



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 23 July 2024

Category	Description	Action Required
Attending:	Tam Hovenga (Chair), Tegan Brinkman (Secretary), David Potter (treasurer), Mandy L'Estrelle, Debora Lane, Rachel Horne.	
Observers:	Ray Gleeson (kingdom Seneschal)	
Meeting Start:	7:10 pm	
Apologies:		
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 25th June 2025 – PASSED</p> <p>legal names on sign in forms</p> <ul style="list-style-type: none">- Tegan – luc said we have to have legal names. To make it easier we should just have legal names for insurance purposes on the form. Tegan will find the form. <p>Dispute resolution getting through SCANZ</p> <ul style="list-style-type: none">- SCANZ AGM failed. Kerrie found flaws in the process so they had to re-launch the AGM for a new date. They didn't follow what their constitution says. <p>food safety Bunnings</p> <ul style="list-style-type: none">- David was going to investigate and discuss with Nathan. He hasn't contacted him but has been through the legislation and still has more work to do. Looks like we might be exempt.- Tam – we had already decided we were exempt, and then decided that because we were exempt we wouldn't allow the sale of food specifically. Would that exemption David raised include Bunnings sausage	<p>Tegan - update the form and distribute them to the board for discussion</p> <p>Leave on actions list for the time being – awaiting NZ AGM</p> <p>David: further research and report back, speak to Nathan Mandy: pass on contact details to David</p>

sizzle?? David said yes he thinks we are exempt.

- Note you can have a food safety person available via phone, doesn't have to be there in person. You can only be a FCC for one organisation.

Review of refund policy

- Tam sent out her thoughts and a rough draft
- David thought seems reasonable, but hasn't checked the government guidance that was linked yet
- Gov guidance said you can choose whether to provide a refund for people who are sick. Tam – its about making sure the process is well thought out. David – thinks we should make it broader than covid so we are covered for the next pandemic

Motion to accept the refund policy - Passed

Victoria exemptions

The current weapons legislation, under 18 can do all but own a weapon, cannot bring into vic and must be a member of a reenactment group according to legislation

Stat dec – over worded? Does the legislation make it moot? Prohibited person was the reasoning behind the stat dec.

Could it be put as part of membership this may not be enough under legislation?

Adding it to membership would be only to capture 300 out of over 1000 it isnt a simple option

Also requires peoples acting under best interests and disclosing if they are captured as a prohibited person

Zoom

check ownership handed off to David as might be treasury account

Stat dec and website update to include links to gazette

David to check who owns the zoom account

mobile card payments

Zellar a better option for payments, so migrating to zeller might be the action

If everyone else migrates then only rowany would need square and then would drop the 35\$ fee

David to do more research into mobile card readers

Its taken 1,5 years for zeller to work, customer service is crap and could be the reason why its cheap.

A heap of time and effort, calls, emails to zeller and its still not working.

35\$ per group per month cost for square

Looking at card reader options in the market

If paying by square adding % to cover square costs (surcharge)

Moving from cash because of commingling issues, groups only 3 business days to transfer into specifically sca accounts causing stress to the reeves

Review of financial policy in the future by treasurer

David to look into financial policy ongoing

Infectious policy updated in policy document per previous meeting

Motion to approve the infection control response plan 3.1 - passed

3 In camera

Redacted

4 Speaking as a Board member / Environmental Scanning

If we want people work with children within the SCA then police check may be necessary, working with children check for those working directly with children

Deborah to look into this further and report back

Office holders should have a police checks?

Costs involved for individual or group is a limiter, it may not be a huge amount of money.

If you want to be an office holder then maybe it become with doing a policy check

WWC free for volunteers

How to determine venerable people? Policy?

Creating further issues to get volunteers into the officers positions.

Brings issues of privacy of the information.

Checks and balances within the organisation when it comes to adult and venerable persons

Police checks – as an organisation we get the paperwork but if a person does it they get the paperwork and we have to sight it

Deborah to follow up and report back

Interesting commentary came out about alternate crown, discussion on process etc....

5 chairs report

Been quite except for the SCANZ AGM business mentioned earlier.

6 Kingdom Seneschal's report

We have a new Hospitaller (Madelaine le Mercer). We have a new Seneschal for Politarchopolis. We are advertising or in commentary for Mordenvale, Stormhold, and Aneala. We are also looking for a new Provost of Scribes.

We have a request from Radburne to become a Hamlet, and a request from the hamlet of Sherwater in NZ to become a Shire. Both of these have completed the appropriate forms and I have discussed the steps with the local spokesperson/seneschal.

The Regional Crown discussion has reached the point where the Crown Events Deputy will shortly start a conversation regarding what the minimum requirements are for Crown Events. This will lead to an abridged handbook for those looking for a smaller event.

The Alternate Crown working group is currently working on the final poll. Each choice needs to be described in enough detail to ensure people are comfortable with making an informed choice. This should be out next month.

The new Stewards handbook should be out shortly. If you would like to see the draft it is here:

<https://seneschal.lochac.sca.org/draft-event-steward-handbook-v2/>

- Armoured Rules from January
Motion approve marked changes to draft armoured combat fighter handbook - passed
- Siege rules and SCA Ltd Insurance
- Softkit and the armoured combat rules
- Drusticc and Gui are both looking for a copy of the certificate of currency policy -sent out

KS to check into soft kit

- The draft infection control policy has been submitted for review
- Radburne application for Hamlet
Motion approve hamlet of radburne – passed

7 Secretary’s report

Nothing to report
 Have included current Registrar applications to agenda for early reference
 Applications end 31st July
 Commentary starts 1st August
 20th August meeting vote

8 Treasurer’s report

Odd transactions – need to see what that’s about
 They did a refund but we received two funds – transaction
 Might be an accidental action
 Number bank account don’t reconcile properly with software
 GST -to be done
 Strange email from deputy exchequer
 Nothing beyond square discussion ealier

9 Other Board business

10 motions out of session

Next Meeting: 20th August 2024, 7:30pm (Australian Eastern Standard Time)

Meeting Close 8.38 pm.

Actions to be completed	
All:	
Chair:	
Secretary:	update the form and distribute them to the board for discussion Stat dec and website update to include links to gazette
Treasurer:	further research and report back, speak to Nathan check who owns the zoom account do more research into mobile card readers look into financial policy ongoing
Kingdom seneschal:	check into soft kit
Other	Mandy: pass on nathans contact details to David Deborah to look into this further and report back