



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 08 June 2020

Category	Description	Action Required
Attending:	Robert Aked (Chair), Paul Adams (Deputy Chair), Cat Colwell (Secretary), Lara Mucha (Treasurer), Benjamin Smith.	
Observers:	Kellianne Anderson (Kingdom Seneschal), Jeremy Gregson (Board Observer & Registrar), David Hurst.	
Meeting Start:	7:30pm	
Welcome and Apologies:	Acknowledgement of Country	
1.0 Notification:	Conflict of Interest Disclosures: none.	
2.0 Risk Policy	<p>David Hurst joined the meeting and provided a report to the Board on the current risk work, noting:</p> <ul style="list-style-type: none">that three members had provided commentary, though not substantive feedback on the policy itself;that a draft risk assessment had been created on the basis of the policy framework;the proposed control measures to minimise risk of COVID-19 infections. <p>The Board discussed the scaling of likelihood, frequency, consequences, and the need for</p> <ul style="list-style-type: none">initial feedback from the insurer;a response plan to put this into accessible terms for stewards and Seneschals;communication from the Board to members regarding the current status.	<p>Cat to continue discussions with insurer for feedback on draft assessment and controls.</p> <p>Cat to send member update on insurer discussions and in person activities.</p>
3.0 In Camera	<i>No minutes provided for In Camera Session.</i>	
4.0 Registrar's position statement	<p>Jeremy spoke to the draft Registrar position statement provided to the Board. The Board discussed:</p> <ul style="list-style-type: none">the specifics of the authority extended to the Registrar by the Board; andthe difficulties of prescribing performance KPIs in a volunteer organisation .	<p>Jeremy to edit and recirculate the modified job description in the next couple of days</p>
4.1 Membership questions	<i>Deferred until next month.</i>	

5.0 Speaking as a board member/
environmental scanning *Deferred*

6.0 Kingdom Seneschal's report The Kingdom Seneschal reported briefly, noting:

- the Quarterly report is due next Monday;
- the insurance component of resumption of activity;

7.0 Chair's report The Chair reported briefly, noting thanks to Board members for their work in various areas such as insurance, the bookkeeper review, and the Sanction matter, and that bank access had been arranged and systems learnt.

8.0 Secretary's report The Secretary spoke briefly to the insurance renewal outcome, noting that this year's significant saving would not be representative of future years – although likely some saving would still be maintained.

The Secretary also noted that unfortunately the special resolution to pass the amendment to the constitution needed to be received via Post, rather than online as all the other forms were, meaning that the lodgement would incur an \$80 fee for not being received within 14 days.

9.0 Treasurer's report The Treasurer spoke briefly to her introduction to all the various finance systems, and thanked Ben for the preparation of the following finance motions to be voted on in the June meeting: **Ben** to initiate the Westpac paperwork to administer these finance changes

MOTION: To pay \$333 to ASIC for the invoice for late lodgement of the 2019 Financial Statements.

CARRIED

MOTION: To create a new bank account with Westpac, to be used by the Strathcorbie branch.

CARRIED

MOTION: To issue a Debit Mastercard to Lara Mucha for the account 033-349-552300 with full value access.

CARRIED

MOTION: To cancel the Debit Mastercard issued to Benjamin Smith for the account 033-349-552300.

CARRIED

MOTION: To add Robert Aked and Lara Mucha as signatories on all SCA Ltd accounts held with Westpac.

CARRIED

MOTION: To make Robert Aked and Lara Mucha Westpac Online Administrators for SCA Ltd's Westpac profile.

CARRIED

MOTION: To remove Benjamin Smith and Georgia Winter as Westpac Online Administrators for SCA Ltd's Westpac profile.

CARRIED

MOTION: To remove Benjamin Smith and Georgia Winter as signatories from all SCA Ltd accounts held with Westpac.

CARRIED

MOTION: To appoint Lara Mucha as the Public Officer (ATO primary contact) for SCA Ltd.

CARRIED

MOTION: Due to the role of SCA Ltd treasurer changing hands, to change the primary authorised user of the PayPal account associated with treasurer@sca.org.au from Benjamin Smith (the former treasurer) to Lara Mucha (the current treasurer).

CARRIED

MOTION: To pay tax invoice I10521162 to AON for \$1975.42 for the SCA Ltd Association Liability.

CARRIED

MOTION: To pay tax invoice 10505 to Affinity Insurance Brokers for \$11,275.00 for the SCA Ltd Combined General Liability insurance.

CARRIED

10.0 Minutes of the last meeting

MOTION: That the minutes of the March meeting be taken as a full and correct record of the meeting.

CARRIED

MOTION: That the minutes of the May meeting be taken as a full and correct record of the meeting.

CARRIED

11.0 Other Business

12.1

Leases/Assets/Contracts

The Treasurer spoke to the request from a Branch regarding an expression of interest for a venue lease, where the venue is available for \$1 for the first few years as the venue required modifications to meeting required standards.

The Board noted that it was only an expression of interest at this stage, however still requires details regarding the group's plan to modify the property, including their plans to fund the development.

The Board agreed to discuss this request again once the branch had provided them with the necessary information.

Lara to communicate the need for further information to the Branch.

13 Action Items

The Chair asked members to review any outstanding action items, and provide an update for the next meeting.

14.0 Motions **MOTION:** To pay \$7,678.00 to the ATO for the March 2020 BAS
passed by email **CARRIED**

Next Meeting: Monday, 14 July 7:30 (Sydney Local Time).

Meeting Close 09:11pm.