



# Society for Creative Anachronism Ltd (Australia)

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## SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 10 December 2024

Category	Description	Action Required
<b>Attending:</b>	Tam Hovenga (Chair), Tegan Brinkman (Secretary), David Potter (Treasurer), Mandy L'Estrelle, Nicole Hellessey	
<b>Observers:</b>	Ray Gleeson (Kingdom Seneschal)	
<b>Meeting Start:</b>	7:03 pm	
<b>Apologies:</b>	Debora Lane absent without apology (3 <sup>rd</sup> time)	
<b>1 Conflict of interest disclosures:</b>	No conflicts of interest were identified	
<b>2 Minutes of the previous meeting and actions arising</b>	Motion: approve the minutes of meeting held 19 <sup>th</sup> November 2024 – postponed due to some commentary missing	Tegan to finish edit
	Child safety policy - ongoing	Tam to continue policy edit
	Police check poll – report available	
	Wombaroo contract – complete	
	Alternate crown – chairs are speaking via email but has been put on hold due to handovers ongoing	Tam to continue discussions with NZ
	Food safety - document sent late needs to be reviewed by board. Statement of previous decision to be sent to announce and facebook	David to send out notice Everyone to read document
	Lochac-announce@lochac.sca.org	
	Square reader – still need to chase up zeller account trial still going on. Not much appetite for change from square – still looking into how much we can save on costs	David to report back on card readers
	Zoom account – thought it was owned by the treasurer but isn't still researching who that is	David to find out who owns account
	Stegby bank – finalise the closure of accounts and notify the board of this	David to report back on Stegby completion
	Accountant review – who has access to accounts still under review, trying to get into contact with accountants to do a formal review. Still reviewing how processes can be improved for reporting	David to complete accountant review

	Trademark – still being done by Deborah Lane however this needs to be transferred to someone else, Mandy put hand up to do this. Code of conduct - to be uploaded Mission statement – A in avenues to be altered Data retention – still ongoing	Mandy to complete review and proceed with trademark renewal Tegan to upload document Tegan to change mission statement Tegan to continue data retention policy
<b>3 In camera</b>	Redacted	
<b>4 Speaking as a Board member / Environmental Scanning</b>	ATO reporting corporate key, self assessment documentation, issues with change over. Research into whats going on to happen outside session Hard to find list of board members on website – found under contact us – needs to be updated	Tegan and David to meet and discuss the issue and find a solution Tegan to update page
<b>5 chairs report</b>	Accepted Rachel Horne’s resignation acknowledgement of her contribution mentioned Nicole Hellessey joined and has been approved to me a member of the board outside of session Task list still ongoing Additional board members – one email replied to them about what was needed nothing came back One email – query but nothing further Jan meeting daytime planning for AGM and future Saturday 18 <sup>th</sup> 3pm	Tam to continue task list Tam to continue to try and get more board members
<b>6 Kingdom Seneschal’s report</b>	The last report of the year is a little late. Quite a few officers had to be chased until the last minute and beyond to get their reports. Numbers a slightly down but the weather is getting quite hot a damp and we tend to get a reduction in participation until the end of January. This quarter has seen even more interpersonal idiocy. There has been another increase in the reports of bullying behaviour. Mostly from smaller groups where the refresh rate for new members is also small. People seem to become possessive that this is “their” group and people who disagree are treated very poorly. My favourite is a complaint in a Baronial report, that someone was pushing in front of others in the line to wash dishes after a feast. We have bids in place for all Crown events next year, and a probable event for	

March 2026.

Event attendance is still solid. We are getting the occasional Covid outbreak, partly as people who are infectious are not staying away. I will discuss this with our Surgeon, it may be time for her to raise Kingdom awareness. On a positive note, we have two new B&Bs installed, and a third pair due in January. Slightly less positive is that one of them has a formal grievance raised against him.

There seems to be no appetite for the idea of a regional Crown scheduled rotation.

I'm parking it for the next Seneschal. Interestingly we have had more Crown bids since the conversation started, including bids from more remote groups. To not a complete loss.

Again, I have to mention that this report would be impossible without the amazing efforts of Cailleach Dhe inghean Ui Dhubhghail (Jo McKaskill).

#### **7 Secretary's report**

PDF membership form needs updating

Tegan to review PDF membership form

Policy list forwarded to board for choosing which to be done by whom

Tegan to email policy list

Code of conduct done for upload

Tegan to continue changes to dropbox

Issues with logging into website backroom will send things for website to the webmaster

Still doing the rework of board files will start file creation and movement in the new year

#### **8 Treasurer's report**

How to record GST is under investigation

David to review paypal issue

Why so much is sitting in the paypal account

according to the accounting software so research into if its just accounting software issue or if money does exist in paypal account

NZ income tax NFP aus so no income tax so can't help them with the income tax discussion

Finances look to be quite good

Review of membership fees in new year

David to report on membership fees

#### **9 Other Board business**

Deborah Lane has missed 3 meetings within a calendar year without notice so discussion on the

Tam to notify change to board

30.2.1 section of the constitution was brought up

Tegan to remove

Motion: owing to Deborah Lane's 3 absences 20<sup>th</sup> August, 17<sup>th</sup> September and 10<sup>th</sup> December 2024 it is

Deborah from drop box access and mailing list

assumed she has tendered her resignation as per SCA constitution part 30.2.1 which is to be accepted by the board – CARRIED

<b>10 motions out of session</b>	The acceptance of Nicole Hellessey – the board welcomed Nicole to the board.	Tegan to add Nicole to mailing list and drop box.
<b>Next Meeting:</b>	18 <sup>th</sup> January 2025, 7:30pm (Australian Eastern Standard Time)	
<b>Meeting Close</b>	9:15 pm.	

<b>Actions to be completed</b>	
<b>All:</b>	Review police check report Everyone to read document on food policy
<b>Chair:</b>	Continue child safety policy edit Continue alternate crown discussions with NZ Continue to get more board members Notify Deborah about change of status
<b>Secretary:</b>	Finish November minutes edit edit upload code of conduct document change mission statement add A to venues so it reads as avenues continue data retention policy review PDF membership document email policy list and document whose taking on what continue with drop box changes remove Deborah lane from drop box and mailing list add Nicole hellessey to dropbox and mailing list
<b>Treasurer:</b>	send out notice on food safety via announce and facebook report back on card readers find out who owns zoom account report back on Stegby completion complete accountant review review paypal issue report on membership fees
<b>Kingdom seneschal:</b>	
<b>Other</b>	Mandy to complete review and proceed with trademark renewal