



Society for Creative Anachronism Ltd (Australia)

Website: <https://www.sca.org.au/>

Email: chair@sca.org.au or secretary@sca.org.au

SCA Ltd Board Meeting: Minutes

Meeting held: 18/01/2025

Category	Description	Action Required
Attending:	Attending Tam Hovenga (Chair), David Potter (treasurer) Mandy L'Estrelle, Nicole Hellessey, Catherine Connor	
Apologies:	Apologies Tegan, Ray Gleeson	
Observers:		
Meeting Started:	11:06 AEDST	
Apologies:	Tegan, Ray Gleeson	
Confirmation:	No minutes were available	Publication on website (Secretary)
Item:	Discussion around the AGM timeline- First weekend of May. 4 th May, 2025 at 2pm. Positions of Chair and Secretary will need to be filled at that time. David happy to stay on as Treasurer.	
Item:	Financial Reports by March. Pegasus publication- call for applicants for Board. ASIC must be told of any changes. David is to action review of Accountant contract, and change of address from Nico.	
Item:	Policy Reviews Board Membership Policy. Nicole to review. David has some changes which he will write up and submit.	
Item:	Privacy Statement. Nicole and David to review. Needs major overhaul. Alcohol Policy- Concerns about Brewers Guild and alcohol levels in their brews. Concerns about Drink Driving. Wording Changes From point 2. "The sale or provision of alcohol at any event needs to comply with all mundane legislation. The SCA Ltd encourages froups to seek a liquor licence or permit as required, from the relevant State Licensing authority. The SCA Ltd recognizes that socially responsible drinking is encouraged in communal establishments	

and that they additionally lessen environmental impacts (through reduced packaging, food miles, etc.)."

To

2. The sale or provision of alcohol at any event needs to comply with all local, state, and federal legislation. The SCA Ltd requires groups to seek a liquor license or permit where necessary, from the state licensing authority.

3. The SCA Ltd recognizes that socially responsible drinking is encouraged in communal establishments and that they additionally lessen environmental impacts (through reduced packaging, food miles, etc.).

4. Do not provide alcohol to minors

motion to approve

mandy seconds, passed

Next review date 18/1/29

Item: Social Media Policy Recognition that this will need a big upgrade. Catherine to liaise with Lochac social media officer. Identifiable pictures of Minors need permission from parents or guardians before publication. Need to put in privacy policy?

Item: Board Membership Policy

Change paragraph:

To ensure separation of roles and prevent conflicts of interest, no member of the SCA Ltd Board may concurrently act as a member of the board and hold the position of King, Queen, Crown Prince, Crown Princess, Prince or Princess of any Kingdom, or Baron, Baroness, Seneschal or Treasurer of any branch, or any Greater Kingdom Officer or SCA Ltd Officer position.

To:

To ensure separation of roles and prevent conflicts of interest, no member of the SCA Ltd Board may concurrently act as a member of the board and hold the position of King, Queen, Crown Prince, Crown Princess, Prince or Princess of any Kingdom, or landed Baron, Baroness, Seneschal or Treasurer/reeve of any branch, or any Greater Kingdom Officer or SCA Ltd Officer position.

add point

All members of the Board must hold a current Directors ID as issued by ABRS.

Tam moved, Nicole seconded, Passed

Item:

Code of Conduct

complying with all other SCA Ltd Policies and procedures as may be updated from time to time, complying with all applicable Federal and State laws, and participating in any process initiated in accordance with the complaint handling procedure and/or sanctions guide.

Change: reference to the complaint handling procedure to the issues resolution procedure

Change: *Members are also reminded that sanctions exist for non-compliance with Australian Federal and State Laws, this Code, and SCA Ltd Policies and Procedures.*

Depending on the severity of a breach, escalation to a higher stage of the Complaints Handling Procedure may be considered appropriate as a first step by the Officers or Board of SCA Ltd

to:

Members are also reminded that sanctions exist for non-compliance with Australian Federal and State Laws, this Code, and SCA Ltd Policies and Procedures.

Depending on the severity of a breach, escalation to a higher stage of the Complaints Handling Procedure may be considered appropriate as a first step by the Officers or Board of SCA Ltd. This may include referrals to the relevant law enforcement agencies

change blah to

complying with all other SCA Ltd Policies and procedures as may be updated from time to time, complying with all applicable Federal and State laws, and participating in any process initiated in accordance with the issues resolution procedure and/or sanctions guide.

Personal Gain Fact Sheet

Make sure it fits with the Financial Policy.

Food Safety Policy

With the recent changes to rules on food safety the BOD have decided that we need to develop a "Food Safety Policy"

Can all who are interested in helping to draft a policy or who have input that they would like to contribute please contact me by messenger or email (david@the-pottery.org).

Discussion in Camera-

Motion to approve the 2 year sanction as proposed by the Kingdom Seneschal starting on a date to be set and confirmed by the Kingdom Seneschal. Two year suspension starting on 31/1/25. Refer to letter from Gomez

Board Member Contact List

SCAA Ltd Members agree to freely share to give contact details to each other within the BoD as needs fit.

Discussion of Cashless payments in the SCA, with alternatives being direct transfer and "Square" transactions

Affiliation Agreement

Tam will organise an out of session vote on this.

Lease renewal for Ainslie Hall (Polit) approved.

Item: **General Business**

Next Meeting: Next Meeting 11am Saturday, 15th February

Meeting Closed: 1:30pm (Sydney Local Time)