



# Society for Creative Anachronism Ltd (Australia)

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## SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 22 October 2024

Category	Description	Action Required
<b>Attending:</b>	Tam Hovenga (Chair), Tegan Brinkman (Secretary), David Potter (treasurer), Debora Lane Mandy L'Estrelle, Rachel Horne.	
<b>Observers:</b>	Ray Gleeson (kingdom Seneschal)	
<b>Meeting Start:</b>	7:08 pm	
<b>Apologies:</b>	David potter (treasurer) – without notice	
<b>1 Conflict of interest disclosures:</b>	No conflicts of interest were identified	
<b>2 Minutes of the previous meeting and actions arising</b>	<p>Motion: approve the minutes of meeting held 20<sup>th</sup> August 2024 – PASSED</p> <p>legal names on sign in forms – still cannot find document, can find transaction but not event sign in. will look for maybe an old copy to make a new one.</p> <p>Discussion with board chair found that maybe alternate version exists but official document is the one with transaction record</p> <p>food safety Bunnings – ongoing</p> <p>certificate of currency – complete</p> <p>Victoria exemptions – still needs to be updated on website, it has been downloaded and the systematic check of links will be undertaken and updated. Still on going due to external work issues taking precedence</p> <p>The physical stat dec still needs to be checked, haven't checked with KS but will also look through past minutes.</p> <p>Card reader and individual square account policy Gin Gin lease – prices 270 hour for lawyer to spend on a lease agreement Looking at sending it back to burnfield to complete then send back to</p>	<p>Tegan - update the transaction form, present for vote and email to member groups with reasons why the change etc David - recommendations document to be completed and sent to board</p> <p>Tegan – update the links if necessary. Look into stat dec David – looking at stat dec</p> <p>David – updating the square and reader policy and checking how itll work for individual accounts</p>

Police checks for officers  
Spoke to NSW police about it \$15 in NSW others around \$30  
Others within the community didn't realise that office holders didn't have them only those working with children have to have them.  
We do not have the policy around what within the police check would be used to determine who can and cannot take up positions  
Already hard enough to get people into positions  
Childrens policy – has within the working template about office holders needing/should have working with children checks  
Poll to seneshcals about police checks – KS  
Do you think that police checks should be mandatory for office holders

- 1) Police checks for all officers
- 2) WWCC for all officers
- 3) Checks only for seneschal and treasurer
- 4) No checks

KS to put poll out to seneschals about police checks for office holders than then report back

Replacement board member  
One person come forward to join board  
Needing more people to join given the current chair and secretary are set to leave in may  
Rachel needs to end her term early due to work/life commitments  
Stegby accounts

Still ongoing action by chair to try and get more members before may handover

Changes to membership card email  
Board members saw no real issue with updates proposed to cards  
No issues around insurance due to how renewal information  
Motion to accept changes to membership card as outlined in the document submitted by nico – carried  
Bordercross hall hire – motion to approve the bordercross hall hire lease agreement with 3<sup>rd</sup> Wodonga scout group - carried

David to report back on the state of their accounts and any actions that need to be taken

Tegan to email registrar about the change of membership cards with the document from nico

**3 In camera**

Redacted

**4 Speaking as a Board member / Environmental Scanning**

**5 chairs report**

Been working on the child safety policy the last week, its time sensitive for SA and trying to get a draft out asap to get commentary from the board and then speak to Rebecca the childrens officer

Tam to email board with the document and get commentary out of session before speaking to childrens officer

**6 Kingdom Seneschal's report**

September report: It is a very busy time for the Kingdom. Most of the information has been included in the September quarterly report. The new Kingdom Laws have been announced. The Hamlet of Stegby has been announced. A call for commentary has been made for the next Kingdom Exchequer. There is still a search for the next Kingdom Webwright. The Alternate Crown group are finalising the last poll. An email will be sent shortly, with the poll to commence on September 22.

A meeting was held with the Seneschal's of Ildhaln and Cluain from NZ regarding a behavioral challenge with one of the Cluain members. This seems to have been successfully resolved.

October report: This is the Kingdom update for October 2024. We have a new Prince and Princess, Kitan and Alesia. They have been briefed on the state of the Kingdom. The Kingdom Webwright position has been advertised and there is one candidate. Commentary will commence shortly for this position. There were several questions brought to my attention this month about the process for appointing a new B&B. These mostly came from Southron Gaard in NZ. To settle the conversation I wrote a piece on the appointment process for the SG newsletter. This seems to have quieted some of the concerns. The Shire of Bordescros has a new Seneschal, Teneg Yagan (Michelle Herbert). Mordenvale has a new Seneschal, Aia (Jodie Cooper).

