



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 25 June 2024

Category	Description	Action Required
Attending:	Tam Hovenga (Chair), Tegan Brinkman (Secretary), David Potter (treasurer), Rachel Horne, Mandy L'Estrelle, Debora Lane.	
Observers:	Ray Gleeson (kingdom Seneschal)	
Meeting Start:	7:11pm	
Apologies:		
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	<p>Motion to approve minutes of meeting held 25th April 2024 – Passed</p> <p>Motion to approve minutes of meeting held 5th June 2024 – Passed</p> <p>Business arising</p> <p>Food safety – explanation given to new board members about the discussions had around food standards, the law was updated and the discussion surrounded if the SCA was captured under the law. It was decided that if we didn't sell to the public then we weren't captured.</p> <p>There is free accreditation online, perhaps the cooks guild could take on the research to see if the new standards and the policy needs to be updated.</p> <p>Question raise by David Potter: what would it take to meet the new standards?</p> <p>If there is a regerstration would it be the SCA LTD or individual Baronys? Why?</p>	<p>Daivid Potter: take on the task to speak to Nathan Blacktower who has been researching it and to examine the issue more and report back next month</p>
3 In camera	Redacted	
4 Speaking as a Board member / Environmental Scanning		

**5 chairs
report**

Follow up on the R&D of Timothy Rose, was sent to the Crown, Kitty (previous chair) is finalising this with the Society Seneschal. Not a lot has have happened during the handover, handover to new treasurer and to the chair has gone smoothly
The chair email has been quite so an easyish month

**6 Kingdom
Seneschal's
report**

Bids for March Crown 2025 (BorderCros) and May Coronation (Innilgard)

Exchequer is getting number of reports that there are people not following correct process with reimbursement of receipts. All costs need to be approved by a local council before payment. It is never acceptable to present a receipt for payment before approval. The exception is a float that has also been pre-approved. This is adding stress to reeves as they don't want to say no. this is being raised with all seneschals that they need to start saying no to unapproved requests for payments.

Anna has written a draft infection control policy for both Australia and New Zealand (used to be the Covid Policy). A new draft will be ready for board commentary next month.

Tam: review the refund policy

Board commentary at meeting: the new infections policy update should have the refund sentence removed, reasoning that is sometimes is used onerously to get a refund, David suggested getting a Drs Certificate this was turned town by the other board members dues to logistics of and ethical concerns that we cannot police or have access to medical history in any format as an organisation.

The reason this has become an issue within the refund practice is that it is being exploited by some and is effecting the income of smaller Baronys funds.

Suggested refunds before food is bought (if part of the event) in full but after ½ afterwards, repeat offenders make the refund policy a necessary review by the boards as its becoming a significant drain.

Noted: repeat offenders would be flagged within the events and extension group financials, refusal to refund would then lead to review and thus proof would then be needed.

Refund policy would also then capture DVO persons, how do we know that the order exists? We shouldn't be looking at DVOs – questions raised would this not cause a double standard for those under a medical refund discussion – raised to be different to medical refund.

The refund policy in its entirety needs to be reviewed

The sentence on refund to be removed from the infections policy

Link to the resolution flow chart has been posted – thank you

The Victoria weapons exemption does not have an option for those under 18 years of age since youth fencing starts at 10 and people 16 and over can participate as an adult this is a process gap.

David send link in chat about a document from Victoria on this regard Constables and protection orders. What are your thoughts on someone being a constable if they are either of party of a protection order> if they cannot approach or cannot be approached by someone does this make them less than able to do their job?

Should this mean a police check for constable position? Do we want someone in a position such as that if they have a DVO against them would this also be an issue if they are the one with one on their behalf?

KS: update the infectious disease to remove mention of refund

Tam: to speak to a trainer known to her in Victoria about the legislation and the issue of under 18

David: to create a document in regards to the Victoria weapons issue and present to board next month

Would this then also mean the discussion on DVOs now has a different parameter to the discussion?
 Tegan: find the stat dec and find out about how it needs to be updated

7 Secretary's report Ownership of the Zoom account is not known by the secretary and may need to be looked into as we have members wishing to observe but as we have section that isn't in public minutes (in camera) we need to be able to put members into the waiting area this isn't possible if you aren't the host
 Tegan: look into the owner of the zoom account and how to access it

8 Treasurer's report Square was down for a couple of days because of an expired card and a new account was made for one month trial until a new card is issued
 35\$ a month – invaries to much cost, 7 regions are captured under the account but 5 use it – unknown which 5
 Option to have each region have their own account thus limiting the cost of square
 More research is needed
 Why are we using square? Paying via Direct Debit may be easier thus eliminating the use of square all together.
 Larger groups have a need for square
 Square also has a report function that helps with the admin of the financials
 Smaller groups may not need square and likely more use direct debit
 Intermediary payments sometimes have issues such as delays – paypal expenses are likely higher
 QR codes were also brought up but they need to link to something anyway

David: to review Square and the financial issues around it and report it back

9 Other Board business Sign in forms - legal names? Is it a legal requirement if not witnesses and ID checked but the constable is responsible to sign in people and sight member cards
 Members captured would have their member number and thus legal name is attached in theory
 Non members would need to list their legal name due to fees being paid
 The form, forms part of the documentation in case of accident
 Non members should be required to provide ID when signing in for legal purposes
 Rachel raised if it has become an issue for the SCA and will our staff be under pressure
 The issue has been raised because of an incident with chosen name and legal name being different
 Tegan: reach out to our insurance to find out about legal name on sign in forms, update form if needed

Insurance needs to be contacted to see if we need legal name on the sign in documents
 Update reason on form to cover constables
 Dispute resolution documents waiting for NZ AGM to upload after
 DVO discussed and agreed upon by previous board.

**10 motions
 out of session**

Next Meeting: 23rd July 2024 7:00pm (Australian eastern time)

Meeting Close 8:35pm.

Actions to be completed	
All:	
Chair:	Review refund policy to speak to a trainer known to her in Victoria about the legislation and the issue of under 18
Secretary:	find the stat dec and find out about how it needs to be updated look into the owner of the zoom account and how to access it reach out to our insurance to find out about legal name on sign in forms, update form if needed
Treasurer:	take on the task to speak to Nathan Blacktower who has been researching it and to examine the issue more and report back next month to create a document in regards to the Victoria weapons issue and present to board next month to review Square and the financial issues around it and report it back
Kingdom seneschal:	update the infectious disease to remove mention of refund
Other	