



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 20 August 2024

Category	Description	Action Required
Attending:	Tam Hovenga (Chair), Tegan Brinkman (Secretary), David Potter (treasurer), Mandy L'Estrelle, Rachel Horne.	
Observers:		
Meeting Start:	7:39 pm	
Apologies:	Ray Gleeson (kingdom Seneschal), Debora Lane	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	<p>Motion: approve the minutes of meeting held 23th Jul7 2024 – PASSED</p> <p>legal names on sign in forms – contacted head constable to see if I could get a word document to alter and have it out of session motion to approve changes</p> <p>Dispute resolution has been approved on SCANZ side and uploaded to website</p> <p>food safety Bunnings – we by the looks of just the NSW documentation have an exception due to being a community group.</p> <p>The legislation seems to clear us of a need to have food safety officers but as a sign of good faith to have them in place would be good.</p> <p>Regular attendees in the kitchens during events recommended to get the free course and those who are officers should take up the paid course.</p> <p>Only one food safety officer can be attached to a single organisation at a time</p> <p>A write up being completed to hand off to the relevant guilds for commentary. Query raised why we would do that extending the time to allow the fundraising at bunnings to continue thus causing</p>	<p>Tegan - update the form and distribute them to the board for discussion</p> <p>David - recommendations document to be completed and sent to board</p>

issues for groups that need the income for another month.

It is good to involve the guilds in this however once the Certificate of Currency is updated with fundraising specifically listed and the within Australia listed that is needed by Tasmania bunnings the groups can continue their fundraising via food stalls again

David or Tegan to send email to insurance for the update to certificate

The recommendations can be amended once the COC is updated to express the aforementioned items

Victoria exemptions – still needs to be updated on website, it has been downloaded and the systematic check of links will be undertaken and updated.

Tegan – reviewing the site content and links and reaching out to KS and past minutes to check what needed updating on the stat dec

The physical stat dec still needs to be checked, the secretary recalled that the KS had mentioned something and plans to check with them

Zoom – is owned by the treasurer position

David to continue checks on card readers and check with financial polices around the individual square accounts

Mobile card readers - 35\$ per group per month cost for square

Looking at getting groups signed up individually to not have this cost involved

One group already asked for deregistration and a check of the others to occur

Looking at card reader options in the market – treasurer

Soft kit – consensus that the review of soft kit has already occurred and if the earl marshal signs off the board is happy for this to finalise

KS to let earl marshal know of the boards decision

Motion to approve use of the soft kit as requested by rowany contingent upon approval from the earl marshal - passed

Gin Gin lease – a cliffnotes on the situation given The board is to see if lawyer can create a standard lease agreement that can have terms added when needed to allow groups to use it when matters like this occur

Tam to complete correspondence with lawyer in this regard

Police checks for officers – moved to next meeting

Deborah to continue and present at next meeting

3 In camera

Redacted

4 Speaking as a Board member / Environmental Scanning

Post box needs to be checked
With the request to vacate the board a missive to the populous about casual vacancy needs to be written to obtain a new person in Canberra to also be able to take command of the post box
Query about perhaps forwarding the mail might be a good option if a Canberra person cannot be found
This then needs to be voted on at the next meeting

Tam to send out message for expression of interest

5 chairs report

Not much to report as it has been discussed already

6 Kingdom Seneschal's report

Things are very busy this quarter. Reporting is happening for the September report. These reports are always quite mammoth and take significant time to create.

There have been further revisions to the Stewards handbook, <https://seneschal.lochac.sca.org/stewards-handbook/>, new updates to the Crown Event handbook https://seneschal.lochac.sca.org/files/2024/08/Lochac-Crown-Event-Handbook_2024.pdf. and work is underway for a new Risk Assessment tool.

The new Infection Control policy is live. <https://seneschal.lochac.sca.org/infection-response/>

September Crown is only weeks away and the entrant criteria are being checked. There are currently 8 couples coming with entries closing in a week.

There has been a grievance lodged against the Baron of Stormhold for allegedly antisemitic posts on FB. There will be a meeting this week with both parties, myself, and Crown, attending to try and resolve the issue.

We have a bid for March 2025 Crown Tourney. It is the Hamlet of Radburne in Dubbo NSW. If successful we will announce it this week.

The Incipient Shire of Sherwater and the Hamlet of Radburne have both been created and the officers added to Regnum where appropriate.

The Alternate Crown Working Group are currently writing the categories for the final poll. This will take a few more weeks to fully describe some of the options.

A request has been submitted to the Board of SCA Ltd for the Canton of Stegby to be changed to a Hamlet. This is primarily due to the drop off of membership in the group.

Motion to approve the change from canton to hamlet for stegby – passed

Motion to approve the removal of officers from stegby's access to Westpac – approved

Kingdom Law changes announced in June will be made early September.

David to find out who will now oversee the account owned by stegby and what will happen to the account etc

7 Secretary's report

Nothing to report specifically that hasn't already been covered

Correspondence

Email about proposed changes to membership cards popped up in the inbox

Queries about how valid it is to add to forgeable cards the WWCC and how it would work logistics wise

Tegan to forward email and document to board

8 Treasurer's report

Handover nearly complete and full access to everything is nearly done

Access to non Westpac bank accounts are nearly done also

Problem with forms from bank because of us not having a physical address but the bank agreed to leave it blank

Research still ongoing for mobile card readers as mentioned above

Bass statement done – query to chair (former treasurer) if the board needs to see it or they can just sign - they can just sign

Talking to accountants later in the week about zero and more features

Motion to approve reimbursement of \$175 for square fees to David Potter - passed

9 Other Board business

Discussion on the commentary for the position of registrar occurred with the decision to endorse Suzanne Egan for the position

Motion to approve Suzanne Egan's application for registrar - passed

10 motions out of session

Next Meeting:

17th September 2024, 7:30pm (Australian Eastern Standard Time)

Meeting Close

9:04 pm.

Actions to be completed	
All:	
Chair:	to complete correspondence with lawyer about gin gin to send out message for expression of interest for board postions
Secretary:	update the form and distribute them to the board for discussion (to send email to insurance for the update to certificate) reviewing the site content and links for weapons in vic and reaching out to KS and past minutes to check what needed updating on the stat dec to forward email and document to board
Treasurer:	recommendations document on the food safety issue to be completed and sent to board to send email to insurance for the update to certificate to continue checks on card readers and check with finaincal poliies around the individual square accounts to find out who will now oversee the account owned by stegby and what will happen to the account etc
Kingdom seneschal:	to let earl marshal know of the boards decision
Other	Deborah to continue and present at next meeting