



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au>

Email: chair@sca.org.au or secretary@sca.org.au

SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 15 April 2024

Category	Description	Action Required
Attending:	Katherine Rowell (Chair), Tegan Brinkman (Secretary), Tam Hovenga (treasurer), Rachel Horne, Alex Selth	
Observers:	Ray Gleeson (kingdom Seneschal)	
Meeting Start:	7:40pm	
Apologies:		
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	Minutes from last meeting – approved Gin gin lease- was meant to be sent to lawyers but it was waylaid Data retention policy – letter not completed Child safe policy – gui was informed of the changes to the policy Audit – complete directors information included ready to be uploaded New board members – new board members have been contacted and information required is up to date	Tegan to action the gin gin and data retention letters for the lawyer
3 In camera	Redacted Motion to revoke and deny (R&D) membership of Timothy Rose also referred to as Roger of St Crispin - PASSED	Action: kit and Gomez letter to Timothy Rose regarding the R&D, announce via Pegasus and inform the crown
4 Speaking as a Board member / Environmental Scanning	Ongoing cost of living issue with event costs, not something that the board can help with but is being felt by the members	
5 chairs report	Thanks to Gomez and the alternative crown who have done great work in the polls regarding the alternate crown, it will be interesting to see what will occur beyond this stage.	

Nothing from the princiality discussion in NZ, except for it being the last meeting before the AGM

Thanks to the members on the board continuing for all their work and support, good luck moving forward

6 Kingdom Seneschal's report

R&D policy is not black and white nor is the policy/procedure for DVOs

Burnfield website was "hacked" it is now resolved, it was possible because of a valid login but whos login is unknown as it was a general user login. Legally no recourse however all handovers should include a password change.

The victoria weapons stat dec is not up to date nor is the minors with swords stat dec – on the website

Data retention for sign in forms is still outstanding digital copy's can be kept indefinitely and hard copy could be destroyed. We as a company can keep digital copies securely, we cannot expect volunteers to keep the hard copies securely or long term

Policy review needed – board Tegan and Kat to check stat dec and website Data retention policy -tegan

7 Secretary's report

Nothing to report

Agm – agenda nearly finished and ready to be uploaded, need to find out how to email all members, financial statement is ready to be uploaded, new member profiles are ready to be uploaded.

8 Treasurer's report

Reeve meeting - comingaling might be a misunderstanding

May need to review the policy for comingaling

Ticket refunds at the last minute have had some events run at a loss, another reason being bookings not paid and then not turning up.

Policy for refunds, payments and bookings will need to be reviewed by the board.

Innisfor and mordandvale trialling zeller 6 months going well

2 ids are needed for zeller

Zeller id action – tam and tegan to do

9 Other Board business

10 motions out of session Motions carried out of session

Next Meeting: After agm

Meeting Close 8:28pm.

Actions to be completed

All:	
Chair:	Finalise or hand off all lingering tasks before agm
Secretary:	Finalise AGM documents and upload Email members about the AGM date Data retention policy

	Zeller ID Letter for lawyer re data retention and GinGIN Stat dec review Bookings, payments and returns policy review R&D policy
Treasurer:	Zeller ID
Kingdom seneschal:	
Other	