



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes

Meeting held: 15th February 2025

Category	Description	Action Required
Attending:	Tam Hovenga (Chair), David Potter (treasurer), Tegan Brinkman (Secretary), Mandy L'Estrelle, Nicole Hellessey, Catherine Connor.	
Observers:	Ray Gleeson (Kingdom Seneschal)	
Meeting Start:	11am	
Apologies:		
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	<p>Minutes of meeting held 19th November 2024, 10th December 2024 and 18th January 2025 – passed</p> <p>Administrative sanction – has been completed but has brought up a glitch in our email system. officer's role that expire, so it no longer exists, the email doesn't get deleted. So, email spamming of old emails continue to occur beyond position existence. This has been resolved now so no further correspondence from us will not be sent.</p> <p>the affiliation agreement to be that that will need to be signed by tam, by the end of this month. It is as far as can told, exactly the same as the previous affiliation agreement.</p> <p>So I don't have any concerns about changes, and I don't think that we need any, any changes at this time.</p> <p>Motion:</p> <p>The Zoom account, I did find I finally found out who it was from, how our, our who our old Zoom account was from. It was Cat Calwell and she accidentally deleted it just after last meeting. Oh my God. And I found out last night secretary has one. So, we were saved.</p> <p>Board contacts – completed and shared</p>	<p>Tegan to send minutes to masonry to upload.</p> <p>Tam to finalise this</p>

Updated policies- just need to be made into PDF and sent to masonry	Tegan to make the policies into PDF and send to masonry. Also find out why she's locked out of website
Found out that somehow tegan is locked out of the website more research needs to be done to find out why	
ASIC details have been updated how that was done will need to be updated in the Treasury, Chair and Secretary manuals	David to add process to manuals
contract with the accountant - Still waiting to talk to them, the accountants are doing a review internally of reporting so will have to wait until they're free.	David to continue review with accountants
review police check document – done no further actions required	
Everyone read document on food policy	David to submit next steps for the food safety policy
child safety policy - ongoing	
Catherine emailed the social media officer, lady Freya about the social media policy and child, a connection between the social media policy and the child protection policy because there is a big area in social media policy, which isn't covered.	Catherine to continue social media policy review
But have year to have a response KS suggested to use Facebook Messenger to contact Lady Freyja	
alternate crown discussions with New Zealand - ongoing.	Tegan to bring up during SCANZ meeting
Drop box update – ongoing moving files sometime in the next couple of weeks. Need to add Catherine to the Dropbox.	Tegan to add Catherine and continue update
Card readers - speaking to Morton Vale Zella is stalled at their end, But they're keen to continue doing it. River Havens asking about getting a Square account Set up. David will start looking at running a small trial for taking payments at archery using Zella to see how it works. It sounds like Zella might not be the way, given how hard it is to do it. not sure it is actually that difficult, Square was certainly very hard initially to set up. Zella is quite a bit cheaper than square at \$35 a month.	David to write up proposal on card readers

Discussion in December was that those interested in square would set up individual accounts rather than corporate ones to avoid the \$35 a month.

Issue is you can't change account holders, Tegan mentioned that it only requires an email address, and the hardware linked with a phone which isn't permanent to that device.

a proposal is to be written around doing that and it would decentralise the Square account.

review PayPal issue - the amount in PayPal needs to be moved to the bank account , quarterly process to do so needs to be added to treasury manual

David to transfer PayPal money into pack account and update treasury handbook to mention doing that quarterly

membership fees review – due to discussion with exchequer(found in other business) review of fees is no longer needed

trademark renewal - ongoing

Mandy to continue trademark renewal

3 In camera

Redacted

4 Speaking as a Board member / Environmental Scanning

The baronies maybe having the same issue where events are being cancelled due to lack of people booking in advance, which unfortunately there's not much we can do about that. But theres a very active part of the Barney that seems to have all of their events continuously going through and there's lots of enthusiasm and people are going. But then the other part of the Barney at the moment, as much as trainings are being really well attended, all of the events in that area at the moment are kind of like not really getting off the ground.

This isn't causing financial issues with the barony but people trying to steward the events seem to be losing momentum due to continual cancellation

The recent events being cancelled are fighting events, that were also meant to be demo events for recruitment however recruitment is hard without retention.

Perhaps it's worth looking at some more ad hoc kind of events just to build the idea that it's fun and the want to continue to train.

Some baronies have yearly events open on training days with fan fair, the tents etc

5 chairs report

AGM's probably our main consideration at the moment, given it's three months away, but it is a bit

Tam to continue recruiting for the board,

of a process. Tegan and I will be working through much of that with anyone that's interested
Nicole has semi volunteered to be deputy secretary as Catherine has volunteered to be deputy chair.
Still working through my list of tasks

liaise with Catherine for chair duties
Tegan to liaise with Nicole about secretary duties

6 Kingdom Seneschal's report

This is the Kingdom summary for the last month. We have a new Exchequer, Nico Novello (Jeremy Gregson). Ynys Fawr has a new Seneschal, Hrolf Herjolfssen (Cary Lenehan). We have a new Canon Herald, Leonie de Grey (Annette Wilson). We also have a new Rocket herald, Rúnfríðr Keiliselgr (Rachel Thorpe-Jones). I have three candidates for KS, Honore Corbaut (Georgia Harvey), Gilbert Purchase (David Hurst), Mildryth Thomaswyf (Tegan Hunter). These are in commentary at the moment. Once commentary is completed I will make a recommendation to the Board and Committee. If that is accepted I will present it to Crown. If that is successful I will present it to Society Seneschal. If that is successful I will advise the candidates and then make an announcement.

