



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 20 November 2023

Category	Description	Action Required
Attending:	Katherine Rowell (Chair), Tegan Brinkman (Secretary), Tam Hovenga (Treasurer), Bronwyn Adams	
Observers:	Ray Gleeson (Kingdom Seneschal), Alex Selth	
Meeting Start:	7:06pm	
Apologies:	Rachel Horne	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	Minutes from last meetings approved	
	Edits to financial policy – ongoing	Tam- continue financial policy review
	Concussion syndrome	Katherine still working on it
	Gin gin lease- update	
	Still on the radar – awaiting information on law firm the board had used previously	Kat to find out which law firm board used previously and raise this lease and possibility of standard lease. Tegan to forward relevant information to kat for this purpose
	Crossbow club	All to review out of session
	Letter has been drafted and is awaiting approval	Kat to action update
	Update weapons description on website	Tegan to forward again the needed information NDIS number and code.
	Invoice for NDIS member	.

Wombaroo contract

Passed 3rd November 2023 out of session. Chair signed and returned to Wombaroo and Rowany

3 In camera

[Redacted]

4 Speaking as a Board member / Environmental Scanning

Kat raised blog post on US SCA retention.

Tam raised concerns around out-of-game “missing stair” circumstances pushing younger female participants away. Questioned how is the SCA enforcing a positive duty such that participants are comfortable and confident to raise concerns with authority figures.

Tegan noted difficulties in retention following a bad first impression, including content discussed in camera.

RG suggested reminding event stewards that all SCA events must have the Code of Conduct displayed at all times.

Kat to raise Code of Conduct in monthly Pegasus.

5 chairs report

KB spoke with SCANZ Chair, another discussion to be had next week. Relatively quiet month.

6 Kingdom Seneschal’s report

Issues resolution policy is key but won’t solve awful people being awful. Meeting discussed having some kind of issues resolution flow chart displayed alongside Code of Conduct at events. KR recommended including in the event handbook. Many new officers this month.

Overnight email outage on 13NOV23, was back up by about 8-830am. This occurred due to failure to transfer web service in a timely manner. BoD committed to better communication and action follow up.

SCANZ wanted minor changes to issues resolution document before approval. BoD to vote out of session.

Pushing for kingdom manuals to update.

Pushing for officers to have deputies, which is challenging.

Looking at what kingdom laws need updating, but this is months of work.

Tegan to investigate possible improved processes at events, as Code of Conduct is a BoD owned document.

Alternate crown poll proposal was discussed, including concerns around what could constitute an adequate response rate, possible thresholds for approval, and difficulties getting members to vote.

BoD to consider response to alternate crown poll proposal and respond out of session. Alex to establish BoD response and lead.

Head trauma/concussion discussion. RG has discussed with SCANZ, and suggested BoD and SCANZ establish a working group across Australia and New Zealand to undertake a risk based assessment of hazards and mitigations.

7 Secretary's report

Received email from City of Melville, the SCA is in their community directory

Tegan to pass on to Aneala

Received email from Mordenvale asking BoD to review minutes and give Reeve permission to sign contract with Robin Fisher for use of land for three years.. BoD approval required as contract is more than a year.

Motioned and carried.

A member had a sword sent to Australia in the post and emailed to ask how to transport from NSW to TAS. Resolved by police.

8 Treasurer's report

9 Other Board business

12 month Indemnity form + Australian member Sign in sheets
Discussion around what documents need to be saved by groups, where, and for how long, noting challenges with Dropbox storage over time.

Tegan to upload email exchange to dropbox
Tam to discuss with Eloise archiving of files

Tam: "when I was treasurer of stormhold the process used to be I don't need to access any of these from years ago, we do need to retain them, but it doesn't need to be accessible by e as reeve, needs to be accessed by treasurer, can you archive these chats because dropbox wont let me keep adding to it. Was this to exchequer of treasurer? TAM to poke Eloise"

Action: KR to send out a reminder email to groups about proper record storage in Dropbox.
Action: TB to investigate developing a data retention policy, including:
paper vs digital records
What files need to be kept
Can paper copies be destroyed once scanned
Australian storage requirements for documents regarding adult vs children
Kat to discuss with Kingdom Earl Marshal.

Updated armoured and siege combat handbooks - US

- These rules changes don't supersede Lochac rules and still need to go through the normal approval process.

Resolution guide

- Two minor changes included following discussion.

BoD to review and vote out of session and return to RG with an answer by 01DEC23.

Fencing combat rules handbooks

Proposed, carried.

10 motions out of session Innilgard tent sale – Chance to purchase must go to Rowany first. Tegan to email Innilgard Seneschal.
 Live streaming policy
 Web24 carried changes to service provider

Next Meeting: 19 December 2023, 7:00pm AET

Meeting Close 8:49 pm.

Actions to be completed

All:	Review crossbow letter Consider alternate crown poll proposal – motion out of session Resolution guide
Chair:	Find out what law firm the board has used previously and raise gin gin lease and creating standard lease Update weapons description on website Raise code of conduct in Pegasus Send out reminder about proper record storage in drop box Discuss with kingdom earl marshal about armoured and siege combat handbooks
Secretary:	Forward gin gin lease details to kat Announce live streaming Improve code of conduct and resolution process at events Forward Melville email to aneala Investigate data retention policy Email Innilgard seneschal about tent sale
Treasurer:	Follow up heraldry payment
Kingdom seneschal:	
Other	