice #115367 for the 2019 financial review they performed on SCA Ltd.

CARRIED

Next Meeting: Monday, 08 June 7:30 (Sydney Local Time).

Meeting Close 08:48pm.