We have had a successful bid for Autumn Crown (September) 2025 by the Barony of Stormhold. This will be announced shortly.

There has been an upswing in interpersonal complaints this month. These have mostly been resolved without the need for a formal complaint being raised.

[REDACTED]

[REDACTED] Data is

being collected before I determine the best way forward with these.

The Alternate Crown Working Group final poll has less than a week to run. At that time a report with the final results will be sent to both Board and Committee. The results will then be released to the populace in the final act of the group.

The position of Kingdom Exchequer has been advertised and the commentary has been run. The candidate is Master Nico Novello (Jeremy Gregson). This position has been approved by the current Exchequer, myself, the Board of SCA Ltd, and the current Crown. Once a motion has been voted on by SCANZ we will know if this has been successful or has to be rerun.

The Deputy Exchequer for New Zealand has requested an extension of his warrant. This was approved by the Exchequer and myself. We are currently waiting on a decision from SCANZ as to whether this will be accepted, or the position will need to be advertised.

I would like to take a moment to discuss a possible solution to some upcoming work that will need to be done by both Board and Committee. Once the Alternate Crown Group have completed their final report the real work will begin. Decisions will need to be made on the best way to implement those recommendations, possible changes to our affiliation agreements, and discussions with SCA Inc. This is a significant amount of work and I would like to propose the creation of a Special Projects Group. This would be 3-4 people who will document these processes, create the agreements for you to read, basically do the preparatory work for this change. They would have no legal authority, all decisions would rest with the appropriate authorities. They would meet and determine the best solution to the tasks.

The could also work on other projects, such as the implementation of a Board/Committee DEI officer. They could create the policy documents, guide on how this position would be created, and prepare application emails for the role. I would like to discuss your thoughts on this during the monthly meeting.

KS – to create the manual for DEI officer role and start the process for its activation

Motion:to task the Kingdom Seneschal to start the process of crew Diversity equity equality officer manual and then start the process to fill it **carried**

**7 Secretary's report**

Been thinking about doing a thorough clean of the drop box for a while, checking files for age and if they are current etc...  
 Also preparing for hand over to next secretary and checking over the manual for secretary  
 Had interesting email about borrowing of equipment for a stage play told them that our armour etc is privately owned and not suitable for stage plays due to weight  
 Nico found that our laurel wreath registered in 1993 the trademark however expired 2013 when we didn't pay for renewal  
 Deborah to look into registered trademark doing more checks  
 640 +gst for 10 years on registered logo

Tegan to conduct a full audit of the drop box and update its use  
 Tegan to check and update the secretary manual and prepare for handover

Deborah to check on re registering the trademark

Waivers for equestrian was bought up by a member reached out to insurance about it and apparently all activities should be using the insurance waiver document - check if at each event or could be done for the year  
 Cc board in email re wooden lances and checks for each event waiver

Tegan to email our insurance to clarify wooden lances and waivers

**8 Treasurer's report**

**To be presented next meeting**

**9 Other Board business**

Motion to remove tickbox regarding correspondence via post on membership website – carried  
 Motion to approve the expenditure of \$3705.24 to pay for 12 months storage hire - carried

**10 motions out of session**

Nico approved to be exchequer

**Next Meeting:**

19<sup>th</sup> Novemeber 2024, 7:30pm (Australian Eastern Standard Time)

**Meeting Close**

8.23 pm.

<b>Actions to be completed</b>	
<b>All:</b>	Read over equestrian handbook update Read over and give commentary on child safe policy
<b>Chair:</b>	Board member request still ongoing action by chair to try and get more members before May handover email board the child safe document and get commentary out of session before speaking to childrens officer
<b>Secretary:</b>	update the sign in transaction form, present for vote and email to member groups with reasons why the change etc weapons webpage - update the links if necessary. Look into stat dec email registrar about the change of membership cards with the document from nico conduct a full audit of the drop box and update its use to check and update the secretary manual and prepare for handover email our insurance to clarify wooden lances and waivers
<b>Treasurer:</b>	Continue the review of the financial policy Food safety recommendations document to be completed and sent to board looking at stat dec updating the square and reader policy and checking how itll work for individual accounts report back on the state of their accounts and any actions that need to be taken
<b>Kingdom seneschal:</b>	put poll out to seneschals about police checks for office holders than then report back to create the manual for DEI officer role and start the process for its activation with the board
<b>Other</b>	Deborah to check on re registering the trademark