



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes

Meeting held: 12th April 2025

Category	Description	Action Required
Attending:	Tam Hovenga (Chair), David Potter (Treasurer), Tegan Brinkman (Secretary), Mandy L'Estelle, Nicole Hellessey, Catherine Connor.	
Observers:	Ray Gleeson (Kingdom Seneschal	
Meeting Start:	7:12pm	
Apologies:		
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	Minutes of previous meeting held (March 22 nd , 2025) AGM documents – need to know who is taking on Executive Board positions Chair: Catherine Connor Vice-Chair: Mandy L'Estelle Secretary: Nicole Hellessey Need to find appointees from VIC, SA and QLD if possible ACTION: Tegan to finalise documents and meeting registration forms for AGM Audit – David to follow up, then can go to approval Postbox payments and card payments	Secretary to upload Tegan to finalise documents and email out notice. David to follow up on audit for AGM David to follow up on PostBox Payments
	Trademark renewal: no progress made	Mandy to complete Trademark Renewal
	Social Media policy – Catherine unable to contact Kingdom Social Media Officer	Catherine to try to find social media officer at Festival
	Grants Policy/Factsheet - Financial Policy vs Stand Alone Policy?	Tegan: Grants Document to be completed prior to AGM

	Edits still pending – PayPal, ASIC Need a copy of “How To” to add to Secretary Manual	David: needs to complete how to for ASIC updated, update financial documents and pass on how to, to secretary
	Grant authorisation letter for Anita – In Dropbox (from Jeremy), this was approved last month needs to be done ASAP – Tegan to move forward Data retention policy – ASIC disclosure issue, does the legislation require full disclosure of members to all members due to shareholder language or is our definitions within the constitution allow for us to follow the Privacy act	Tegan to email letter to Anita. Tegan and David to find answers to the issue from ASIC
3 In camera	Redacted	
4 Speaking as a Board member / Environmental Scanning	Catherine – Defibrillators within the SCA? – needs to talk to Kingdom Chirurgeon about risks, costs, benefits, maintenance, etc Gomez – Reminded the Board that it can’t hold meetings with less than 24 hrs notice. Nicole – standardisation of the rapier and heavy manuals Gomez said it won’t work as chapters and numbering differ too greatly and cover a lot of different items	Catherine to follow up on defibrillators New board to action, previous meeting sets date and time for next meeting
5 Chair’s Report	ATO outstanding debts – payments have been made Contacts for ATO have been updated to David and Catherine Email updated from Ben Smith, need accountants to request to remove him from ATO correspondence.	
6 Kingdom Seneschal’s Report	This is the last report of KS Ray Gleeson. We have a new Seneschal for Darton, Diego Alonso Moreno (Benjamin Wells), Rowany, Yekaterina Vaginavich Bychkov (Katya Ghirardello). We are advertising for Seneschal for St Florian. Commentary for Seneschal of Ildhafin is underway We have a new Kingdom constable, Amos Ausgustus Aurelius (Russell Roach) and Kingdom Seneschal, Mildryth Thomaswyf (Tegan Hunter). Documentation of the Strathcorbie need to move into abeyance has been provided to the board for review and vote	KS to complete Abeyance procedure

Motion: To place Strathcorbie into abeyance. **Motion Passed.**

The New KS will take on the task to advertise for the SCA Ltd DEI officer once handover is completed

New KS to begin DEI advertising process.

The Board thanked Ray for his service and looks forward to working with Mildryth after the AGM

7 Secretary's Report

No correspondence

Working on data retention policy, to finalise by end of April

Will email Grant Factsheet once completed

Will start training Nicole on everything over the next month for a smooth handover.

Tegan Data retention policy to be updated and finalized

Tegan Factsheet on applying for and using grant money within the SCA to be completed and email Tegan and Nicole to do handover

8 Treasurer's Report

Speaking to Nico about issues with PayPal and GST payments

Post-box payments to be made ASAP

Dropbox and Zoom Payments to be moved over to Corporate card – to give details to KS, account is set up under KS email so need to work out how to organise that.

Financial handbook needs to be updated to include PayPal transfer schedule

The accountants intend to lock the accounts during the audit, once account is locked it will stay locked into next audit period. Need to fix errors in this year rather than retrospectively.

David to make payment for Post Office Box on Monday April 14th

David to move all reoccurring payments to corporate cards. KS and treasurer to coordinate the change

David to update financial handbook

Audit to progress, hope to have completed before AGM

Card reader proposal - So far everyone David has spoken to has said we can't do it as fees and multiple accounts complicate things, need ABN for each, which we only have 1. David is still investigating the best way forward.

David to continue research into card readers.

Accountant review and changes

Accountant review on hold while audit is underway

9 General Business

Alternate Crown Tournament Poll Announcement – great response, thank you all – Gomez

Nicole to reach out and set up poll with returning officer and open poll on May 1st

Need to confirm Returning Officer for poll with Duke Alaric.

Need working groups and such after poll. Need someone to run that. Gomez is happy to run that as a project.

Nicole and Ray to work together after poll concludes to set up groups around poll result

10 Motions out of Session

Next Meeting: 8pm May 20th, 2025 (Australian Eastern Standard Time)

Meeting Close 8:05

Actions to be completed	
All:	
Chair:	
Secretary:	<p>finalise AGM documents and email out notice.</p> <p>Grants Document to be completed prior to term end at AGM</p> <p>Email grant letter to Anita.</p> <p>find answers to the issue of disclosure from ASIC</p> <p>Data retention policy to be updated and finalized</p> <p>Factsheet on applying for and using grant money within the SCA to be completed and email</p> <p>Tegan and Nicole to do handover</p>
Treasurer:	<p>follow up on audit, needs to be completed asap for AGM</p> <p>follow up on Post-box Payments</p> <p>make payment for Post Office Box on Monday April 14th</p> <p>move all reoccurring payments to corporate cards. KS and treasurer to coordinate the change</p>

	<p>complete how to for ASIC updated, update financial documents and pass on how to, to secretary</p> <p>find answers to the issue of disclosure from ASIC alongside Secretary</p> <p>update financial handbook</p> <p>continue research into card readers.</p> <p>Accountant review on hold while audit is underway</p>
Kingdom seneschal:	<p>KS to complete Abeyance procedure</p> <p>New KS to begin DEI advertising process.</p>
Other	<p>Nicole to reach out and set up poll with returning officer and open poll on May 1st</p> <p>Nicole and Ray to work together after poll concludes to set up groups around poll result</p> <p>Mandy to complete Trademark Renewal</p> <p>Catherine to try to find social media officer at Festival</p> <p>Catherine to follow up on defibrillators</p>