



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 13 JULY 2020

Category	Description	Action Required
Attending:	Rob Aked (Chair), Paul Adams (Deputy Chair), Cat Colwell (Secretary), Lara Mucha (Treasurer), Benjamin Smith	
Observers:	Jeremy Gregson (Registrar and Board Observer)	
Meeting Start:	7:30pm	
Welcome and Apologies:	Acknowledgement of Country Kellianne Anderson.	
1.0 Notification:	Conflict of Interest Disclosures: Cat Colwell notes that due to a conflict of interest with the SCA Ltd's selection of a new bookkeeper following a personal introduction that she abstained from discussions and motions towards their appointment.	
2.0 In Camera		
3.0 Victorian Weapons Exemptions	The Board discussed the current administrative status of the Victorian Weapons Exemption, noting that any gaps in historic records would be difficult to identify and correct at this stage - however that there is now a new statutory declaration form in Victoria which must be used.	Paul to work with Jeremy on arrangements for new administration.
4.0 Membership & Indemnity Expiries	MOTION: that going forward the indemnity expiry dates be aligned with membership expiry dates and printed as a single date on the card. CARRIED MOTION: that the Board endorse the Registrar duty statement as provided by the Registrar. CARRIED	
5.0 Speaking as a Board Member / Environmental Scanning	<ul style="list-style-type: none">• Cat: unacceptable behaviour reported by a member about a third party, third party is considering whether they want it to be acted on• Rob: noting the Crown's support and recommendation of the Board's activities• Ben: Discussions from Rowany asking about Festival finance systems and processes	
6.0 Kingdom Seneschal's report	<i>Absent</i> Risk The Board has asked for the Kingdom Seneschal or Deputy Seneschal (Risk) to provide a fortnightly update on return to face-to-face activities.	

7.0 Chair's report	<p>The last month has been a continued busy period for the Board. Some of the bigger outcomes that we have together progressed include work on the new member protection policy, and worked with the Kingdom Seneschal to enable a risk managed return to face to face activities across Australia. We also agreed the duty statement for the registrar, which means that we will soon be able to welcome Jeremy Gregson into our number.</p> <p>Finally, we also placed a notice on our website to give our membership better visibility of the matters we are focusing on and our current priorities along with encouraging the populace to contact us if they have matters that we should be considering.</p>	
8.0 Secretary's report	<p>Due to significant personal concerns this month, did not complete the draft of the member protection policy as hoped. Hopefully I should have a little more time and energy to give to this project over the next couple of weeks, but I would very much appreciate another board member to actively work with me on filling in the gaps and editing based on our previous discussion, and to get this to the next stage.</p> <p>Correspondence relating to:</p> <ul style="list-style-type: none">• Certificate of Currency• Lochac COVID-19 Plan & Insurance• Member protection issues• Company mission statement updated post AGM• Return to face-to-face activities• Registrar applications• Trailer registrations	<p>Paul to assist</p>
8.1 Registrar Applications	<p>The Board noted applications received and that a final closing date should be advised.</p>	<p>Jeremy to send out final closing reminder applications</p>
9.0 Treasurer's Report	<p>The Treasurer advised that she's met the new bookkeeping team, and that they seem very good so far. Transition of business to the new Exchequer continuing.</p> <p>MOTION: reimburse Benjamin Smith for \$36.00 for postage of financial forms Carried</p>	
10.0 Minutes of the Last Meeting	<p>MOTION: That the minutes of the previous meeting be approved as a true and complete record of the meeting. Carried</p>	
11.0 Other Board Business	<p>Other Board Business The Board noted that Jeremy would be added to ASIC following the Registrar handover.</p>	

- 11.1 **Leases/Assets/Contracts**
The Treasurer noted that feedback had been provided to Burnfield regarding additional information needed before the Board could review.
- 12.0 Action Items (for noting only)
- 13.0 Motions
passed by email **MOTION:** To engage Viridity Pty Ltd as the bookkeepers for SCA Ltd, and to give Carbon Bookkeeping 14 days written notice of the termination of their services in accordance with our contract with them
CARRIED
- Cat Colwell's abstention noted.*
- Next Meeting: Monday, 10August 7:30 (Sydney Local Time).
- Meeting Close 08:48pm.