Discussion on the candidates – while all are strong candidates ultimately the recommendation pending end of commentary is to promote Tegan Hunter and deputise Craig Glass.

Motion:

We have a possible bid for 2026 Crown by Southron Gaard. I have reservations due to CF, but we will see what develops. Keeper of Regalia is working on possible replacement Crowns for the Kingdom due to age and wear.

I have a possible DEI handbook and job specification. Once I am happy with it I will send it to both Board and Committee for your thoughts. That should be in the next week or so.

The end of the month is my quarterly report for March 2025. This will be my last Kingdom report.

There are several accounts that is paid for by KS because they need to be by credit card, Zoom, Gmail and Dropbox. This should be moved to the corporate card now that's been sorted, and maybe is something to discuss with NZ due to the cross use in the KS role

Tegan to bring this up during SCANZ meeting

7 Secretary's report

trucked along with Dropbox new setup. One folder will be named archive the other our main folder And then access will be given to everyone. Once the files have been situated.

Tegan to continue Dropbox alterations, and policy documents

Typing up the data retention policy, reworking the secretary handbook.

8 Treasurer's report

one of our baronies has only got one signatory working on the Westpac accounts. So, I've been approving their payments via email. The second signature is emailing me the approval request or the agreement to approve. That's a Westpac issue that they're looking at. It may have been resolved by now.

requests to pay the post office boxes via using the corporate debit card and get a refund from the barony or the whichever group is paying for that and have that put straight into the corporate account., that's a good solution for what they're wanting to do rather than having individuals paying it and getting it reimbursed.

David to set up process for post box payments

River Haven is wanting to set up square for them and we don't have any paperwork or procedures for setting up square. So, what I've actually been just thinking about is maybe what I will do is get River Haven to set their own square account up as a trial and see how that works for them. And, and then we can roll that out.

David to work on square set up process and trial

If that works, then we can roll that out to all of the other appropriate groups who want to want to use it. Audit is happening spoken to the

auditors, that's all going ahead. The bass is going ahead.

David to continue with audit and submit to auditors

We had some issues with our asset fees and the payment of those, but they're all now up to date. The corporate one outstanding fee that's not due until the middle of March. a scheduled payment in westpac to pay that automatically so it doesn't get forgotten about.

All of the ASIC stuff is up to date, and everyone should now be able to set themselves up in ASIC if you so desire. And I will be producing a guide sheet on how to do that so appropriate changes. And so shouldn't have ASIC problems going forward.

David to complete guide to changing ASIC member list

9 General Business

The Kingdom Exchequer joined the meeting to raise some concerns to the Board. The Exchequer stated that in 2019 a decision to stop splitting profits from crown events between Kingdom and Baronies had resulted in a lower total of funds in the Kingdom account, as costs are the same but income is now lower.

Board to discuss and motion out of session changes

Exchequer also noted that the Corporate account is healthy due to GST refunds being paid into it and not individual baronial accounts. Costs for Corporate are still the same, so total funds are increasing. Exchequer suggested Corporate assists in covering self-insurance costs for crowns and regalia, and other larger costs such as Zoom accounts and other Masonry costs across the kingdom to help bring funds in the Corporate account down.

The Exchequer proposed that the Board assists in paying for web serving costs with Masonry (\$1,500), for new crowns for Kingdom Regalia (~\$8-10k), and starts to pay monthly reimbursements for GST into Kingdom account (~\$2k per month) to help cover Kingdom costs.

These proposals are being discussed by the Board and will be motioned out of session.

AGM financial report that David's working through.

Announcement has to be done in a particular time in April gotta update the documents for this year and put them up on the website and then the financial document has to be put up once that's done and signed off by the auditor, the whole website page has to be updated. The Zoom account details updated on the paperwork.

put in something in Pegasus before April. In fact, should probably going to try and get something in the March Pegasus, regarding the upcoming A GM and you know, a call for applicants

announce and on the Facebook maybe mid-March, but it'll be the same, same thing. Financial reports should be tabled in March.

then have to put the documents in a mass email to membership.

Notice sent, if we wanted to make any changes to the constitution, which at this time don't believe that we need to we'd have to have them done at the same time as we were sending out all of the notice, which is 21 days before the meeting. And the, all of the AGM and the directors cvs and proposed changes to the constitution need to be done 21 days before.

So, most of it will be done over the course of this month into March. There won't be any changes for from April.

10 motions out of session

Next Meeting:

22nd March 2025, 10am (Australian Eastern Standard Time)

Meeting Close

12:30pm

Actions to be completed	
All:	Board to discuss and motion out of session changes
Chair:	Finalise affiliation agreement Tam to continue recruiting for the board, liaise with Catherine for chair duties
Secretary:	Tegan to send minutes to masonry to upload. Tegan to bring up during SCANZ meeting Tegan to add Catherine and continue update Dropbox Tegan to make the policies into PDF and send to masonry. Also find out why she's locked out of website Tegan to liaise with Nicole about secretary duties Tegan to bring up cross group costs during SCANZ meeting
Treasurer:	David to add process to manuals David to continue review with accountants David to submit next steps for the food safety policy David to write up proposal on card readers David to transfer PayPal money into pack account and update treasury handbook to mention doing that quarterly David to set up process for post box payments David to work on square set up process and trial David to continue with audit and submit to auditors David to complete guide to changing ASIC member list
Kingdom seneschal:	
Other	Catherine to continue social media policy review Mandy to continue trademark renewal